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HRMS Glossary

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Oracle Human Resources Management Systems Compensation and Benefits Management Guide (UK), Release 12.2

Part No. E48854-02

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

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- Are the examples correct? Do you need more examples?

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

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Human Resources Management Systems Compensation and Benefits Management Guide (UK).*

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

- The principles and customary practices of your business area.
- Oracle HRMS.

  If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University
- Oracle Self-Service Web Applications.
- The Oracle Applications graphical user interface.

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

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

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

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Structure

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2 Salary, Grades, and Pay Administration
3 Compensation and Awards Management
4 Leave and Absence Management
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7 Savings and Retirement
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HRMS Glossary

Related Information Sources

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

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

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

Guides Related to All Products

Oracle E-Business Suite User's Guide

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

Oracle Application Framework Personalization Guide

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

Guides Related to This Product

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

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

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

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

Oracle Human Resources Management Systems Payroll Processing Management Guide

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

Oracle Human Resources Management Systems Compensation and Benefits Management Guide

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

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

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

Oracle Human Resources Management Systems Implementation Guide

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

Oracle Human Resources Management Systems FastFormula User Guide

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

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

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

Oracle Performance Management Implementation and User Guide

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

Oracle Succession Planning Implementation and User Guide

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

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi)

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

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

Learn about the workforce intelligence Discoverer workbooks.

Oracle Human Resources Management Systems Approvals Management Implementation Guide

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

Oracle Human Resources Management Systems Window Navigation and Reports Guide

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

Oracle iRecruitment Implementation and User Guide

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

Oracle Learning Management User Guide

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

Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

Oracle Time and Labor Implementation and User Guide

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

Oracle Labor Distribution User Guide

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

Other Implementation Documentation

Oracle E-Business Suite Maintenance Guide

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

Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

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

Oracle E-Business Suite Flexfields Guide

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

Oracle eTechnical Reference Manuals

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

Integration Repository

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

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

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

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

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

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

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

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

1

General Compensation Structures

General Compensation Structures Overview

Using Oracle HRMS, you have all the flexibility you need to model your compensation and benefit packages. You decide exactly what information you want to hold for compensation management and, if you require it, for payroll processing.

This overview outlines the generic concepts and procedures for setting up compensation. However, there are additional considerations for salaries, absences and PTO accruals, benefit plans, collective agreements, and setting up earnings and deductions for payroll processing. These are covered in other areas.

Elements: Define - Administer - Process

Element is an Oracle HRMS term for the components of a compensation and benefits package, such as salary, PTO accrual plan, and health plan. By defining elements, you can structure information relating to employees' compensation and benefits in a highly flexible way.

First, you define elements, then you administer and process them.

Define

Definition includes rules about valid compensation values, who can receive the elements, and how they are processed. You define elements, and associated rules and formulas, as part of your Oracle HRMS implementation. You can define new elements and make certain changes to existing definitions at any time.

Administer

When definition is complete, you administer compensation and benefits by making element entries for your employees. You can quickly record earnings, deductions, time worked and other information by entering elements in batches.

Process

You process earnings and deductions by running payrolls. The payroll run automatically uses the calculations you have written as formulas, and uses other rules (such as processing frequency) that you have defined.

Compensation Objects

For most benefits and some types of compensation, you define compensation objects as well as elements. You can define a hierarchy of compensation objects, optionally starting with *programs* at the highest level, to represent a package of benefits you offer, followed by plan types, plans, and options. A *plan type* is a category of plans, such as a medical plan type. A *plan* is a specific offering, such as a bonus or a dental plan, and an *option* is an electable choice within a plan, such as 1 x Salary.

If you use SSHR, defining compensation objects enables you to delegate tasks such as the allocation of salary increases or bonuses to line managers, by issuing budgets. Employees can use self-service to enter voluntary contributions, such as savings plans, or charitable donations. They can also manage their own enrollments in benefit plans, while the back-office maintains control of the plan's administration.

If you use iRecruitment, defining compensation objects enables your hiring or line managers to assign benefits components to eligible applicants when they create or update offers. For example, you can set up plans such as car and relocation.

To speed up implementation, you can use Plan Design Copy to copy a plan or program and all its associated definitions, then you can configure these to create a new plan or program.

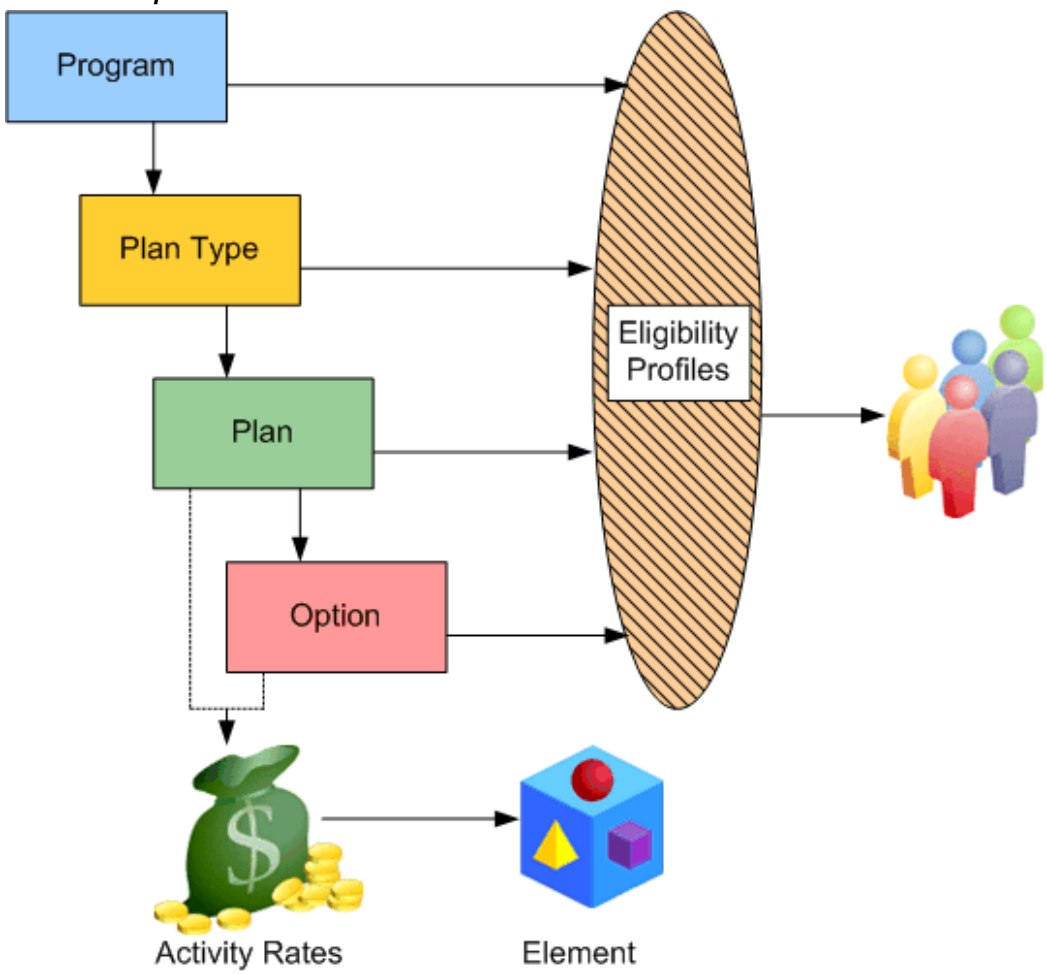
Eligibility Profiles

If you have defined compensation objects, you manage participation by defining eligibility profiles and attaching them to the appropriate level of the hierarchy. You can define several profiles for each object, and each profile can contain both required and optional criteria. For example, the profile could specify that eligible employees must work full time, and either have been employed for at least two years, or be assigned to a manager grade.

Activity Rates

You can attach any number of activity rates to a plan or option to specify the contributions made by employee and employer, or the distributions, such as compensation awards. When you define an activity rate, you can associate it with an element. Activity rates support a variety of calculation methods to determine how much a person pays or receives: flat amount, multiple of premium, multiple of elected coverage, and so on. When a participant enrolls in a plan, the enrollment process runs the calculation and enters the result on an element entry for the employee.

General Compensation Structures



Reporting On Compensation Data

Oracle HRMS includes a number of windows and reports for compensation data, such as the Salary Review Report, and the List Employees by Element window.

In SSHR, you can use the Compensation History page to view employee information such as salary changes, bonuses, stock options, monetary compensation grouped by year, ranking, jobs, and non-monetary compensation. If you use Compensation Workbench, this feature supplies several reports for salary changes, bonuses, and stock options.

Oracle HRMS also includes some Discoverer Workbooks to enable you to analyze salary information by organization, supervisor, and job, comparing with grade rate values where appropriate.

See: General Compensation Structures -- Reports, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Using System Extract, you can define interfaces to extract compensation data for reporting or transfer to third parties. Oracle HRMS supplies predefined extracts that you can use or configure. See: HR/Payroll Extracts, page 1-49.

Key Concepts

To get the most out of the compensation and benefits functionality of Oracle HRMS, you need to understand the following key concepts:

- Elements
- Input values
- Element links
- Element classifications
- Element entries
- Plan design
- Eligibility profiles
- Activity rates

General Compensation Structures

What kinds of compensation information can you record?

All kinds, depending on how much information you require. You decide what types of compensation and benefits you want to track, the information you need to hold for each type, and the rules that determine who receives the compensation and how often it is paid.

Can you monitor the costs of compensation policies?

Yes, you can allocate labor costs to particular departments, products, or projects. You can enter default cost centers for organizations and employees, then override these, if required, when you enter timecard data.

How can you review the effectiveness of compensation packages?

You can compare salaries and other compensation for any groups of employees, for example grouped by organization, position or grade. You can break down salary changes into components, such as Cost of Living, Location Adjustment, or Promotion, to identify any performance-related increases. You can also associate salary changes

with performance reviews.

Using HRMS Intelligence, you can compare salary trends, manpower changes, and group skills analyses.

What happens when you need to change compensation policies?

With DateTrack you can make future-dated changes to your information safe in the knowledge that these changes will not become effective in the system until the correct date.

In this way you can use your compensation and benefit information to plan changes ahead of time; analyze the impact of these changes; adjust these changes and generally smooth out the workload that is often associated with major changes in compensation and benefits policy.

How do you manage individual salary packages?

You can define salaries for groups of employees, with default values and validation rules if you require them, and enter individual salary changes for employees at any time. You can associate salary changes with the results of performance reviews, and you can show the composition of any increase by components such as cost of living, and individual performance. You can enter proposed changes to take effect in the future and confirm these later with the click of a button.

What about grade-related pay?

Oracle HRMS handles both pay rates that are directly related to grades, and rates on grade-related pay scales. To relate pay directly to grades, you can specify valid salary ranges or fixed pay rates for each grade. If your employees are paid from a pay scale (perhaps determined by collective agreement), you can associate each grade with several points on a pay scale.

How do you ensure employees receive the compensation dictated by a collective agreement?

You can define entitlement items to represent the compensation and benefits that are subject to a collective agreement. You define an eligibility profile to determine who can receive this entitlement item, and associate both with a collective agreement. Provided that an employee already has an element entry for the compensation or benefit, applying the collective agreement to the employee updates the entry to the values recorded in the collective agreement.

What does Oracle offer for benefits administration?

We offer a choice, to match the varying complexity of benefits administration requirements.

The **Standard Benefits** feature set lets you define your benefits offering in a hierarchical manner, so that requirements you specify at the program level are inherited by the plans and options in that program. You can use a variety of factors, such as length of service, to define eligibility requirements for participation in a plan. The system supports centralized enrollment by benefit administrators or web-based self-service enrollments. Standard benefits is best for organizations that outsource a significant portion of their benefits administration. System extract features let you export data to third party benefits administrators.

If you administer your own benefits, or your requirements include offering flexible benefit plans, you should implement **Oracle Advanced Benefits**. This provides the full solution for benefits management, including life event triggered enrollments and communications, online life event processing, processing of flexible spending account claims, and what-if eligibility analysis.

For US implementations, we also continue to offer **Basic Benefits**, which is a limited feature set that supports administration of benefit plans for employees and their dependents, including COBRA coverage.

Can you be sure that compensation information remains confidential?

Yes, you can. Oracle HRMS security features enable you to choose which users can view compensation information, what types of compensation they need access to, which employees records they can see, and whether they are able to update them.

Can you enter weekly timecard data?

Yes, using Batch Element Entry, you can enter timecard information for a group of employees, using default values as appropriate. You can validate your entries against system rules and external control totals before uploading it to the database in time for the payroll run.

How does Oracle HRMS help reduce data entry errors?

There are three ways:

- By removing the need to make entries at all, when compensation entries are standard for a group of employees and can be entered automatically.
- By reducing keystrokes when you use Batch Element Entry to enter batches of entries.
- By validating all entries using rules you define at setup time.

Can you make one-time changes to entries?

Yes. Some types of compensation or payment (such as expense reimbursements) need

only be entered for the period to which they apply. For others, the regular value can be adjusted if you need a different value for one payroll run.

I'm entering compensation details for analysis but not for payroll processing. How do you reduce data entry work to a minimum?

If the same compensation entry applies to a group of employees, the system can enter it automatically. You need to set up the element with *standard links*. Use Batch Element Entry to start or update other entries in batches.

You can download salary information to a spreadsheet, update it there, and upload the new information to the database.

Can you see a history of all compensation values for an employee over time?

Yes, you can view all changes for one or more types of compensation. For salaries, you can also see new proposed salary changes.

How do you compare compensation for groups of employees?

You can select employees by organization, job, position, or grade and view past and current salaries or new salary proposals. For other types of compensation, you can compare the latest values for all employees in any period of time you choose.

If you use grade rates, you can compare compensation entries for all employees on a certain grade, and also see these values as a percentage of the midpoint defined for the grade.

Elements

Elements: Building Blocks of Pay and Benefits

With Oracle HRMS, you define a working model of your own *types* of compensation and benefits and the policies or business rules that govern the allocation of these to your employees. You define these types as elements. Elements are the building blocks of pay and benefits, both for HR analysis and payroll processing.

Example

Elements can represent:

- Earnings, such as salary, wages, and bonuses
- Benefits, such as employee stock purchase and pension plans
- Absences from work
- Non-payroll payments, such as expense reimbursements
- Tangible items distributed to employees, such as tools, uniforms, mobile phones, or computers
- Voluntary and involuntary deductions, as well as pre-tax and tax deductions
- Employer taxes and other employer liabilities

There is no limit to the number of elements you can define, and all your definitions are datetracked.

How Are Elements Created?

Some elements are supplied predefined with Oracle HRMS, some are available in template libraries, others are generated by the system when you define certain types of compensation and benefits, and the remainder you can define using the Element window to best meet the needs of your own enterprise.

Predefined Elements

The predefined elements are specific to your localization. They typically include deductions for tax and wage attachments. They may also include standard earnings, such as salary. You should not make any changes to these predefined elements.

Template Elements

Using the Configuration Workbench, you can select many earnings and deductions from a template library for your country and industry. Your selected earnings and deductions form a template set that you can load into your business group. The

template set includes the elements and the balances, balance feeds, and formulas required for payroll processing. You can configure any of these definitions to match your specific requirements.

Generated Elements

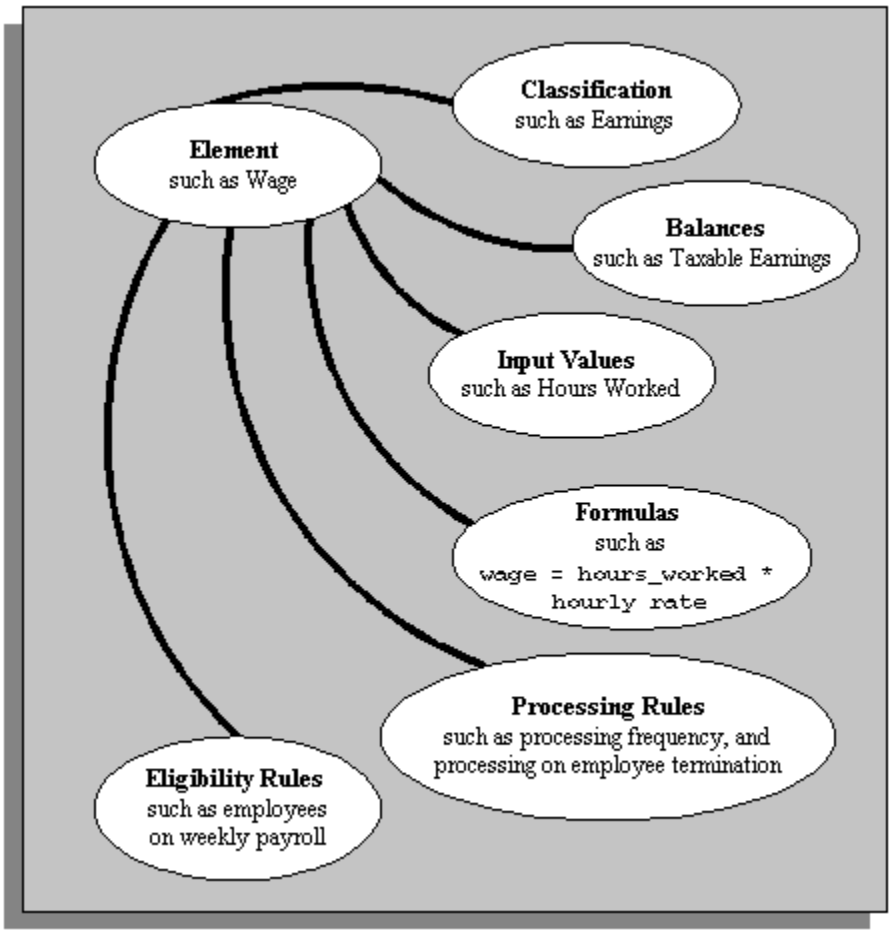
In certain legislations, including North America and the UK, Oracle Payroll users can initiate earnings and deductions, and the system generates the elements you require, along with balances, balance feeds, and formulas. The method of initiating earnings and deductions depends on your localization. Typically you use the Element Design Wizard, Earnings and Deductions windows, or other template windows for specific earnings and deduction types. The processing options you select in the wizard or window determine the rules embedded in the generated elements and formulas. As with template elements, you can configure generated elements and formulas to match any special requirements.

Also, when you create PTO Accrual Plans, the system generates elements for you.

Introduction to Element Definition

The following diagram illustrates the items that you can define or select to control the entry and processing of any earning, deduction, basic benefit, or payment.

Compensation Definition



To take a simplified example, you could define an element called Wage, for hourly paid employees. You classify it in the predefined classification Earnings, which determines when it is processed in the payroll run and what payroll balances it feeds.

You specify one input value, Hours Worked, which must be entered in each pay period. (If necessary, you can define up to 15 input values, with fixed values, defaults, or validation.)

You associate a formula with the element, to calculate the wage for the pay period. A simple formula might be hours worked (from the input value) multiplied by hourly rate (which might, for example, be entered in the Grade Rate window).

You define who is eligible for the element by linking it to components of the employee assignment, such as grade, payroll, salary basis, or organization. In this example, the wage element is available to all employees on the weekly payroll.

You can define other processing rules, such as a termination rule. For example, you might specify that the employees' entry of the wage element should not close down on their termination date but remain open for processing of final pay.

Input Values: Flexible Description of Compensation

To give an employee an earning or deduction, you make an element entry. An entry can contain up to 15 items of information, which you define when you create the element. For example, for a company car element, you might want to store car make, model, year, date of issue to the employee, and mileage when issued.

These items of information are called input values. You decide what validation to apply to these values, whether they are required or optional, and the type of information they can accept:

- Alphabetic characters or words
- Integers or numbers
- Money
- Hours and minutes
- Date, day, or time

This list of unit types is predefined and you cannot add to it.

Processing Input Values

Input values are so called because they are the inputs to calculations performed by Oracle Payroll. In a payroll run, formulas process the input values and other database information to produce *run results*.

For example if you have Payroll and your enterprise makes overtime payments, you might write a formula to calculate the payment amounts for each assignment from inputs of the overtime rate and the hours worked for the period. The payroll run then processes each assignment and produces the overtime payment amounts as run results.

Rules for Allocating Compensation

While some elements may represent compensation, equipment, or deductions available to all employees, many elements are available only to certain groups of employees. For example, your enterprise may provide company cars only to employees in the Sales Department.

To determine which employees are eligible for an element, you build links to the assignment components that employees must have to receive entries of the element. Links rule out the possibility of employees getting element entries by mistake.

For example, you might want to give a production bonus only to those employees who work full time in Production and are on the weekly payroll. To do this you would define a link between the element Production Bonus and the combination of the

Production organization, the Full-Time assignment category and the Weekly payroll.

> **Note:** When you define a link for a **benefit**, do not select any assignment components to restrict eligibility for the benefit. Instead use participation eligibility profiles.
>
> Similarly when you define a link for an element that you are going to select as an *entitlement item* for a collective agreement, do not restrict eligibility using the link. You restrict eligibility using eligibility profiles.

Assignment Components

The assignment components to which you can link elements are:

- **Payroll**: If employees on all your payrolls are eligible for an element, you can link it to **all payrolls**.
- **Salary basis**, whichestablishes the period of time (often hourly or monthly) for which you quote the employee's salary or wages.
- **Assignment category**, for example, Full Time-Regular or Part Time-Temporary
- **Organization,**for example department or section, in which employees work
- **Location** of employee's office
- **Job**,for example, Associate Professor or Secretary
- **Grade**
- **Groups** to which the employee belongs: You set up all the groups that are appropriate for your enterprise. For example, you could decide to group employees by company within a multi-company enterprise, and by union membership.
- **Position,** which is a class of job performed in a particular organization, for example, Associate Professor of Chemistry, or Finance Department Secretary.

Multiple Rules of Eligibility

You can define more than one link for each element but there must be no overlap between the eligibility criteria for the links. For example, you could create one link to the combination of grade 'A' and the job 'Accountant'. However, you could not create one link to grade 'A' and a second link to the job 'Accountant'. This would imply that an accountant on grade A is eligible for the same element twice.

If you have more than one link for an element, you can enter different default values, qualifying conditions, and costing information for each eligibility group.

Qualifying Conditions: Minimum Age or Period of Service

An employee might be eligible for an element and yet not receive it because he or she does not meet other qualifying conditions.

Two common qualifying conditions are a minimum age or a minimum period of service in the current assignment. You can define these conditions when you define the element. You can enter or adjust these conditions when you define the element links so that you have different qualifying conditions for different groups of assignments.

These qualifying conditions are checked automatically when you try to enter an element for an employee.

Compensation Entry: Making It Fast and Reliable

To reduce the work of entering compensation information for employees and to reduce the risk of errors, you specify rules about entries when you define an element. For example:

- You can specify defaults, lookups, minimum and maximum values, or other validation to control what is entered in input values.
- You also specify the duration of entries, that is, whether they are valid for one pay period only, or whether they persist until further action is taken to end the entry.
- For some elements, you can even set up automatic entry with default values so that no action is required to ensure that employees get the compensation for which they are eligible.

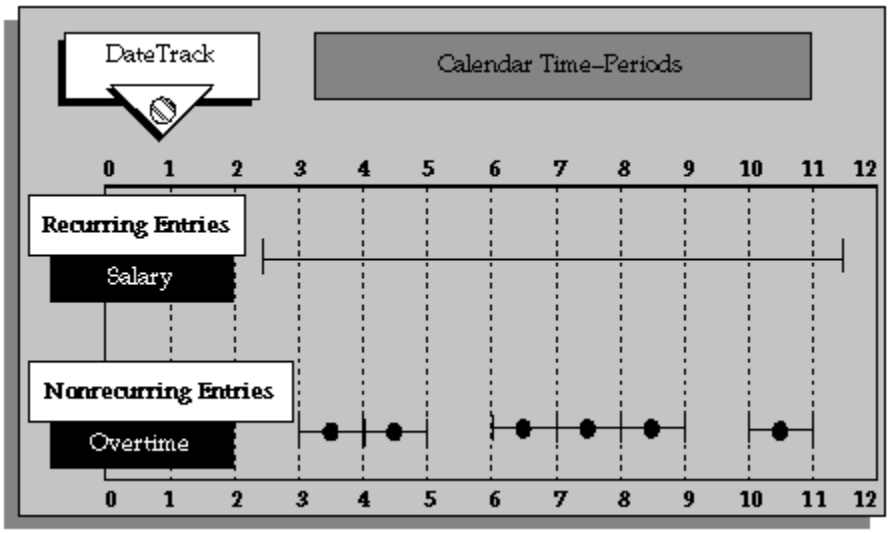
You can create customized versions of the Element Entries window. A customized version might restrict the elements a user can enter. This enhances speed, usability, and security for specific data entry scenarios. Users can also enter batches of entries using default values to reduce keystrokes and thus speed up data entry and reduce errors.

Duration of Element Entries

Some entries are valid for one pay period only. For example, to produce an employee's wages or overtime pay for a period you process the entries of regular hours worked or overtime hours. You define these elements with the processing type *nonrecurring*. Notice that pay periods are determined by the payroll to which an employee is assigned. Employees must be assigned to a payroll to receive nonrecurring elements, even if you are entering these for information only and not processing them.

Other entries, such as salary or company car, should persist until you change them, or they reach their end date, or the employee's assignment changes so that he or she is no longer eligible for the element. You define these elements with the processing type *recurring*.

Element Entry Validity Across Pay Periods



A recurring element entry is normally processed in every pay period, as determined by the employee's payroll. However, you can associate frequency rules with a recurring element to specify in which pay periods it should process. For example, you might deduct a monthly subscription in the second week of each month for weekly-paid employees.

Allowing Multiple Entries

Normally you can only give an employee one entry of an element. This is a useful safeguard against duplication errors. However, when you define an element, you can choose to allow multiple entries. For example, if you enter overtime hours on a weekly basis for monthly-paid employees, you might need to give an employee five entries of an overtime element in each period.

Automatic Entry

If you want all eligible employees to receive a recurring element automatically, you can define *standard* links to the element. With this link, the element and all its default input value entries go on record for all eligible employees, now and in the future.

For example, suppose your enterprise has an employee Sports Club whose members all agree to pay a fixed subscription each month by payroll deduction. You can set up an employee group called Sports Club on the system and record membership by assigning employees to the group. You can then link a Sports Club Dues element to the Sports Club employee group, mark this link as standard, and enter a default value reflecting the current monthly subscription.

Clearly, you will not choose to create standard links if there are any performance criteria (such as achieving a certain volume of sales) that employees must meet before

they qualify for an element.

You can create a standard link if both the element is recurring and multiple entries are *not* allowed for the element

If you have not defined age or period of service criteria, the start date of the automatic entry is the date the assignment becomes eligible for the element. For example, this might be the employee's hire date, or the date of a promotion or transfer.

If you entered age or period of service criteria for the element, the start date of the automatic entry reflects the date on which the employee meets the qualifying conditions. For example, if a new hire is entitled to a company car after six months, an element entry is automatically created when the employee is entered on the system, and the start date of the entry is six months after the hire date.

If the employee's date of birth is altered on the system, this may change the date on which he or she qualifies for the element. In this case, the start date of the element entry changes automatically.

Default Values and Validation

When you define inputs for an element, you also define the validation for each input value. The validation you define controls the values a user can enter. The options are to:

- Provide a default value (or several defaults - one for each eligibility group, defined by a link)
- Provide a minimum and maximum value range
- Provide a fixed value
- Provide a lookup list of valid values
- Validate the input value using a formula

Using the formula option you can model complex business rules for validating entries. For example, for a bonus payment you might want to set a maximum bonus value that depends on length of service and current salary. With Oracle's formula writing tool, Oracle FastFormula, you can include conditional logic to validate input values using different criteria for different employees.

If you define a default value, you can specify that it is a *hot default*. This means that any changes to the default value not only affect future entries but will also update existing entries, provided that the default was not overridden when the entry was made.

When Assignments Change

When you update an assignment (for example, by promoting or relocating the employee), some changes are made automatically to the assignment's element entries:

- If the assignment is newly eligible for any elements with standard links, entries of these elements are created automatically.
- If the assignment is no longer eligible for an element, the existing element entry is ended.
- If the assignment continues to be eligible for an element but via a different non-standard element link, the existing element entry is ended and a new one created with the same values and costing information as the old entry.

  Note: This means that the system ignores any default values, default costing information, and qualifying conditions on the element link associated with the new entry. All values are taken from the old entry instead to provide continuity for the employee. Of course you can change the entry values manually if required.

  This does *not* apply to salary elements that are entered automatically when you approve a salary proposal. In this case the existing element entry is ended and a warning message is issued. You must re-enter and approve the salary proposal following the assignment change. This ensures the integrity of your salary data.

- If the assignment continues to be eligible for an element but via a different *standard* element link, the existing element entry is ended and a new one created using the default values on the standard element link.

Batch Entry

Using BEE (Batch Element Entry), you can enter earnings, deductions, timecard data, and other compensation and benefit information in batches. This is especially useful when the same values can be used for many employees. After entering a batch (for as many employees and elements as you require), you can validate it, make corrections, and validate again before transferring the information to the database.

Collective Agreements

If your employees are subject to collective agreements, you can define compensation elements as entitlement items, which form part of the collective agreement. You associate each entitlement item with one or more eligibility profiles to define who is eligible to receive the item and how much they should receive. Alternatively, you can write a formula to determine eligibility and how much eligible people should receive.

You must define and link the element before you apply a collective agreement to employee's assignments. This ensures that, when you apply collective agreement values, the application updates the element entry with the appropriate value (as defined in the Collective Agreement Entitlements window).

Configuring the Element Entries Window

You can create configured versions of the Element Entries window. A configured version restricts the elements a user can enter. For example, one version could be restricted to the element name Timesheet and accessed from a menu entry labelled Timesheet Entries.

Element entry can be restricted by:

- Element set (that is, a group of elements that you define)
- Element type (that is, recurring or nonrecurring)
- Element classification (such as, Earnings, or Direct Payment)

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

Non-Updateable Element Sets

You can prevent users updating the entry values of a set of elements on the Element Entries window. These will typically be elements that you update through legislation-specific forms. You must create a customization element set, and select it for the HR:Non-Updateable Element Set user profile option. You can set this profile option at any level: Site, Application, Responsibility, or User. You can edit the element set after selecting it in the user profile option.

Users will be able to view these elements in the Element Entries window, and they can edit fields such as Reason and Costing, but not the entry values. They cannot use the Update Override and Delete DateTrack modes, because these might remove entry values set elsewhere.

Element Classifications and Processing Sequence

Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions. In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Oracle HRMS provides you with these primary classifications and some balances, mainly to reflect tax legislation. They are designed to meet the legislative requirements of your country, so you cannot change them. You can create additional balances to be fed by any of the primary classifications.

Processing Sequence in the Payroll Run

An element's primary classification provides a default processing priority for the

element in payroll runs. Lower priority numbers process first.

Most classifications also have a priority range. When you define an element in these classifications, you can overwrite its default processing priority with another number from the range. This is useful if you need to establish the order in which the element processes with respect to other elements in the classification.

Sometimes you must prioritize the processing of certain element entries for an individual employee. For example, you may need to determine the precise order in which deductions taken for wage attachments process for an employee. You can enter a subpriority number for element entries in the Entry Values window.

Canada only: Processing sequence for wage attachments is not determined by subpriority. Instead you can specify Attachment Priority and Prorate Rules in the Further Information field on the Entry Values window.

Secondary Classifications

You can define secondary classifications to feed your own user defined balances. These secondary classifications are subsets of the primary classifications. In some legislations, secondary classifications have been predefined. As with primary classifications, you cannot remove or change any predefined secondary classifications, and you cannot disable any of the predefined balance feeds created for them.

> **Note:** Secondary classifications are not used in the United States, Canada, or Singapore versions of Oracle Payroll at this time.
>
> Mexican implementations use classifications and sub-classifications.

Categories - for US and Canadian Classifications

Most US and Canadian classifications are subdivided into several categories. Categories further define an element's purpose, and can help to determine applicable processing or tax rules. You can define additional categories.

Costing

On the Costing tab of the Element Classifications window, you can view whether elements of this classification are Costable and Distributable. If the classification is Costable, you can select any costing option for elements when you define the element links. If the classification is Distributable, you can create a distribution set from elements of this classification over which you can distribute costs (such as overheads).

You can also view the cost type for elements in the classification, that is, whether they debit or credit the accounts they feed.

Frequency Rules

On the Frequency Rules tab of the Element Classifications window, you can view whether you can define frequency rules for elements of this classification. The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element. On this tab you can also see which date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

Survey of the Classifications

The survey of classifications identifies:

- The function of elements within each primary classification, page 1-19
- The processing priority range, default priority, and cost type for each classification, page 1-21
- A list of the predefined secondary classifications within each primary classification, page 1-23

Primary Classifications

Classification	Meaning
Earnings	Earnings elements represent most payments made to an employee. These payments are usually subject to deductions of tax and NI, and are normally processed in the regular payroll run each period.
Direct Payment	Direct Payment elements are for expenses or loans made through the payroll that are not subject to tax. They are not included in gross or net pay balances.
SMP Non Payment	SMP Non Payment elements are output from Oracle SSP/SMP.
SSP Non Payment	SSP Non Payment elements are output from Oracle SSP/SMP.

Classification	Meaning
SAP Non Payment	SAP Non Payment elements are output from Oracle SSP/SMP.
SPP Birth Non Payment	SPP Birth Non Payment elements are output from Oracle SSP/SMP.
SPP Adoption Non Payment	SPP Adoption Non Payment elements are output from Oracle SSP/SMP.
Pre-Tax Deductions	Pre-Tax Deductions elements are for voluntary deductions, such as GAYE contributions, made before taxation.
Pre-Tax and NI Deductions	Pre-Tax and NI Deductions elements are for voluntary deductions carried out before NI and Tax is calculated
Pre-NI Deductions	Pre-NI Deductions elements are for voluntary deductions carried out before NI is calculated.
NI	NI elements represent all the categories of employee NI payments, and also maintain information for statutory reporting.
PAYE	PAYE elements represent tax deductions and maintain information for statutory reporting.
Court Orders	Court Orders elements represent deductions made from employee earnings under orders from courts, local authorities or the Child Support Agency.
Voluntary Deductions	Voluntary Deductions elements are for deductions, such as union dues, that the employee authorizes the employer to make voluntarily on his or her behalf after tax.
Employer Charges	Employer Charges elements represent payments, such as contributions to the company pension scheme or employer's NI, made to statutory bodies and third parties by the employer for the employee.

Classification	Meaning
External Reporting	External Reporting elements are benefits to be reported on a P11D.
External Reporting Car 0203	External Reporting Car elements are for reporting car and fuel benefits on a P11D.
External Reporting Loan	External Reporting Loan elements are for reporting interest-free and low interest loans on a P11D.
Information	Information elements can be set up for the following purposes: representing information items that are not used in payroll processing, holding information for use in other elements and triggering the processing of other elements, for example, PAYE Details.
Balance Initialization	Balance Initialization elements are used specifically for the loading of initial values into balances. You would mainly use these elements when transferring data from another payroll system.

Primary Classification Processing Priorities and Cost Types

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

Primary Classification	Priority Range	Default Priority	Cost Type
Information	1 - 7500	500	Debit
SMP Non Payment	500 - 700	600	Debit
SSP Non Payment	600 - 800	700	Debit
SAP Non Payment	700 - 900	800	Debit

Primary Classification	Priority Range	Default Priority	Cost Type
SPP Birth Non Payment	800 - 1000	900	Debit
SPP Adoption Non Payment	800 - 1000	900	Debit
Direct Payment	1001 - 1500	1250	Debit
Earnings	2001 - 3000	2500	Debit
Employer Charges	3001 - 7500	3500	Debit
Pre-Tax Deductions	4001 - 5000	4500	Credit
Pre-Tax and NI Deductions	4001 - 5000	4500	Credit
Pre-NI Deductions	4001 - 5000	4500	Credit
NI	5001 - 5500	5300	Credit
PAYE	5501 - 6000	5800	Credit
Court Orders	6001 - 6099	6050	Credit
Voluntary Deductions	6100 - 7000	6500	Credit
EXTERNAL REPORTING	7001 - 7200	7100	Debit
EXTERNAL REPORTING CAR 0203	7201 - 7400	7300	Debit
EXTERNAL REPORTING LOAN	7401 - 7600	7500	Debit

Predefined Secondary Element Classifications

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

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

Primary Classification	Secondary Classifications	Default
Earnings	Attachable Earnings	Yes
Earnings	NIable Earnings	Yes
Earnings	SMP Earnings	No
Earnings	SSP Earnings	No
Earnings	SAP Earnings	No
Earnings	SPP Adoption Earnings	No
Earnings	SPP Birth Earnings	No
Earnings	Taxable Earnings	Yes
Direct Payment	(None)	N/A
SMP Non Payment	(None)	N/A
SSP Non Payment	(None)	N/A
Pre-Tax Deductions	Attachable Pre-Tax	Yes
Pre-Tax Deductions	Employee Pension COSR	No
Pre-Tax Deductions	Employee Pension COMP	No
Pre-Tax Deductions	Superannuation	Yes
Pre-Tax and NI Deductions	Attachable Pre-Tax and NI	No
Pre-NI Deductions	Attachable Pre-NI	Yes

Primary Classification	Secondary Classifications	Default
NI	(None)	N/A
PAYE	(None)	N/A
Court Orders	(None)	N/A
Voluntary Deductions	Widows and Orphans	No
Employer Charges	(None)	N/A
Information	Feed Taxable Pay	No
Information	Feed NIable Pay	No
Balance Initialization	(None)	N/A

Compensation Policy Changes

It is inevitable that your business rules for compensation and benefits will change over time. You can create new elements and disable existing ones at any time. You can also make certain changes to existing elements and links, as outlined below.

Element definitions, link definitions, and element entries are all datetracked. This lets you track the changes to your compensation and benefit policies without losing any of your historical employee information. The history of your definitions remains in place for validation and reporting, and for future calculations of back pay.

Maintaining Elements

After you have defined and used an element, you can make the following changes:

- Change a required input value to be not required.
- Alter the sequence in which input values appear in the Element Entries window.
- Change the input value validation rules for minimum, maximum, lookup, or formula.
- Change your specification of which input values create Database Items. Note, however, you cannot remove Database Items if they are used in any formulas or QuickPaint reports.

You cannot remove existing input values or add new ones if you have created any entries for the element. To add an input value to an element before you create any entries, ensure that you set your effective date to the element's start date.

Maintaining Links

Link rules always control the entry of element values at the time of entry. Changes to link rules affect existing entries in different ways, depending on your use of standard links and hot defaults. After you have used an element you can make the following changes to the link rules:

- Change the input value defaults and validation.

  These changes affect all new entries. Changes to hot defaults affect existing entries. The system also uses the new validation rules to check any updates you make to existing entries.

- Date-effectively end all of the rules that apply to an element and define a new set of rules, which are effective from a later date. For example, suppose you have defined eligibility for a company car based on grade. Following a change of policy you must now define eligibility based on job.

  - You will not be allowed to end the link if any nonrecurring entries exist at the date you want to end the rule. You must delete existing entries before you end the link.

  - You can end the link if recurring entries exist. Any existing entries will be ended automatically when you end the link.

- Change the qualifying conditions of age and length of service that employees must meet to be eligible for the element.

Policy Development

With DateTrack you can also make future-dated changes to your information safe in the knowledge that these changes will not become effective in the system until the correct date.

In this way you can use your compensation and benefit information to plan changes ahead of time; analyze the impact of these changes; adjust these changes and generally smooth out the workload that is often associated with major changes in compensation and benefits policy.

Setting Up Total Compensation Elements

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

compensation and benefits:

- Salaries for Salary Administration

  See: Setting Up Salary Administration, page 2-9

- Absence elements and PTO accrual plans

  See: Setting Up Absence Management, page 4-11

  See: Setting Up PTO Accrual Plans, page 4-49

- Benefits

  See: Standard and Advanced Benefits Implementation, page 5-6

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

See: Setting Up Total Compensation Elements for Payroll, page 8-21

Define Validation and Lookups

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

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

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

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

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

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

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

Define Elements and Links

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

   See: Defining an Element, page 1-27.

   See: Defining an Element's Input Values, page 1-36.

   See also: Defining and Linking an Element for Standard and Advanced Benefits, page 1-38

   See also: Deleting an Element, page 1-39

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

   See: Defining Element Links, page 1-40

   See also: Running the Element Link Details Report, page 1-44

6. For elements without Standard links, make entries of your elements for all employee who should receive them.

   See: Making Manual Element Entries, page 1-53

Defining an Element

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

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

> **Note:** Depending on your localization and the types of element you want to create, you may not need to start from scratch in the Element window. Check which earnings and deductions are available in the template library in the Configuration Workbench. If these template elements do not meet your requirements, you may be able to generate earnings and deductions using Earnings and Deductions windows or the Element Design Wizard. You can use the Element window to further configure template elements and generated elements.
>
> - For the United States and Canada, see: Earnings and Other Payments Overview, *Oracle HRMS Compensation and Benefits Management Guide* and Deductions Overview, *Oracle HRMS Compensation and Benefits Management Guide*
>
> - For Mexico, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*
>
> - For UAE, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*
>
> - For Norway: For each element, you must enter the End of Year codes using the list of values provided in the Further Information field.

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

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

2. Enter a unique:

   - Name
   - Reporting name

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

3. Enter a description for the element.

4. Select a Primary Classification.

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

Processing Information

To enter processing information for the element:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HR-only users: Go to Currency.

Oracle Payroll Users:

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

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

each period processes entries of this element.

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

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

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

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

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

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

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

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

Currency

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

Advanced Processing Information

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

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

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

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

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

To define an element as a separate payment:

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

   The Process Separate box is checked automatically.

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

To define an element to process separately:

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

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

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

   The Iterative Flag and Process Separate boxes are checked automatically.

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

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

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

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

5. Save your work.

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

1. Check the Iterative Flag box.

2. Select PQP_GB_ITERATIVE_ARREARAGE in the Iterative Formula field.

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

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

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

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

Advance Pay Processing Information

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

- Indicate that an element may be processed as an Advance Pay element
- Establish the processing conditions for your Advance Pay element.

To define an element as an Advance Pay element:

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

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

To set the processing conditions for an Advance Pay element:

On the Advance Pay tab:

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

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

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

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

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

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

Continuous Calculation

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

To set up an element for continuous calculation:

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

Proration

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

To set up an element for proration:

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

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

Further Information

1. Enter the Further Information field if:

   - Your Oracle localization team has set up additional fields for element definition
   - You are in the UK, and you use Oracle SSP/SMP

French Payroll

- Select a group, which is the name by which this element, and the others in the group, appears as one line on the pay advice.
- On the pay advice, most earnings and deductions are shown as a base, a rate, and an amount. Select the base unit if you want this displayed on the pay advice.

South African Payroll

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

Kuwait Payroll

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

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

   See: Defining an Element's Input Values, page 1-36

Oracle Payroll Users:

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

   See: Creating Balance Feeds for Individual Elements, page 8-44

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

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

   See: Creating Classes of Balance Feeds, page 8-45

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

   See: Defining Frequency Rules, page 8-25

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

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

Extra Information

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

> **Note:** You can only access Extra Information types if your system

administrator has set them up for your responsibility.

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

Payslip Modeler

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

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

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

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

Usages

To exclude the element from a run type:

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

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

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

3. Select the effective dates for your exclusions.

4. Save your work.

Defining an Element's Input Values

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

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

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

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

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

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

To define input values:

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

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

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

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

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

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

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

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

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

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

Entering Element-Level Defaults

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

To enter a default for an input value:

1. Enter the value in the Default field.

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

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

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

Defining Entry Validation

To enter validation for an input value:

1. Do *one* of the following:

- Enter maximum and minimum values for the input.
- Select a Lookup Type to act as a lookup supplying a list of valid values.
- Select a formula to validate entries for this input value. Formulas can return messages to users about the success or failure of the validation.

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

Defining and Linking an Element for Standard and Advanced Benefits

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

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

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

To define an element for Standard and Advanced Benefits:

1. Set your effective date early enough to handle any historical element entries you want to make.
2. Enter a unique element Name.

   When you define a standard activity rate, you select the element that corresponds to the rate you are defining.
3. Select the appropriate Classification for the earning or deduction.
4. For Payroll users in the US and Canada, select a Category on the Earnings or Deduction window.

   If you are using the Element window, you can select a Category in the Further Element Information flexfield.
5. In the US, optionally select a Benefit Classification.

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

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

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

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

9. Save your work.

10. Choose Input Values.

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

11. Save your work.

Defining an Element Link for Standard and Advanced Benefits

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

To define an element link for Standard and Advanced Benefits:

1. Set your effective date.

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

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

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

For more help on element links and costing, see: Defining Element Links, page 1-40

Deleting an Element

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

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

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

To delete an element:

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

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

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

4. Perform one of the following:

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

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

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

5. Delete the element and save.

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

Defining Element Links

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

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

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

To define an element link:

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

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

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

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

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

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

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

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

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

Costing

To enter costing information for the link:

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

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

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

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

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

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

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

   For deductions elements:

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

   For elements in all other classifications:

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

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

Batch Creation of Element Links

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

To create element links in a batch operation

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

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

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

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

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

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

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

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

   See Generating Element Links, page 1-43

Qualifying Conditions

To enter qualifying conditions for the link:

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

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

Input Values

To adjust input values for the link:

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

   Use this window to:

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

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

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

Generating Element Links

Use the Generate Element Links process to create element links quickly. You must first select the links for batch creation when defining them on the Element Links window. Then, run the Generate Element Links process from the Submit Requests window to link to the element entries created.

To generate element links:

1. Select one of the following Generate Types to determine whether you want to process:
   - All element links that are not completed and are not processing currently.
   - A single element link. If you make this selection, go on to select the particular element link that you want to create. Note that you are selecting one element link from the range of links that are awaiting processing. You cannot change the characteristics of the link at this point, but you can return to the Element Links window to make changes.
2. Click OK
3. Click Submit

Running the Element Link Details Report

Use this report to check the eligibility criteria that have been defined for elements within a classification. You can report on links for the following categories:

- All elements within a classification
- Either recurring or nonrecurring elements in the classification
- Just a single element

You can choose to see only standard or non-standard links, and only active or inactive links. Further, you can choose to see links to a particular job, organization, payroll, or all payrolls.

You run reports from the Submit Requests window.

To run the Element Link Details report:

1. In the Name field, select Element Link Details Report.
2. Enter the Parameters field to open the Parameters window.
3. Enter the effective date for which you want to see the report.
4. Select the classification of elements you want to report on. Optionally select an element processing type (recurring or nonrecurring) or an individual element to report on.
5. To report only on standard links, select Yes in the Standard Link field. Select No to

report only on non-standard links. Leave blank to report on all links.

6. Select a link status to report only on links that are either active or inactive as of the report's effective date.

7. To report on links to payrolls:
   - For links to one payroll only, select No in the All Payrolls field and select the payroll in the Payroll field.
   - For links to all payrolls, select Yes in the All Payrolls field and leave the Payroll field blank.
   - To see links irrespective of their payroll criteria, select No in the All Payrolls field and leave the Payroll field blank.

8. You can also select a job or organization to report on links to these assignment components only.

9. If you want to produce this report in Portable Document Format (PDF), select a template.

10. Choose the Submit button.

Defining an Element or Distribution Set

In the Element and Distribution Set window, you can select element classifications or individual elements to define a set. There are three types of set:

- **Customization set**: You can use a Customization set to:
  - Restrict the elements that can be entered or viewed on a configured version of the Element Entries window
  - Specify the elements to be entered for assignments using BEE in the Batch Assignment Entry window.
  - Prevent users updating entry values in the Element Entries window for a group of elements. You select the element set in the HR:Non-Updateable Element Set user profile option.
  - Restrict the elements displayed in the Compensation Activity view in SSHR. You select this element set in the Element Set Name user profile option.

- **Run set**: You can use a Run set to:
  - Specify the elements that the application must process in a payroll run. This

functionality is available only for Oracle Payroll users. If you are creating a Run set for US payroll, and you are using the Enhanced Tax Interface, you must include the US_TAX_VERTEX recurring element (see step 4). If you have not enabled the Enhanced Tax Interface, you must include the VERTEX recurring element.

- Display accrual balances

- **Distribution set**: Oracle Payroll users can use a Distribution set to define the elements over which the costs of other elements are to be distributed.

To define an element or distribution set:

1. Enter a unique name for the set and select the type: Distribution, Run, or Customization.

2. Save your new set.

3. If you want to include all elements in a classification, choose the Classification Rules button.

   - In the Classification Rules window, select one or more classifications to include. Save the set and close this window.

     The elements in the classifications you choose are now listed in the Elements region.

   - If you want to exclude individual elements, place your cursor in the element's row and choose the Exclude Element button.

4. If you want to include particular elements from other classifications, choose the Include Element button.

5. Select the element you want to include in the Elements window, and choose the OK button.

   Note: After you include a particular element, you cannot go to the Classification Rules window and include the classification to which this element belongs.

6. Save your set.

7. If you want to see a list of the individual elements you have included or excluded from the set, choose the Element Rules button. The Element Rules window is view-only.

Compensation Entry and Reporting

Compensation Entry

To record any form of compensation, benefit, or deduction liability for an employee, you make an element entry. There are several ways to do this:

- You can use BEE (Batch Element Entry) to enter or update a batch of element entries for many employees, using defaults for fast entry. For example, you can use BEE to enter timecard data and to enroll employees in PTO accrual plans.
- You can enter salaries, as proposals or confirmed values, on the Salary page.
- You can enter absences or accrued time taken in the Absence Detail window or in SSHR.
- You can enroll employees in benefit plans and select the appropriate coverage for themselves and their dependents. There are different windows for enrolling in Flex Programs, Non-flex Programs, Savings Plans, and Miscellaneous Plans. Alternatively, employees can set up their own enrollments, using Self Service HR.
- You can make or update individual entries of other compensation elements for an employee using the Element Entries window.

At your enterprise, some elements may be defined with standard links so that eligible employees receive an entry automatically. You do not need to do anything to record these forms of compensation for employees.

Dates for Compensation Entries

There are two types of element: recurring and nonrecurring.

Entries for recurring elements remain effective indefinitely, until you update them or the employee ceases to be eligible for the element, for example after a change of work assignment. You can start entries of a recurring element at any point in time. Use DateTrack to set the effective start date of new entry or update. This maintains a complete history of values and the dates they changed.

Entries for nonrecurring elements are one-time entries. They are effective only for the current pay period (defined by the payroll to which an employee is assigned). To make the entry, you set your effective date to *any* date in the appropriate pay period. Any changes you make to nonrecurring entries are always corrections. There can be no history of changes to these entries within a pay period. However, the entries for each period (if any) are stored as history for an employee.

Compensation Reporting

Oracle HRMS provides a range of reporting mechanisms to monitor and analyze the compensation and benefits data in your enterprise. This topic explains the windows and reports that Oracle HRMS provides to meet your different compensation reporting requirements.

The View Element Entry History for Employees window enables you to view a history of different element entries for an employee assignment.

See: Viewing Element Entry History, page 1-59

The List Employees by Element window provides you with a list of employees with entries to an element in any period of time you choose.

See: Listing Employees by Element, page 1-58

The Salary History window gives you a complete history of approved salary changes for an employee, along with associated performance reviews.

See: Viewing Salary History, page 2-22

Using the Salary Review Report you can check the current and past salaries for some or all of your employees.

See: Salary Review Report, page 2-23

The Compensation Workbench reports enable you to track how you have distributed compensation and awards to your employees using Compensation Workbench.

See: Reporting in Compensation Workbench, page 3-86

The Compensation History page in SSHR enables you to view the in-progress, current, and historical information about compensation and ranking of your employees, including the history for elements not linked to Compensation Workbench or Individual Compensation Distributions.

See: Compensation History, page 3-144

Using the HR/Payroll Extracts you can extract employee and payroll data, such as the details of earnings, deductions, and information elements for internal reporting and for transfer to third-party providers. The extracts support both XML and ASCII formats, you can generate postscript reports, and export a file to Excel for reporting.

See: HR/Payroll Extracts, page 1-49

Oracle HRMS also includes various Workforce Intelligence reports that help you analyze salary and grade-related information. You can also report on absences and analyze absence trends in your enterprise using the Workforce Intelligence reports in this area.

Related Topics

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

Information Access Overview, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

HR or Payroll Extracts

The HR/Payroll Extracts feature enables you to extract employee and payroll data, such as the details of earnings, deductions, and information elements for reporting purposes. You can use the extract reports for internal reporting, such as listing all employees in receipt of a bonus, or for transfer to third-party providers, such as pension providers. For example, you can send details of new hires and terminations to a provider on a weekly basis.

You can also make copies of the seeded extracts and modify their layout or add different data elements to suit your reporting requirements. You can view and correct the extracted information before writing the data to a file.

The extracts support both XML and ASCII formats, you can generate postscript reports, and you can export a file to Excel for reporting.

Predefined System Extracts

Oracle HRMS supplies the following predefined system extract definitions:

- Global HR/Payroll Extract - (full-profile extract) extract the payroll data of your employees. This extract contains identification and demographic information of your employees and reports on payroll data such as earnings, deductions, and other information elements.

- Global HR/Payroll Information Changes (Single Record) - (extract for changes) report on changes to employee personal and plan details, such as the name change of an employee. You can also report on new hires and terminated employees using this extract. This extract does not include payroll data. It includes only employees whose records have changed, and you can configure which changes trigger the extract. It displays all the changes for each employee as part of a single record, in the same row.

You can either use the predefined extracts or make copies of them and modify the copies to suit your reporting requirements.

The extracts include the assignment details of both the primary and secondary employee assignments.

Mexico Users: For reporting voluntary contributions to SUA, the Mexico HR/Payroll Outbound Interface uses the Global HR/Payroll Extract only as a template. Users must

make legislative changes to this extract definition before they can perform these operations. Refer to the "Oracle HRMS for Mexico - Payroll System Extract for SUA - Voluntary Contributions" whitepaper (My Oracle Support ID #336495.1).

US Users: You can also use the following predefined US HR/Payroll extracts. To use these extracts you must create your elements using the Deduction window.

- US HR/Payroll Extract.
- US HR/Payroll Information Changes (Single Record). This extract displays all the changes for each employee as a single record.
- US HR/Payroll Information Changes (Multi-Record). This extract displays each change for each employee as a separate record.

When you are extracting pensions data, the US extracts the US extracts automatically extract data for the additional elements for pension plans, such as Catch-up, After-tax, and ER Match apart from the primary earnings and deduction elements.

Apart from the above generic US extracts you can also use the following preconfigured US extracts to report specifically on Pre-tax EE, Catch-Up, ER Match, Loan Re-Payment and deferred compensations:

- US HR/Payroll Pension EE Contribution
- US HR/Payroll Pension EE Def. Comp Pre-Tax Contribution
- US HR/Payroll Pension CatchUp
- US HR/Payroll Pension ER Match
- US HR/Payroll Loan Re-Payment

The following list shows the data elements typically used in the extract reports:

Employee Data	Extracted from
National Identifier	Social Security/National Identifier field on the People window
Name (First Name, Last Name, Middle Name, Prefix, and Suffix)	Last, First, Middle, Prefix and Suffix, fields in the Name region of the People window
Address (Line 1 - 3, Region 1-3, Town or City, Post Code, Country)	Primary address fields
Date of Birth	Birth Date field on the People window

Employee Data	Extracted from
Recent Hire Date	Latest Start Date field on the People window
Termination Date	Actual termination-date field on the Termination window
Marital Status	Status field on the People window
Sex	Gender field on the People window
Normal Hours	Working Hours field of the Assignment window
Employment Category	Assignment Category field on the Assignment window
Employment Status	Status field on the Assignment window
Projected Compensation	Person base salary
Actual Salary	Balance of the regular salary element
Payroll Date	Date of the payroll run
Employee Number	Person employee number
Plan Contr	Run result value of the of the pre-tax deduction element
Pay Value	Run result value of the selected element
Payroll Frequency	Person payroll period type
Sample Balance Value	Value of the balance specified in the formula
Sample Element Entry Value	Run result value of the payroll element specified in the formula

Typical data elements used in the header and footer regions of the extract reports are:

Header
Creation Date
Payroll Date
Pay Cycle or Payroll Frequency
Group ID
The parameters you specify when running the extract process
Total Participant Records

You can change the header and footer information to suit your reporting needs.

Use the Global Pension Change Events Extract to report on changes in:

- Employee name
- Employee address
- Employee status
- Employee category
- Employee movements (new hires and terminations)

> **Note:** The Global HR/Payroll Information Changes report displays all the data elements that the predefined extract contains, not just the elements for which you are reporting a change. To include only those data elements for which you are reporting a change, make a copy of the seeded extract and modify the layout accordingly.

Some of the elements have attached formulas. You can make copies of the extracts and modify these formulas to extract the appropriate data. The following table lists those data elements, the extracted values for those data elements and the attached formulas.

Data Element	Fetched Value	Formula to Edit
Sample Element Entry Value	The value of any payroll element's input value	PAY_GLOBAL_PEXT_GET_ELE_ENTRY_VALUE

Data Element	Fetched Value	Formula to Edit
Sample Balance Value	The value of any balance specified in the formula	PAY_GLOBAL_PEXT_GET_BALANCE_VALUE

US Users: If you are using the US extracts, you can update the following formulas to extract the balance or input values you want to extract:

- PAY_US_PEXT_GET_ELE_ETRY_VALUE
- PAY_US_PEXT_GET_BALANCE_VALUE

Related Topics

Configuring the HR/Payroll Extracts, page 1-59

Running the HR/Payroll Extracts, page 1-62

Making Manual Element Entries

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

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

Several Oracle HRMS features, such as Absence Management, RetroPay, and Salary Administration, create element entries automatically. You cannot update these element entries on the Element Entries window. You must update the source record (such as the absence or salary record) to change the element entry.

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

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

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

To enter an element for an employee assignment:

1. If necessary, change your effective date to:

   - The correct start date for a recurring element entry
   - Any date in the correct pay period for a nonrecurring element entry

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

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

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

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

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

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

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

6. You can check the Override check box to create an entry that overrides all other entries of this element in the current period. You cannot create an override entry if one already exists, or if any of the entries of this element have been adjusted.

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

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

   You can only check Additional if:

   - The element definition allows additional entries, and
   - An additional entry does not already exist for the assignment in this period, and
   - The employee is assigned to a payroll

- There is a payroll period defined at your effective date

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

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

   - Entry to some fields may not be permitted.

   - Some fields may be required.

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

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

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

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

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

   - Authority for the deduction account

   - Select the type of deduction

   - Total deduction amount for the element

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

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

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

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

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

13. Save your work.

Adjusting a Pay Value

Oracle Payroll users can adjust the Pay Value of any normal recurring payroll element entry. When you open the Entry Values window for an entry of this kind, you will see a Show Adjustment check box in the lower left corner of the window. You do not see this check box until you have saved the entry.

You can adjust a Pay Value by adding an amount to the initial value, subtracting an amount from the initial value, or replacing the initial value with a specified amount. You can also remove an adjustment and return the Pay Value to the initial value.

The following conditions apply to adjusting a Pay Value:

- You cannot adjust an entry that has been overridden (that is, the Override check box has been checked for an entry of this element in this period).
- You can make multiple changes to the adjustment before processing but only the single most recent change to the adjustment will be processed.
- You will not overwrite the Pay Value stored in your database. The Pay Value will still be used in subsequent payroll runs. The adjustment is used in the next processing run.

  Important: Do not use this method of adjustment if the element's formula performs essential processing, such as checking limits or iterative processing for a pre-tax deduction. If you select the Replace option, the element's formula is ignored in the payroll run. If you select the Add or Subtract options, the amount you specify is added or subtracted after the formula processing is complete, without regard for any limits set by the formula. **US users**: Instead, you can replace the Pay Value using the Special Inputs element.

To adjust a Pay Value:

1. Query the element entry in the Element Entries window and choose the Entry Values button.

2. Check the Show Adjustment check box.

   In the Adjustment pop-up list, you will see a description of the current adjustment.

   - **None** means that there are no adjustments to the Pay Value.
   - **Add** means that the adjustment shown has been added to the Pay Value.
   - **Subtract** means that the adjustment shown has been subtracted from the Pay Value.
   - **Replace** means that the adjustment shown has replaced the Pay Value.

3. To cancel an existing adjustment, select None. Now you can enter a new adjustment, if necessary.

4. To enter a new adjustment, select Add, Subtract or Replace. You can only select Add or Subtract if the Pay Value is numeric.

5. Enter the value to add to, subtract from, or replace the existing Pay Value entry.

6. Save the change.

Deleting Element Entries

You can delete element entries in the Element Entries window.

To delete a nonrecurring element entry:

1. Set your effective date to any date within the payroll period for which the entry exists.

2. Click on the entry to select it, choose Delete Record, and save.

To delete a recurring element entry:

1. Set your effective date to any date within the payroll period for which the entry exists.

2. Click on the entry to select it and choose Delete Record.

3. Choose Purge in the dialog box that displays, and save.

Note: Your ability to purge element entries is controlled by the user profile option HR: Purge Element Entry Permission, which is set by your system administrator. You may be able to purge all element entries, entries of information elements only, or none.

Deleting Processed Entries

You can delete an element entry that the payroll run has processed. You receive a warning message. This does not remove the payroll run results so you can consult these for a complete record of payroll processing and payments.

To reprocess corrected element entries from the past, run the retropay processes.

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

Listing Employees by Element

In the List Employees by Element window, you can view a list of the employees with entries to an element in any period of time you choose. You can also see the *last* entry value (in that time period) for each assignment.

Note: If your system administrator has customized this window, you may be restricted to selecting elements of a certain processing type or element set.

To view a list of employees receiving an element:

1. Select an element.
2. Select Current Employees, Ex-employees, or both.
3. You can also enter a date range. Both date fields default to your effective date.
4. Choose the Find button.
5. You can enter additional query criteria in the Element Entries region. For example, click in an Entry Value field, choose View > Query by Example > Enter, enter a value, and run the query.

   The Element Entries region displays all entries of the element for employees of the type you selected in the chosen time period.

   Note: This window does not display datetracked updates to recurring element entries. You only see the *latest* value (within your chosen time period) of each element entry. The date of the last

datetracked update may vary from employee to employee. The Start and End Date fields in the Element Entrues region show the dates of the last update.

Viewing Element Entry History

In the View Element Entry History for Employee window you can view, for a single employee assignment, a history of entries for:

- One element
- All recurring elements, all nonrecurring elements, or both
- Elements from a selected classification

> **Note:** If your system administrator has customized this window, you may be restricted to viewing elements of a certain processing type or element set.

To view element entry history for an employee:

1. Enter your selection criteria. You can:
   - Select a classification.
   - Select a processing type.
   - Enter a date range. The end date defaults to your effective date.
2. Place your cursor in the Element Name field and run the query.

   The window displays all entries of the types of element you selected within the time period, including datetracked updates to entries. New entries are shown in bold to contrast with datetracked updates, which are listed under the initial entry.
3. Select an entry and choose the Entry Values button to view the entry values.

Configuring the HR or Payroll Extracts

Oracle HRMS supplies the following seeded HR/Payroll extract definitions:

- Global HR/Payroll Extract
- Global HR/Payroll Information Changes (Single Record)

Mexico Users: For configuration instructions, refer to the "Oracle HRMS for Mexico - Payroll System Extract for SUA - Voluntary Contributions" whitepaper (My Oracle Support ID #336495.1).

US Users: You can also use the following predefined US HR/Payroll extracts:

- US HR/Payroll Extract
- US HR/Payroll Information Changes (Single Record)
- US HR/Payroll Information Changes (Multi-Record)
- US HR/Payroll Loan Re-Payment
- US HR/Payroll Pension CatchUp
- US HR/Payroll Pension EE Contribution
- US HR/Payroll Pension EE Def. Comp Pre-Tax Contribution
- US HR/Payroll Pension ER Match

To configure the extracts for your own reporting needs, copy and modify them as follows.

1. Use the copy function within the system extract to copy the predefined extract you want to modify. In the extract Definition window, query the seeded extract definition, enter a prefix in the New Extract Prefix field, and choose the Copy Extract button.

2. Edit the copies of the following sample formulas to perform the processing you require:

Data Element	Fetched Value	Formula to Edit
Sample Element Entry Value	The run result value of any payroll element's input value	PAY_GLOBAL_PEXT_GET_ELE_ETRY_VALUE
Sample Balance Value	The value of any balance specified in the formula	PAY_GLOBAL_PEXT_GET_BALANCE_VALUE

US Users: If you are using the US extracts, update the following formulas to extract the balance or input values you want to extract:

- PAY_US_PEXT_GET_ELE_ETRY_VALUE

- PAY_US_PEXT_GET_BALANCE_VALUE

3. Modify the extract layout definition to change the data elements that the extracts include and the format of the extract definitions.

   See: Defining an Extract Layout, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

4. Modify the extract criteria profile to change the extract criteria. The extract criteria you select determine the data that the application extracts to your reports.

   See: Defining an Extract Criteria Profile, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

   To define the extract criteria profile for the extract for changes, you must enable the change events in the Application Utilities Lookups window. Query the Lookup type BEN_EXT_CHG_EVT and select Enabled for the change event.

5. Create the extract definition to set the parameters for the extract.

   Your extract definition includes an extract criteria profile and an extract layout definition that you have already defined. It also includes other parameters needed for the extract batch process, such as the output directory and file name of the extract file.

   See: Defining a System Extract, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

6. If you have more than one element to report on, create an element set and specify the set name as one of the parameters of the extract process. For example, if you want to report on several pension plans together, create an element set.

   See: Defining an Element or Distribution Set, page 1-45.

   > **Note: US Users**: If you are configuring the US extracts for a pension plan, include only the primary pension elements in the element set. Do not include other pension elements such as Catchup, After-Tax, or ER Match. You can include in the element set only those elements that you created using the Deduction window. The elements you include in the set must be of the same type. You cannot combine 401k, 403b, and 457 elements in the same set.

7. The Global Extracts concurrent programs are currently available for US and UK responsibilities only. To allow other users to run these programs from the Submit Request window, add the relevant programs to the request group for their responsibility.

Running the HR or Payroll Extracts

Using the HR/Payroll extracts you can extract employee and payroll data, such as the details of earnings, deductions, and information elements for reporting purposes.

Use the Submit Request window to run the HR/Payroll extract you require.

To run the Extracts:

Mexico Users: To run the extracts, refer to the "Oracle HRMS for Mexico - Payroll System Extract for SUA - Voluntary Contributions" whitepaper (My Oracle Support ID #336495.1).

1. Select Global HR/Payroll Outbound Interfaces in the Name field.

   US Users: To run a US HR/Payroll extract select US HR/Payroll Outbound Interfaces.

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

3. Select the extract you require. You can choose from the following predefined extracts or from the copies of the extracts you have modified.

   - Global HR/Payroll Extract (full-profile extract)
   - Global HR/Payroll Information Changes (Single Record)

   US Users: To run a US HR/Payroll extract, choose from the following predefined extracts or from the copies of the extracts you have modified:

   - US HR/Payroll Extract
   - US HR/Payroll Information Changes (Multi-Record)
   - US HR/Payroll Information Changes (Single Record)
   - US HR/Payroll Loan Re-Payment
   - US HR/Payroll Pension CatchUp
   - US HR/Payroll Pension EE Contribution
   - US HR/Payroll Pension EE Def. Comp Pre-Tax Contribution
   - US HR/Payroll Pension ER Match

4. Select the appropriate reporting options.

   The reporting options available for the full-profile extract are:

- Details - provides details of each assignment action for an assignment
- Summary - provides a summary of all assignment actions for an assignment for a given period

The reporting options for the extract for changes are:

- All Employees - provides details of all employees in the organization
- Employees Enrolled in Plan - provides details of only those employees who are enrolled in a specific plan

5. In the Selection Criteria field, select either Element Name or Element Set.
6. Do one of the following:
   - Select the element name.

     Note: US Users: If you are running US extracts, this should be one of the primary deduction elements you would have created for the 401(k), 403(b), and 457 plans.

   - Select the element set name.
7. Enter the dates for which you want to generate the report.
8. Select a value for one or more of the following parameters to restrict the employees included in the extract:
   - Payroll
   - Consolidation Set
   - Organization
   - Person Type
   - Location
9. Click OK then Submit.
10. View the output in the Extracts Results window.
11. View the change events that have occurred to a person or modify the change event log using the Change Event Log window.
12. Run the Extract Write Process to write the results of the extract to the file you

specified in your extract definition.

Compensation Objects

Plan Design

Your plan design defines, categorizes, and helps you to manage the benefits that you offer to your employees and other eligible participants. The plan design is the domain of the benefits practitioner who uses the product to define the structure and elements of the benefits offering and the rules that administer these benefits.

At its core, the plan design determines the benefits that eligible participants may receive. Examples of such benefits include health and welfare plans, savings plans, and group term life insurance.

You structure your benefits offerings according to a hierarchy so that the rules and definitions that are set at the top level (the program) cascade to the benefits at the bottom level (the options in the program).

Your plan design also includes eligibility definitions and enrollment requirements, and the activity rates calculations that determine the contributions and distributions associated with a plan.

Compensation Objects

Central to benefits administration are the compensation objects that you use to define, categorize, and manage the benefits that you offer to eligible participants. The four compensation object types that you use to structure your benefits offerings are programs, plan types, plans, and options.

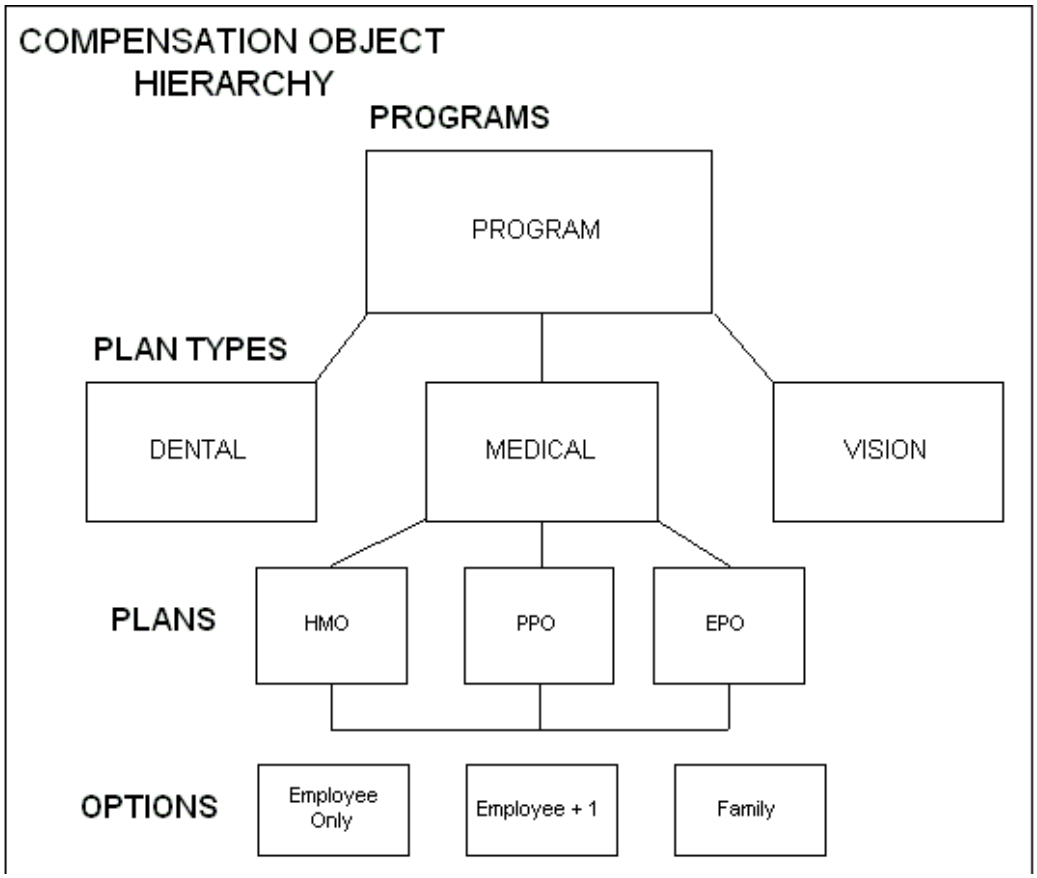
Defining compensation objects is a key part of your overall plan design that includes defining eligibility and enrollment requirements, plan year periods, activity rates, and other elements of benefits management.

- The hierarchical structure of compensation objects
- Viewing a program structure that you have defined

Hierarchical Structure of Compensation Objects

Compensation objects are designed hierarchically so benefits that share similar features can be defined in similar ways. You build this hierarchical structure by defining attributes of the different compensation objects and then linking the components into a hierarchy.

Compensation Object Hierarchy



A description of the four compensation objects follows:

Program: A package of benefits offerings. Programs are important because they set the boundaries for the benefits you offer. You define many administrative procedures and rules at the program level.

Plan Type: A grouping of similar benefits offerings to facilitate their management. Example plan types include medical, dental, employee group life insurance, and savings.

Plan: A formally defined benefits offering that a participant can elect, such as a medical plan.

Option: A level of coverage for a participant's election, such as Employee Only for a medical plan, or 2x Salary for a life insurance plan.

Attributes set at the program level are inherited by each level of the compensation object hierarchy. However, if these same attributes are set at a lower level in the hierarchy, the compensation object inherits those attributes set at the lowest level at or above its level. A compensation object never inherits attributes set at a lower level in the compensation object hierarchy.

Program Structure Terminology

Before you set up a benefits program, you should familiarize yourself with fundamental terms that refer to associations between the four compensation objects. Whether or not you choose to link compensation objects together depends on your eligibility rules and the breadth of benefits that you offer to your participants. The table below outlines the programme structure terminology:

Programme Structure Terminology

Terminology	Description
Program	Any program, regardless of whether that program has been associated with any other compensation objects.
Plan Type	Any plan type, regardless of whether that plan type has been associated with a program.
Plan Type in Program	A plan type that has been associated with a program.
Plan	Any plan, regardless of whether that plan has been associated with a program.
Plan in Program	A plan that has been associated with a program.
Not in Program Plan	A plan that has *not* been associated with a program.
Option	Any option, regardless of whether that option has been associated with a plan.
Option in Plan	An option that has been associated with a plan.

Compensation Object Definition

You define your compensation objects in the order below. As you define objects in the hierarchy, you associate objects together to form your program structure.

1. Define plan types.

2. Define options.

3. Associate options with plan types.

4. Define plans.

5. Associate options with plans.

6. Associate plans with plan types.

7. Identify which plans are not part of a program.

8. Define programs.

9. Associate plans and plan types with programs.

For example, let's say you want to define the medical plans offered by a benefits program you are administering. You first define the *plan type* of medical. Then, you define the coverage *options* available for the medical plan type, such as Family and Employee only.

Next, you define the medical *plans* in the plan type, such as an HMO or a PPO offering. Lastly, you associate the plans or plan type with a *program* that groups together a variety of plans and plan types into a single benefits offering.

Plan Types

You define plan types as categories of benefits grouped according to the type of benefit provided. Common plan types include medical, employee group life insurance, and savings.

Plan types are used to record administrative rules for all benefits of the same type. When you define a program that groups plans together, you specify parameters that control how plans of the same plan type behave.

Plan types are the most stable of the four compensation objects. Once you define the plan types that you need to support your benefits offerings, you rarely need to modify them.

Options

You can define options for many purposes, but commonly you do so to define coverage available under one or more plans.

Options are re-usable. Once defined, you can associate an option with one or more plans. When you associate an option type with a plan type, you make options of that type available for selection to all plans in that plan type.

For example, you could define the options Employee Only, Employee Plus Spouse, and Employee Plus Family and then associate each option with the plan types of Medical, Dental, and Vision.

Designation Requirements for Options

Some benefits plans require that dependents and beneficiaries covered by an option are a specific familial relation to the primary participant. You can limit the relationship types covered under an option by defining a relationship group that includes specific types of people. Group relationship types include:

- Children
- Domestic partner
- Family
- Nonpersonal

Within a group relationship, you define which relationship types apply to the group. For the group relationship of Children, you might include the relationship types:

- Adopted child
- Natural child
- Step child

You can also limit the number of dependents covered by an option. A designee that does not meet the designation requirements for an option is not eligible for coverage under that option.

Plans

You define a plan as a formal benefits offering. Your organization may define medical, dental, and savings plans among many others.

Your plan definition consists of:

- The kind of plan you are defining and its plan type
- The eligibility profile that controls who is eligible for the plan
- The plan's activity reference period
- The options in the plan
- The plan year

In addition to these definitions, there are a variety of other factors that you include when defining a plan. However, these are some of the most common.

Programs

You define programs in order to group benefits together as a package. Your program definition consists of:

- The plan types and plans in the program
- The eligibility profile that controls who is eligible for the program
- The program year period
- For Advanced Benefits customers, the life events that enable enrollment in the program

Programs are important because they set the boundaries for what benefits are offered to your employees and other eligible participants. Also, it is at the program level that you define many administrative procedures and rules, such as eligibility requirements that cascade to the plan types, plans, and options in the program.

You define currency types at the program level. A plan in program must inherit the program's currency definition. You cannot associate a plan with more than one program if those programs use different currency types.

For Advanced Benefits users, you can specify the valid reasons for waiving out of waivable plan types in a program. You can then define the waive certification that you accept for each valid waive reason.

Program Structure Display

You use the Hierarchy window to display the program structure that you have created. The program structure shows how plan types, plans and options are grouped hierarchically in your program.

You can display four views of a program's structure. Each view displays data by program year or plan year and by effective date.

Plans in Programs: Displays all programs, and under each program, its plan types, the plans in each of these plan types, and the options in each of these plans. This is the most comprehensive view.

All Plans: Displays all plan types, the plans in each of these plan types, and the options in each of these plans.

Plans Not In Programs: Displays those plans types that contain the not in program plans, the not in program plans in each of these plan types, and the options in these not in program plans.

Options In Plans: Displays all active options, the plans that use these options, and the programs that use these plans.

Program and Plan Year Periods

You define program and plan year periods--as well as fiscal years--using the calendar start and end dates through which programs or plans are in effect.

Once you define a year period, you associate it with the appropriate program or plan.

Integration with Authoria HR (US and UK)

You can establish context-sensitive information access between Oracle HRMS and the third party information product Authoria HR.

Authoria HR uses a common knowledge repository to manage and communicate HR and benefits information. Once you set up a total compensation plan, you can configure links between Oracle HRMS and Authoria HR. End users can click on links in Total Compensation windows and self-service pages to display context-sensitive Authoria HR documentation.

You can configure the following windows in the Professional User Interface for Authoria HR:

- View Enrollment Results window
- View Participation Information window
- Flex Program window
- Non-Flex Program window
- Savings Plan window
- Miscellaneous Plan window
- Person Life Events window

You can configure the following self-service pages for Authoria HR:

- Benefits Enrollment Overview page
- Current Benefits page
- Confirmation page
- Benefits Selection page

See Configuring Links Between Oracle Standard and Advanced Benefits and Authoria HR, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Reimbursable Goods and Service Types

In addition to traditional benefits offerings, such as health and welfare and savings plans, you can define goods and services that your organization approves for reimbursement.

You can use this feature to define flexible spending account plans or to define other reimbursable goods and services, such as a medical insurance claim form, a monthly invoice from a registered dependent care provider, a cash award, or a wall plaque.

Reimbursement Plans

Flexible Spending Accounts (FSAs) and other plans that reimburse participants for certain incurred expenses have special plan design features. You define information that is specific to reimbursement plans after you perform basic plan set up tasks, such as defining a plan's eligibility requirements.

> **Note:** When you set up the coverage for a flexible spending account, select a coverage calculation method of *Same As Annualized Elected Activity Rate* so that the participant receives the amount of coverage they elected for the year.

Plan Design Copy

Plan Design Copy enables you to copy program and plan design data that you have already entered into an Oracle HRMS database. The copy process creates a new instance of the compensation object and its associated child records.

> **Note:** The Copy Process does not copy person related records, only plan design data.

You can use Plan Design Copy to save time during your implementation by avoiding repetitive data entry where plan design components are similar or identical. For example, you can copy a base plan, then makes changes to the new plan with the applications windows you used to create the base plan.

Plan Design Copy is available to all Oracle HRMS customers and does not require a license for Self-Service or Advanced Benefits. You can use Plan Copy for any plans that you administer using the Total Compensation data model, including:

- Standard and Advanced Benefits Programs and Plans
- Compensation Workbench Plans
- Individual Compensation Distributions Plans

- Absence Plans

When you copy a program or plan, the copy process copies the compensation object and plan design data associated with the object stored in benefits tables. For example, if you copy a program, the copy process also copies:

- Plan types in program
- Plans in program
- Options in plan
- Participant and dependent eligibility profiles
- Enrollment requirements
- Life events
- Standard and variable rate calculations
- Coverage and premium calculations
- Flex Credit calculations and benefit pools (Advanced Benefits)
- FastFormulas (however, the process does not verify the formula or copy any functions called by the formula)

For a list of items that the copy process does not copy, see: Exceptions to the Copy Process, page 1-76

Copy Target

You can copy a compensation object and its child records to the same business group or to a different business group.

You can also **export** a program or one or more plans into a flat file. Exporting a compensation object is useful if you want to transfer a plan design between database instances, for example, between a test and a production database. You export a plan design by selecting Export to File on the Select Target page.

You import the file into the database through a concurrent request and then complete the transaction using Plan Design Copy.

See: Importing a Plan Design From a File, page 1-120

Reuse of Existing Child Objects

Child objects are components of a plan design that you attach to a higher level object, such as a plan in a program or an activity rate attached to an option.

You can reuse child objects that exist in your target business group. For example, you may want to reuse a plan that is shared between two programs rather than maintaining two versions of the same plan.

You can choose how the copy process functions when duplicate objects exist in the target database. You can:

- Reuse existing objects if objects with the **current name**in the source business group exist in the target business group.
- Reuse existing objects if objects with the**new name**formed by adding a prefix or suffix to the current name exist in the target business group.
- Create new objects without reusing duplicate objects.

Application of these rules--along with certain exceptions required by the Total Compensation data model--are documented below.

Copy Within a Business Group

When you copy a plan design within a business group, a prefix or suffix is **mandatory**. Top level objects that you copy (such as a program or plan not in program) must be unique within the business group.

If you reuse objects with the **current name** in the business group, the copy process:

- Creates top level objects with a new name based on the prefix or suffix you supply.
- Generates an error if top level objects exist with the new name based on the prefix or suffix you supply.
- Reuses child objects with the current name or, if no objects are found, creates child objects with the current name.
- Creates activity rate objects with the new name.

If you reuse objects when the **new name** exists in the business group, the copy process:

- Creates top level objects with the new name.
- Generates an error if top level objects exist with the new name.
- Reuses child objects with the new name or, if no objects are found, creates child objects with the new name.
- Reuses life event reasons and FastFormulas with the new name. If the process does not find an object with the new name, it reuses an object with the current name. If it does not find an object with the current name, it creates an object with the new name.

If you **do not reuse** existing objects, the copy process:

- Creates top level and child objects with the new name.
- Generates an error if top level or child objects exist with the new name.
- Reuses life event reasons and FastFormulas with the current name, or, if no objects are found, creates objects with the new name.

Copy to a Different Business Group

When you copy a plan design to a different business group, a prefix or suffix is **optional** .

If you reuse objects with the **current name** in the different business group, and you do not enter the optional prefix or suffix, the copy process:

- Creates top level objects with the current name.
- Generates an error if top level objects exist with the current name.
- Reuses child objects with the current name or, if no objects are found, creates child objects with the current name.

> **Note:** If the copy process finds a child record with a different name, but the same sequence number (such as for eligibility profiles or options in plan), the process generates an error.

If you reuse objects with the **current name** in the different business group, and you enter a prefix or suffix, the copy process:

- Creates top level objects with the new name.
- Generates an error if top level objects exist with the new name.
- Reuses child objects with the new name or, if no objects are found, creates child objects with the new name.
- Creates activity rates with the current name if rates with the current name are not found. If rates with the current name are found, the process creates rates with the new name. If the process finds existing rates with the new name, the process generates an error since activity rate names must be unique.
- Reuses life event reasons and FastFormulas with the current name or creates objects with the new name.

If you reuse objects when the **new name** exists in the different business group, the copy process:

- Creates top level objects with the new name.
- Generates an error if top level objects exist with the new name.
- Reuses child objects with the new name or, if no objects are found, creates child objects with the new name.
- Reuses life event reasons and FastFormulas with the new name. If the process does not find an object with the new name, it reuses an object with the current name. If it does not find an object with the current name, it creates an object with the new name.

If you **do not reuse** existing objects in the different business group, and you do not enter the optional prefix or suffix, the copy process:

- Creates top level and child objects with the current name.
- Generates an error if top level or child objects exist with the current name.
- Reuses life event reasons and FastFormulas with the current name, or else creates objects with the current name.

If you **do not reuse** existing objects in the different business group, and you enter a prefix or suffix, the copy process:

- Creates top level and child objects with the new name.
- Generates an error if top level or child objects exist with the new name.
- Reuses life event reasons and FastFormulas with the new name. If the process does not find an object with the new name, it reuses an object with the current name. If it does not find an object with the current name, it creates an object with the new name.

Exceptions to the Copy Process

The copy process does not copy:

- Non-benefits data, such as HR and Payroll data referenced by your plan design. You must map this data to targets in the new business group as part of the copy process.
- Regulations
- Person changes and related person changes for life event reasons. The process copies the top level of your life event reason definition, but you must reselect the table and column names that define the data change.

- Eligibility and variable rate criteria based on enrollment in another plan, the People Group flexfield, or status as a COBRA Qualified Beneficiary (US).

- Functions called by FastFormulas you have written. Nor does the process verify the formula. The copy process does, however, copy the formula and its associated code.

> **Note:** If a Lookup Type used in your plan design changes from Extensible to System (due to an application upgrade), and you have added new codes to the Lookup Type, the process will not copy the plan design. In this case, you must remove any codes you have added to the Lookup Type before you can copy the plan design.

Activity Rates and Combination Plans

Because you link activity rates to compensation objects, activity rates must be unique to the compensation object. Therefore, whenever possible, the activity rate is copied with the prefix or suffix that you supply. Activity rates include:

- Standard rates
- Flex credits
- Benefit pools
- Coverage calculations
- Actual Premiums

Combinations always include a program (plans in program, plan types in program, or options in program) thus the program must have a unique name.

Special Requirements for Plan Design

Certain types of plans have special requirements that you should know about before you begin to record your plan design in the system. These special plans include flex credit plans, flexible spending accounts, life insurance plans, and imputed income plans.

Flex Credits Plans (Advanced Benefits)

If you are offering a flex credit plan, you must set up a flex credits program, even if there is only one plan for which you offer flex credits.

Flexible Spending Account Plans (Advanced Benefits)

If you want to identify reimbursable goods and services for FSAs, you must set up these

accounts as separate plans, rather than as separate options within an FSA plan. You cannot associate goods and services at the option level. Examples of FSAs include US health care and dependent care plans.

Imputed Income Plans (US)

When you administer a plan that is subject to imputed income there are certain requirements that you need to follow during your plan design.

You must create two plans, one that is subject to imputed income and a second plan, called a *placeholder plan*, that you use to record the imputed income calculation. You can have only one placeholder plan per program, or a placeholder plan can be linked to multiple programs.

- Select the person type that is Subject to Imputed Income in the General tabbed region of the Plans window. Choose participant, spouse, or dependent based on the person type covered by this plan.
- Select the person type for which you are recording imputed income in the placeholder plan using the Imputed Income Type field in the Restrictions tabbed region of the Plans window.
- Select an Age to Use code in the Age tabbed region of the Derived Factors window based on the person type covered by the plan when you define the derived factor.
- You can define only one imputed income plan in a program.
- You can associate an imputed income plan with more than one program.
- You cannot link an eligibility profile to the imputed income placeholder plan.

> **Note:** By default, the imputed income calculation assumes that the employer pays 100% of the benefit, and the benefits system does not subtract employee contributions from the calculation. However, you can set the BEN:Imputed Income Post Tax Deduction profile to Y so that the imputed income process deducts the sum of all standard rates defined as Subject to Imputed Income with a Tax Type of After Tax and an Activity Type of either Employee Payroll Contribution, Employee Individual Contribution, or Employee Plan Contribution.

Life Insurance Plans

If you offer dependent and spousal life insurance, and you limit the level of dependent or spousal coverage as a percentage of the employee's life insurance coverage, system processing requires that you set up three plans (Employee Life Insurance, Spousal Life Insurance, and Dependent Life Insurance) and associate them with corresponding plan

types (Employee Life Insurance, Spousal Life Insurance, and Dependent Life Insurance).

Considerations for Associating a Plan with a Program

When you define a benefits plan, it is not necessary that the plan be placed in a program. However, there are advantages to associating a plan with a program. In general, a plan belongs in a program when:

- Participants typically enroll in the plan at the same time they enroll in other plans in the program.
- Participation eligibility requirements defined for the program also apply to the plan.

In general, a plan does not belong in a program (termed a "not in program plan") when:

- Participants typically enroll in the plan at a different time than other plans in the program.
- Participation eligibility requirements defined for the program differ substantially from those defined for the plan.
- The benefits the plan provides differ substantially from the benefits provided by other plans in the program.

Currency Definition for Multinational Organizations

You define currency types at the program level. A plan in program must inherit the program's currency definition. You cannot associate a plan with more than one program if those programs use different currency types.

For example, let's say your organization defines two programs, a US Benefits Program and a Canadian Benefits Program. You must define different currency types for these two programs.

Accordingly, you must define two employee stock purchase plans: the US Employee Stock Purchase Plan and the Canadian Employee Stock Purchase Plan to accommodate the different currency types of the programs with which they are associated.

Reporting Groups

A reporting group is a collection of programs and plans that you group together for reporting purposes, such as for administrative use or to meet regulatory requirements.

At the plan level, you can define the regulatory bodies and regulations that govern a reporting group.

For each regulatory body that you link to a plan, you can define how the regulatory

body governs that plan. You can also record the date the plan was qualified by the regulatory body and the approved termination date if the regulatory body does not recognize a plan's qualifications after a certain date. An approved termination date is typically defined when a reporting group must be re-evaluated by the regulatory body on a periodic basis.

Since US benefit plans are subject to federal nondiscrimination testing requirements, you may define special FastFormula rules to help determine compliance with these regulations. You can define the following rules:

Contribution Nondiscrimination is used to identify those participants who cause the plan to be out of compliance with contribution nondiscrimination provisions.

Coverage Nondiscrimination is used to identify those participants who cause the plan to be out of compliance with coverage nondiscrimination provisions.

Five Percent Owner is used to determine those participants who are 5% owners of the business.

Highly Compensated Determination is used to determine those participants who are highly compensated in the context of the plan for nondiscrimination testing purposes.

Key Employee Determination is used to determine those participants who are key in the context of the plan for nondiscrimination testing purposes.

Defining a Benefits Program

You use the Programs window to date effectively create and maintain your program design. Many of the values that you set at the program level cascade to the plan types, plans, and options that you define and associate with this program.

To define general characteristics of a program:

1. Enter a unique Program Name starting with a letter of the alphabet (not a number or symbol).

2. Enter a Description of the program.

3. Select the Program Status.

   Pending: No participants are actively enrolled in plans in this program, but could be in the future if you change this program's status to Active. Select the Pending status when setting up a program that possibly may not become Active.

   Eligibility processes operate on pending programs in "evaluate-only" mode, and do not create active records.

   Active: Eligible persons currently may be enrolled in plans in this program.

   Inactive: Current participants can remain in plans in this program, but no new participants can enroll in plans in this program.

Closed: No participants are enrolled in any plans in this program, nor will any enroll in the future (unless you reactivate the program).

4. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that a participant uses to identify this program using interactive voice response or telephony technology.

5. Select a Program Type for this program.

6. Select an Activity Reference Period to specify the time period in which the system expresses activity rates for all plans in this program.

7. Select a Program Group to group this program with other programs for reporting purposes.

8. Select an Enrollment Rate/Frequency. This is the rate that is communicated to participants.

    - Select Estimated Per Pay Period to calculate the element entry based on a fixed number of pay periods, 52 for weekly and 26 for bi-weekly pay periods.

9. Select the standard monetary Currency for all plans in this program.

10. Enter a URL in the Web Address field to create a hypertext link from the program name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this program. This URL can reside on an intranet or the World Wide Web.

11. For US customers, select the level at which you are administering COBRA programs in the Determine Enrollment Period Level field.

    - Select Program if your COBRA administration rules are set at the program level and apply to all plan types and plans in the COBRA program.

    - Select Plan Type in Program if your COBRA administration rules vary between the plan types in the COBRA program.

12. Select the All Ineligible check box to determine whether the application should enforce ineligibility for all persons evaluated. If you select this check box, then the application will find any person evaluated ineligible and will assess no further eligibility. If the person is enrolled in the compensation object, then the application will end the enrollment based on the coverage and rate end codes. The application enforces the existing eligibility hierarchy.

13. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for the participant to be eligible for this program.

Defining Eligibility and Override Parameters for a Program

You use the check boxes in the General tabbed region of the Programs window to set eligibility and override parameters for a program.

To define eligibility and override parameters for a program:

1. Check the Participation Eligibility Override Allowed field to enable an override using the Participation Override window.

   Checking this field is necessary if you want to allow plan participation under special circumstances, such as a negotiated benefits package for a new hire.

   > **Important:** All plans and options in this program inherit this setting unless you specify differently at the plan or option in plan levels.

2. Check the Use All Assignments for Eligibility field to inform the system to consider all of an employee's active assignments (rather than just the primary assignment) when determining eligibility for this program.

3. For Advanced Benefits users, check the Track Ineligible Person field to cause the system to track persons who are found ineligible for participation in this program when the Participation process is run.

   > **Note:** You use the View Participation Information window to view the compensation objects for which a participant is either eligible or ineligible.

   > **Note:** You must check this field if you determine benefits eligibility based on temporal factors, such as age or length of service.

4. Check the Use All Assignments for Rates field to inform the system to consider all of an employee's active assignments (rather than just the primary assignment) when determining activity rates for the plans and options in this program.

5. Save your work.

Associating Plans and Plan Types with a Program

You use the Plan and Plan Type window to put one or more plans or plan types into a program.

To associate a plan or plan type with a program:

1. Enter or query the program to which you are adding a plan or plan type in the Programs window and choose the Plans and Plan Types button.

2. Choose the Plans tabbed region to add a plan to the program.

3. Choose the Plan Type tabbed region to add a plan type to the program.

   Note: When you link a plan type to a program, you must still link the plans in that plan type to the program using the Plans tabbed region.

4. Enter a Seq (sequence) number for a plan or plan type you are associating with this program.

   Note: You enter a sequence number to define the order in which the compensation object appears in an enrollment window. Advanced Benefits customers can use sequence numbers to control the interim coverage assigned when an election is suspended.

5. Select the Plan or Plan type that you are associating with this program.

6. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan or plan type using interactive voice response or telephony technology.

7. Select the Status of this plan or plan type.

   Active: Participants can enroll in this plan or the plans in this plan type.

   Pending: No participants are actively enrolled in this plan or plan type, but could be in the future if you change its status to Active. Eligibility processes operate on this compensation object in "evaluate-only" mode, but do not create active records. Select the Pending status when setting up a plan or plan type that might not become Active.

   Inactive: Current participants can remain enrolled in this plan or the plans in the plan type, but no new participants can enroll.

   Closed: No participants are enrolled in this plan or the plans in this plan type, nor will any enroll in the future (unless you reactivate the program).

8. Enter a URL in the Web Address field to create a hypertext link from this plan or plan type name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this program. This URL can reside on an intranet or the World Wide Web.

9. Check the Waivable field in the Plan Types tabbed region if eligible persons can waive participation in all plans of this plan type.

10. For Advanced Benefits users, check the Track Ineligible Person field to cause the system to track persons who are found ineligible for participation in the plans and plan types in this program when the Participation Process is run. If you want to track ineligibility, you must also check the Track Ineligible Person field for the program.

    Note: You use the View Participation Information window to view the compensation objects for which a participant is either eligible or ineligible.

    Note: You must check this field if you determine benefits eligibility based on temporal factors, such as age or length of service.

11. For Advanced Benefits users, check the Participation Eligibility Override Allowed field if you can override standard eligibility criteria for the plans and plan types in this program.

    Checking this field is necessary if you want to allow participation under special circumstances, such as a negotiated benefits package for a new hire.

12. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for the participant to be eligible for the plans and plan types in this program.

13. Save your work.

Defining Waive Reasons for Plan Types in a Program (Advanced Benefits)

You use the Program Waive Reasons window to specify the valid reasons for waiving out of waivable plan types in a program.

To define waive reasons for a plan type in a program:

1. Enter or query the program for which you are defining plan type waive reasons in the Programs window.

2. Choose the Plan and Plan Type button then choose the Plan Type tabbed region.

3. Select a Plan Type and choose the Waive button.

4. Select a Waive Reason for waiving out of this plan type in this program.

5. Check the Default field if this waive reason is the default when an eligible person is waiving, but does not specify a reason.

6. Choose the Certification button to specify the waive certifications that you accept for a waive reason.

7. Select a Waive Participation Certification Type for this waive reason.

8. Check the Required field if this waive certification must be submitted for a participant to waive this plan type.
   - If special circumstances apply, select a Certification Required When Rule to specify when waive certification is required.

9. Check the Preferred field if this certification is preferred, but not required, for waiving out of this waivable plan type.

10. Check the Lack of Certification Suspends Enrollment field if failure to provide this certification results in a suspended election.

11. Save your work.

Defining Participation Eligibility Criteria for a Compensation Object

You link eligibility criteria profiles to a compensation object to restrict eligibility for that benefit. You can also define participation start and end dates and required waiting periods that control when an eligible person can enroll in a benefit.

You can link participation eligibility criteria to a compensation object at the following levels in the compensation object hierarchy:

- Program (Program Participation Eligibility window)
- Plan type in program (Plan Type Participation Eligibility window)
- Plan in program (Plan in Program Participation Eligibility window)
- Plan (Maintain Plan Eligibility window)
- Option in plan (Maintain Options Eligibility window)

Follow the steps below regardless of the level or levels in the compensation object hierarchy at which you define participation eligibility.

See: Compensation Objects, page 1-65

To define participation eligibility criteria for a compensation object:

1. Query or enter the compensation object for which you are defining participation eligibility requirements.

   Note: The window in which you query or enter the compensation object varies based on the level at which you define the participation eligibility criteria.

2. Navigate to the appropriate Participation Eligibility window.

3. Select a Participation Start Date code or rule to define when a person becomes eligible for this compensation object.

4. Select a Participation End Date code or rule to define the date on which a person becomes ineligible for this compensation object.

5. Enter the period that an eligible participant must wait before enrolling in the Wait Period Value field.

   - Or, select a waiting period rule.

6. Select the unit of measure for the waiting period in the Wait Period UOM field.

7. Select a waiting period Date to Use Code or rule that defines the start date from which the waiting period is calculated.

   In the Maximum Enrollment block:

8. Enter a Value that represents the maximum length of time in which a participant can be enrolled in this compensation object.

9. Select the unit of measure of this value in the UOM field.

10. Select a rule if you use a formula to determine the maximum enrollment period for this compensation object.

11. Select a Determination Date Code or rule to indicate if the maximum enrollment period is determined from the participant's enrollment coverage start date or, for COBRA purposes, from the COBRA qualifying event date.

12. Select a value in the Applies To field if you want to limit the persons for whom the maximum enrollment period is applicable.

13. Save your work.

To link an eligibility profile to a compensation object:

1. Query or enter the compensation object for which you are defining participation eligibility requirements.

   Note: The window in which you query or enter the compensation object varies based on the level at which you define the participation eligibility criteria.

2. Navigate to the Eligibility window based on the level in the compensation object hierarchy at which you are defining eligibility.

3. Choose the Profiles tab and select an Eligibility Profile that determines eligibility to participate in this compensation object.

4. Check the Required field if a person must meet all of the criteria in this profile in order to be eligible to participate.

   Note: If multiple eligibility profiles are defined, a person must satisfy all profiles marked as Required, and at least one that is not marked Required.

5. Check the Score field if you rank a participant's eligibility for this compensation object relative to the total evaluated population.

6. Check the Track Score for Ineligible Person field if you want to compute the person's score even if they do not meet all required eligibility criteria.

7. Choose the Rules tab if you want to use a rule to determine participation eligibility *instead* of an eligibility profile.

   - Enter a Seq (sequence) number specifying the order in which the system processes this eligibility rule relative to any other eligibility rules for this compensation object.

   - Select an eligibility rule in the Rule field.

   - Check the Derivable Factors Available field if this formula uses derived factors to determine eligibility.

   - Check the Required field if a person must meet all of the criteria in this rule in order to be eligible to participate in this compensation object.

8. Save your work.

Associating a Life Event Reason with a Compensation Object (Advanced Benefits)

You link a life event definition to a compensation object to restrict eligibility for that benefit to participants who experience that life event.

You can also define the participation start and end dates and required waiting periods that control when an eligible person can enroll in a benefit based on the occurrence of the life event.

You can link a life event definition to a compensation object at the following levels in the compensation object hierarchy:

- program (Life Event window)
- plan type in program (Life Event window)
- plan in program (Life event window)
- plan (Maintain Plan Related Details window, Life Events tabbed region)
- option in plan (Life Event Reason Impact on Eligibility window)

Follow the steps below regardless of the level or levels in the compensation object hierarchy at which you link a life event to a compensation object.

To associate a life event reason with a compensation object:

1. Query or enter the compensation object for which you are defining participation eligibility requirements based on a life event.

   Note: The window in which you query or enter the compensation object varies based on the level at which you define the participation eligibility criteria.

2. Navigate to the Life Event window based on the level in the compensation object hierarchy at which you are defining eligibility based on a life event.
3. Select a Life Event.
4. Select a Participation Start Date code or rule to define when a person becomes eligible for this compensation object based on this life event.
5. Select a Participation End Date code or rule to define the date on which a person becomes ineligible for this compensation object based on this life event.
6. Check the Ignore Participation Override field to specify that the system ignore

previously overridden participation eligibility results for this life event and re-determine eligibility.

7. Check the Overridable field to allow manual overriding of the eligibility results that the system calculates following this life event.

   Checking this field is useful when you want to allow special circumstances for participation, such as a negotiated benefits package for a new hire.

8. Enter the period that an eligible participant must wait after experiencing this life event before enrolling in the Wait Period Value field.

   - Or, select a waiting period rule.

9. Select the unit of measure for the waiting period in the Wait Period UOM field.

10. Select a waiting period Date to Use Code or rule that defines the start date from which the waiting period is calculated based on this life event.

    In the Maximum Enrollment block:

11. Enter a Value that represents the maximum length of time in which a participant can be enrolled in this compensation object based on the occurrence of this life event.

12. Select the unit of measure of this value in the UOM field.

13. Select a rule if you use a formula to determine the maximum enrollment period for this compensation object.

14. Select a Determination Date Code or rule to indicate if the maximum enrollment period is determined from the participant's enrollment coverage start date or, for COBRA purposes, from the COBRA qualifying event date.

15. Select a value in the Applies To field if you want to limit the persons for whom the maximum enrollment period is applicable based on this life event.

16. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for the participant to be eligible for this compensation object based on this life event.

17. Choose a value in the Eligible/Ineligible field that indicates if the occurrence of this life event results in a person's being eligible or ineligible to participate in this compensation object.

18. Save your work.

Associating an Organization with a Benefits Program

You use the Organizations tabbed region of the Programs window to identify organizations, such as third party administrators or benefits suppliers, that provide services to your benefits program.

To associate an organization with this program:

1. Query or enter a program in the Programs window and choose the Organizations tabbed region.
2. Select an Organization that provides goods or services for this program.
3. Enter a customer identifier number for this organization in the Customer field.
4. Enter the Policy or Group identifier for this organization.
5. Enter a description of the roles and responsibilities of this organization in the Organization Roles field.
6. Save your work.

Associating Reporting Groups with a Program

You use the Report Groups tabbed region of the Programs window to associate a benefits reporting group with a program.

See: Defining a Reporting Group, page 1-122

To associate a benefits reporting group with a program:

1. Query or enter a program in the Programs window and choose the Report Groups tabbed region.
2. Select the Name of the reporting group you use to report on this program.
3. Add this program to more reporting groups by selecting additional groups, as needed.
4. Save your work.

Associating Program or Plan Year Periods with a Program

You use the Periods tabbed region of the Programs window to associate one or more year periods with a program. Year periods are defined using the Program/Plan Year Periods window.

See also: Defining a Program or Plan Year Period, page 1-111

To associate a year period with a program:

1. Query or enter a program in the Programs window and choose the Periods tabbed region.
2. Enter the Seq (sequence number) of the year period you are associating with this program.
3. Select a Start date for this year period.

   The End date for this program year period automatically displays.
4. Save your work.

Defining Plan Types

You use the Plan Types window to date effectively define, update, and delete or end-date plan types.

To define a plan type:

1. Enter a unique Name for the plan type you are defining.
2. Select an Option Type to classify the options you associate with this plan type.
3. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan type using interactive voice response or telephony technology.
4. Select a Compensation Category that classifies the benefit provided by the plans and options in this plan type.

   Note: You can use this information in system extracts that you send to benefits carriers and other third party agents.
5. Select a Self Service Display format of horizontal or vertical to control how you display the plans and options in a self-service enrollment form.

   Note: The display format defaults to horizontal.

   In the Enrollment block:
6. Enter the Minimum number of plans in this plan type in which an eligible person can be enrolled simultaneously or check the No Minimum field if there is no

minimum.

7. Enter the Maximum number of plans in this plan type in which an eligible person can be enrolled simultaneously or check the No Maximum field if there is no maximum.

8. Save your work.

Setting Up Spending Account Plans for Forfeitures (Advanced Benefits)

For spending account plans--or other plans that offer reimbursements or distributions--you can set up Oracle HRMS so that a participant's unspent contributions or credits are forfeited back to your enterprise.

At the end of a plan year (or similarly defined period), Oracle Advanced Benefits customers schedule the Process Forfeitures concurrent request to calculate and record the total forfeited amount for each participant in a spending account plan.

You set up benefits balances--maintained manually using the Benefits Balances window--or use defined balances maintained by Oracle Payroll to record participant contributions and distributions.

> **Note:** Depending on your plan design, the Process Forfeitures concurrent request calculates forfeitures based on either the participant's total contributions for the year or the participant's year to date contributions. The forfeitures process determines the forfeited amount based on the value stored by the balance.

Follow this process to set up a reimbursement plan for forfeiture processing. As a prerequisite, you should have already defined the plan using the Plans window.

To set up reimbursement plans for forfeitures:

1. Set up your contribution and distribution balances.

   To process forfeitures, each participant must have a separate contribution and distribution balance. Oracle Payroll customers can use defined balances to record totals automatically.

   If you do not use Oracle Payroll, you must manually maintain a contribution and distribution benefits balance for each participant.

   See: Defining a Benefit Balance, page 5-170 for information on setting up a benefits balance.

   See: Defining Person Benefit Balances, page 6-97 for information on recording benefits balances for a participant.

2. Define a derived compensation level factor for each contribution and distribution

balance.

You link the derived factors to the standard contribution and distribution rates you define in step 4.

See: Defining Derived Factors: Compensation Level, page 1-142

3. Set up a spending account plan that enables forfeitures.

   Use the fields available on the Forfeiture tabbed region of the Plan Reimbursement window to define forfeiture requirements.

   See: Defining a Reimbursement Plan (Advanced Benefits), page 1-112

4. Define the standard contribution and distribution rates.

   - For contributions, select an activity type of Employee Payroll Contribution
     - In the Total Rate field of the Calculation Method tabbed region, select the derived compensation level factor for the contribution that you defined in step 2
   - For distributions, select one of the following activity types: Participant Expense Reimbursement, Participant Payroll Reimbursement, or Participant Reimbursement
     - In the Total Rate field of the Calculation Method tabbed region, select the derived compensation level factor for the distribution that you defined in step 2

   See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

5. After the plan year has ended, run the Process Forfeitures concurrent request for a single plan to calculate participant forfeitures.

   Note: As a prerequisite, update the balances to make sure that contribution and distribution totals are current and accurate.

   See: Running the Process Forfeitures Concurrent Request (Advanced Benefits), page 6-100

6. View the results of the Process Forfeitures request.

   - View the Process Forfeitures Audit Log and the Process Forfeitures Summary Report for information about errors and process totals
   - Open the Plan Reimbursement window and choose the Forfeiture tab to see the total forfeitures for a plan

- Open the View Enrollment Results window, query a person, and choose the Rates button to see forfeiture results for a participant

Defining a Benefits Plan

You use the Plans window to date effectively define the plans that you offer to employees and other eligible participants.

To define a benefits plan:

1. Set the effective date to the date on which you want to create the plan.

   Note: You must create the plan with an effective date on or before the first day of the enrollment period in which it will be used.

2. Enter the Name of this plan starting with a letter of the alphabet (not a number or symbol).

   Note: By setting the profile option BEN: Compensation Objects Display Name Basis in the System Profile Values window, you can choose whether compensation object names display in application windows (both in the professional and Self-Service user interfaces) based on the life event occurred on date or the user's session date. The default option value is Session.

3. Select the plan Status.

   Pending: No participants are actively enrolled in this plan, but could be in the future if you change its status to Active. Eligibility processes operate on this plan in "evaluate-only" mode, but do not create active records. Select the Pending status when setting up a plan that possibly may not become Active.

   Active: Eligible persons currently may be enrolled in this plan.

   Inactive: Current participants may remain in this plan, but no new participants may enroll in this plan.

   Closed: No participants are enrolled in this plan, nor will any enroll in the future (unless you reactivate the plan).

4. Enter a Short Name if you also refer to this plan by an abbreviation.

5. Enter a Short Code if you also refer to this plan by a code.

   You can extract data for a compensation object based on its Short Name or Short Code.

6. Select the plan type for which you are defining a plan in the Type field.

7. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan using interactive voice response or telephony technology.

8. Choose the Inception Date to specify the calendar date on which you first introduced this plan.

9. Select if this plan must be in a program or may not be in a program in the Plan Usage field.

   Note: If you include this plan in a program, benefits eligibility is determined when eligibility is determined for the program. If you do not want to determine participant eligibility for this plan during a specific time period, you can link a required dummy eligibility profile to the plan (for example, a benefits group containing no people) so that no persons are found eligible for the plan.

10. Choose the General tabbed region.

11. Check the Savings Plan field if you are defining a savings plan.

12. Enter the COBRA Payment Day that corresponds to the day of the month on which COBRA payments are due for this plan.

    For example, 1 refers to the first day of each month.

13. Select the Primary Funding Method to specify the source of funds for this plan.

    Self Insured: You self-insure to fund this plan.

    Trust: A financial institution such as a bank maintains a trust to fund this plan.

    Split: You self-insure as well as use a trust to fund this plan.

    Fully Insured: You set up an annuity to fund this plan.

14. Select a Health Service code to describe the type of health service this plan provides.

15. Select the participant type whose coverage is subject to imputed income taxation in the Subject to Imputed Income field. Choose either participant, dependent, or spouse.

16. Enter a URL in the Web Address field to create a hypertext link from this plan name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this plan. This URL can reside on an intranet or the World Wide Web.

17. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for the participant to be eligible for this plan.

18. Save your work.

Defining a Plan to Determine Eligibility for a Self-Service Action:

You can use Compensation and Benefits functionality as a generic engine to determine eligibility for self-service actions. You define a plan to represent a sub action, such as Promotion (Sales) or Promotion (Italy). After defining a plan type with the option type Personnel Action, use the Plans window to define a sub action and link it to a form function. When users choose the function from a menu, the application calculates each person's eligibility for the action.

See: Set Up Eligibility Processing, *Oracle HRMS Deploy Self-Service Capability Guide*

See: Overview of Self-Service Actions , *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

1. On the Miscellaneous tab, in the Personnel Action Function Name field, select the name of the form function from the LOV.

2. Make sure to activate the Plan Years Not Applicable check box. Plan years do not apply to self-service actions, and this step eliminates needless processing.

Defining Eligibility and Activity Rate Requirements for a Plan

Use the Eligibility Rates tabbed region of the Plans window to define participation eligibility requirements and activity rates for a plan.

To define eligibility requirements and activity rates for a plan:

1. Enter or query the plan in the Plans window for which you are defining eligibility and activity rate requirements and choose the Eligibility Rates tabbed region.

2. Check one or more of the following fields in the Eligibility to Participate Information block:

   Track Ineligible Person: For Advanced Benefits users, checking this field tracks people who are found ineligible for participation in this plan when the Participation batch process is run.

   > **Note:** You use the View Participation Information window to view the compensation objects for which a participant is either eligible or ineligible.

Note: You must check this field if you determine benefits eligibility based on temporal factors, such as age or length of service.

Allows Override: For Advanced Benefits users, indicates that you may override eligibility requirements for this plan.

Checking this field is useful when you want to allow special circumstances for participation in this plan, such as a negotiated benefits package for a new hire.

Participation is Waivable: For Advanced Benefits users, indicates that an eligible participant may elect to waive this plan.

Use All Assignments for Eligibility: Informs the system to consider all of an employee's active assignments (rather than just the primary assignment) when determining participation eligibility for this plan.

3. Select if the participant's eligibility for this plan is based on dependent eligibility in the Eligibility Check field. Choose one:

   - **Participant:** The participant is eligible if he or she meets the participant eligibility requirements associated with the plan. Eligibility for the plan is not based on dependent eligibility.

   - **Participant and Dependent:** The participant is eligible only if he or she meets the participant eligibility requirements associated with the plan, and his or her dependents meet the dependent eligibility profiles and designation requirements associated with the plan.

   - **Dependent Only:** The participant is eligible if the participant's dependents meet the dependent eligibility profiles and designation requirements associated with the plan. If you select this value, the system does not check for participant eligibility.

4. Check the Use All Assignments for Rates field to inform the system to consider all of an employee's active assignments (rather than just the primary assignment) when determining activity rates for this plan.

5. Save your work.

Defining Plan Restrictions

You use the Restrictions tabbed region of the Plans window to specify whether a plan is subject to certain US federal regulations, such as Qualified Domestic Relations Orders. You also can also indicate if this plan is used to record flex credits or imputed income or if this is a waive plan.

To define plan restrictions:

1. Query or enter a plan in the Plans window and choose the Restrictions tabbed region.

2. Check the Flex Credits Plan field to identify this plan as the *placeholder* plan used to record the total flex credits for all plans in a program.

   Note: This plan will not appear as an electable choice in the Flex Program enrollment form since a participant cannot elect this plan.

3. Check the Waive Plan field if a person's election of this plan represents the waiver of coverage.

4. Select the Imputed Income Type if this plan is a *placeholder* plan used to record imputed income totals for all participants, dependents, or spouses covered by a plan that is subject to imputed income.

5. Check the Highly Compensated Rule Applies field if this plan uses rules defined by the US Internal Revenue Service to identify highly compensated employees.

6. Check the Allow Qualified Domestic Relations Order field if this plan is subject to this US regulation.

   Thus, a court or similar body may issue an order requiring a participant to provide a portion of this plan's benefits to another person, typically a former spouse.

   Important: If you are defining plans outside the US, you can use this field when defining plans that behave similarly to US QDRO plans.

7. Check the Allow Qualified Medical Child Support Order field if this plan is subject to this US dependent coverage regulation.

   Thus, a court or similar body may issue an order requiring a participant to provide medical coverage for another person, typically a dependent child.

   Important: If you are defining plans outside the US, you can use this field when defining plans that behave similarly.

8. Check the Subject to Health Care Financing Administration field if this plan is subject to health care rate regulations.

9. If you use Oracle Self-Service Human Resources, check the Allow Temporary Identification field if benefits participants can print an enrollment identification

card for this plan from their web browser.

10. Save your work.

Defining a Maximum Waiting Period Requirement for a Plan

You use the Participation tabbed region of the Plans window to define the maximum required waiting period for a plan.

To define a maximum waiting period requirement for a plan:

1. Enter or query the plan in the Plans window for which you are defining a maximum waiting period requirement and choose the Participation tabbed region.

2. Enter the maximum waiting period for this plan in the Value field.

   Note: You define a maximum waiting period to override a waiting period that you define for a plan. For example, you could define a waiting period which required a participant to work 500 hours before becoming eligible for a plan. You could define a corresponding maximum waiting period of 6 months so that a participant who had worked 6 months, but had not worked 500 hours, would be eligible for the plan.

3. Select a unit of measure for the maximum waiting period in the UOM field.

4. Select a Rule to define the maximum waiting period for the plan, if necessary.

5. Select a code or rule to define the date from which the system calculates the maximum waiting period.

6. Save your work.

Defining a Plan Not in Program

Use the Not in Program tabbed region of the Plans window to define special requirements for plans that you do not associate with a program. Plans that are not in a program must have a plan usage code of May Not Be in Program.

To define special requirements for a plan not in program:

1. Enter a Sequence number for this plan.

2. Select the Currency in which activity rates for this plan are expressed.

3. Select the Enrollment Rate/Frequency. This is the activity rate that is communicated to participants on their payslip and in Self-Service.
   - Select Estimated Per Pay Period to calculate the element entry based on a fixed number of pay periods, 52 for weekly and 26 for bi-weekly pay periods.

4. Select an Activity Reference Period to specify the time period in which the system expresses activity rates for this plan.

   Note: The Hourly activity reference period is only for plans used by Compensation Workbench. See: Defining a Compensation Workbench Plan, page 3-54.

5. Save your work.

Associating Options with a Plan

You use the Maintain Plan Options window to associate an option with a plan.

Advanced Benefits users can define how life event reasons impact a person's participation eligibility for an option in a plan.

To associate an option with a plan:

1. Enter or query a plan in the Plans window.
2. Choose the Options button.
3. Enter a Seq (sequence) number for an option you are associating with this plan if you want the options to display in a particular order in the enrollment window.

   Note: Advanced Benefits customers can use sequence numbers to control the interim coverage assigned when an election is suspended.

4. Select an Option you are associating with this plan.
5. Select the Status of the option.

   Pending: No participants are actively enrolled in this option, but could be in the future if you change its status to Active. Eligibility processes operate on this option in "evaluate-only" mode, but do not create active records. Select the Pending status when setting up an option that possibly may not become Active.

   Inactive: No participants currently are enrolled in this option in this plan, but may be in the future.

Active: Participants currently may be enrolled in this option in this plan.

Closed: No participants are enrolled in this option in this plan, nor will any enroll in the future (unless you reactivate the plan).

6. For Advanced Benefits users, enter the numeric identifier in the IVR field that participants use to identify this option using interactive voice response or telephony technology.

7. Enter the URL for this option in plan in the Web Address field if participants can enroll in this option by using the product's self-service web interface.

8. Enter a URL in the Web Address field to create a hypertext link from this option name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this plan. This URL can reside on an intranet or the World Wide Web.

9. Choose the Eligibility tab.

10. For Advanced Benefits users, check the Participation Eligibility Override Allowed field if the standard eligibility criteria that this option inherits from this plan can be overridden.

    Checking this field is useful when you want to allow special circumstances for participation in this option, such as a negotiated benefits package for a new hire.

11. For Advanced Benefits users, check the Track Ineligible Person field to cause the system to track persons who are found ineligible for participation in this plan when the Participation batch process is run.

    Note: You use the View Participation Information window to view the compensation objects for which a participant is either eligible or ineligible.

    Note: You must check this field if you determine benefits eligibility based on temporal factors, such as age or length of service.

12. Choose the Dependent Criteria tab.

13. Select a person type or person type combination in the Eligibility Check field to determine eligibility for this option for these person types.

14. Select if the participant's eligibility for this option is based on dependent eligibility in the Eligibility Check field. Choose one:

    - **Participant:** The participant is eligible if he or she meets the participant

eligibility requirements associated with the option. Eligibility for the option is not based on dependent eligibility.

- **Participant and Dependent:** The participant is eligible only if he or she meets the participant eligibility requirements associated with the option, and his or her dependents meet the dependent eligibility profiles and designation requirements associated with the option.

- **Dependent Only:** The participant is eligible if the participant's dependents meet the dependent eligibility profiles and designation requirements associated with the option. If you select this value, the system does not check for participant eligibility.

15. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for that participant to be eligible for this option.

    Note: Family Members are recorded in the Contact window.

16. Save your work.

Maintaining Plan Related Details

You use the Maintain Plan Related Details window to:

- Associate a plan year period with a plan
- Associate a reporting group with a plan
- Associate reimbursable goods or services with a plan
- Associate regulations and reporting groups with a plan
- Associate an organization with a plan

Associating a Plan Year Period with a Plan

You associate a plan year period with a plan to define the period for which the plan is active.

To associate a plan year period with a plan:

1. Enter or query the plan in the Plans window to which you are associating a plan year period and choose the Details button.

2. Choose the Plan Year Periods tabbed region.

3. Enter a Seq (sequence) number to specify the order in which the system processes this plan year period relative to any other plan year period for this plan.

4. Select the plan year period Start date.

   The period end date displays based on the start date you select.

5. Save your work.

Associating a Reporting Group with a Plan

You can associate a plan to those reporting groups that you use to report on the plan.

To associate a reporting group with a plan:

1. Enter or query the plan in the Plans window to which you are associating a reporting group and choose the Details button.

2. Choose the Reporting Group tabbed region.

3. Select the Name of a reporting group that you use to report on this plan.

   - Select more reporting groups, as necessary.

4. Save your work.

Associating Goods or Services with a Plan

You can associate the goods or services that your enterprise provides as a benefit or has approved for reimbursement as part of a plan.

To associate a good or service with a plan:

1. Enter or query the plan in the Plans window to which you are associating goods or services and choose the Details button.

2. Choose the Goods or Services tabbed region.

3. Select the type of goods or services that you are associating with this plan in the Type field.

4. Save your work.

Associating Regulations with a Plan

You can associate regulations with a plan and the reporting groups that support these regulations.

To associate a regulation or a reporting group with a plan:

1. Enter or query the plan in the Plans window to which you are associating a regulation and choose the Details button.

2. Choose the Regulations tabbed region.

3. Select a Regulation.

4. Select a Reporting Group associated with this regulation.

5. Complete the following fields based on the regulations that govern this plan. These regulations support US non-discrimination legislation.

   - **Regulatory Plan Type** is used to define the type of regulation that governs this plan, such as Fringe benefit regulations or pension regulations.

   - **Contribution Nondiscrimination** is used to identify those participants who cause the plan to be out of compliance with contribution nondiscrimination provisions.

   - **Key Employee Determination** is used to determine those participants who are key in the context of the plan for nondiscrimination testing purposes.

   - **Highly Compensated Determination** is used to determine those participants who are highly compensated in the context of the plan for nondiscrimination testing purposes.

   - **Five Percent Owner** is used to determine those participants who are 5% owners of the business.

   - **Coverage Nondiscrimination** is used to identify those participants who cause the plan to be out of compliance with coverage nondiscrimination provisions.

6. Save your work.

Associating an Organization with a Plan

You can associate organizations with a plan, such as third party administrators and benefits suppliers. For example, you can link an organization to a plan when the organization is a benefits supplier to whom you owe a monthly premium.

To define an organization for a plan:

1. Enter or query the plan in the Plans window to which you are associating an organization and choose the Details button.

2. Choose the Organizations tabbed region.

3. Select the name of this Organization.

4. Enter the Customer Identifier this organization uses to identify this plan.

5. Enter the Policy or Group Number this organization uses to identify this plan.

6. Enter the Organization Role that describes the services this organization provides for this plan.

7. Save your work.

Defining Combinations of Plans and Plan Types

You use the Combinations window to define combinations of:

- Plans
- Plan Types
- Plan Type and Options

Combinations are useful for Advanced Benefits customers who want to calculate flex credits for a pool of compensation objects.

As a prerequisite, you must first define the plans, plan types, and options that you are including in your combination and associate these compensation objects with a program.

To define a combination:

1. Choose one of the following tabbed regions depending on the combination type you are defining.
   - Combination Plans
   - Combination Plan Types
   - Combination Plan Type and Options
2. Enter or query the Name of the plan or plan type combination.
3. Select the Program to which you have linked the plans or plan types that you are including in your combination.
4. Check the Applies To field next to each compensation object that you are including in your combination.

Note: The Already Used field appears checked if this plan, plan type, or option is already included in another combination. You can only include a compensation object in one combination.

Defining Waive Reasons for a Plan (Advanced Benefits)

You use the Waiving window to define the conditions under which an eligible person can waive participation in a plan.

To define waive reasons for a plan:

1. Enter or query the plan for which you are defining plan waive reasons in the Plans window.
2. Choose the Waiving button.
3. Select the Waive Participation Reason that supports why a person can elect to waive participation in this plan.
4. Check the Default field if this waive reason is the default reason to use when a participant does not state their reason for waiving a plan.
5. Choose the Waive Certification button to specify the waive certifications that you accept for a waive reason.
6. Select a Certification Type that indicates the kind of certification associated with waiving participation in this plan.
7. Select a rule if you limit the conditions under which certification is associated with waiving a plan in the Certification Required When Rule field.
8. Check the Preferred field if this waive certification is preferred for this plan, but not required.
9. Check the Required field if this certification is required for an eligible participant to waive this plan.
10. Check the Lack of Certification Suspends Waiving field if failure to provide this certification results in the participant's inability to waive this plan.
11. Save your work.

Maintaining Primary Care Providers for a Plan

Based on your plan design, benefits participants may have the option, or be required, to select a Primary Care Provider (PCP) when electing a benefit plan.

You use the Maintain Plan Primary Care Providers window to define restrictions for the selection of a primary care provider. You also use this window to set high level configuration options for web-based PCP database searches that are performed through Oracle Self-Service Benefits.

To maintain primary care providers for a plan:

1. Select the Name of the plan for which you are maintaining primary care provider data.

2. Check the From Repository field if you are using Oracle Self-Service Benefits and the benefits participant selects a primary care provider through a searchable database of providers.

   Note: As a prerequisite, you must link an organization to this plan (using the Maintain Plan Related Details window) which has an Organization Role Type of Primary Care Provider Locator.

   Note: If you do not check the From Repository field, a participant cannot select a PCP from a list of valid PCPs. The participant must enter the PCP ID number or name in a free form text field.

3. **Note:** The Can Keep Provider field is reserved for future use.

4. Select a Designation Code to indicate if a participant who enrolls in this plan is required to select a PCP, or if PCP selection is optional.

5. Select a Dependent Designation Code to indicate if a participant who enrolls in this plan is required to select a PCP for each dependent covered by the plan, or if PCP selection is optional.

6. Select a Start Date Code that indicates when the selected provider becomes the participant's primary care provider.

7. Enter the number of times a participant is permitted to change primary care providers per month in the Number of Changes Allowed field.

8. For primary care provider searches, select the maximum Radius in miles which the PCP database should consider when returning the results of a search query.

9. Check the Radius warning field to issue a warning message to the participant indicating that the selected PCP is outside the range allowed by the plan. Checking this field lets a participant override the warning and select a PCP outside the prescribed range.

   Note: If you do not check this field, a participant cannot select a PCP outside the radius.

   Note: This warning only occurs in the professional forms user interface, not in Self-Service Benefits.

10. Save your work.

11. Choose the Option Restrictions button to open the Plan Primary Care Provider Restrictions window if the Plan has options. It is mandatory to enter the restrictions at the option level for the plans with options in order to retain/drop the PCP in the subsequent life event.

    Note: For example, if a participant who elects *participant only* coverage is not required to select a PCP, but a participant who elects *employee plus spouse* coverage is required to select a PCP for dependent coverage, you would need to specify designation restrictions at the option level, instead of the plan level.

12. Select the option for which you are specifying PCP designation requirements in the Options field.

13. Select a Designation Code to indicate if a participant who enrolls in this option is required to select a PCP, or if PCP selection is optional.

14. Select a Dependent Designation Code to indicate if a participant who enrolls in this option is required to select a PCP for each dependent covered by the plan, or if PCP selection is optional.

15. Save your work and close the Plan Primary Care Provider Restrictions window.

16. Choose the Plan Restrictions button if the requirements for designating a primary care provider for this plan vary based on the primary care provider type (such as Gynecology or Pediatric Medicine) and the age or gender of the benefits participant.

    Note: The Plan Restrictions button is only activated if you check the From Repository field.

17. Select a primary care provider type for which you are specifying PCP designation requirements based on the age or gender of the benefits participant.

    You maintain primary care provider types using the Lookup Type BEN_PCP_SPCLTY if your primary care providers are stored in an external repository. Use the Lookup Type BEN_PRMRY_CARE_PRVDR_TYP if your PCPs are not stored in a repository.

18. Enter a Minimum Age if the participant must be of a minimum age or older to select this provider type, such as a geriatric care provider.

19. Enter a Maximum Age if the participant must be of a maximum age or younger to select this provider type, such as a pediatric care provider.

20. Select a Gender Allowed Code of Female or Male to restrict the selection of this provider type to one gender, such as female for a gynecology provider.

Defining Options

You use the Options window to date effectively define, maintain, and delete options.

To define an option:

1. Enter a unique Name for the option you are defining starting with a letter of the alphabet (not a number or symbol).

2. Enter a Short Name if you also refer to this option by an abbreviation.

3. Enter a Short Code if you also refer to this option by a code.

   You can extract data for a compensation object based on its Short Name or Short Code.

4. Check the Waive Option field if a person's election of this option represents the waiver of coverage.

5. If this option is for a Compensation Workbench plan, select a Salary Component if you want to link the option to a salary component.

   At the end of a salary review cycle, a system administrator runs the Compensation Workbench Post Process to update salary components with the new values stored by the compensation components.

   In the Required Period of Enrollment block:

6. Enter a Value that represents the length of time in which a person must be enrolled in this option.

7. Select the unit of measure of this value in the UOM field.

8. Select a rule if you use a formula to determine the required period of enrollment for this option.

9. Select one or more plan types you are associating with this option to indicate that plans of this plan type may provide this option.

   The option type displays in the Option Usage field to indicate the benefits category for this option.

10. Save your work.

Defining Designation Requirements for an Option

You use the Designation Requirements window to limit the personal relationship types that are covered by an option.

If you do not define designation requirements for an option, a participant can designate a person of any relationship type as the designee for an option.

You can only have one designation profile per option, even if you associate the option with more than one plan.

> **Note:** Regardless of the designation requirements you define, you must check the Personal Relationship field in the Contacts window in order for a contact to display in a participant's list of eligible dependents.

To define designation requirements for an option:

1. Enter or query an option in the Options window and choose the Designation Requirements button.

2. Select a Group Relationship for which you are defining designation requirements.

3. Specify if this designation requirement applies to dependents or beneficiaries in the Type field.

4. Enter the minimum and maximum number of designees that can be covered under this option or indicate that there is no minimum or maximum number of designees by checking the appropriate field.

   > **Note:** Select a Group Relationship type of No Designees and enter the maximum number of designees as zero for an employee only coverage option.

5. Check the Cover All Eligible field if there is no minimum or maximum number of

designees for this option and you want to provide coverage to all designees who meet your eligibility criteria.

6. Select one or more Relationship Types to include with this group relationship.

7. Save your work.

Navigating the Program Structure Hierarchy

You use the View Program Structure window to view the benefit programs that you have defined and the plan types, plans, and options that comprise these programs. Use this window after you have recorded your plan design in the system to make sure you have correctly defined the structure of your benefits programs.

In the hierarchy:

+ A plus symbol to the left of a compensation object indicates that there are lower levels that are not currently displayed.

- A minus symbol to the left of a compensation object indicates that you are viewing a collapsible list that you have expanded fully.

= An equals symbol indicates that you are viewing the lowest level within a collapsible list that you have expanded fully.

Go To modify the definition of a compensation object, select the compensation object and choose the Go (traffic light) button.

You can expand or contract the program hierarchy in the same way that you expand or contract the Oracle Applications Navigator.

1. To expand the view of a compensation object by one level, select the compensation object and choose the Plus (+) button (or double-click on that compensation object).

2. To contract the view of a compensation object by one level, select the compensation object and choose the Minus (-) button (or double-click on that compensation object).

3. To fully expand the view of a compensation object, select the compensation object and choose the Full Plus (+->) button.

4. To fully contract the view of a compensation object, select the compensation object and choose the Double Minus (- -) button.

Defining a Program or Plan Year Period

You use the Program/Plan Year window to record the dates through which programs or plans are in effect.

To define a program or plan year period:

1. Enter the Start and End dates in the Plan region through which this program or plan year period is valid.

   In the Limitation region:

2. Choose the Start and End dates that define the limitation year that acts as the reference period used to calculate a participant's yearly compensation.

   You typically define a limitation year to determine a participant's yearly contribution ceiling for a benefits plan such as a 401(k) plan in the US.

   In the Period region:

3. Select the period Type code that identifies the period type by which you divide the program or plan year, for example fiscal or calendar.

   > **Note:** The period type must be Fiscal if you are defining a year other than from 01-JAN to 31-DEC. When the year period is from 01-JAN to 31-DEC the period type must be Calendar.

   In the Within Year Periods block:

4. Enter the first day and first month of the within year period and the last day and last month of the within year period in the following fields:
   - Start Day
   - Start Month
   - End Day
   - End Month.

5. Select the Unit of Measure by which you are dividing this period.

6. Save your work.

Defining a Reimbursement Plan (Advanced Benefits)

You use the Plan Reimbursement window to define special requirements for plans that offer reimbursable goods and services and to set up spending account plans.

> **Note:** As a prerequisite to defining reimbursement criteria, you must first create the plan using the Plans window. If you limit

reimbursements to specific goods or services, you can define these in the Goods and Services window.

You can define the date through which you accept reimbursement requests for the plan and the last date in the plan year for which an expense will be reimbursed.

You can also define the certifications that are required or preferred for reimbursement of a good or service. You can limit the personal and familial relationship types, such as a spouse or a child, whose expenses are reimbursable under the terms of a plan.

To define a reimbursement plan:

1. Query the Plan for which you are defining reimbursement criteria.

2. In the Compare Claims field, select a code to indicate if the application validates a reimbursement request against the participant's current request balance or the coverage elected for the plan year. Choose either:

   - Compare claims to balance accumulated (reserved for future use)

   - Compare claims to coverage elected

3. Check the Allows Reimbursement field to indicate that you allow participants to submit reimbursement requests for the goods and services in this plan.

Timing Tab

4. Choose the Timing tab.

5. Select the Plan Year Start Date for the year period you are associating with this reimbursement plan.

   The End Date for this year period automatically displays based on the plan years you established during your implementation.

6. Select the date by which Expenses Must Be Incurred On Or Before.

   This is the last date in the plan year on which a participant can incur an expense and still have the expense reimbursed. Typically, this is the last day of the year period.

7. Select the date by which a Request Must Be Received On Or Before.

   This is the date through which you accept claim reimbursement requests for this year period. For example, your enterprise may accept reimbursement requests for two months after the end of the previous plan year.

Good or Service Tab

Note: Goods and services are required for reimbursement request processing.

8. Choose the Good or Service tab.

9. Select a Good or Service that is reimbursable for this plan.

   Use the Goods and Services window to define those items you approve for reimbursement.

10. Check the Recurring Claims field if participants can instruct you to automatically make payments for recurring claims without submitting a reimbursement request for every incurred expense.

    Note: This field is reserved for future use.

11. Choose the Certification button to open the Reimbursement Certifications window.

    You can define the certifications that you require or prefer to validate a reimbursement request for a good or service.

12. Select a certification Type--such as a paid invoice or a receipt--that you require or prefer to validate a reimbursement request.

    You can add to the list of certification types by using the Lookup Type BEN_REIMBMT_CTFN_TYP in the Application Utilities Lookups window.

13. Check the Required field if you deny a claim reimbursement when a participant fails to provide this certification type.

    - If special circumstances apply, select a Reimbursement Certification Rule to indicate those instances where you *allow* reimbursement when a participant has not submitted a required certification. Use the Lack Certification Allow Reimbursement formula type to write this rule.

14. Close the Certifications window.

Relationship Tab

15. Choose the Relationship tab.

16. Select the Relationship Type of the persons related to the primary participant who can also submit reimbursement requests.

17. Save your work.

Forfeiture Tab

18. Check the Forfeitures Apply field if the application forfeits a person's unspent credits for this plan at the end of the plan year.

    You run the Process Forfeitures concurrent request to determine a participant's forfeitures.

19. Select Provider as the Distribution Method to forfeit unspent contributions to the plan provider.

20. Select Use Compensation Level Factor as the Contribution Determination Code.

21. For the Distribution Determination Code, select:

    - Use Compensation Level Factor to calculate distributions based on a benefits balance or a defined balance in Oracle Payroll.

    - Use Approved Reimbursement Requests to calculate distributions based on the amount distributed to the participant using the Reimbursement Requests window.

22. Enter a GL Account for Debit and Credit to record the Oracle General Ledger accounts you use to track forfeiture totals for the plan.

23. Check Post to GL if you post forfeitures to the Oracle General Ledger credit account you entered in the previous step.

    Note: This feature is reserved for future use.

24. After you run the Process Forfeitures concurrent request, you can view forfeiture totals for the plan by clicking the Forfeiture Values button.

    - Open the View Enrollment Results window, query a person, and choose the Rates button to see forfeiture results for a participant.

Defining Reimbursable Goods and Service Types

You use the Goods and Services window to define those goods and services that you approve for reimbursement. You then associate one or more goods and services types with a plan.

To define a reimbursable good or service:

1. Enter a Name for the good or service.

2. Select the Type of the good or service.

   Use the Lookup Type BEN_GD_R_SVC_TYP in the Application Utilities Lookups

window to add to the list of goods and service types.

3. Enter a text Description of the good or service.

4. Save your work.

Copying a Program or Plan

Follow this process to use Plan Design Copy to copy or export a program or a plan.

To copy a program or plan:

1. Log in to the Oracle HRMS professional user interface.

2. Choose the Plan Design Copy function from the Navigator.

   Home Page

3. Do one of the following:

   - Click the Copy or Export Plan Design link to start a new copy process
   - Click View Plan Design to select a program or plan for viewing. Use this read-only feature to review data before you copy a plan design.
   - Choose an existing copy process from the Process History table and click Continue or Delete

     Note: The application displays processes initiated with the responsibility you used to log in to Oracle HRMS.

   You can continue a process with a status of Saved for Later, Interrupted, Imported, or Completed.

Process Status	If you click Continue . . .
Saved for Later	The application displays the web page on which you saved the process.
Interrupted	The application displays the web page *before* the page you displayed when the process was interrupted.

Process Status	If you click Continue . . .
Imported	The application displays the Target Details page that lets you select the Business Group into which you want to import the data.
Completed	The application displays the Select Target page where you select whether to copy or export the data.

Process Name and Effective Date

4. Enter a name for the copy process.

   You can select this copy process by name from the Home Page if you return to the transaction at a later date.

5. Select the effective date to limit the programs and plans available for copying.

Select Programs and Plans

6. Select one or more programs and plans to copy or export.

   You can search for a compensation object by program, plan, or program and plans not in program. The search limits results to compensation objects in the business group of your responsibility.

   To improve application performance, you should not select more than five programs at a time, depending on the size of your programs.

Select Target

7. Choose one of the following:

   - Copy the selected programs and plans to the same business group.
   - Copy the selected programs and plans to a different business group.

     Note: The application restricts the target business groups to those business groups attached to the user's responsibilities. A system administrator can prevent the copying of data between business groups by setting the system profile option BEN: CROSS BUSINESS GROUP FOR PLAN DESIGN COPY to 'N.' The default is 'Y.'

   - Export the selected programs and plans to a file.

You can also export the data to a file by running the export process from the concurrent manager.

See: Exporting a Plan Design to a File, page 1-119

Enter Target Details

8. Do one of the following:

   - If you are copying to a different business group, select the target business group.

   - Select the Effective Date to Copy. The copy process assigns the effective date to the new objects in the target business group. The date cannot be earlier than the effective date of the objects in the source business group. Objects with an effective start date after the date entered will retain the same effective start date they had in the source business group. Objects ended prior to the copy date are not copied. If you complete any mapping prior to entering the Effective Date to Copy, you should verify the mappings.

     Note: If you do not enter an Effective Date to Copy, the Copy Process uses the existing dates of any copied objects.

   - If you are copying to either the same business group or a different business group, indicate how the copy process treats instances where it finds an object with the same name in the target business group. You can choose to use the existing object (without copying the duplicate object) or create a copy of the object with a prefix or a suffix that you supply.

     Note: When you copy a program and create a new program with a prefix or suffix, the copy process searches the target business group for child objects that contain the prefix or suffix, not for child objects with the same name as the original child objects that you copied.

   - If you are exporting to a file, provide the absolute directory path in your applications environment and the file name of the exported file. If you do not enter a directory path, the application writes the export file to the location specified in the environment variables APPLCSF/APPLLOG.

Select Mapping

9. Use the Mapping page to select additional plan design components for copying or exporting that are not stored in the base plan design tables.

   For example, you must map elements and eligibility and variable rate profiles that

use HR assignment criteria.

> **Note:** If an object name matches exactly in the Source and Target business groups as of the Effective Date to Copy, the application automatically maps the object to the Target business group. You can override auto-mapped objects as necessary. The Target business group should have the same Lookup Codes as the Source business group. For example, you should add any Relationship Types to the Target business group that you have added to the Source.

Review

10. Use this page to review the compensation object that will be copied when you click Submit.

    You can deselect any program, plan in program, or plan not in program that you do not want to copy.

    Select the personalizations you want to copy for the plan you copy from the Task Personalization list.

    After you click Submit, the Concurrent Manager runs the copy process and returns a Request ID. You can monitor the process status on the View Request page or the Requests window in the professional user interface.

Confirmation

11. This web page indicates if the copy process was successful. For exports, the Confirmation page provides a concurrent request ID. You can use this ID to view the results of the process in the Concurrent Manager.

Exporting a Plan Design to a File

You can export a plan design to a file and then import the data into another database instance. Use this feature to transfer plan design data between your test and production environments.

Use the Submit Request window.

To export a plan design to a file:

1. Select Plan Design Copy - Export in the Name field.
2. Enter the Parameters field to open the parameters window.
3. In the Data File field, enter the absolute directory path and file name in your applications environment to which you want to export your plan design data.

If you do not enter the full directory path, the application writes the export file to the location specified in the environment variables APPLCSF/APPLLOG.

4. Enter a Display Name for this plan design data.

   The display name appears in the list of processes when you import the plan design back into Oracle HRMS.

5. Enter the Effective Date of the plan design data that you want to export.

6. Choose the OK button.

7. Complete the batch process request and choose Submit.

   You can now run the import process to import the plan design data into a new database instance.

Importing a Plan Design From a File

After you export a program or plan to a flat file, you can import the file back to your Oracle HRMS database. Typically, you would use this feature to transfer plan design data between database instances.

Use the Submit Request window.

To import a plan design from a file:

1. Select Plan Design Copy - Import in the Name field.

2. Enter the Parameters field to open the parameters window.

3. In the Data File field, enter the absolute directory path and file name of the file that you want to import.

   If you do not enter the full directory path when you export the file, the application writes the file to the location specified in the environment variables APPLCSF/APPLLOG.

4. Choose the OK button.

5. Complete the request and click Submit.

6. Close the Submit Request window.

7. Open the Plan Design Copy page.

8. Select the imported file from the Copy History table and click Continue.

9. From the Target Details page, select the Business Group into which you are

importing the plan design.

10. Complete the plan copy steps by entering target details, mapping to HR and Payroll data, and submitting the copy process.

    See: Copying a Program or Plan, page 1-116, steps 8-11 for more information.

Purging Plan Design Copy Data

When you copy a plan design, the application stores the data in transaction tables. If you have run multiple plan copy processes, and if your plan design is large, the volume of stored data may trigger performance issues.

Run the Purge Plan Design Copy Process to delete data from the Plan Copy transaction tables and improve copy performance. To verify the data that you want to delete, you can test the results of the purge process before committing your changes to the database.

Use the Submit Request window.

To purge Plan Design Copy data:

1. Select the Purge Plan Design Copy Process in the Name field.

2. Enter the Parameters field to open the Parameters window.

3. In the Process Name field, select the copy process that you want to purge.

   Note: If you do not select a specific process, the application purges data based on the other parameters you enter.

4. In the Mode field, select whether to Commit or Rollback the results of the purge process.

   Select Rollback if you want to review the results in the process log file without committing the changes to the database.

5. In the On or Prior to Effective Date field, enter the effective date of the purge.

   The application purges all data on or before this date that meet the parameters you select.

6. Select a Status (such as Completed or Saved for Later) to limit the purge to copy processes of that status.

7. Select Yes in the Retain Log field to prevent the purge process from deleting the log files of the copy processes that you want to delete.

8. Click OK.

9. Complete the request and click Submit.

Defining a Reporting Group

You use the Reporting Groups window to define a reporting group and to associate programs and plans with the reporting group. You can also define which regulatory bodies and regulations govern the reporting group.

You can create reporting groups to represent:

- Groups of programs and plans that you report on as a set by entering the reporting group name as a report parameter.

- Self-service personnel actions, such as promotions or transfers, and to configure rules for these business processes.

  See: Overview of Self-Service Actions, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- Compensation plans for applicants on the Compensation page of iRecruitment.

To define a reporting group:

1. Enter a unique Name for the reporting group.

2. Select the Global check box to include plans in the reporting group from any business group.

3. Select the Purpose of the reports that will be generated for this reporting group.

   Select the Personnel Action purpose if you are defining a self-service action.

   Select the iRecruitment purpose if you are defining plans for iRecruitment applicant offers. The Compensation page displays only reporting groups defined with the purpose of iRecruitment.

4. Enter a Description for the reporting group. The description that you enter for iRecruitment reporting group appears as an instruction text on the Enter Compensation page of iRecruitment.

5. Select the first Program Name if the reporting group is to consist of one or more programs.

   Alternatively, select the first Plan Name in the reporting group.

   Note: Ensure that you do not include the same plan in multiple

reporting groups with the purpose iRecruitment.

Any row (record) in this table can include a Program Name or a Plan Name, but not both simultaneously. While it is unlikely that you would want to use the same reporting group to report at the program and plan levels, you could do so by choosing a Program Name for one record, and then choosing a Plan Name for each subsequent record in the reporting group.

Note: When a plan is selected, the Regulatory Bodies and Regulations button is enabled, indicating that you can define regulatory bodies for, and associate regulations with, that plan.

6. Save your work.

Defining Regulatory Bodies for a Plan

You use the Regulatory Bodies and Regulations window to date effectively define the regulatory bodies that approve or govern this plan.

To define a regulatory body for a plan:

1. Choose the Plan Regulatory Bodies tab if it is not already selected.
2. Enter the Name of the regulatory body associated with this plan.

   In the Dates block:
3. Enter the Approved Termination date on which this regulatory body ceases to recognize this plan's validity.
4. Enter the date this regulatory body qualified this plan in the Qualified field.
5. Select one or more Regulatory Purpose Codes that describe how this regulatory body governs this plan.
6. Save your work.

Defining Regulations for a Plan

You use the Regulatory Bodies and Regulations window to date effectively define the regulations that approve or govern this plan.

To associate regulations with a plan:

1. Choose the Plan Regulations tab if it is not already selected.
2. Select a Regulatory Plan Type.
3. Select the name of the regulation that governs this plan in the Regulation field.
4. Select one or more rules to determine how plan regulations define:
   - Contribution Nondiscrimination
   - Coverage Nondiscrimination
   - Five Percent Owner
   - Highly Compensated Determination
   - Key Employee Determination

     Note: These rules reflect US non-discrimination legislation.

5. Save your work.

Benefits Eligibility

Eligibility Requirements for Total Compensation

You define eligibility requirements as part of your plan design to determine eligibility for compensation and benefits.

You group eligibility criteria into *participant eligibility profiles* for primary participants and *dependent coverage eligibility profiles* for dependents. Eligibility profiles are re-usable. After you create an eligibility profile, you can link it to a compensation object (such as a program, plan, or option), a collective agreement, a grade ladder, or a work schedule to restrict eligibility for these.

Eligibility is determined according to the order of the compensation object hierarchy:

- Program
- Plan Type in Program
- Plan in Program
- Plan
- Option in Plan

If a participant is eligible for a program, then the system checks for plan type in program eligibility, and so on down the hierarchy. This allows you to link different eligibility profiles to different benefits that you offer within a program.

Eligible participants are created when you run the Participation batch process (if you are an Advanced Benefits customer) or when you process a participant's election using an enrollment form (if you use Standard Benefits).

Participant Eligibility Profiles

The standard criteria that you can include in an eligibility profile are grouped into five factors:

- Personal Factors
- Employment Factors
- Derived Factors
- Related Coverages
- Other Factors

Each factor contains a variety of criteria from which you select one or more criteria values.

For example, let's say you administer a benefit plan with the eligibility requirement that all participants must work in California, Washington, or Indiana. You could define an eligibility profile using the Employment Factor criteria of Work Location. The values for the Work Location criteria would be California, Washington, and Indiana. (You need to define these work locations using the Locations form). A participant must meet one of the criteria values.

Apart from the above standard criteria that Oracle HRMS delivers, you can create your own criteria that meet the particular needs of your organization. For example, if your organization employs deep sea divers and varies benefits to the divers based on how deep they dive, you can create your own depth of diving criteria that you can use in your eligibility profiles.

See: User-defined Eligibility Criteria, page 1-135

See: Defining an Eligibility Profile, page 1-138

Dependent Coverage Eligibility Profiles

You define dependent coverage eligibility profiles to restrict the criteria that a dependent must meet in order to be covered by a benefit. Dependent coverage profiles are often used to *exclude* certain dependents from receiving coverage under a plan. For example, you can define a plan that excludes coverage for dependents age 21 and over.

Dependent eligibility factors include the dependent's:

- Relationship (to the primary participant)
- Age
- Status (disabled, marital, military, student)
- Postal zip
- Other

After you define a dependent coverage eligibility profile, you associate it with one or more programs, plans, or options to limit the dependents covered by that benefit.

Required and Optional Eligibility Criteria

When you select more than one value for an eligibility criterion, at least one of the values must be present in the participant's record for the participant to be eligible for the benefit. In our example above, the participant must have a Work Location of either California, Washington, or Indiana.

However, when you use multiple criteria in an eligibility profile (for example, a Work

Location and an Organization), the participant must meet at least one criteria value for *each* criterion.

> **Note:** If you use a FastFormula eligibility rule as part of your eligibility profile, the participant must meet the criteria of the rule and one value from any other criteria that you include in the eligibility profile. If you use more than one FastFormula rule, by default the participant must meet the criteria of all the rules. If you change the user profile option BEN:Eligible Profile Rule from AND to OR, the participant need only meet the criteria of one rule.

Eligibility Ranking for Grade/Step Progression

For situations where eligibility does not guarantee access to a personnel action or a compensation object (for example, due to limited vacancies or restricted budget), you can rank an employee's eligibility relative to the eligibility of other employees.

During implementation, you can define a score and weight for each criteria in a participant eligibility profile. The application totals the score for all criteria that the person satisfies and assigns the person a rank relative to the total evaluated population.

You enter a score as a flat value for an eligibility criteria. If a person satisfies the eligibility criteria, the application records the score for the person.

A weight is a value that the application multiplies with a criteria value to compute a total. You can only use weights with criteria that contain numeric values.

Scores and weights are independent of one another. You can specify a score for a criteria, a weight, or both a score and a weight.

Currently, this feature is only available for Grade/Step Progression.

See: Grade/Step Progression, page 2-39

Linking an Eligibility Profile to an Object

Because eligibility profiles are re-usable, you define them separately from any object. You link a profile to a compensation object, collective agreement, grade ladder, or a work schedule that you have created, to restrict eligibility for these.

When you link the eligibility profile to the object, you specify if the profile is required. The participant must satisfy all profiles marked as Required and *at least one* profile that is not marked Required.

Minimum and Maximum Enrollment Periods

As part of your plan design, you can specify the minimum and maximum length of time that a participant is either required or allowed to remain enrolled in a compensation object.

Required Enrollment Periods

Define a minimum enrollment period for those compensation objects that require a participant to remain enrolled for a specified period.

For example, you could define a required enrollment period of two years for a dental plan.

Maximum Enrollment Periods

Define a maximum enrollment period for those compensation objects that place a time limit on length of coverage. Maximum enrollment periods are often used in the US for managing COBRA participation.

If you are an Advanced Benefits customer, the system automatically detects when a participant has reached a maximum enrollment period that you have defined. Standard customers are notified that a participant has reached a maximum enrollment period when an enrollment form is opened and that person's record is queried.

Benefits Groups

When eligibility for a plan varies for a group of persons, you can define a benefits group to explicitly group those persons together. Defining a benefits group is useful for grouping grandfathered participants, or administering highly complex participation eligibility involving a small number of people.

You use the Benefits Groups window to define a Benefits Group and you enter a person into a group using the Person form.

Important: You may assign a person to only one benefits group.

Postal Zip Ranges and Service Areas

You can define a range of postal zip codes that can be used to determine eligibility and activity rates for a benefit. Postal code ranges can be combined into *service areas* that you can also use as eligibility criteria.

Service areas are a useful means of defining eligibility for a particular geographical region when Work Location is not adequate.

Waiting Periods

You define a waiting period as the period of time that must elapse before a newly eligible person can enroll in a benefit. Waiting periods allow participants to make elections that will become effective at a later date.

You can define waiting periods at the following levels:

- Program
- Plan type in Program
- Plan in Program
- Plan
- Option in Plan

Waiting periods you define at a higher level in the compensation object hierarchy cascade to all other compensation objects in the same hierarchy.

When you define a waiting period, you specify the unit of measure in which the waiting period is determined, for example, length of service or hours worked. For waiting period that you define at the plan level, you can set a corresponding *maximum waiting period* that can be in a different unit of measure, if required.

For example, you could define a waiting period of 200 hours worked before an eligible employee can enroll in a medical plan. You could define a maximum waiting period for the plan of 180 days of service. A person with less than 200 hours worked but with 180 days of service would be eligible for this medical plan based on the maximum waiting period.

Waiting Period Determination Dates

As part of defining a waiting period, you select a *waiting period date to use code* that determines the *comparison date* from which the system calculates the *waiting period completion date*. The waiting period date to use code identifies an event from which the waiting period is calculated, such as a participant's date of hire.

Because waiting periods can also be applied to non-employees, you can select a waiting period date to use code that uses one comparison date for an employee and a second comparison date for a non-employee.

For example, for a medical plan, the system could determine the waiting period for employees based on hire date and for non-employees based on the life event that caused the participation eligibility to be determined. In this scenario, you would select a waiting period date to use code of "If Employee, Date of Hire; Not Employee, Life Event Date."

You can select from the following waiting period comparison dates:

- Date of Hire
- Adjusted Service Date
- Override Service Date
- Eligibility Begin Date

- Original Hire Date
- Life Event Date (Advanced Benefits)
- Later of the Life Event or Notification Date (Advanced Benefits)
- FastFormula Rule

Waiting Periods by Life Event

Advanced Benefits customers can vary the waiting period requirement for a benefit by life event reason. You can define one waiting period for the compensation object and another waiting period that applies only in the occurrence of a particular life event. You can define waiting periods by life event at the following levels:

- Program
- Plan
- Option in Plan

Waiting Period Processing

In Standard Benefits, waiting periods are calculated based on your waiting period definition when you open an enrollment form for a person.

For Advanced Benefits customers, waiting periods and eligibility are determined when you run the Participation batch process. The Participation process calculates the waiting period by adding the waiting period value (such as 60 days) to the waiting period comparison date (such as date of hire).

If the Participation process detects a potential life event between the effective date of the Participation process and the waiting period completion date, then no waiting period is determined for that participant. An error is written to the log file indicating that the waiting period must be re-determined after the intervening life event is processed.

The system also checks for temporal life events and does not create a waiting period if it detects a temporal event that will occur between the effective date of the Participation process and the waiting period completion date.

Continuing Eligibility: Benefits Assignments

Because you can use an employee's assignment to determine benefits eligibility, you must maintain assignment information for terminated or deceased employees and their qualified dependents for the purpose of providing continuing benefits.

A *benefits assignment* is a copy of an employee's primary assignment that is created when one of the following events occur:

- **The employee terminates:** when an administrator enters a termination date, the application creates a benefits assignment for the employee and any dependents with an effective date of the actual termination date plus one day.

- **The employee becomes divorced or legally separated:** when the status of the worker changes to Divorced, the application creates a benefits assignment for the ex-spouse. The person type usage of *former spouse* is created for the spouse on the day of the divorce.

- **The employee dies:**when an administrator terminates an employee with the Leaving Reason of Deceased, the application creates a benefits assignment for the surviving spouse and any surviving family members. Where appropriate, the action creates person type usage of *Surviving Spouse, Surviving Family Member, Surviving Domestic Partner, and Surviving Domestic Partner Child*.

  Note: The new benefits assignment does not appear until the date after the termination, so you may need to change the system date to view the new assignment.

- **Dependent loss of eligibility (Advanced Benefits):** the Maintain Designee Eligibility process checks the eligibility of dependents of the subject employee. The application creates a benefits assignment for the dependent who has lost eligibility.

- **Reduction in hours:** the application creates a benefits assignment for an employee and any personal contacts when the employee experiences any life event reason with a type of Reduction in Hours.

  Note: Creating a Full Time-to-Part Time life event does not automatically create a Reduction in Hours life event. You must first set up a formula function to evaluate the number of hours from the assignment process results.

You can also manually create a benefits assignment if the application fails to create one, and you can update a system-generated benefits assignment.

Note: You set up the auto-generation of benefits assignments when you define the default payroll for a business group.

You can manually add, purge, and end element entries for benefits assignments, provided these entries are not for elements attached to an activity base rate. (When you make an election change or enrollment override, the application updates the entries of elements attached to an activity base rate.)

Benefits Assignments and Payroll

For US and Canadian customers, benefits assignments must have a payroll with a monthly periodicity since continuing benefits for ex-employees and their dependents are typically administered on a monthly basis. When a benefits assignment is created for an employee, the benefits default payroll that you set up for the business group is automatically linked to the person's benefits assignment. You can change the benefits assignment payroll to another payroll using the Benefit Assignment window.

> **Note:** US and Canadian customers cannot process an employee termination unless the employee's business group has a default payroll.

Customers outside the US and Canada can maintain benefits assignments with a payroll of any periodicity; however, they must have a default payroll for benefits assignments.

See: Defining Benefits Defaults for a Business Group, *Oracle HRMS Enterprise and Workforce Management Guide*

Eligibility Profile Criteria

You can define from one to dozens of eligibility criteria for an eligibility profile. Criteria are divided into personal criteria, employment criteria, derived factors, and other criteria, as follows.

> **Note:** The criteria that you can select depends on whether you have accessed the Participation Eligibility Profiles window from the Total Compensation or Collective Agreements area of the application.

Personal Criteria

You select personal eligibility criteria from the Personal tab of the Eligibility Profiles window.

Competencies: Uses the first three enabled segments defined for the Competency Key Flexfield for the business group as criteria.

Disability: Uses an employee's disability category as eligibility criteria.

Gender: Uses an employee's gender as eligibility criteria.

Leaving Reason: Uses an employee's termination reason as eligibility criteria. This criteria are often used for continuing benefits eligibility, such as for COBRA in the US

Opted for Medicare: Uses whether or not an employee is enrolled in Medicare as eligibility criteria.

Person Type: Uses a person's person type(s) as eligibility criteria.

Postal Zip: Uses individual zip/postal codes or ranges of zip/postal codes as eligibility criteria.

Qualification Title: Uses a person's qualification title as eligibility criteria.

Service Area: Uses a person's service area, such as a city or other geographical area, as an eligibility criteria.

Tobacco Use: Uses whether or not a person uses tobacco as a variable factor to associate with an activity rate. In countries where it is illegal to hold information about a person's tobacco usage, for example, Italy, this personal factor is unavailable.

Employment Criteria

You select employment criteria from the Employment tab of the Eligibility Profiles window.

Assignment Set: Uses an employee's assignment or a set of assignments as eligibility criteria.

Assignment Status: Uses a person's state of employment (Active, Inactive, or On Leave) as an eligibility criteria.

Bargaining Unit: Uses an employee's bargaining unit (local union group) as eligibility criteria.

Full/Part Time: Uses whether an employee works full-time or part-time as eligibility criteria.

Grade: Uses an employee's grade as eligibility criteria.

Hourly/Salaried: Uses an employee's pay basis, either hourly or salaried, as eligibility criteria.

Job: Uses an employee's job classification as eligibility criteria.

Labor Union Member: Uses whether an employee is a union member as eligibility criteria.

Leave of Absence: Uses an employee's leave of absence reason as an eligibility criteria.

Legal Entity: Uses an employee's legal entity (GRE) as eligibility criteria for a benefit (US only).

Organization Unit: Uses an employee's organization as eligibility criteria.

Pay Basis: Uses an employee's pay basis as eligibility criteria.

Payroll: Uses the employee's payroll as eligibility criteria.

People Group: Uses a person's People group as eligibility criteria.

Performance Rating: Uses an employee's performance rating as criteria.

Position: Uses a person's position as eligibility criteria.

Quartile in Grade: Uses an employee's pay range for a grade, divided by four, to

determine the quarter into which the person's salary amount falls.

Range of Scheduled Hours: Uses the number of hours an employee is scheduled to work as eligibility criteria. This is taken from the Working Hours field on the assignment. For employees with more than one assignment, the hours are totaled across all assignments if you check the 'Use All Assignments for Eligibility' check box on either the Programs or Plans window. If you define multiple scheduled hours ranges, the Participation Process evaluates each range as an 'Or' condition.

Work Location: Uses an employee's work location as eligibility criteria.

Derived Factor Criteria

You select derived factor eligibility criteria from the Factors tab of the Eligibility Profiles window.

Age: Uses an employee's age as eligibility criteria.

Combination Age/LOS: Uses an employee's combination age and length of service factor as eligibility criteria.

Compensation Level: Uses an employee's compensation level as eligibility criteria.

Full-time Equivalent: Uses an employee's percent of full-time employment as eligibility criteria. The full-time equivalent source derives from the Assignment Budget Values window.

Hours Worked: Uses an employee's hours worked in a given period as eligibility criteria.

Length of Service: Uses an employee's length of service as eligibility criteria.

Other Criteria

You select miscellaneous eligibility criteria from the Other tab of the Eligibility Profiles window.

Benefits Group: Uses a person's benefits group as eligibility criteria.

COBRA Qualified Beneficiary: Uses whether a person is considered a qualified beneficiary under COBRA regulations to determine eligibility (US only).

Continuing Participation: Used to set the date on which an ex-employee's payment for a continuing benefit must be received.

Participant in Another Plan: Uses a person's participation in another plan as eligibility criteria.

Total Coverage Volume: Uses the total coverage elected for a plan or option in plan by all participants as a variable factor in determining the actual premium owed by a plan sponsor to the benefits supplier.

Total Participants: Uses the total number of participants covered by a plan or option in plan as a variable factor in determining the actual premium owed by a plan sponsor to

the benefits supplier.

User Defined Criteria: Displays the user-defined criteria that you created to meet the particular needs of your organization. These criteria are not part of the standard criteria that Oracle HRMS delivers, and you must create these on your own. See: User-defined Eligibility Criteria, page 1-135

Rule: Uses an eligibility rule, instead of an eligibility profile, to refine or augment eligibility criteria for a benefit or collective agreement entitlement.

Related Coverages

The criteria available under the Related Coverages tab are designed primarily for COBRA administration in the US but, you can use them for other purposes.

See: COBRA Eligibility Profiles, *Oracle HRMS Compensation and Benefits Management Guide*

User-defined Eligibility Criteria

You can create eligibility criteria you need for use in your eligibility profiles, to meet the particular requirements of your organization. You can use these criteria to determine employee eligibility for compensation, benefits, entitlements in collective agreements, personal actions, and so on.

Oracle HRMS comes with numerous standard eligibility criteria that support common industry requirements for defining eligibility, see: Eligibility Profile Criteria, page 1-132.

You can also define various system-calculated eligibility factors, that change over time, as eligibility criteria, see: Derived Factors, page 1-136.

User-defined criteria gives you the additional flexibility to create your own criteria to meet specific needs of your enterprise that the standard and derived factor criteria do not meet.

For example, if your organization employs deep sea divers and varies benefits to the divers based on how deep they dive, you can create Depth of Diving as a new eligibility criterion.

You create these criteria using the Create Eligibility Criteria page or from the User Defined Eligibility Criteria window. You can access the user defined eligibility criteria from the Participation Eligibility Profiles window or the Dependent Coverage Eligibility Profiles window.

See: Creating your own Eligibility Criteria, page 1-140.

You can define eligibility criteria out of person information by specifying the table and column name where the application stores that information. In the above example, if the application stores the details of the depth to which a person can dive in the table PER_ALL_ASSIGNMENTS_F and column attribute 8, you specify these details in your criteria definition to create the Depth of Diving criteria.

Note: You can specify the table and column names that identify your user-defined criteria values, only if you are using the tables PER_ALL_PEOPLE_F and PER_ALL_ASSIGNMENTS_F for participant eligibility. You can create user defined eligibility criteria for dependents for values stored on the PER_ALL_PEOPLE_F table. If you want to use any other table, you must use a formula. To be able to choose the correct values, you must have a basic understanding of the structure of the application tables that hold the required information. For more details on these tables, please refer to Oracle HRMS electronic Technical Reference Manual (eTRM), available on My Oracle Support.

You can also define existing hierarchies such as an organization hierarchy or position hierarchy as criteria for use in your eligibility profiles.

Note: The hierarchies are available only for participants, and not for dependents.

Derived Factors

Derived Factors are system calculated eligibility factors that change over time. You define a derived eligibility factor to use as a criteria element in an eligibility profile for a benefit plan or a collective agreement, or a variable activity rate. You can use the derived factor of age in a dependent coverage eligibility profile.

The product supports the calculation of six derived factors:

- Compensation level
- Percent of full-time employment
- Hours worked in period
- Age
- Length of service
- Combination age and length of service

Compensation Level

You define a compensation level derived factor if you use a person's compensation amount as an eligibility criterion or as a factor in a variable rate profile.

You can select as a compensation source a person's stated compensation, a payroll balance type, or a benefits balance type that you define.

Percent of Full-time Employment

You define a percent of full-time employment derived factor if you determine eligibility or rates based on a person's percentage of full-time work.

You can choose to use a person's primary assignment only or the sum of all their assignments when determining their percent of full-time employment.

Hours Worked in Period

You define an hours worked in period factor if you determine eligibility or rates based on the number of hours a person works in a given period that you define.

You can choose to derive the number of hours worked from a balance type or a benefits balance type.

Age

You define an age factor if you determine eligibility for a person or a dependent based on age. You can define a minimum or a maximum age beyond which a person becomes eligible or no longer eligible for a particular benefit.

You can also define an age factor that derives the age of a participant's spouse.

> **Note:** If you calculate both a participant's age and a spouse's age to determine eligibility or a variable rate - and enrollment restrictions vary for the spouse and the dependent - you must duplicate the seeded Age Change life event reason. A system administrator must then write a Life Event Evaluation rule to determine which Age Change event to detect.

> **Note:** If you are defining a derived factor based on age for a collective agreement you can only use the person's age.

Length of Service

You define a length of service factor if you determine eligibility based on how long a person has worked for your enterprise.

You can choose to calculate length of service from a person's hire date, adjusted hire date, or override service date.

Combination Age and Length of Service

You create a combination age and length of service factor by linking an age factor and a length of service factor that you have defined into a new factor.

Defining an Eligibility Profile

You use the Participation Eligibility Profiles window to define an eligibility profile with an effective start date of your choice. Before defining the profile, define any derived factors (such as length of service or compensation level), or your own eligibility criteria, that you plan to use as eligibility criteria.

If you want to create your own criteria to include in the eligibility profile, click User Defined Eligibility Criteria and create new criteria, see: Creating your own Eligibility Criteria., page 1-140 To access these criteria, choose the Other tabbed region, and select User Defined Criteria from the list

You can use eligibility profiles to determine:

- employee eligibility for compensation and benefits plans
- entitlements in collective agreements
- eligibility for grade/step progression
- eligibility for various work schedules, and so on

The information you can enter differs slightly depending on whether you have accessed this window from the Total Compensation or Collective Agreements area of the application.

> **Note:** If you use the Total Compensation Setup Wizard to set up grade ladders, programs and plans, and Total Compensation Statements, you can create or update eligibility profiles while you are working in the Wizard.

To define an eligibility profile:

1. Enter the Name of the eligibility profile you are defining.
2. Enter a Description of this eligibility profile.
3. Select an Assignment Type to which this eligibility profile applies.

   For example, you can define an eligibility profile for employee assignments if this profile is only used for employees.

   > **Note:** You can only select Employee Assignment Only for profiles to be used with collective agreements.

4. Select the profile Status.

Pending: This eligibility profile is currently proposed, but not active.

Active: This eligibility profile is in use.

Inactive: This eligibility profile is in use but cannot be associated with any new programs, plans, or options.

Closed: This eligibility profile was once Active or Pending, but is no longer in use.

5. Select whether this eligibility profile applies to benefits or collective agreements. If you are defining an eligibility profile for work schedules or grade step progression, then select benefits.

6. Choose the tabbed region that contains a criteria element that you want to include in your eligibility profile. Choose from:

   - Personal
   - Employment
   - Derived Factors
   - Related Coverages (Not applicable to collective agreements)
   - Other

7. Select a criteria element.

   For example, you could choose Person Type as one of several eligibility criteria of the Personal type.

   > **Note:** When you define more than one value for a criterion, at least one of the values must be present in the person's record for them to be eligible. However, when you use multiple criteria in an eligibility profile (for example, a Work Location and an Organization), the person must meet at least one value for *each* criterion.

   If you use a FastFormula eligibility rule as part of your eligibility profile, the participant must meet the criteria of the rule and one value from any other criteria that you include in the eligibility profile. If you use more than one FastFormula rule, by default the participant must meet the criteria of all the rules. If you change the user profile option BEN:Eligible Profile Rule from AND to OR, the participant need only meet the criteria of one rule.

8. Enter a Seq (sequence) number specifying the order the system processes this criteria element relative to any other criteria in this eligibility profile.

Note: You must assign a sequence number of a higher priority to all criteria that are used to exclude eligibility.

9. Select one or more values for the criteria element you have selected.

10. Check the Exclude field if a person becomes ineligible to participate in the compensation object, or to receive the collective agreement entitlement you associate with this eligibility profile if they meet this criterion.

    You typically check the Exclude field when it is easier or faster to define which persons are excluded from eligibility, as opposed to defining which person are eligible.

11. If you are defining an eligibility profile for a grade ladder, and you want to rank your employees to determine the most eligible person to progress, enter an eligibility Score for this criteria.

    The application calculates the eligibility rank based on the total score for all criteria that the person satisfies.

12. For grade ladders, you can also enter an eligibility Weight for a criteria.

    The application multiplies the weight by the criteria value. You can only use weights with criteria that contain numeric values. If you enter a score and a weight for a criteria, the application adds the person's score to the weight to arrive at the final number.

13. Repeat steps 6, page 1-139 to 12, page 1-140 for each criteria element that you include in your eligibility profile.

14. Choose the Display All tabbed region to view the criteria elements in this eligibility profile.

15. Save your work.

Defining Your Own Eligibility Criteria

Oracle HRMS enables you to create as many eligibility profile criteria as you need, in addition to the existing standard eligibility and derived factor criteria, to meet the particular requirements of your organization. You can use these criteria to determine employee eligibility for compensation, benefits, entitlements in collective agreements, personal actions, and so on.

See: User-defined Eligibility Criteria, page 1-135

Use the User Defined Eligibility Criteria window, which you can access from the Participation Eligibility Profiles window, or the Dependent Coverage Eligibility Profiles

window, or use the Create Eligibility Criteria page to create your own criteria. The information you can enter differs slightly depending on whether you are creating your criteria from the User Defined Eligibility Criteria window or from the Create Eligibility Criteria page.

> **Note:** You can define eligibility criteria for dependents only from the Dependent Coverage Eligibility Profiles window.

On both page and window you can create subcriteria, enabling you to designate two sets of values for a single criteria. On the Create Eligibility Criteria page you can also mandate that the person's timecard override the values stored in the table or returned by the formula attached to the criteria. For more information, see the white paper Setting Up the RBC/OTL/Payroll Integration (My Oracle Support Note ID 369044.1).

To create your own eligibility criteria:

1. Enter the Name, Short Name, and the Description for the new criteria.
2. Specify if the criteria accept a range of values.
3. Specify the Lookup Type or the Value Set that restrict the valid values for your criteria.
4. To use an existing hierarchy, such as an organization hierarchy or position hierarchy, to define the value for the criteria, select the appropriate hierarchy.
5. Specify a particular person information value as the value for your criteria by selecting the table and column names where this information is available or by using a formula.

   > **Note:** You can specify the table and column names that identify your user-defined criteria values, only if you are using the tables PER_ALL_PEOPLE_F and PER_ALL_ASSIGNMENTS_F for participant eligibility. User defined criteria for dependents can be created for values stored on PER_ALL_PEOPLE_F If you want to use any other table, you must use a formula. To be able to choose the correct values, you must have a basic understanding of the structure of the application tables that hold the required information. For more details on these tables, please refer to Oracle HRMS electronic Technical Reference Manual (eTRM), available on My Oracle Support.

6. To add a second subcriteria, click the Set 2 tab and repeat steps 2-5.
7. Save your work.

To use these newly created user-defined criteria in your eligibility profiles, in the Participation Eligibility Profiles window, choose the Other tab and select User Defined Criteria from the list. Alternatively, in the Dependent Coverage Eligibility Profiles window, choose the Other tab and select User Defined Criteria from the list.

Defining Derived Factors: Compensation Level

You can define a compensation level factor as part of an eligibility profile (to be used in determining benefits participation or collective agreement entitlements) or a variable rate profile. A compensation level factor can be based on either stated salary, balance type, or benefits balance type.

You define compensation level factors in the Derived Factors window. The values you can select in some of the fields depend on whether you have accessed the Derived Factors window from the Total Compensation or Collective Agreements area of the application.

To define a compensation level factor:

1. Enter a Name for this compensation level factor.

2. Select the Unit Of Measure for this compensation level factor.

3. Select the Source of the compensation level factor.

   - Select the Defined Balance for this compensation level factor if you selected a source of balance type.

   - Select a Benefits Balance Type if you selected a source of benefits balance type.

   - Select the compensation periodicity in the Stated Comp Periodicity field if you selected a source of stated compensation.

     Note: If you have installed the Oracle Incentive Compensation patch 4409180 you can select either Oracle Incentive Compensation - Amount Earned or Oracle Incentive Compensation - Amount Paid as the source. If you select any of these sources, then the Incentive Compensation Information region displays, where you can enter the Start and End Dates, and select the Prorate if date range differs from OIC range check box

   In the Values block:

4. Enter the Minimum amount under which the system does not calculate this compensation level factor.

- Check the No Minimum field if there is no minimum compensation amount under which the system excludes participants when determining participation eligibility and activity rates.

5. Enter the Maximum amount above which the system does not calculate this compensation level factor.
   - Check the No Maximum Compensation field if there is no maximum compensation amount above which the system excludes participants when determining participation eligibility and activity rates.

6. Select a Determination Code or Rule to define when the system determines a participant's compensation level.

7. Choose a Rounding Code or Rounding Rule to specify the level to which the system rounds the results of this compensation level factor.

8. Save your work.

Defining Derived Factors: Percent of Full Time Employment

A percent full time factor derives an employee's percent of full time employment. The application uses this information to calculate activity rates, coverage amounts, or to determine participation eligibility for either benefits or collective agreement entitlements.

For example, you could define the 100% percent full-time factor to identify those employees who work 100% full-time (40 hours per week) and thus qualify for most benefits or entitlements.

You define percent full time factors in the Derived Factors window. The values you can select in some of the fields depend on whether you have accessed the Derived Factors window from the Total Compensation or Collective Agreements area of the application.

To define a percent full time factor:

1. Enter a Name for this percent full time factor.

2. Check the No Minimum field if there is no minimum percentage of full-time employment under which the application excludes employees when determining participation eligibility and activity rates.
   - Or, enter a Minimum Percent Value to define the minimum percentage of full-time employment to be used in this calculation.

3. Check the No Maximum field if there is no maximum percent of full-time employment beyond which the application excludes employees when determining

participation eligibility and activity rates.

- Or, enter a Maximum Percent Value to define the maximum percent of full-time employment to be used in this calculation.

4. Check the Use Primary Assignment Only field to specify that the application considers only an employee's primary assignment when determining percent of full time employment.

5. Check the Use Sum of All Assignments field to specify that the application considers all active assignments when determining percent of full-time employment.

6. Select a Rounding Code or Rule to specify the level to which the application rounds the results of this calculation.

7. Save your work.

Defining Derived Factors: Hours Worked In Period

An hours worked in period factor derives the number of hours a given employee has worked over a given period of time. The application uses this information to determine participation eligibility for either benefits or collective agreement entitlements, activity rates, and coverage amounts.

You define hours worked in period factors in the Derived Factors window. The values you can select in some of the fields depend on whether you have accessed the Derived Factors window from the Total Compensation or Collective Agreements area of the application.

To define an hours worked in period factor:

1. Enter a Name for this hours worked in period factor.

2. Select the calculation source for this hours worked in period factor in the Source field.

   Balance Type: The application retrieves hours worked information from a balance.

   Benefits Balance Type: The application retrieves hours worked information from a benefits balance.

3. Specify when the application calculates this hours worked in period factor in the Once or Continuing field.

   Once: The application only calculates this hours worked in period factor following a life event or for open enrollment.

   Continuing: The application calculates this hours worked in period factor each time

you run the Participation batch process.

4. Select the Defined Balance for this compensation level factor if you selected a calculation source of balance type.

5. Select a Benefits Balance Type if you selected a calculation source of benefits balance type.

6. Check the No Minimum field if there is no minimum number of hours worked in period under which the application excludes employees when determining participation eligibility and activity rates.

   - Or, enter the Minimum hours worked in period under which the application does not calculate this hours worked in period factor.

7. Check the No Maximum field if there is no maximum hours worked in period above which the application excludes employees when determining participation eligibility and activity rates.

   - Or, enter the Maximum hours worked in period beyond which the application does not calculate this hours worked in period factor.

8. Select an hours worked Determination Code or Rule that defines how to calculate the hours worked in period.

9. Select a Rounding Code or Rule to specify the level to which the application rounds the results of this hours worked in period factor.

10. Save your work.

Defining Derived Factors: Age

An age factor derives a person's age in order to determine participation eligibility for either benefits or collective agreement entitlements, activity rates, and coverage amounts.

For example, you could define the Retire 65 age factor to identify those employees who are at least 65 years of age and thus qualify for a maximum benefit under your corporation's retirement plan. For collective agreements you could define the Age Less Than 21 age factor to identify those employees who are less than 21 and thus should be placed on a particular grade.

You define age factors in the Derived Factors window. The values you can select in some of the fields depend on whether you have accessed the Derived Factors window from the Total Compensation or Collective Agreements area of the application.

To define an age factor:

1. Enter a Name for this age factor.
2. Select the UOM to specify the unit of measure for this age factor.
3. Select an Age to Use code to indicate the kind of person, such as the participant or the participant's child, for whom you are defining a derived age factor.

   Note: Derived factors to be used with collective agreements can only use the employee's age.

4. Select an Age Determination Code or Rule to specify the date the application uses to calculate age.
5. Check the No Minimum Age field if there is no minimum age under which the application excludes employees when determining participation eligibility and activity rates.
   - Or, enter the Minimum age beyond which the application does not calculate this age factor.
6. Check the No Maximum Age field if there is no maximum age beyond which the application excludes employees when determining participation eligibility and activity rates.
   - Or, enter the Maximum age beyond which the application does not calculate this age factor.
7. Select a Rounding Code or Rule to specify the level to which the application rounds the results of this age factor calculation.
8. Save your work.

Defining Derived Factors: Length of Service

A length of service factor derives the length of service for a given worker in order to determine participation eligibility for either benefits or collective agreement entitlements, activity rates, and coverage amounts.

You define length of service factors in the Derived Factors window. The values you can select in some of the fields depend on whether you have accessed the Derived Factors window from the Total Compensation or Collective Agreements area of the application.

To define a length of service factor:

1. Enter a Name for this length of service factor.

2. Select the unit of measure in the UOM field by which you are defining the length of service factor.

3. Select a Determination Code or Rule that defines how the system calculates an employee's length of service.

4. Check the No Minimum Applies field if there is no minimum length of service under which the system excludes employees when determining participation eligibility and activity rates.

   - Or, enter the Minimum length of service under which the system does not calculate this length of service factor.

5. Check the No Maximum Applies field if there is no maximum length of service above which the system excludes employees when determining participation eligibility and activity rates.

   - Or, enter the Maximum length of service beyond which the system does not calculate this length of service factor.

6. Select a length of service Date to Use Code or Rule to specify the date from which the system calculates the employee's length of service.

   Hire Date: The system always uses the employee's hire date as the start date when calculating length of service.

   Adjusted Service Date: The system first uses the employee's adjusted service date if one exists. If there is no adjusted service date, the system uses the employee's hire date.

7. Check the Use Override Service Date field to indicate that the system should override the person's service date when determining eligibility.

   Note: You enter the Override Service Date for a person in the Participation Overrides window.

8. Select a Rounding Code or Rule to specify the level to which the system rounds the results of this length of service factor.

9. Save your work.

Defining Derived Factors: Combination Age and Length of Service

A combination age and length of service factor associates two factors you have already defined: an age factor and a length of service factor.

You define combination age and length of service factors in the Derived Factors window. The values you can select in some of the fields depend on whether you have accessed the Derived Factors window from the Total Compensation or Collective Agreements area of the application.

To define a combination age and length of service factor:

1. Enter a Name for the combination age and length of service factor you are defining.
2. Select an Age Factor.
3. Select a Length of Service Factor.
4. Enter the Minimum value for the combination of age and length of service that qualifies a person as eligible for the benefit, collective agreement entitlement, or activity rate with which this factor is associated.
5. Enter the Maximum value for the combination of age and length of service that qualifies a person as eligible for the benefit, collective agreement entitlement, or activity rate with which this factor is associated.
6. Enter an Order Number to specify the order in which the application processes and displays combined age and length of service records.
7. Save your work.

Defining a Dependent Coverage Eligibility Profile

You use the Dependent Coverage Eligibility Profiles window to define an eligibility profile that limits the conditions that enable a dependent to receive coverage under a benefit.

You link the dependent coverage eligibility profile to the compensation object using the Dependent Coverage tabbed region of the Program Enrollment Requirements window. Or, use the Designations tabbed region of the Plan Enrollment Requirements window if the profile is for a plan that is not in a program.

To define a dependent eligibility coverage profile:

1. Enter the Name of the dependent coverage eligibility profile you are defining.

2. Select the Status of this dependent coverage eligibility profile.

   Active: This eligibility profile is currently available to associate with a compensation object.

   Pending: This eligibility profile is currently proposed, but not yet available to associate with a compensation object.

   Inactive: This eligibility profile is in use but cannot be associated with any new compensation objects.

   Closed: This eligibility profile was once Active or Pending, but is no longer in use.

3. Select a Regulation to specify a statute or regulation that enables, defines, or restricts the eligibility criteria maintained in the profile.

4. Enter a Description of this profile.

5. Select a Rule to include in this profile if the standard dependent coverage eligibility profile criteria do not fully support your business requirements.

6. Choose the tabbed region that represents the factor by which you want to restrict dependent coverage. Choose from:

   - Relationship
   - Age
   - Status (includes disabled, marital, military, and student status)
   - Postal Zip

7. Select the factor by which you are restricting dependent coverage in the Name field. Select one or more factors for each tabbed region, as required by your business rules.

8. Check the Exclude field for a factor in the Age region or the Postal Zip region if a dependent who meets this age or postal zip is excluded from receiving coverage.

9. Save your work.

Defining Benefits Groups

You use the Benefits Groups window to define the groups into which you place various categories of employees and other benefits participants for purposes of eligibility or activity rate restriction.

You assign a person to a benefits group using the Benefits Tabbed region of the People window.

Note: If necessary, you can add the Benefits Tab to the People window. As a system administrator, query the BEN_MANAGER menu in the Menus window and add the HR View Benefits function to the menu.

Note: You may assign a person to only one benefits group.

To define a benefits group:

1. Enter a unique name for this benefits group.
2. Enter a description of the benefits group.
3. Save your work.

Defining Regulations

You define regulations as discrete rules, policies, or requirements that a governmental or policy making body defines regarding the administration of one or more benefits.

To define a regulation:

1. Navigate to the Regulations window.
2. Enter a Regulation Name impacting the administration of one or more benefits.
3. Enter a Statutory Citation Name for this regulation.
4. Select a Regulatory Body such as a governmental or policy making body responsible for this regulation.
5. Select an Administrative Code indicating whether this regulation is issued by or enforced by this regulatory body.
6. Save your work.

Defining Postal Zip Ranges

You date effectively define postal zip ranges that can be used to determine participation eligibility and activity rates.

You also use this window prior to defining service areas. The postal codes populate the list of values of the Postal Zip within Service Area region of the Service Areas window.

See Defining Service Areas, page 1-151

The following parameters are on the Postal Zip Ranges window:

- From Value is the beginning of the zip code range you want to define, inclusive.
- To Value is the ending value of the zip code range you want to define, inclusive.

To define a postal zip range:

1. Enter a beginning and ending postal code, and save.

Defining Service Areas

You date effectively define service areas for a benefits carrier or third party agent. For instance, you might want to define a service area for a city or other geographical area, and list the service provided.

The following parameters are on the Service Areas window:

- Service Area region
  - Name is the name of the region you are defining, e.g., "Coastal."
  - Product is the name of the service provided to the region, e.g., "Medical Plan 1"

    Note: Lookup values for this field are located in BEN_PRDCT.

- Postal Zip within Service Area region
  - Postal Zip Range is the postal range for the service area

    See Defining Postal Zip Ranges, page 1-150

To define a service area:

1. Enter or query the name of the service region.
2. Enter the appropriate service or product in the Product field.
3. Enter the zip code range for the service area.
4. Save your work.

2

Salary, Grades, and Pay Administration

Salary, Grades, and Pay Administration Overview

Oracle HRMS provides flexible mechanisms that support common industry approaches to grade implementation, and salary and pay administration.

Grades

Enterprises use grades to compare roles within their organizational structure and relate compensation to grades to pay their employee in groups. Oracle HRMS uses grades to represent relative levels of management or seniority of employees in an enterprise, and provides alternative approaches to grade related pay administration, if you administer salaries for groups of employees.

Models of Pay Administration

Oracle HRMS supports the following typical models of grade implementation and pay administration.

- **Model 1: Individual Pay**: You administer salaries on an individual basis and process salary updates manually. Grade changes do not trigger salary changes. You can, however, use grade rates as a guideline for manual update of salaries.

  For this model, you use Salary Administration. You can enter salary amounts or wage rates for all new employees using the Salary page. You can also enter proposals for salary changes and identify the various components making up the changes.

  Salary basis is central to the salary administration functionality. It sets the relationship between various components of the salary administration functionality.

  See: Salary Basis, page 2-7 and Starting Salary and Salary Proposals, page 2-16

  For rapid updates to many salaries, you can download salary information to a spreadsheet, modify it, and upload again using Web Applications Desktop

Integrator (Web ADI).

See: Salary Spreadsheets, page 2-17

You can also use Compensation Workbench to allocate compensation awards and propose changes to salary components on an individual basis or for groups of employees. Using Compensation Workbench line managers set compensation budgets and issue them to the reporting managers. Reporting managers then allocate compensation awards within these budgets to employees belonging to their organizations.

See: Compensation Workbench, page 3-9

- **Grade-Related Pay**
  - **Model 2: Group Pay (Common Pay Scale)**: Pay is based on grade and, optionally, grade step. In this model every grade or subgrade maps to a point on a common pay scale and enables you to compare multiple grade groups to a single set of values.
  - **Model 3: Group Pay (No Common Pay Scale)**: Pay is based on grade but may also vary by other criteria. For example, the pay for employees on the same grade may vary according to their location. You create a default pay rate for each grade and, optionally, grade step and you create a separate pay rate for each set of criteria (location, in our example). Similarly you can vary pay on the basis of other criteria such as union or job.

  For more information on these models, see: Recognizing Your Grade Implementation Model, page 2-30

  If follow Model 2, you may choose to use either the Grade/Step Progression (GSP) or the non-automatic step progression features to manage your grades and grade related pay. To follow Model 3, you must use Grade/Step Progression.

  The Grade/Step Progression approach, enables you to group together grades and grade steps into a *Grade Ladder* and then define system-based rules for the automatic progression of your employees on these grades and steps. You can also update employee salary automatically whenever these is a grade or step change.

  See: Implementing Grade Related Pay, page 2-34, Administering Grades and Pay (Without Using Grade Ladders), page 2-53, and Administering Grade/Step Progression, page 2-55

- **Model 4: Criteria-based Pay**: Pay varies according to combinations of criteria. You create a matrix in which you record values for each rate (salary, overtime, allowances, and so on) against combinations of criteria (such as performance rating for each job at each location). You administer pay by creating a rate matrix and retrieving values based on a person's current assignment or overriding values from their timecard, using the rate retrieval API.

  See: Criteria-Based Rates for Variable Pay, page 2-74

Recording Market Compensation Surveys

Using Oracle HRMS you can enter details from compensation surveys conducted across your industry. You can then link the survey details for individual jobs, called salary survey lines, to the jobs, positions, and assignments you use in your enterprise.

> **Note:** You can also download information from market survey companies using APIs.

See: Entering Compensation Surveys, page 2-25

Reporting on Salary, Pay, and Grade Progression

The salary amounts or wage rates you enter or change provide your enterprise with information for analysis purposes. If you are also using Oracle Payroll, they also provide some of the values that payroll calculations use. If you are using another payroll system, they can also provide salary information for that payroll to process.

Oracle HRMS and Oracle HRMSi enable you to generate a range of reports to meet your business analysis needs and aid payroll calculations.

For example, using the Salary Review Report you can check the current and past salaries for some or all of your employees.

The Compensation History page in SSHR enables you to view the in-progress, current, and historical information about compensation and ranking of your employees. If you use Compensation Workbench, this feature supplies a number of reports for salary changes, bonuses, and stock options.

See: Compensation Reporting, page 1-48 and Salary and Grade Related Pay and Progression -- Reports, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Oracle HRMS also includes various Workforce Intelligence reports that help you analyze salary and grade related information.

Key Concepts

To enable you to manage the basic remuneration that employees receive, you need to understand the following key concepts that underpin the Salary Administration functionality:

- Salary Earnings Elements, page 2-7
- Salary Basis, page 2-7
- Salary Components, page 2-8

- Starting Salary and Salary Proposals, page 2-16
- Salary Spreadsheets, page 2-17

To enable you to effectively enter information about salary surveys you need to understand another key concept:

- Compensation Survey Identifiers, page 2-24

To enable you to manage grade related pay and progression, you need to understand the following key concepts:

- Grades and Grade Structures, page 2-29
- Grade Implementation Models, page 2-30
- Grade Rates, page 2-35
- Pay Scales, page 2-37
- Grade/Step Progression, page 2-39

To use Rate by Criteria, read:

- Criteria-Based Rates for Variable Pay, page 2-74

Salary, Grades, and Pay Administration

Using the *Salary Administration* functionality in Oracle HRMS you are able to manage efficiently the basic remuneration that employees receive. You can manage grade-related pay using *Grade/Step Progression*, and variable pay using *Rate by Criteria*.

How does HRMS enable you to administer salaries?

You can enter salary amounts or wage rates for all new employees that take effect immediately. You can also enter proposals for salary changes and identify the various components making up the changes. For rapid updates to many salaries, you can download salary information to a spreadsheet, modify it, and upload again using Web Applications Desktop Integrator (Web ADI).

You can also use Compensation Workbench to allocate compensation awards and propose changes to salary components.

Once you have proposed salary changes, you can approve and implement the proposed changes quickly and easily.

Can you associate salary changes with performance reviews?

Yes. You are able to associate all salary changes with the result of performance reviews.

Also, you can identify which components of a salary change are associated with performance, such as merit awards.

How do you handle grade related pay?

Depending on the requirements of your enterprise you may choose either the Grade/Step Progression (GSP) or the non-automatic step progression features to manage your grade related pay. If you follow the non-automatic step progression approach, you use *grade rates*, *pay scales*, *scale rates*, and *grade scales* to relate grades or sub-grades to pay. If you use the Grade/Step Progression approach, you use the *Grade Ladder* to group together grades (and grade steps) and then define default and criteria salary rates to relate grades to pay.

Can you vary grade related pay across your enterprise?

If you differentiate grade-related pay according to certain predefined criteria, you can use the Grade/Step Progression business process to record different pay rates for the same grade (or grade step). For example, if your enterprise differentiates pay for employees who are on the same grade (or step) but in different office locations, you can record one set of pay rates (known as *criteria salary rates*) for each location.

How do you pay employees at varying rates based on the roles they perform?

Rate by Criteria (RBC) offers the flexibility of the *rate matrix,* enabling you to pay any employee at a different rate for each role they perform. You can specify multiple (up to seven per matrix) eligibility criteria such as location and shift; rate parameters such as minimum, maximum, and overtime rates; define your own criteria; and tailor payroll formulas that call the RBC function. You can also leverage the integration with Oracle Time and Labor to tie RBC to timecards.

Can you automate the progression of employees in your enterprise?

The Grade/Step Progression business process enables you to group together grades (and grade steps) and then define system-based rules for their progression. These rules allow you to define how an employee becomes eligibility for progression, the grade (or step) to which they are eligible to progress, any salary updates relating to successful progression, and how those salary updates are passed to your payroll. When the application finds an employee eligible for progression, it either progresses them automatically, or flags them for manual progression, and makes any necessary salary updates (if you have set up Grade/Step Progression to apply automatic salary updates).

Can you analyze and compare salaries for groups of employees?

Yes. You can report on current and previous salaries for groups of employees (such as employees in a selected organization or on a certain grade). You can compare salaries to the mid point defined for a grade. You can download salary proposals to a spreadsheet

for "what if" analysis.

Using HRMSi you can review current and proposed salaries of comparable groups of employees.

Can you map market compensation surveys to information for your enterprise?

Yes. Using Oracle HRMS you enter the results of different compensation surveys. For example, you can record the minimum and maximum salaries for jobs within your industry. You can then link the compensation survey details to jobs, positions, and assignments within your enterprise.

If Payroll is installed, does this link to pay?

Yes. No matter which method you choose to administer pay, Oracle Payroll can process the pay rates for which your employees are eligible.

Salary Administration Setup

Salary Earnings Elements

For Salary Administration, you need at least one salary earnings element for each group of employees whose salary is quoted on the same basis (such as hourly or monthly). You then link these elements to components of employee assignments, to determine which employees are eligible for a particular element. Oracle Payroll can process these elements in payroll runs to generate salary amounts for employees. A third party payroll can take information from these elements for use in generating amounts for employees.

HR-Only

If you are an HR-only customer, you need to work closely with your Payroll Department to ensure that the elements used in Salary Administration are correctly set up for transmission of information to whatever payroll is in use.

Predefined Earnings Elements

Some HR localizations have certain predefined earnings elements already set up when you receive your HR system. For example, US-HRMS includes the predefined earnings elements Regular Salary and Regular Wages. Depending on your requirements, you may decide to use some predefined elements to represent actual earnings types in your system.

If you are an Oracle Payroll user, you will also get other predefined elements.

However, predefined elements cannot be changed in any way. For this reason, you may decide to use the predefined elements simply as models for other earnings elements that you define to meet the particular requirements of your enterprise.

If predefined elements are not available to represent all the earnings types and salary bases you need for your Salary Administration setup, you must create your own elements for this purpose.

Salary Basis

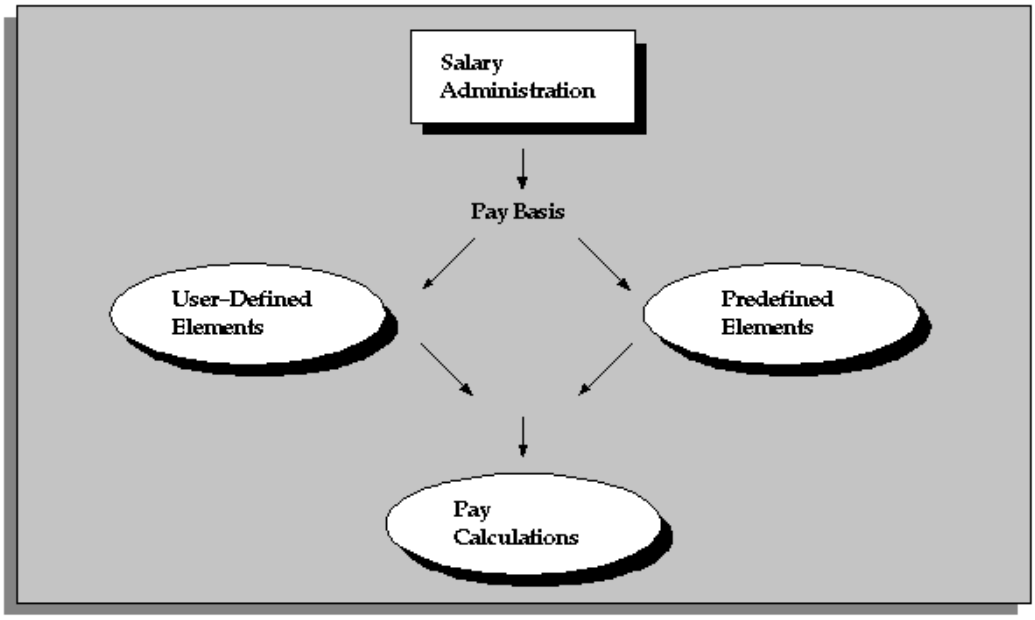
When your elements for use in Salary Administration are in place and you have defined links for them, you associate an element with each *salary basis* in use in your enterprise. The salary basis establishes the duration for which a salary is quoted, such as, hourly (for example, 1,000 yen per hour) or annually (for example, 18,000 pounds per year).

The salary basis is not necessarily the same as the pay frequency. For example, an employee with an hourly pay rate can have the salary basis Hourly Salary, but can have

an assignment to a weekly payroll and therefore have a weekly pay frequency.

> **Note:** You cannot use the Element Entries window or BEE to make entries to any elements that are associated with salary bases. You must use the Salary page to enter and maintain entries for the element.

Elements and Salary Basis for Payments



Salary Components

Salary changes can be broken down into two or more components, to reflect different reasons for the change. You can approve each component of the proposal separately.

Ten salary components are predefined, as shown in the following table. You can create as many additional components as you require. However, only ten components can be displayed in the Salary Management folder. If you want your new components to be displayed in the folder instead of the default components, you must update a view.

This task is for system administrators.

Predefined Salary Component	Lookup
Cost of Living	COL
Job Evaluation	JOEV

Predefined Salary Component	Lookup
Location Adjustment	LOAD
Market Adjustment	MKAD
New Hire	NEWH
Performance	PERF
Periodic Review	PERE
Progression	PROG
Promotion	PROM
Transfer Adjustment	TRAD

Setting Up Salary Administration

Use the Salary page to manage efficiently the basic remuneration that employees receive.

1. Create (or Decide on) Salary Elements, page 2-10
2. Decide How To Validate Salary Entries, page 2-12
3. Link the Salary Element, page 2-12
4. Define a Salary Basis, page 2-14
5. Review the salary components predefined as values for the Lookup Type PROPOSAL_REASON. If you want your new components to be displayed in the Salary Management folder, you must also change a view. See: Creating Salary Components, page 2-13
6. Optional: If you want Oracle HRMS to calculate full-time equivalent salaries for part-time employees, set the HR: FTE Factor user profile option. For more information on the different available options, see: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration*
7. Optional: configure compensation survey to enable you to compare your employees salaries with published compensation survey data specific to your industry.

See: Compensation Surveys, page 2-24

8. Optional: If you want the compensation manager to explicitly approve an employee's new salary (for example, approve only after all the HR processes such as background verification checks are complete), then set the HR: AUTO APPROVE FIRST SALARY PROPOSAL profile option to NO.

   Otherwise, set the HR: AUTO APPROVE FIRST SALARY PROPOSAL profile option to Yes or leave it blank to automatically approve an employee's new salary.

9. If you want to record performance ratings such as Outstanding, Superior and Average, enter them in the Lookups window for the Lookup Type PERFORMANCE_RATING.

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

10. Add the function "Salary Administration Approve" to the menu of responsibilities that should be able to approve salary proposals. Without this function, users can enter salary proposals but they cannot approve them.

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

11. Assign employees to a salary basis using the Salary Information region of the Assignment window. Also assign employees to a grade, if you have associated a grade rate with the salary basis.

    See: Assigning Employees to a Salary Basis, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Creating a Salary Element

You need at least one salary element for each salary basis in your enterprise.

If predefined elements exist in your localization, you might decide to use these. If your localization does not include predefined elements, or if the predefined elements are insufficient or inappropriate, you must create these elements.

You create a salary element in the Element window.

US and Canada Payroll only: If you decide not to use the predefined Regular Salary and Regular Wages elements, create your own elements using the Earnings window, rather than the Element window.

Mexico and UAE only: Use the Element Design Wizard to create your own elements, rather than the Element window.

To create a salary element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter salaries.

2. Enter a name for the element, and select the classification Earnings.

3. **Payroll only**: Select the proration event group, if this field is available for your legislation.

4. Select the type Recurring.

5. Do *not* check the Standard check box.

6. Save the element, then click Input Values.

7. Create one input value to hold the salary value in the Input Values window. If you want to associate this element with more than one salary basis, create one input value for each salary basis.

   Tip: If the salary basis is different from the payroll periods of the employees who will receive this element, make this clear in the input value name. For example, if the salary basis is Annual, you could name the input value Annual Salary.

   Also, you can use the input value unit of Number instead of Money to enter salaries of up to 5 decimal places. For example, if you pay your employees' 10 pounds per day and a day consists of 7 hours, you can set up the input value unit as Number, this enables you to enter the employee's hourly rate as 1.4286 pounds. If the average day is 8 hours you could use the input value unit of Money because the hourly rate of 1.25 pounds only requires two decimal places.

8. Optionally, enter validation criteria for the input value, such as a Minimum and Maximum value, or a formula to perform the validation, if required. Select Error in the Warning or Error field.

   See Validating Salary Entries, page 2-12

   Note: If you select Warning, users do not see the warning in the Salary page.

9. Save your work.

Linking the Salary Element

Link the salary elements to components of employee assignments to establish employee eligibility for the elements.

Use the Element Link window to link the salary element.

To link the salary element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter salaries.
2. Select your new salary element.
3. Do not check the Standard check box.
4. Select eligibility criteria for this element. If you want to make the element available to all employees, do not select any criteria.
5. Save the link.
6. If you want to enter different validation criteria for different eligibility groups, you can change the Min and Max valid values in the Link Input Values window.

Validating Salary Entries

There are two ways to validate salary entries:

- You can *warn* users when they enter a salary proposal that is outside a valid range defined for an employee's grade. This approach uses grade rate ranges.
- You can *prevent* users from approving a salary that is outside a valid range, or that fails validation performed by a formula. Notice that this validation is not performed until you try to approve a salary proposal. This approach uses element input value validation.

To validate salaries against grade rate ranges:

1. Create a salary grade rate and enter minimum, maximum, and midpoint values for each grade.

   See: Defining a Grade Rate, page 2-49

2. When you define the salary basis, select your salary grade rate.

   See: Defining a Salary Basis, page 2-14

3. Assign your employees to grades.

To validate salaries using input value validation:

1. If you want to validate salaries using a formula, create your formula in the Write Formulas window.

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

2. When you define an input value for the salary element, you can select a formula to perform validation, or you can enter minimum and maximum valid values.

   See: Creating a Salary Element, page 2-10

3. If you want to vary the validation for different groups of employees, you can enter validation criteria in the Link Input Values window.

   See: Linking the Salary Element, page 2-12

Creating Salary Components

You can create as many additional salary components, as you require. However, only ten components can be displayed in the Salary Management folder. If you want your new components to be displayed in the folder instead of the default components, you must update a view.

To create new salary components to display in the folder:

1. Query the Lookup Type PROPOSAL_REASON in the Lookups window and add a new code for each new component.

2. Open the View file peupl01v.sql in a text editor.

3. Go to the component reason list and replace the default Lookups with the new codes you have created.

   Note: There are two places in the file where you need to change these codes.

4. Go into SQL*Plus as hr user and run the edited script.

5. Change the column names in the Salary Management folder by choosing Change Prompts from the Folder menu.

Defining a Salary Basis

Use the Salary Basis window to define a *salary basis* for each salary element to be used for salary administration. This establishes the duration for which a salary is quoted, for example, hourly, monthly or annually.

To define a salary basis:

1. Enter an appropriate name for the salary basis.

2. Select a pay basis, such as Annual or Hourly. For example, select Monthly Salary if you are using the predefined Regular Salary element in the US.

   If you selected Annual or Monthly, Oracle HRMS identifies the number of payments and enters 1 or 12 in the Pay Annualization Factor field. You can change this value, if required.

   If you selected Hourly, the Pay Annualization Factor field is blank. Enter your own value, such as 2080 (40 hours * 52 weeks) to enable the Salary page to display an annual salary from the hourly rate.

   If you select Period, leave the Pay Annualization Factor field blank, Oracle HRMS uses the payroll period of your employee as the annualization factor.

   > **Note:** The pay basis is for information only. For example, to enable you to compare salaries.

3. Select the name of the salary element and input value associated with this salary basis. For example, if you are using predefined elements in the US, select Regular Salary and the input value Monthly Salary, or Regular Wages and the input value Rate.

   > **Note:** If you use Oracle Payroll, do not select Pay Value as the input value for the salary element. Oracle Payroll does not run the payroll formula associated with this element if you select Pay Value and therefore this selection may result in incorrect balances.

4. Select a grade rate to associate with the salary basis, if required.

   Oracle HRMS uses the grade rate to validate your salary proposals. You receive a warning if the salary you enter for an employee is not within the grade rate range defined for the employee's grade.

5. Select the grade rate basis (Hourly, Monthly, Annual, or Period) for the rate if you selected a grade rate. For example, if your grade rate specifies the valid *monthly* salary ranges for each grade, select Monthly Salary in the Grade Rate Basis field.

If you selected Annual or Monthly, Oracle HRMS identifies the number of payments and enters 1 or 12 in the Grade Annualization Factor field. You can change this value, if required.

If you selected Hourly, the Grade Annualization Factor field is blank. Enter your own values, if required.

If you selected Period, leave the Grade Annualization Factor field blank, Oracle HRMS uses the payroll period of your employee as the annualization factor.

> **Note:** This is for information only. For example, to enable you to compare salaries within grades.

6. Save your changes.

Salary Administration

Starting Salary and Salary Proposals

Use the Salary page to enter starting salary amounts for new employees, which can be explicitly approved or receive approval automatically. You can enter a proposed salary change for a current employee at any time. You can enter a salary proposal as:

- A new amount
- A single change amount or multiple change amounts
- Percentages (reflecting different factors or reasons contributing to the change, such as a merit award plus a cost of living component)

To hold multiple reasons for a starting salary or a salary change, you break down a proposal into two or more components. Each component represents a different reason for changing the salary. You can define as many reasons as you require using the Lookup Type PROPOSAL_REASON. Examples of components are Merit Award and Cost of Living Increase.

Optionally, you can rank the employee to track their performance in the future or consider their performance rating to assist you in proposing a salary change. You can enter grade rate ranges against which the application validates salary proposals, if required, when you set up salary administration.

You can also use Compensation Workbench to allocate compensation awards and propose changes to salary components. See: Compensation Workbench, page 3-9 for further details.

Salary Change Approval

A salary proposal does not go into effect until it receives approval. If you have recorded multiple components of a salary proposal, you can approve each component independently. When an unapproved proposal exists for an assignment, you must either approve or delete it before you can enter a new proposal.

When you approve a salary, Oracle HRMS creates or updates a salary element entry for the assignment. You can view this entry in the Element Entries window, but you cannot change it there.

> **Note:** You can approve components, but you may not be able to approve salaries. This is controlled by a menu function set up by your system administrator.

Assignment Changes

If an employee's assignment changes such that it continues to be eligible for the salary element but via a different element link, the existing element entry is ended. No new element entry is created automatically. (This is in contrast to the behavior for other types of element.) You must re-enter and approve the salary proposal following the assignment change. This ensures the integrity of your salary data.

Correcting or Deleting a Salary Proposal

Using the Salary page you can:

- Make corrections to your current or previous salary proposals
- Enter a new salary proposal between two current salary proposals
- Delete the current or previous salary proposals
- Delete a salary proposal leaving a gap between two existing salary proposals

Salary Related Details

The Salary page summarizes and displays information to help you perform informed salary administration all in the same page. You can find information on

- The grade step details from the Grade Salary Limits region
- The salary basis details from Salary Basis Details region
- The employee's performance ratings from the Recent Performance region
- The full time equivalent of employee's salaries to effectively administer salaries for part-time employees

Review and Compare Salaries

Before entering salary proposals, you can review the current salaries of comparable groups of employees using the Salary page. You can also view the salary history of an employee and compare employee salary against published compensation survey data for similar jobs and positions in your industry.

For other methods of reviewing the current salaries of similar employees, see:Reviewing Current Salaries, page 2-21.

Salary Spreadsheets

Using Web Applications Desktop Integrator (Web ADI), you can download information

from the Salary Management folder to a spreadsheet. Here you can manipulate the data to create new salary proposals or to modify existing proposals. You can then upload your revised salary information to the database. If your responsibility permits, you can approve all or selected proposals in the folder. Using Web ADI you can also upload descriptive flex field information.

The changes you make in the spreadsheet are checked when you upload them to the database. To minimize errors, follow these rules:

- Do not enter components for a first salary (for example, for a new hire). Enter a proposed amount and change date only.
- Enter changes for the full salary or for components but not for both.
- If you enter components, make sure you enter a value (Y or N) in the Approved field for each component.
- Do not alter a Change Date that was downloaded from the database.
- Do not enter information in the grey fields (except for Change Date).
- Note that the Change Amount is given precedence over the Change Percentage. If you enter inconsistent values, the upload process records the new change amount and adjusts the percentage to match. If you want to record a percentage change, clear the amount field.
- If you want to delete a component, clear both the change amount and percentage fields for that component.

See: Data Download Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: Data Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Using the Salary Management Folder

Using the Salary Management Folder, you can select sets of assignments for which you want to enter or approve salary proposals. For each assignment, the folder can display the current approved salary and proposed new salary, including up to ten salary components.

Using Web Applications Desktop Integrator (Web ADI), you can download information from the Salary Management folder to a spreadsheet. Here you can manipulate the data to create new salary proposals or to modify existing proposals. You can then upload your revised salary information to the database. If your responsibility permits, you can approve all or selected proposals in the folder.

See: Data Download Using Web ADI, *Oracle HRMS Configuring, Reporting, and System*

Administration Guide

See: Data Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

To manipulate salary proposals in a spreadsheet:

1. In the Salary Management folder, query the assignments you want to process.
2. Display the folder columns that you want to export.
3. Choose the Export Data icon on the Oracle HRMS tool bar to display the Settings page of the Web ADI wizard.

   Note: You need to be logged into your self-service home page for the Web ADI settings page to appear. Otherwise, you will be prompted with the self-service applications login screen.

   Caution: When moving between Web ADI pages, do not use your browser's Back or Forward buttons, as this causes information to be lost; instead, use the Back, Next and Cancel buttons displayed on the Web ADI page.

4. Select a spreadsheet viewer. If several versions of the viewer are available, your system administrator can tell you which version is appropriate.
5. Ensure that the Reporting check box is unchecked. You cannot upload data if the Reporting check box is selected when you download the data.

   Note: You can upload data only if the HR Update Salary Proposals integrator has been set up to allow upload. Check with your system administrator that the required integrator is available.

6. All other information is defaulted and a Review page displays the parameters that will be used to create the document. Choose the Create Document button to continue.

   A spreadsheet document is created and displayed, and the data from the records you queried is added to the spreadsheet. A number of confirmation messages appear as the document is created.

   The data downloaded to the document depends on the query you entered in the window and the columns in your layout.

   Note: You may want to save the spreadsheet on your desktop at

this stage, as otherwise the spreadsheet and the data it contains will be lost from your desktop when you close the spreadsheet (the data remains in the Oracle application).

7. Edit the data in the spreadsheet. Save the spreadsheet with a new name (to prevent it being overwritten the next time Web ADI is run).

   For further information about the rules to follow when editing the data in your spreadsheet, see: Salary Spreadsheets, page 2-17.

   In the **Upl** column of the spreadsheet, each row where you have changed data in any field is flagged for upload. As you change data in a field, the row is flagged for upload.

8. Select the Oracle menu on your spreadsheet viewer toolbar, and choose Upload

9. If you are not already logged in to Oracle applications, a login page appears. Enter your user name and password, then choose the Login button.

10. In the Set Responsibility page, choose your responsibility and then choose Select.

11. In the Upload Parameters page, choose the Parameters button. If you only want to upload flagged rows, choose the Flagged Rows option button. To upload all rows choose the All Rows option button.

12. Choose the Proceed to Upload button, then choose the Upload button in the page that appears next. The upload takes place, and a series of upload messages is displayed, indicating the success or failure of the upload.

13. If the upload fails, return to the spreadsheet and correct any errors, then retry the upload. Further details of errors are available in the Messages column at the end of each row of the spreadsheet. If the upload is successful, the data is uploaded to the database. Confirmation messages indicate the success of the upload.

    Note: Web ADI uploads all rows to the database if the data is error-free. If any errors occur, no rows are uploaded.

14. To view your new proposals in the Salary Management folder, re-query the data.

Approving Multiple Salary Proposals

If the Approve button is displayed in the Salary Management folder, you can select multiple assignments in the folder and approve them.

Note: If the Approve button is not displayed, you cannot approve

salaries. This is controlled by a menu function set up by your system administrator.

When you approve a salary, Oracle HRMS creates or updates a salary element entry for the assignment. You can view this entry in the Element Entries window, but you cannot change it there.

To approve multiple salary proposals

1. In the Salary Management folder, query the assignments you want to process.

2. Select the assignments you want to approve and choose the Approve button. To select multiple assignments, hold down the CTRL key and click on the assignment records you want to select.

   Note: The Salary Management folder is not designed for mass approvals. Do not try to approve hundreds of salary proposals together using this window.

Reviewing Current Salaries

Before entering salary proposals, you can review the current salaries of employees in the same job and country, view the salary history of an employee and compare employee salary against published compensation survey for similar jobs and positions in your industry using the Salary page. There are a number of other ways of reviewing current salaries.

1. Choose the appropriate approach:

   - Query a list of assignments in the Salary Management folder to view their current salaries and any existing salary proposals. You can view up to ten salary components (such as Cost of Living, Location Adjustment, or Promotion) for each proposal.

     See: Using the Salary Management Folder, page 2-18

   - Query lists of assignments receiving a particular salary element on the List Employees by Element window. This shows the latest approved salary for each assignment in the date range you select.

     See: Listing Employees by Element, page 1-58

   - Run the Salary Review Report to view current and previous salaries for all current or terminated employees, or for employees assigned to a selected organization, job, position, and/or grade.

     See: Running the Salary Review Report, page 2-23

- Query a list of assignments in the Assignments folder then view the salary history for each assignment in the list, individually, using the Salary History window. This window displays the dates, reasons, and amounts of each approved salary change, and of any new salary proposal.

  See: Viewing Salary History, page 2-22

- If you use grade rates, you can view the salaries of all employees on a certain grade receiving a particular salary element, using the View Employee Grade Comparatio window. This window also displays each employee's salary as a percentage of the midpoint defined for the grade.

  See: Viewing Grade Comparatios, page 2-60

- If you use pay scale rates for salaries, you can report on the salaries of all employees or a group of employees using the Employee Increment Results report.

  See: Running the Employee Increment Results Report, page 2-73

Viewing Salary History

Oracle HRMS maintains a complete history of approved salary changes for current and terminated employees, along with associated performance reviews. Using the Salary History window or the Salary page, you can view the dates, reasons, and amounts of each approved salary change, and of any new salary proposal.

You can review the salary history of a current or terminated employee using the Salary page or by running the Salary Review Report, page 2-23.

To view salary history:

1. Query assignments in the Assignments Folder.
2. Select an assignment and choose the Salary History button.

The Salary History window contains a folder. You can enter a query in the folder to reduce the list of salary changes displayed. You can remove, rearrange, add, or resize fields in the folder if you have access to the folder menu.

The **Change** field shows the amount of the salary change, and the **Actual** field shows the new salary effective from the **Change Date**. The **Hourly**, **Monthly**, **Annual**, and **Payroll** fields show the salary prorated to these periods. The **Currency Code** field shows the currency in which the salary was paid and the **Ranking** field shows the employee rank. The **Mid**, **Minimum**, and **Maximum** fields show values from the grade rate for the employee's grade. The **Comparatio** field shows the salary as a percentage of the midpoint defined for the grade rate.

Note: Fields are greyed out when there is no previous history, for example, if there is no previous or changed salary.

Running the Salary Review Report

Use this report to see current and past salaries, and salary proposals, for some or all of your current or terminated employees. You can restrict the employees to those assigned to a selected organization, job, position, or grade. You can also restrict the report to showing only employees receiving the maximum salary for their grade (defined by the grade rate). You can use the report to show all salaries (approved and proposed) or to show unapproved salary proposals only.

You run reports from the Submit Requests window.

To run the Salary Review Report:

1. In the Name field, select Salary Review Report.
2. Enter the Parameters field to open the Parameters window.
3. Enter the effective date for which you want to see the report.
4. Optionally select an organization, job, position, and/or grade to restrict the scope of the report to employees assigned to these components.
5. If you want to restrict the report to showing salary proposals, select Yes in the Unapproved Proposals Only field.
6. If you want to restrict the report to showing employees receiving the maximum salary for their grade (defined by the grade rate), or a higher salary, select Yes in the Grade Rate Maximum Only field.
7. Choose the Submit button.

Compensation Surveys

Compensation Survey Identifiers

Compensation surveys enable you to compare your basic remuneration packages against published data for your industry. Using this feature you can record as many compensation surveys as you require, map those surveys to each job and position in your enterprise, and analyze the data to understand how compensation within your enterprise compares with trends in the industry.

When you enter the details of a compensation survey using the Compensation Surveys window, you must enter a compensation survey identifier. The identifier filters the survey lines to display only the information relevant to the survey you have specified, which helps you enter data more quickly and efficiently.

You use the identifier as the two character prefix to the codes of each of the lookup values you use in the Compensation Surveys window. The identifier you enter on the Compensation Surveys window points to the two character prefix you added to the lookup codes, and the application displays only those lookups that are relevant to the identifier.

> **Note:** Ensure the identifier contains two characters, else the application displays an error when entering Job Names.

Lookup Types for the Compensation Survey Window

You set up the values for the fields in the Compensation Survey window using the following user-extensible Lookup Types:

- SURVEY_JOB_NAME
- SURVEY_REGION
- SURVEY_SENIORITY
- COMPANY_SIZE
- INDUSTRY
- SURVEY_AGE
- SURVEY_COMPANY

To display the jobs and values specific to each survey, use the compensation survey identifier as the prefix of the lookup codes for these Lookup Types except

Survey_Company. For example, you can use the prefix DB at the beginning of all lookup codes you want to display for Dun and Bradstreet surveys.

For information about user-extensible lookup types, see: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Entering Compensation Surveys

The Compensation Surveys window enables you to enter surveys that compare remuneration levels for jobs in your industry. Survey vendors provide this information in a variety of data formats. You enter data that uniquely identifies the survey in the compensation survey master data. You can record as many different compensation surveys as you require by entering information about the categories your enterprise uses to identify compensation details, such as Region, Industry, Mean Pay, or Fiftieth Percentile. Then for each survey, you can enter the survey results for each job by creating compensation survey lines.

> **Note:** The area of the window where you enter the compensation survey line information is a folder. Therefore, you can customize the information by renaming, resizing and re-ordering the fields displayed. You can also create your own folders to display a subset of the information.

You can then link compensation survey lines to the jobs, positions, and assignments you use in your enterprise. Using the OBIS Salary Survey report you can then compare how salaries for jobs within your enterprise compare with trends within your industry as a whole. If you are licensed to use Compensation Workbench, then you can also display compensation survey data in Compensation Workbench. By mapping the Compensation Survey detail lines to the applicable jobs, the salary survey data can then be displayed in the Compensation Workbench allocation worksheet to aid your managers when allocating compensation awards to employees.

> **Note:** Compensation Workbench displays only the compensation survey type of Salary.

Before you enter your compensation survey details you must know your compensation survey identifier.

See Compensation Survey Identifiers, page 2-24.

You must enter details of your compensation survey in three stages:

1. Master Data
2. Lines Defaults
3. Lines

To enter compensation survey master data:

1. Enter the name of the market compensation survey and the compensation survey company. This information is used to uniquely identify the survey details.

2. Enter the compensation survey identifier.

3. Enter the following master data for your survey:

   - Survey Type - enter whether the salary information is annual, monthly, hourly or period. This is based on your enterprise's salary basis.

   - Base Region - if you require, you can enter information about whether there is a regional or national average.

     Note: Once you have set up all your compensation survey details, making changes to the survey type and base region information can invalidate your survey. Oracle HRMS enables you to change this information so you can correct any mistakes, however you should not change this information to update an existing survey.

4. Save your master compensation survey details.

To enter compensation survey lines defaults:

1. Enter the default start and end date for your compensation survey lines.

   Compensation survey lines use this date range by default. However, you can specify different dates when you enter a line.

2. Enter the default currency for your compensation survey lines.

   Compensation survey lines use this currency by default. However, you can specify another currency when you enter a line.

3. Select the stock display type from the list.

   You can choose to display the value of stock in survey lines as Number of Shares or Money Value of Shares.

To enter compensation survey lines:

1. Enter a job name, start date and currency for the compensation survey line. If required, enter an end date for the compensation survey line.

2. Enter a definition of your compensation survey lines. You can enter the:

- Region the survey includes
- Seniority of the survey
- Company size of the survey
- Industry of the survey
- Age of the survey

By entering a start and end date you can create a history of compensation survey information. However, you must ensure that the job and salary definition information is never the same for two compensation survey lines on the same date.

3. Enter the salary details for the line. You can enter details such as the minimum pay, mean pay, percentage change, and first quartile.
4. Enter all the compensation survey lines you require for the compensation survey.
5. Save your compensation survey lines.

Mapping Compensation Survey Lines

You can map compensation survey lines to jobs, positions, or assignments. Mapping survey lines gives you a picture of how the compensation for a given job, position, or assignment aligns with compensation standards in your industry.

> **Note:** You set up compensation survey lines using the Compensation Surveys window, see: Entering Compensation Surveys, page 2-25

If you have additionally licensed and implemented Oracle HRMSi, you can use the Salary Survey Comparison Workbook to analyze surveys that you mapped to jobs, positions, or assignments in your enterprise, see: Salary Survey Comparison Workbook, *Oracle HRMS Strategic Reporting (HRMSi) User Guide*

You can map compensation survey lines in the Position, Job, or Assignment windows. Choose the Define Survey Map button in the Job or Position window, or the Others button in the Assignment window. If you are licensed to use Compensation Workbench, then you can also display compensation survey data in Compensation Workbench. By mapping the Compensation Survey detail lines to the applicable jobs, the salary survey data can then be displayed in the Compensation Workbench allocation worksheet to aid your managers when allocating compensation awards to employees.

> **Note:** Compensation Workbench displays only the compensation

survey type of Salary.

To map a compensation survey line:

1. Optionally, enter the Oracle HRMS location, grade, and organization. This step enables you to provide a more accurate picture of how compensation for your given job, position, or assignment aligns with similar locations, grades, and organizations in your industry.

2. Enter the details of the compensation survey line. You can select any of the compensation survey lines you have set up from any of the fields.

   Note: The Map Compensation Survey window is a folder. Therefore, you can customize the information by renaming, resizing and re-ordering the fields displayed. You can also create your own folders to display a subset of the compensation survey information.

3. Map all the compensation survey lines you require.

4. Save your mapping details.

Grades and Pay Setup

Grades and Grade Structures

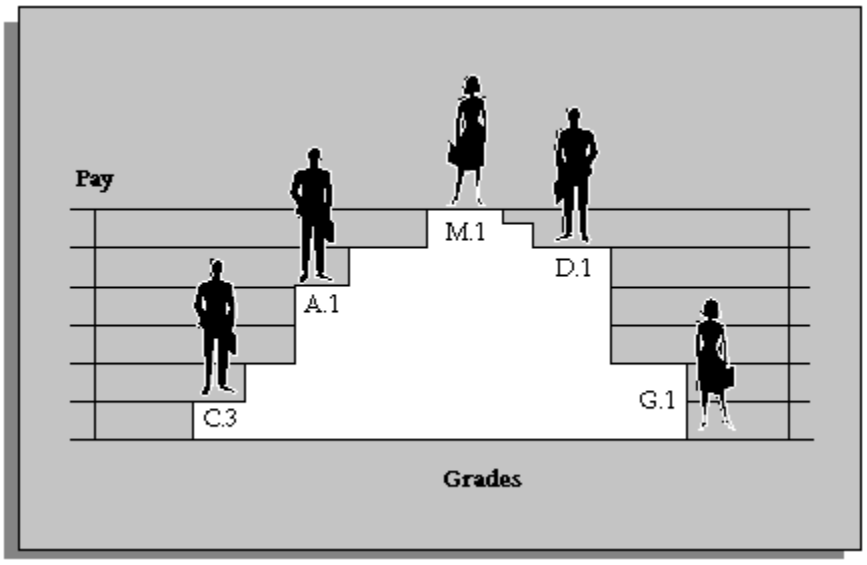
Grades are normally used to record the relative status of employee assignments and to determine compensation and benefits, such as salary, overtime rates, and company car.

Using Grades to Compare Roles

You can define one or more valid grades for each job or position. You enter this information in the Valid Grades window, which opens from the Job window or the Position window.

When you enter a grade assignment, the list of grades shows which ones are valid for the job or position you select.

Grades can have different levels of complexity, which need to be represented in the overall structure of the grade.



In its simplest form, a grade can be a single character, or number, in a logical sequence. For example:

- Grade A
- Grade B
- Grade C

By adding a second *segment* to the grade name, you can identify sub-grades, such as:

- Grades A.1, A.2, A.3, and A.4
- Grades B.1 and B.2
- Grades C.1, C.2, and C.3

A more complex structure could be used to distinguish grades for different staff groups, such as:

- Manual.A.1, Manual.A.2, and Manual.G.1
- Clerical.C.1 and Clerical.C.2

In this example, there are three segments in the grade name. A grade is the *combination* of segments you define. You set up the segments and their valid values using the Grade Name Key Flexfield. Normally this is done by the system administrator.

See: User Definable Key Flexfields, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Recognizing Your Grade Implementation Model

There are several models for grade implementation that reflect common approaches to grade-related compensation. Oracle HRMS supports the following models

- Model 1: Individual pay
- Model 2: Group Pay - Common Pay Scale
- Model 3: Group Pay - No Common Pay Scale
- Model 4: Criteria-based Pay

Once you have identified the models that most closely resemble your grade and compensation model, you can determine how to configure your grade information in Oracle HRMS.

Model 1: Individual Pay

If your enterprise uses this approach, you process salary updates manually and grade changes do not trigger salary administration changes. Commercial organizations frequently use this model. Oracle HRMS supports this model with grade rates, salary administration and a salary basis.

See: Models of Pay Administration: Model 1 Individual Pay, page 2-1

Model 2: Group Pay - Common Pay Scale

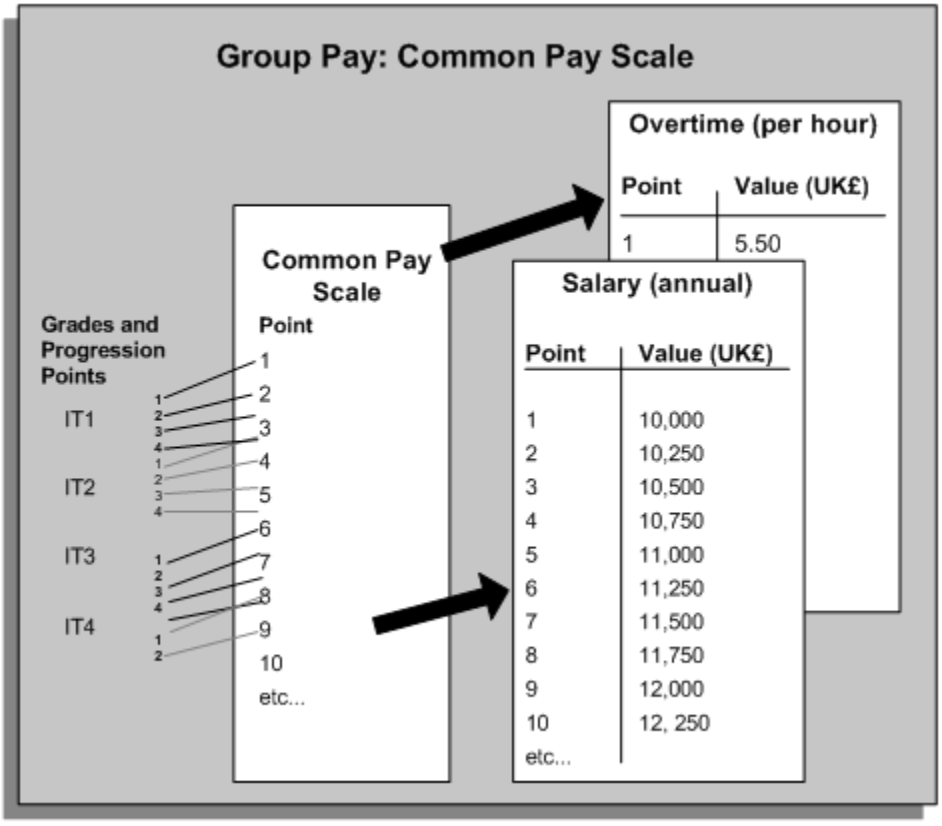
In this model, group pay is based on a national or common pay scale for different grade

groups. The enterprise uses a single reference table (the pay scale) which comprises a series of points in a predefined sequence. Every grade or grade progression point in the organization maps to a point on that pay scale, enabling the organization to compare multiple grade groups to a single set of values. Typically, the employee receives a salary update when they move to another grade or step. This approach is often used by public-sector type organizations, for example, in the education and healthcare sectors.

The points on the pay scale map to values in one or more additional tables. If your enterprise records multiple rates for any single point on a pay scale, you use multiple tables.

The following graphic shows four grades in an organization (IT1, IT2, IT3, and IT4). Each grade comprises between two and four progression points. Each progression point maps to a point on the national pay scale. This organization needs to record both annual salaries and also its hourly overtime rate. Therefore the same pay scale is used by two different tables.

Example: Group Pay - Common Pay Scale



If your enterprise uses this model, you can use pay scales to create one scale rate (per table) to record multiple values for each grade step.

See: Non-automatic Step Progression Approach, page 2-34

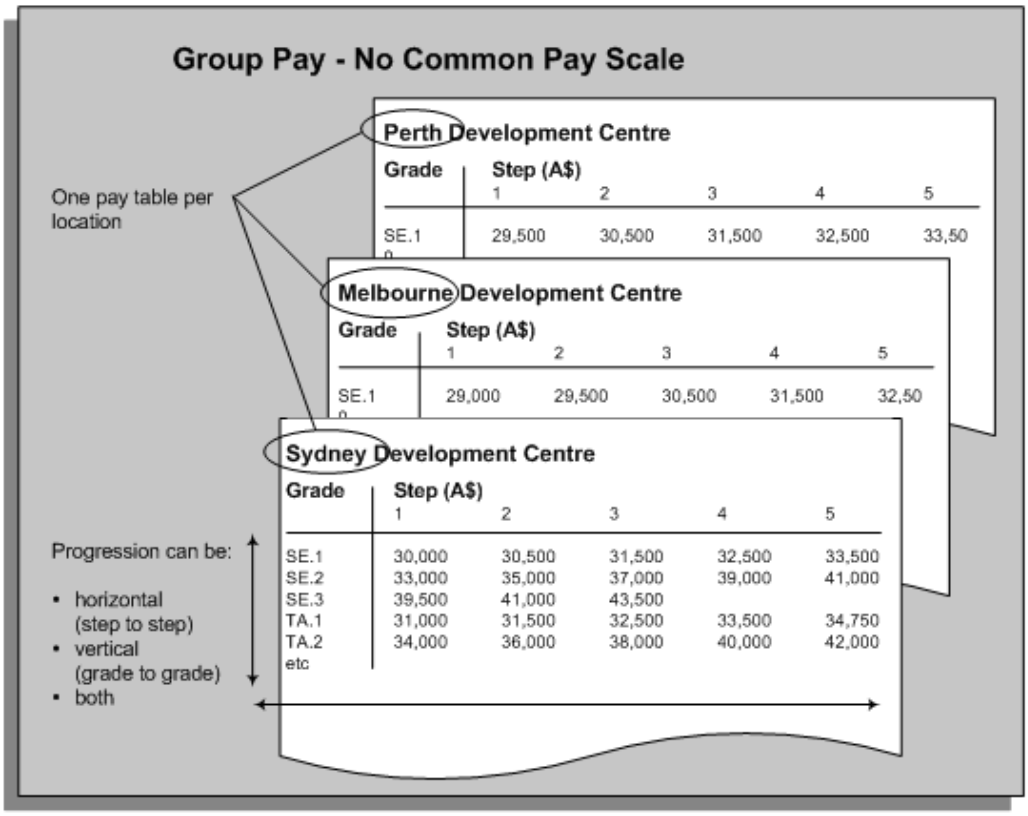
To progress your employees automatically (and make automatic salary updates when they move from one grade or step to another), use Grade/Step Progression.

See: Grade/Step Progression Approach, page 2-34

Model 3: Group Pay - No Common Pay Scale

If you use this model, your enterprise uses multiple pay tables to record different rates of pay for people on the same grade. Typically, the employee receives a salary update when they move to another grade or step. Enterprises that use this model pay their employees differently according to predetermined factors. For example, the pay for employees on the same grade step may vary according to their location. The graphic illustrates how an organization uses multiple pay tables to differentiate grade pay by location. For example, Employee A is on the third step of the SE.1 grade in Sydney and is eligible for a different rate of pay from Employee B, who is on the same grade step, but located in the Melbourne office.

Example: Group Pay - No Common Pay Scale



In the example shown, each pay table uses only one criterion to differentiate the pay that people on the same grade step receive. There could be multiple criteria for a grade, for example, location and currency.

If your enterprise varies grade pay in this way, we recommend that you use Grade/Step Progression and *criteria salary rates* to combine multiple criteria, plus a value for each criterion, to record different rates of pay depending on an employee's individual circumstances.

See: Grade/Step Progression Approach, page 2-34

Model 4: Criteria-based Pay

In this model, you can vary pay by multiple criteria (up to seven). You can select grade as one of the criteria. For example, you could enter pay rates for each performance rating, within each grade, for each job. Similarly, you could enter rates for each grade within each location and according to bargaining unit. You use an API to identify the appropriate pay rate from the rate matrix. There is no provision, in this model, for automatically progressing employees through grades.

See: Criteria-Based Rates for Variable Pay, page 2-74

Implementing Grade Related Pay

Oracle HRMS provides alternative approaches that support the common grade and compensation models, see Recognizing Your Grade Implementation Model, page 2-30. You can use either the Non-automatic Step Progression or the Grade/Step Progression (GSP) approaches to implement grades and associate compensation and benefits to grades.

Non-automatic Step Progression Approach

If you follow the Non-automatic Step Progression approach, you use *grade rates*, *pay scales*, *scale rates*, and *grade scales* to relate grades or sub-grades to pay.

Using *grade rates*, you can either enter a fixed value for each grade, or minimum, maximum, and mid-point values.

You may have a salary administration system in which the actual level of pay normally falls between a minimum and a maximum value for a grade.

See: Grade Rates to Relate Pay to Grades, page 2-35.

Using *grade scales*, you can associate each grade with several points on a pay scale, and enter compensation values for these points.

You may be using a step based system of progression points within grades, in which each point has a fixed value in a pay schedule or table. In Oracle HRMS this is a *pay scale*.

See: Pay Scales to Relate Pay to Grades, page 2-37

Grade/Step Progression Approach

If you use the Grade/Step Progression approach, you use the *Grade Ladder* to group together grades (and grade steps) and then define system-based rules for their progression. Grade/Step Progression enables you to move large numbers of employees from one grade or grade step to the next, and update their salaries automatically. GSP also gives you the ability to vary employee pay depending on employees' individual circumstances through the use of criteria salary rates.

See: Grade/Step Progression, page 2-39

See: Administering Grade/Step Progression, page 2-55

> **Note:** Self-service managers can view and update the grade step and grade point of their employee's salary.
>
> See: Compensation Workbench section of Self-Service Function, *Oracle HRMS Deploy Self-Service Capability Guide*

Non-automatic Step Progression and Grade/Step Progression - A Comparison

You may choose to use either of the above features to manage grades and pay depending on the requirements of your organization. This section gives a comparison of the two approaches.

If you choose to administer grades and pay in your enterprise without implementing grade ladders, you can:

- Manually increment grade step placements using the Grade Step Placement window from the Assignment window.
- Automatically increment grade step placements using the Increment Progression Points process. However, this process does not support predefined progression rules for progressing employees on grade steps. When you run the Increment process, you specify various parameters that restrict the assignments that the application should process.
- Use the salary element and a Payroll formula to update employee salary when there is a grade or step change. You cannot automatically update employee salary whenever there is a grade or step change.
- Automatically progress employees only up to the ceiling step of their current grades. You cannot automatically progress employees beyond the ceiling of their current grade, or the assignment ceiling that you have set for an individual employee.

Using the Grade/Step Progression approach, you can administer employee progression and salary management automatically. The Grade/Step Progression features support:

- Automatic progression of employees by using predefined progression rules.
- Automatic salary updates that synchronize with grade or step changes for an employee. You can use a salary element to update employee salary without using a payroll formula.
- Progression of employees beyond the ceiling step of their current grade to the next higher grade on the grade ladder.
- Variable rates of pay depending on an employee's individual circumstances.

Grade Rates to Relate Pay to Grades

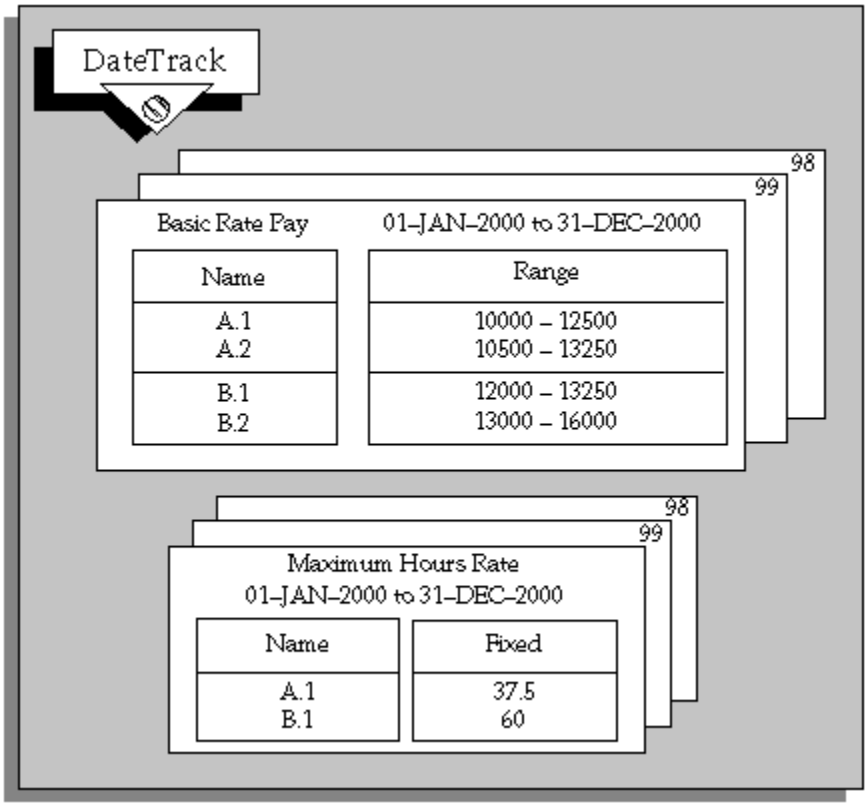
In Oracle HRMS, you can set up a table of values related to each grade. These are called *grade rates*. You can enter a fixed value or a range of valid values for each grade.

For example, you might define a salary rate and an overtime rate of pay for every grade, with minimum, maximum, and midpoint values. Both rates would be in monetary

units. However, you can also define rates with non-monetary units, such as days, hours, or numbers.

These grade rates serve only as a guideline to validate that the salary you propose for an employee on a certain grade is appropriate for that grade. You typically use this approach if you do not follow the grade/step progression, page 2-39 approach to grades and pay implementation. If you want to automatically update salaries using grade rates, you can use the grade/step progression process.

You can upload grade rate values that you created using the Grade Rate window to create default salary rates for grades in a grade ladder. However, once you have uploaded any existing rates, we recommend that you use the Total Compensation Setup Wizard to maintain salary rates for use in Grade/Step Progression, see: Setting Up Grade/Step Progression, page 2-44.



Grade rates are datetracked and this means that you can keep the history of the actual values you use. You can also set up rate values at a future date and be sure that this information will automatically take effect on the date you set, and not before.

You can use your grade rate values:

- As part of a QuickPaint report or inquiry
- To validate salary proposals

- To validate other compensation entries you make for employees

The salary administration process validates salary proposals automatically against the appropriate grade rate. You can use *formula validation* to check other compensation entries.

Grade rate values can be linked directly to currencies. When you enter a monetary value for a grade rate you can associate a currency with this value.

Automatic Database Item Creation

When you save your definition, an automatic process creates corresponding *database items* that formulas can access.

See: Dynamic Database Items, *Oracle HRMS FastFormula User Guide*

Pay Scales to Relate Pay to Grades

If you are involved in negotiating pay levels with staff or union groups, you may be using a system of grade steps or points with specific values of pay for each step, or point. For example, you may have negotiated different pay scales with different union groups. Or, you may have negotiated a single set of pay points for all of your employees.

Typically, employees are placed on a step within their grade. They move up the steps for the grade by a periodic incrementing process. This process might run automatically at a fixed time each year or it might be based on a review process specific to the employee.

In Oracle HRMS you set up a *pay scale* to show the separate points and the value negotiated for each point. You can set up any number of pay scales, for example for negotiated pay scales with different unions.

Scale Rates

You create a rate and enter a fixed value for each progression point on a pay scale. You can create as many rates as you require, such as one for a shift allowance, and another for overtime. Notice that, unlike grade rates, you can only enter a fixed value for each point; you cannot enter a range of valid values.

The values are datetracked so that you can keep the history of the actual values you use. You can also set up rate values at a future date and be sure that this information will automatically take effect on the date you set, and not before.

You define rates in monetary units, or as integers, numbers, days, or hours, in various formats. For example, you can define a rate in hours to specify the maximum number of overtime hours that can be worked per week.

Scale rate values can be linked directly to currencies. When you enter monetary values for a scale rate you can associate a currency with these values.

Automatic Database Item Update

When you define rates, an automatic process creates corresponding *database items* that formulas can access.

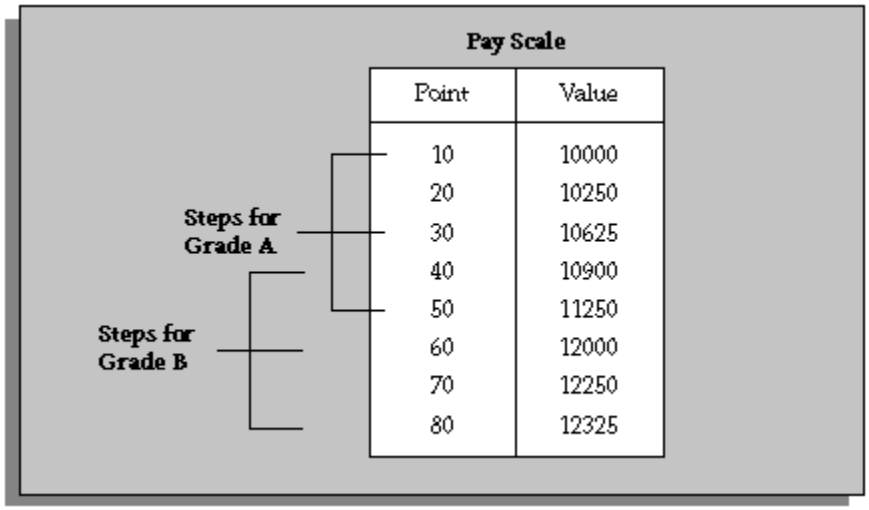
See: Dynamic Database Items, *Oracle HRMS FastFormula User Guide*

Relate Grades to Progression Points

A pay scale defines a complete set of progression points. You can associate a subset of these points with each grade.

The group of points valid for a grade is called a *grade scale*. Each point in the grade scale is called a *step* because it represents the steps for incrementing an employee's pay. The steps must follow the sequence of points on the pay scale but they can jump several points, if appropriate to the specific grade.

Note: Grade scales are datetracked.



You can create pay scales and associate grades to progression points on a pay scale using either the Scale Rate and Grade Scale windows or the Total Compensation Setup Wizard depending on whether you implement the non-automatic step progression approach, page 2-34 or the grade/step progression approach, page 2-34 in your enterprise.

You can upload scale rate values that you created using the Scale Rate window to create default salary rates in a grade ladder. However, once you have uploaded any existing rates, we recommend that you use the Total Compensation Setup Wizard to maintain salary rates for use in Grade/Step Progression, see: Setting Up Grade/Step Progression, page 2-44.

Grade/Step Progression

Grade/Step Progression is a business process that enables you to move large numbers of employees from one grade or grade step to the next, in an automated, bias-free way.

You do this by defining how employees become eligible for progression and the details of the grade or step to which they are eligible to progress (including the rate of pay associated with the proposed step or grade). Then, you run a pre-process to check which employees are eligible for progression according to your rules. This triggers a post-process that either progresses eligible employees automatically, or identifies them as eligible so that you can approve their progression manually (depending on how you set up Grade/Step Progression). If you have set up Grade/Step Progression to apply automatic salary updates, the application makes these salary changes and passes them to your payroll.

In order to understand Grade/Step Progression, you need to understand the following key concepts:

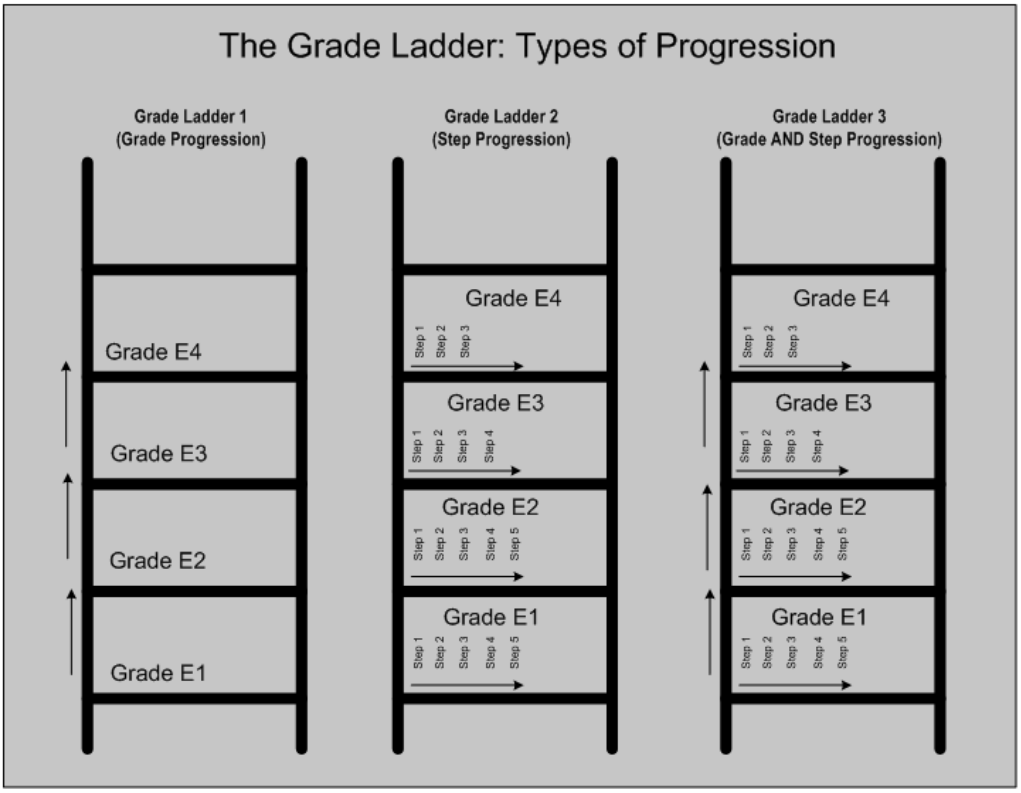
- Grade Ladder
- Salary Rates
- Progression Rules

Grade Ladder

At the centre of grade/step progression is the *grade ladder*. You use the grade ladder to:

- Define, categorize and group your grades and steps in the sequence in which your employees typically progress. For example, you might decide to create three grade ladders for your enterprise: one for technical grades, another for management grades, and a third for administrative grades.
- Define the rules that determine an employee's eligibility for progression, and optionally add scores to the eligibility criteria to define the employees most eligible to progress, as guidance for manual approvals
- Specify pay administration rules for the grades and steps on the grade ladder. For example, define how salaries are updated and passed to payroll when an employee progresses from one grade to the next.
- Vary grade and step pay according to employees' individual circumstances.
- Determine the type of approval (manual or automatic) required to progress an eligible employee.

The graphic below illustrates the types of progression the grade ladder supports:



As shown in this graphic, you can set up a grade ladder to progress employees in one of the following three ways:

- From one grade to another. Example: Grade E1 to Grade E2.
- From one grade step to another grade step (on the same grade). Example: Step 3 on Grade E2 to Step 4 on Grade E2.
- From one grade step to another grade step (on another different grade). Example: Step 5 on Grade E2 to Step 2 on Grade E3.

> **Note:** You can only progress employees within the same grade ladder, and not across different grade ladders.

You set up the grade ladder using the Total Compensation Setup Wizard. This wizard guides you through the Grade Ladder setup pages and the tasks you must perform to create the grade ladder.

French Users

For a public sector type organization, you set up the grade ladder using the French Public Sector Corps business area in the Total Compensation Setup Wizard. When you create a grade ladder, Oracle HRMS creates a corps with the same name as that of the

grade ladder. You can then set up the corps details.

> **Note:** In a public sector type organization, the grade ladder is the corps and you can progress employees within and across different grade ladders.

Salary Rates

Grade/Step Progression enables you to record the pay rates associated with grades and steps (and to make the necessary salary changes when an employee progresses from one grade or step to the next.)

If you are using Grade/Step Progression, these pay rates are known as *salary rates*. You can enter two types of salary rate:

- Default salary rates
- Criteria salary rates

Default Salary Rates

Default salary rates represent a single set of values for one grade. For example, if you enter minimum, maximum, and mid-value default salary rates for the grades on your grade ladder, the rate for every assignment on that grade must fall within the specified range. Or, if you are using grade steps, the default salary rate you define for each step applies to every assignment on that step.

Criteria Salary Rates

Criteria salary rates represent different sets of values for the same grade or step. If your enterprise compensates its employees using a group pay model (but without a common pay scale), then you can use criteria salary rates to vary the rates that you pay employees on the same grade.

See: Recognizing Your Grade Implementation Model, page 2-30

For example, your enterprise may use the same grades and steps in all its office locations. However, differences in cost of living mean that you pay your employees different amounts depending on where they work.

To enable you to vary grade and step pay in this way, you use *criteria sets* and *criteria salary rates*. If your enterprise varies pay by location only, you could create one criteria set for each location (for example, one for Melbourne, one for Sydney, and one for Perth). Each criteria set would include just one criterion (the location name). You can use any of the following criteria in your criteria sets:

- Bargaining Unit
- Full Time/Part Time

- Job
- Location
- Organization
- Performance Type (including Rating Type information)
- Person Type
- Rule
- Service Area

See: Eligibility Profile Criteria, page 1-132 for more information about these criteria

> **Important:** You can use the above criteria only to create criteria sets for use in Grade/Step Progression. If you use other criteria, the variable rate profile is available as a criteria set in the Total Compensation Setup Wizard, but it contains no criteria.

Having defined unique criteria sets, you can enter the salary rates for each grade and/or step that use different rates of pay.

The application identifies employees who are on the grades (or grade steps) that meet the criteria in your criteria sets. If they meet the criteria, they are eligible for the criteria salary rate. If they do not meet the criteria (for example, they work in the Auckland office, where grade pay does not vary by location), they are eligible for the default salary rate.

If your organization does not use variable rates of pay for the same grade, you need to use only default salary rates and do not need to define criteria salary rates.

Reuse of Existing Grade Rates and Scale Rates

You can upload grade rate and scale rate values created in the Grade Rate and Scale Rate windows to create default salary rates. However, once you have uploaded any existing rates, we recommend that you use the Total Compensation Setup Wizard to maintain salary rates for use in Grade/Step Progression.

> **Note:** If you are not using Grade/Step Progression, you can define grade and scale rates using the Grade Rate and Scale Rate windows only.

French Users

In a public sector type organization, Oracle HRMS derives salary rates from the pay scales that you define. It calculates the salary using the Grade and Step Rate method that uses the index values in the Global Table of Indices - Gross Index (IB) and

Increased Index (INM). For a grade, the application derives the salary rates from the increased index in the Global Table of Indices and the legal indemnity rates, in case of legislative pay scales. It uses the salary rate directly, in case of exception pay scales.

As you create the pay scales and then define the grade steps from the progression points, you do not have the option of using progression points for the grade ladder.

Progression Rules

To progress employees using Grade/Step Progression, you need to define how a person becomes eligible for progression. You do this using *eligibility profiles*, which you can attach at grade ladder, grade, or step level:

- Grade ladder profiles apply to every grade or step in this grade ladder.
- Grade profiles apply to this grade (and its step, if used) in this grade ladder.
- Grade step profiles apply to this grade step in this grade ladder.

> **Note:** When you attach an eligibility profile to a grade, you can specify if you want the profile to apply to this ladder only, or to every other grade ladder using this grade. You can only attach step-level profiles to the selected grade ladder.

A profile contains one or more criteria that an employee must meet to become eligible for progression. If their current grade or step is associated with multiple profiles, they must meet the criteria in any mandatory profiles and at least one of the optional profiles

For example, you may want to specify that anyone on this grade ladder must have been on their current grade or step for at least two years before they are eligible for progression, and each grade has additional rules for progression. To address this, you could define the following two rules:

- A grade ladder profile that specifies the employee must have been on their current grade or step for a minimum of two years.
- Grade level profiles for rules that are specific to each grade.

You can reuse the same eligibility profiles in other grade ladders, grades and steps. You can define eligibility profiles using either the Participation Eligibility Profiles window or directly from the Total Compensation Setup Wizard, then attach them to grade ladders, grades, or steps in the Total Compensation Setup Wizard.

If you set up your grade ladder to rank employees on the basis of the eligibility criteria they satisfy, you must assign scores to the eligibility criteria, using the Participation Eligibility Profiles window. The application computes scores for people, on the basis of applicable eligibility criteria, to arrive at a rank for each person.

Manual Approval

An employee may be eligible for progression to one or more grades or steps. Based on the progression rules you defined, the application progresses the employee automatically to the appropriate grade or step.

If your grade ladder uses manual approval, and the employee is eligible for more than one grade or step, the application proposes the default progression and marks it on the Approvals page.

If you have set up your grade ladder to rank employees to determine the people you want to progress from a group of eligible employees, the application displays the ranks and the computed scores of employees of that grade ladder in the Approvals page.

If you have enabled Workflow for a grade ladder that uses manual approval, the application notifies the managers of the employee for approval of the proposed progressions.

The Grade/Step Progression process determines the default grade or step by applying the following rules:

- If you have not assigned a grade ladder to an employee and the employee's current grade is attached to the default grade ladder for the business group, then it uses the default ladder.

- If the employee has no current grade associated with their assignment, the process stops.

- If the default grade ladder uses both grade and step progression, the process proposes a step based on the Progression Style defined for the grade ladder. The proposal may be to the lowest step in the grade, the next grade (but no step), or to the step with the lowest increase in salary.

- If the default grade ladder uses grade progression, the process proposes the next grade in the grade ladder for which the employee is eligible. When grade ladders are set for automatic progression, the Grade/Step Progression process flags the proposed progression so that the post-process can complete this progression. If this grade ladder requires manual approval for all progressions, the default grade or step is shown on the Approvals page for you to reject or approve the progression.

French Users

In a public sector type organization, you can define progression within corps and across corps based on the career path and using the appraisal scores, ranks, and quota restrictions. You can move civil servants across corps if they satisfy all the eligibility conditions for the corps, and the seniority requirements defined for the career path.

Setting Up a Grade Ladder

You set up a grade ladder using the Total Compensation Setup Wizard. The wizard guides you through the steps for creating a new grade ladder or updating an existing

grade ladder.

> **Caution:** You can perform many of the grade ladder setup tasks using either the regular application windows or the Total Compensation Setup Wizard. However, Oracle strongly recommends that you use the Total Compensation Setup Wizard unless there is a specific instruction to use an application window. You should use the application windows only if you have extensive knowledge of Total Compensation data model and experience in plan design setup. There are many dependencies in grade ladder design that you may set up incorrectly if you do not use the Total Compensation Setup Wizard. You can, however, use the Variable Rate Profiles window to set up variable rate profiles for use in Grade/Step Progression criteria sets.

You can save your work at any stage of the grade ladder setup process and make changes to a completed grade ladder at any point. Grade/Step Progression uses the grade ladder setup that is valid at the time of running the grade/step progression process. For example, if your existing grade ladder uses automatic approval and you change it to use manual approval on 01-JAN-2003, progression that occurs after that date uses manual approval.

The application does not, however, allow you to remove a step or a grade from a grade ladder if employees exist on that step or grade.

1. Using the Total Compensation Setup Wizard Welcome page, select the Grade/Step Progression business area.

2. Using the Search: Grade/Step Progression page, click Create Grade Ladder to open the Grade/Step Progression Task List page.

   If you want to make changes to an in-progress grade ladder, use this page to find the ladder and complete any of the following outstanding tasks.

3. Using the Grade/Step Progression Task List page, select the first task in the list to navigate to the Task 1: Grade Ladder page.

   > **Note:** If a Grade/Step Progression Plan Type does not already exist in your business group, you can create the plan type with an effective start date, not earlier than 01-JAN-1951, using this page. The application uses this date as the effective start date for the various compensation and benefits objects that it creates when you submit the grade ladder. The application also creates the Grade/Step Progression life events with this effective date, if they do not already exist in the business group.

   Using this page you can:

- Enter basic details about the grade ladder, such as its name, and its effective date.

- Specify if the grade ladder is the default grade ladder for the business group. You need not manually assign a grade ladder to assignments on grades that are part of the default grade ladder. The application treats them as assigned to the default grade ladder.

- Specify the Posting Style, which identifies if the application must automatically progress an eligible employee to the next grade/step or if you must approve the proposed progressions manually.

- Specify the Progression Style, which identifies how the employees progress on the grade ladder - next step or next grade or grade and step, or no progression at all.

- Use Progression Points if more than one grade uses the same sequence of steps.

- Specify the Progression date, which is the date when eligible employees on this grade ladder progress to their next step/grade on the ladder.

- If you have selected Manual as your Posting Style, you can:

  - Rank your employees to determine the people you want to progress from a group of eligible employees.

  - Use Oracle Workflow to notify managers for the approval of the proposed progressions.

4. Enter salary information for the grade ladder (Task 2: Salary Information) :

   - Specify the currency to use for grade and step rates, and if the application should update salaries automatically upon progression, based on pay administration rules.

   - If you have set up the grade ladder to update salaries automatically upon progression, you can also specify how you want the application to pass employees' salary to payroll. Use Salary basis if you use Salary Administration. Use the default Salary Element and Input Value, if you want the application to update the salary element entries directly.

     The application enables switching between salary basis and salary element and input value as the salary update method for an assignment. This feature offers you the flexibility to continue with automatic salary updates when you move a person from one grade ladder to another with a different salary update method, for example.

- You also specify if you can manually override system-updated salaries using the Salary page. You must choose this option if you want to update salaries manually in the Salary page.

Even if you are not linking salary updates to a grade ladder, but you use grade and step rates, you need to review the currency and rate information on this page.

Oracle recommends that you use the default currency that the business group uses.

if you are creating multiple grade ladders for the same business group, use the same rate period for each grade ladder. If you select different rate periods, there may be conflicting values for a grade that is shared across grade ladders.

5. Select or create grades to attach to this grade ladder and place them in sequence on the grade ladder (Task 3: Grades). You can attach existing grades that you created in the Grades window. However, we recommend that you use the Total Compensation Setup Wizard to create any new grades for use on grade ladders.

   Note: You can add a grade to a grade ladder only if the grade is valid on the grade ladder's effective date.

   You can reuse grades in other grade ladders, but the grade ladders must use the same Period. (You set this up as part of the grade ladder's salary information). Also, if the grade uses progression points, you can only add the grade to other grade ladders that also use progression points.

6. Optionally, create and add steps to the grades on the grade ladder and define the step ceiling for each grade (Task 4: Steps). A ceiling step is the highest step attached to a grade to which an employee may progress.

   If your grade ladder uses progression points, use this page to create (or reuse) pay scales and use those pay scales to create steps. Please omit this task if your grade ladder does not use steps.

7. Optionally, define the default and (if required) criteria salary rates for your grades or grade steps (Task 5: Rates). You can also set up variable rate profiles for use in Grade/Step Progression criteria sets using the Variable Rate Profiles window.

   See: Defining General Information for a Variable Rate Profile, page 5-158

   See: Defining the Criteria in a Variable Rate Profile, page 5-160

   As part of your ongoing administration, you can at any time update the grade/step rates on a grade ladder. To update all the rates you attached to a grade ladder in a single step, use the Mass Update region on the Update Rates pages.

   Please omit this task if your grade ladder does not link salary rates to grades.

8. Specify the progression rules for this grade ladder (Task 6: Progression Rules). Select the criteria (as an eligibility profile) an employee must meet to be eligible for

progression.

Define your eligibility profiles ensuring they are valid for the grade ladder start date. You define eligibility profiles using either the Participation Eligibility Profiles window or directly in the Total Compensation Setup Wizard. You can also reuse existing profiles. You attach an eligibility profile at the grade ladder, grade or step level.

See: Defining an Eligibility Profile, page 1-138

9. Review, save, and validate the grade ladder setup (Task 7: Review and Submit). When you are satisfied that your grade ladder is complete, you can activate it to make it available for employee progression.

Defining a Grade

You define a grade in the Grades window.

If you intend loading historic assignment details into Oracle HRMS, make sure you enter valid start dates for your grades. You cannot assign an employee to a grade before the start date of the grade.

> **Tip:** Consider using a fixed date as a default for your initial setup, for example, 01-JAN-1901. This will simplify your data-entry.

To define a grade:

1. Enter your grades in sequence number order.

   The sequence number can be any number from 1 upwards. The number indicates the rank order of the grade; 1 indicates the highest grade.

   This is the sequence in which the grades appear to users in lists of values.

   Consider sequencing each grade at intervals of 10 or more, to accommodate any future changes to grades.

2. Enter a unique name for the grade. If there is more than one segment in the grade name structure, a window opens when you enter the Name field. You must enter a unique *combination* of segments.

3. Enter a start date early enough to handle any historical information you want to enter.

4. Save your work.

Deleting Grades

To remove a grade from the list of grades to which employees can be assigned:

1. In the Grades window, enter an end date against the grade.

To delete a grade entirely from the system:

1. Reassign anyone already assigned to the grade to another grade.
2. Highlight the grade in the Grades window and choose Row Delete.

   If you have historical records using the grade, you cannot delete it. You can only enter an end date to prevent further assignments to this grade.

Defining a Grade Rate

You define grade rates in the Grade Rate window.

Grade rate values are DateTracked and you must ensure you use the correct date to create your initial set of values.

If you intend loading historic grade rate details into Oracle HRMS, make sure you enter the correct start date for all your history.

To define grade rates:

1. Set your effective date to a date early enough for any historical information you want to enter.
2. Enter a name for the grade rate and select the units for measuring it. Save your new rate.
3. In the Grade Rate Values block, select the grades for which you want to define rates. For each grade, enter a fixed value or a minimum, maximum and mid value.

   To use this grade rate to validate salary proposals entered in the Salary page, you must enter a minimum and maximum value.

   To view comparatio values using this grade rate, you must enter a mid value.
4. Select a currency to link to the new rate. If you select a currency you must also enter a value in the Value field.
5. Save your work.

Defining a Pay Scale

You define a pay scale, which is a set of progression points for compensation, in the Pay Scale window.

Pay scales are used commonly in government and regulated or unionized enterprises where actual values of pay are defined as a 'pay scale', a 'schedule', or a 'spine'. Characteristics of this functionality are:

- A single scale of points and values is used to establish the actual pay for a grade group.
- Each point in the pay scale has a single value.
- Grades can have a number of distinct *steps*, with each step given a single point in the pay scale.
- An employee assignment to a grade includes a point, or step value, and the point value determines the actual pay of the employee.

You can have any number of different pay scales in Oracle HRMS. Each scale has its own set of points which may be characters or numbers.

To define a pay scale:

1. Enter a unique name for the pay scale.
2. Enter the Increment Frequency for this pay scale. For example, if you want to increment the placement of assignments on the pay scale once each year, enter 1 in the Number field and select Year in the Per Period field.

   Note: These values provide information only. You can use the Submit Requests window to set up automatic regular incrementing of grade step placements by the Increment Progression Points process.

   See: Incrementing Grade Step Placements, page 2-69

   The Automatic Increment field shows the date of the last automatic increment.
3. Save the pay scale.
4. Enter the names of the points (or steps) of the scale. The Point names can be numeric or alphanumeric. Enter them in ascending order.
5. Enter a sequence number, in ascending order, for each point. The sequence determines the progression order for the incrementing process. Then save the scale

again.

Tip: Enter sequence numbers in multiples of 5 or 10, for example 5, 10, 15, 20. This makes it easier to enter new points afterwards between existing points in the sequence.

Defining Scale Rates

Use the Scale Rate window to define a scale rate.

Use the correct date to create your initial set of values. If you intend loading historic pay scale values into Oracle HRMS, you must use correct dates for all your history.

To define a scale rate:

1. Set your effective date early enough to handle any historical information you want to enter.
2. Enter a unique name for the rate.
3. Select the units for measuring the rate, such as hours, money, or integer.
4. Select the pay scale for which you are defining the rate.
5. Save the rate.
6. In the Progression Point Values block, select the points for which you want to define rates. For each point, enter a fixed value.
7. Select a currency to link to the new rate. If you select a currency you must also enter a value in the Value field.
8. Save the rate again.

Relating Grades to Progression Points

Use the Grade Scale window to relate grades to progression points.

A grade can have any number of steps. Steps do not always have the same interval as the pay scale points. For example, you may have a pay scale with points from 1 to 10, and a Grade which has 5 steps with points in the sequence 3, 5, 7, 8, and 9.

To create a grade scale:

1. Set your effective date early enough to handle any historical information you want to enter.

2. Select a grade, and select the pay scale from which you want to choose progression points.

3. Select the highest point (or *ceiling*) to which employees on this grade can be automatically incremented by the Increment Progression Points process. Save the grade scale.

   You can override this ceiling for individual employee assignments.

   The step in which the ceiling occurs is automatically displayed in the Step field.

4. In the Grade Steps block, select the points you want to include on this grade scale.

   When you save, the system sorts the points into ascending order by their sequence numbers (defined in the Pay Scale window).

To delete a grade scale:

1. Query the grade scale you want to delete.

2. Click the delete button to delete the grade scale.

   Warning: When you delete a grade scale, the application deletes all the associated grade step records.

3. Click OK on the caution messages that appear.

4. Save your work.

Grades and Pay Administration

Grades and Pay Administration

Oracle HRMS enables you to implement grades and pay in your organization in two ways. Depending on the requirements of your enterprise you may use either the Grade/Step Progression approach or implement grades and pay without using grade ladders. Administration of grades and pay in your enterprise varies depending on the approach you have implemented.

Administering Grades and Pay (Without Using Grade Ladders)

After you have manually set up your grades, grade rates, pay scales, and grade scales to suit your enterprise, you first assign employees to the appropriate grades using the Assignment window.

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

If applicable, you can place the employee on a grade step on the associated grade scale, using the Grade Step Placement window, see: Placing an Employee on a Grade Step, page 2-59

These actions do not update employee salary with the appropriate grade rate or scale rate values. You would have to update the element entries separately or use the Salary page to propose and approve salaries.

See: Starting Salary and Salary Proposals, page 2-16

Incrementing Grade Step Placements

To manually increment grade step placements you use the Grade Step Placement window. To automate it, you run the Increment Progression Points process. In both cases the application does not update the salary element. You need to write an Oracle Payroll formula so that a change in grade step placements updates salary elements.

Before you run the process, you must select the Auto Increment box, in the Grade Step Placement window, for the Increment Progression Points process to process an assignment. You can also specify the number of steps that the assignment should increment by. You may choose to run the Increment Progression Points process in the report only mode before choosing whether to actually run the process.

The Increment Progression Point process does not progress an employee beyond the ceiling point of the current grade. If employees are eligible for increments beyond the grade scale ceiling, the application highlights these in the Employee Increment Exception report.

See: Increment Progression Points Process, page 2-58

Updating Grade Scale in the Assignment Window

When you place an assignment on a grade scale and then set up grade step placements for that assignment, any actions you then take to update the grade scale in the assignment window, link to the grade step placement dates to ensure that the two records match. For example, an assignment has a grade scale valid from 1 January 2000, through until the end of time, with grade step placements starting on 1 January 2000, 1 January 2001, 1 January 2002. If on 1 February 2001, you update the grade scale, the grade step placement change on 1 January 2002 becomes invalid, as this refers to the old pay scale.

When placing an assignment on a new grade scale, the application automatically inserts an end date for the current grade step placement. The application places the assignment on the minimum grade step placement for the new grade scale, with the Auto Increment Number field left blank and the Auto Increment check box unchecked.

The application adjusts grade step placement end dates or warns you about future changes, when you update a grade scale using the assignment window in the following circumstances:

- There are no future changes to the grade scale or the grade step placement.

  Note: The application does not provide a warning in this circumstance.

- There are no future changes to the grade scale but there are future changes to the grade step placement.

- There are future changes to the grade scale and the grade step placement.

Should you choose to continue in these circumstances, the process inserts the new minimum grade step for the new grade scale

Changing Grade Types for an Assignment

When updating an employee's assignment you can switch from a grade that is related to a pay scale, to one that is not. The application displays a warning message that indicates what you are about to do and asks you to confirm you want to proceed.

If you do proceed, then any future-dated grade step records for the assignment are deleted. This means that if you want the future records to remain then you must use the Grade Step Placement window to reinstate the future-dated grade step information.

> **Note:** You cannot change grade types using the People Management templates.

Scale Rates and Salary Administration

If you are holding salary values as a scale rate, you should not also enter them in a salary element using Salary Administration. Instead you view an employee's salary in the Grade Step Placement window, and change it by incrementing the grade step placement of the assignment. Such increments, or changes to the scale rate, would not affect salary element entries for employees. You would have to update these entries separately.

Use scale rates for employees whose salaries are determined by their grade step placement. Use Salary Administration for employees for whom you determine salary on an individual basis.

Administering Grade/Step Progression

If you have implemented the Grade/Step Progression solution in your enterprise you perform the various tasks explained in this section as part of your grades and pay administration

Once you have set up your grade ladders and added all the existing grades to one or more grade ladders, you are ready to start the progression process.

See: Setting Up Grade/Step Progression, page 2-44.

Employee Enrollment and Progression Process

To enroll your employees on the Grade/Step Progression process, you need to manually assign a grade ladder to employee assignments using the Assignments window.

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

If the grades you have assigned to certain assignments are on the default grade ladder for your business group, then you need not manually assign a grade ladder to such assignments. You can run the Batch Enrollment - Grade/Step Progression process to update the appropriate assignment records with the default grade ladder name and create benefits enrollment records for employees who are on the default grade ladder.

See: Running the Batch Enrollment - Grade/Step Progression Process, page 2-61

You then run the Participation Process: Grade Step to begin the process for the progression of employees. Then, if your grade ladder is set up for automatic progression, and no errors are reported, this triggers the Grade/Step Progression post-process.

If your grade ladder uses manual progression, then you need to approve or reject eligible employees using the Approvals: Grade/Step Progression page and run a process to update employee assignments.

Before you manually approve or reject the proposed progressions, you can download the progression details into a spreadsheet to distribute it to managers for their opinion

or approval, for example. You can also modify the proposed rank, salary change date, and progression date for employees in the spreadsheet, and upload the modified information into the application using Web Applications Desktop Integrator (Web ADI).

If your grade ladder uses Workflow to notify managers for the approval of proposed progressions, you must run the post-process after the managers have approved the proposed progressions.

See:

Running the Participation Process: Grade Step process, page 2-62

Approving and Rejecting Grade/Step Progression, page 2-64

Processing Employees Progressed Manually, page 2-65

Rank Employees for Grade/Step Progression

If you set up your grade ladder to rank employees to determine the most eligible employees to progress, then you must run the ranking process to determine the ranks of the employees on a grade ladder. The ranking process computes the ranks of all the employees on the basis of their total scores for the eligibility criteria they satisfy.

See: Running the Rank Employees for Grade/Step Progression process, page 2-63

Perform Mass Updates of Grade and Step Rates

As part of your ongoing maintenance of a grade ladder you can update the existing grade/step rates on it. If you want to update all the rates you attached to a grade ladder by a specified percentage or amount, in a single step, you can use the Mass Update feature. All the Update Rates pages in the Total Compensation Setup Wizard have a Mass Update region where you can:

- specify the mode of the mass update (Increase/Decrease/Replace).
- specify the mass update option (percentage or specified amount).
- enter a specific value for the mass update.

You define the default and criteria salary rates for your grades or grade steps in Task 5: Rates on the Grade/Step Progression Task List, see: Setting Up a Grade Ladder , page 2-44.

Synchronize Salary Rates with Underlying Grade or Step Rate Changes

You may want to update employee salary not only when the employee moves to a new grade or step but also when there is a change to the underlying grade or step rate, because of a cost of living adjustment, for example.

Using the Recalculate Participant Values: Grade/Step Progression process you can synchronize an employee's salary with the changes in the grade or step rates that apply

to the employee. This process applies only to those employees whose grade ladder supports automatic salary updates.

See: Running the Recalculate Participant Values: Grade/Step Progression process, page 2-66

Clearing Temporary Data from the Staging Tables

During the grade ladder setup, the application stores temporary data that it uses to update and eventually create the grade ladder. Once you have created the grade ladder, the application moves the data to the Benefits HR table and you no longer require the temporary data. You can clean up the staging tables to save storage space, after you have created the grade ladder by running the Purge GSP Transactions in Staging Table.

See:Purge GSP Transactions in Staging Table Process., page 2-68

Manual Progression and Salary Changes

You can make manual changes to an employee's grade step assignment using the Assignment window. If you did not set up your grade ladder to automatically update employee salaries with a grade or step change, you must make salary changes manually.

Manual Removal of an Employee from a Grade Ladder

You may need to remove an employee from a grade ladder because they were on the wrong ladder. To do this, you just change their grade ladder in the Assignment window.

Failed Progression due to Future-dated Salary Changes

If progression fails due to future-dated salary proposals, you must progress the employee manually in the Assignment window.

Manual overrides of automatic progressions and system-updated salaries

To make manual overrides of automatic grade/step progressions, use the Assignment window. If you have set up your grade ladder to allow manual override of automatically updated salaries, you can override employee salaries using the Salary page. If you do not choose this option, you cannot update the system-updated salaries.

See:

Entering an Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

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

Increment Progression Points Process

You run the Increment Progression Points process to automatically increment the grade step placements of your employees. The process increments the grade step placement of an assignment only if:

- The current step of the assignment is below the ceiling point.
- You have selected the Automatic-Increment check box on the Grade Step Placement window for the assignment.

Specifying the Assignments to Process

The parameters in the Increment Progression Points process enable you to be specific, when detailing the assignments to be included in the process. For example, you are able to specify that a particular organization hierarchy or part of that hierarchy is selected to be part of the process when it is run.

When you run the Increment Progression Points process, you can choose to update employee progression point information or run the process in report only mode. When you run the process in report only mode, no changes are made to employee information but you can see what would happen if the full process is run.

See: Incrementing Grade Step Placements, page 2-69

Business Rules

You can select people to be incremented according to specific business rules. You can choose to enforce the following business rules to the increment process:

- Anniversary of joining
- Date of birth
- Latest hire date
- Adjusted Service date

For each rule, you specify a start and end date, for example, if you want to increment all those people who have a birthday in January and are between the ages of 18 and 21, you specify a date range of 01-JAN-2001 to 31-JAN-2001 and an age range of 18 to 21.

You enter a dependent date to specify the actual date that the increment is performed. The four dependent date categories are as follows:

- Business rule effective date
- Effective date

- Start of next month
- Start of next pay period

> **Note:** The dependent date, is used by the process to check if the assignment is on a grade scale and has a grade step. If the assignment has a grade step on the effective date but not on the dependent date, no increment is given.

See: Incrementing Grade Step Placements, page 2-69

Increment Progression Points Reports

When you run the Increment Progression Points process two reports are automatically created. You may choose to run the Increment Progression Points process in Report Only Mode before deciding whether to actually run the process. Running the process in Report Only Mode enables you to see the process results before the process is actually run.

The two reports produced by the Increment Progression Points process are:

- **Employee Increment Results Report**, displays the actual or projected results of running the Increment Progression Points process.

  See: Running the Employee Increment Results Report, page 2-73

- **Employee Increment Exception Report**, displays persons within a group of employees, excluded from the Increment Progression Points process. The Exception report provides details of why employees have been excluded from the Increment Progression Points process and errors resulting from the process.

  See: Incrementing Grade Step Placements, page 2-69

  > **Important:** If you update an employee Point value in the Grade Step Placement window and run the Increment Progression Points process during the same day, the report will not give an accurate indication of the difference between the old Point value and the new Point value. The reason for this is that the report comparison displays differences on a day to day basis, meaning that you should try to avoid running the process on the same day and multiple times on the same day as making manual updates to employee Point values.

Placing an Employee on a Grade Step

Use the Grade Step Placement window to place an employee on a grade step. When you

open this window, information about the grade, grade ladder, and scale appears automatically. By default, the ceiling point is the one you defined for the grade. However, you can enter a special ceiling point for individual employees in the Assignment window.

> **Note:** Placing an employee on a grade step does not automatically update the salary element

To place an employee on a grade step:

1. Set your effective date to the date when the placement should come into effect.
2. Select the point or step on which to place the employee assignment.
3. Select a reason for entering a placement, if required.

Incrementing Placements Automatically (without using grade ladders)

If you want to automatically increment the employee's placement, follow steps 4 and 5, otherwise go to step 6.

4. Check the Auto-Increment check box to increment the employee's placement when you run the Increment Progression Points process.
5. Specify the number of steps by which the placement grade is to be incremented in the Increment Number field.
6. Save your work.

   The Grade Step Placement window displays the rates you have defined for the pay scale, and the values corresponding to the selected progression point.

Entering Further Grade Step Information (French Users Only)

7. Click in the Further Information field to display the Further Spinal Point Placement Information window.
8. Select the progression speed as average, maximum, or minimum. This shows the speed with which a employee progresses up the scale.
9. Save your work.

Viewing Grade Comparatios

The View Employee Grade Comparatio window compares the compensation values you enter for employees with the minimum, maximum, and mid values you define for their grades.

To view employee grade comparatio values:

1. Select an element and input value.

   The inquiry finds assignments that have an entry for this input value.

2. Select a grade rate and grade for which you have defined a range of valid values.

   The inquiry compares the minimum, maximum, and mid values for your chosen grade with the element entries of the list of assignments.

3. Choose the Find button to run the inquiry.

   The folder in the lower part of the window lists the assignments that match your selection criteria:

   - The *value* is the element entry value for each assignment.
   - The *comparatio* shows the assignment's element entry as a percentage of the mid-value defined for the grade rate.
   - The *percent of range* shows the position of the assignment's element entry between the minimum value for the grade rate (0%) and the maximum value (100%).

Part Time Employees

Employee are part time if the hours on their assignment's standard conditions are less than the work day hours entered for their organization. For part time employees, the system prorates the minimum, maximum, and mid grade rate values before calculating the comparatio and percent of range.

Running the Batch Enrollment - Grade/Step Progression Process

If you have set up a grade ladder as the default grade ladder for your business group, then you can run the Batch Enrollment - Grade/Step Progression process to update the appropriate assignment records with the default grade ladder name and create benefits enrollment records for employees who are on the default grade ladder.

For the default grade ladder to apply to an assignment, the grade you entered for the assignment must be attached to the default grade ladder and you must not have assigned any other grade ladder to the assignment using the Assignment window.

Use the Submit Request window.

To run the Batch Enrollment-Grade/Step Progression Process:

1. Select Batch Enrollment - Grade/Step Progression as the Name.

2. Enter the effective date on which you want to create the enrollment records.

3. Select the Default Grade Ladder for the business group.

4. Select a Person Name, Grade Name, or a Person Selection Rule to restrict the assignments you want to process.

   If you leave these fields blank and select just the default grade ladder, the application creates enrollment records for all unenrolled employees to whom the default grade ladder applies, and updates the assignment records with the grade ladder name.

5. Click OK and then Submit.

Running the Participation Process: Grade Step

The Participation Process: Grade Step (the Grade/Step Progression pre-process) evaluates your employees one at a time, to determine the set of grades and/or steps to which an employee is eligible to progress (and marks the default grade or step when more than one eligible progression exists).

When the process completes, it triggers automatically a post-process that progresses employees to their new grade or step and makes the salary updates as required.

You can run this process retrospectively, but if you do so, the application does not process employees with future-dated salary proposal changes and they appear in an exception log. If you wish to process these employees, you must process them manually from the Assignment window by updating their grade or step, and salary.

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

We suggest that you run this process once a month. However, if you are an Advanced Benefits user with many life events triggered by person or assignment data changes, you may prefer to run the process more frequently.

You run this process from the Submit Requests window.

To run the Participation Process: Grade Step

1. In the Name field, select Participation Process: Grade Step.

2. Change the runtime parameters if required.

   If you leave the Potential Life Events to Process Date field blank, the application assigns a dummy life event to any employee without a life event and processes all selected employees.

   If you enter a date in the Potential Life Events to Process Date field, the application processes only those employees with a life event on the date specified (which was triggered due to changes in person data or due to satisfying temporal life event

criteria.)

For information on other parameters, see Runtime Parameters for the Batch Participation Process, page 6-21.

3. Choose the Submit Request button.

Running the Rank Employees for Grade/Step Progression Process

If your grade ladder uses manual approval of proposed progressions, you can set it up to enable ranking of employees so that you can select the most eligible employees from a group of people to progress. The ranking ability thus gives you a fair basis for selection of employees when there are more eligible people than you can progress.

If you set up your grade ladder to enable ranking of employees, you must run the ranking process for the employee ranks to appear in the Approvals: Grade/Step Progression page. The ranking process computes the ranks of all the employees on a ranking-enabled grade ladder, on the basis of their total scores for the eligibility criteria they satisfy.

You run this process after you have run the Participation Process and before you approve (or reject) the proposed progression using the Approvals page.

Use the Submit Request window.

To run the Rank Employees for Grade/Step Progression process:

1. Select Rank Employees for Grade/Step Progression as the Name and click in the Parameters field to open the Parameters window.

   If you run this process without specifying any parameters, then the process computes ranks for all the employees proposed for grade/step progression, excluding those who have been approved or whose approvals are awaiting their managers' approval. The process runs in the report-only mode and does not save the ranks to the database.

2. Select a grade ladder name to compute ranks for all the employees on that grade ladder, and a grade name to restrict the process to that grade.

   If you have set up your grade ladder to enable computing of scores by grade ladder, the process computes ranks for the entire grade ladder, even if you select a grade in the parameters. Similarly, if you select a grade without specifying a grade ladder, the process checks how you have set up the computing option, that is, if it is by grade or grade ladder, and computes the ranks accordingly.

3. Enter a date range to restrict the process to GSP life events processed within that range.

   If you enter only the life events processed start date and no end date, the process

picks up all the GSP life events processed as on that date.

4. Specify a specific participation process, by selecting the request ID, to rank employees processed in that run of the participation process.

   If you select this parameter, the application ignores all the other parameters you selected, such as the grade ladder and grade, and processes all the progressions that the application processed in that participation process run.

5. Select the appropriate option in the Validate field. If you select Commit, the process saves the computed ranks for the employees. If you select Rollback, the process runs in report-only mode and does not save the employee ranks.

6. Specify if you want to include employees whose proposed progressions are awaiting their managers' approval. This parameter applies only if you have enabled Workflow for the grade ladder.

7. Click OK, and then Submit.

Approving and Rejecting Grade/Step Progression (Manual)

When you create a grade ladder, you specify the type of approval it uses (its *posting style*):

- Automatic progression: the application automatically updates the assignments of eligible employees with progression changes on the date specified (provided there are no system errors)

- Manual progression: you must use the Approvals: Grade/Step Progression page to approve or reject eligible employees.

If you have set your grade ladder for manual approval, the Participation Process: Grade Step pre-process starts the Grade/Step Progression process, but you must then reject or approve the proposed progressions using the Approvals: Grade/Step Progression page.

Setting up your grade ladder for manual approval gives you the additional ability to rank your employees on the basis of their total scores for the eligibility criteria they satisfy, and to use Workflow to notify managers for their approvals for the proposed progressions.

If you set up a grade ladder to use ranking, the Approvals: Grade/Step Progression page displays the scores and ranks of all the employees who are on that grade ladder. You can check the ranks of your employees to determine the people you want to progress from all the proposed progressions. You must have run the Rank Employees for Grade/Step Progression Process, page 2-63 for the employee ranks to display in this page.

To approve or reject progressions manually:

1. Using the Approvals: Grade/Step Progression page, enter search criteria for the proposed progressions you want to view. Only the Progression Date From and Progression Date To are mandatory criteria.

2. Select one or more employees to display the details of their current grade or step and the grade (or step) to which they are eligible to progress.

   If a grade ladder is set up to use ranking, you can check the scores and ranks for employees on that grade ladder before you approve those employees. You can also override the system-proposed ranks of employees.

3. Optionally, click Download to Spreadsheet to download the progression details into a spreadsheet. You can distribute the spreadsheet to managers for opinion or approval, for example. You can also modify the proposed rank, salary change date, and progression date for employees in the spreadsheet, and upload the modified information into the application using Web Applications Desktop Integrator (Web ADI).

   See: Data Download Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

   See: Data Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

4. Review the details of each proposed progression and approve (or reject) one or more employees at a time. You can also make manual changes to the proposed progression, including changing the progression date and salary update date.

5. When you have finished approving or rejecting the proposed progressions, click Submit.

   This saves the status of the progression (A - Approved or R - Rejected) in the employee's Electable Choice records. If a grade ladder uses Workflow, the application notifies the managers of the employees on that grade ladder about the proposed progressions when you approve progressions on this page.

6. Using the Submit Request window, run the Process Employees Progressed Manually process. This updates the assignment records of the employees and makes salary updates where required.

Process Employees Progressed Manually

If you set up your grade ladder to perform manual progression, then you need to run the Process Employees Progressed Manually process for the manual progressions to come into effect. You run this process after you have approved or rejected the proposed progressions using the Approvals: Grade/Step Progression page.

Use the Submit Request window.

To run the Process Employees Progressed Manually process:

1. Select Process Employees Progressed Manually as the Name.
2. Click in the Parameters field to open the Parameters window.
3. Enter the date when you want the manual progressions to come into effect as the Effective Date.
4. Click OK and then Submit.

Running the Recalculate Participant Values: Grade/Step Progression process

Using the Recalculate Participant Values: Grade/Step Progression process you can automatically update employee salary, if there is a change in the rates of the grade or step on which you placed the employee. This process applies only to those employees whose grade ladder supports automatic salary updates.

Use the Submit Request window.

To run the Recalculate Participant Values: Grade/Step Progression process

1. Select Recalculate Participant Values: Grade/Step Progression as the Name.
2. Click in the Parameters field to open the Parameters window.
3. Enter an Effective Date on which you want to run the process.
4. Leave the default values in the Detect Temporal Events field.
5. Select the appropriate option in the Validate field. If you select Commit, the process saves the new rates to the employees' salary records. If you select Rollback, the process runs in report-only mode and does not update the salaries..
6. Select the appropriate values in the other parameters to restrict the assignments you want to process. For example, if you select a person name , the application processes only that person's assignments.

Select a value for this parameter…	To...
Person Name	recalculate rates for a single person.

Select a value for this parameter…	To...
Person Type	recalculate rates only for a particular person type (such as employee).
Compensation Object Selection and Person Selection Rules	restrict process to the people or compensation objects returned by a formula. For example, you can write a formula to restrict person selection to those employees with a recent salary change.
Organization	restrict the process to an organization.
Benefits Group	restrict the process to a Benefits Group.
Location	restrict the process to the specified location.
Postal/Zip Range	restrict the process to the assignments that are within this postal or zip code range.
Reporting Group	process all persons associated with this Reporting Group.
Legal Entity	restrict the process to a legal entity. The legal entity field is available only for US users.
Payroll	restrict the process to run on a particular payroll.
Organization Hierarchy and Organization Top Node	restrict the process only to that part of the organization hierarchy.
Grade Ladder	process all the assignments you have assigned to this grade ladder.
Pay Scale	process all the assignments you have assigned to this pay scale.
Business Rule	restrict the process to apply to a business rule, for example, if you want to update rates for an employee on their anniversary of joining or on their birthday.

Select a value for this parameter…	To...
Business rule date from and Business rule date to	run the process for the specified business rule for a given date range. The effective date you entered must be between the business rule start date and business rule end date.
Business Rule Year from and Business Rule Year to	restrict the business rule to apply to the employees who are in the year range you give here. For example, if you select Anniversary of Joining as the business rule and then choose 2-5, as the Business Rule Year from and Business Rule Year to dates, then the process recognizes all those employees who completed their 2nd to 5th anniversaries, for applying rate recalculation.
Collective Agreement	restrict the process to a collective agreement.
Qualification Type and Status	restrict the process to run on the employees who have the specified qualification and type. **Note:** You can select the qualification type without selecting the qualification status, but you cannot select the qualification status without selecting a qualification type.
People Group Flexfield	restrict the process to run on employees in the specified group.

7. Click OK and then Submit.

Running the Purge GSP Transactions in Staging Table Process

You run this process to clean up the staging tables of the temporary data, after you have created a grade ladder. During the grade ladder setup, the application stores temporary data that it uses to update and eventually create the grade ladder. Once you have created the grade ladder, the application moves the data to the Benefits HR table and you no longer require the temporary data.

Use the Submit Request window.

To run the Purge GSP Transactions in Staging Table Process:

1. Select Purge GSP Transactions in Staging Table as the Name.
2. Click in the Parameters field to open the Parameters window.
3. Select Grade/Step Progression as the Transaction Type.

   Note: French Users: Select French Corps to clear temporary corps data.

4. Select the Status of the grade ladder you want to purge. The options are:
   - Complete
   - Save for Later
   - View
5. Enter the From and To Action Dates to restrict the process to apply to the data within the date range.
6. Click OK and then Submit.

Incrementing Grade Step Placements (Without Using Grade Ladders)

If you have not implemented Grade/Step Progression in your enterprise, you can increment grade step placements manually, using the Grade Step Placement window, or automatically, by running the Increment Progression Points process. In each case, the actual salary element is not updated. You can use grade step placements to update salary elements but you need to write an Oracle Payroll formula to do this. However, you are advised not to use Salary Administration to confirm a grade step change, because this means that subsequent changes to the point values would require updates for all the salary records to which they apply.

If you run the Increment Progression Points process, you can specify if an assignment will be incremented and the number of steps that a placements grade step is to be incremented by.

Any employees who are due increments which are greater than the grade scale ceiling will be highlighted by the application. For example, you may have an employee on step 7 of a grade scale, with a ceiling of 10 steps. If the employee is due an increment of 4 steps, the Exception report shows that the assignment was incremented but a ceiling has been reached.

To run the Increment Progression Points process:

Note: An assignment's grade step placement is incremented automatically only if all the following conditions are met:

- It is still below the ceiling point.
- The automatic increment check box on the Grade Step Placement window is checked for the assignment.

1. Navigate to the Submit Requests window.
2. Select the Increment Progression Points process in the Name field.
3. If the Parameters window does not open automatically, click in the Parameters field.
4. Enter the date on which the increment becomes effective.
5. If either Yes or No is selected in the Report Only Mode field, the process prints both the Employee Increment Results Report and the Employee Increment Exception Report. If you select Yes the increments are made and if you select No, then no increments are made.

   Note: The following parameters restrict the assignments, incremented by the Increment Progression process, to the categories you select and are optional. For example, if you select an organization, then only assignments with that organization will be included in the process.

6. Select an organization.
7. Select a legal entity.

   Note: In the UK the Legal Entity parameter is not available.

8. Select an organization hierarchy and select an organization top node, if you want to exclude part of an organization hierarchy.
9. Select values for some or all of the segments of your People Group flexfield, if required. This restricts the assignments incremented by the process to those in the group matching the values you enter.
10. Select the name of the pay scale.

11. Select a business rule if you want to enforce an additional rule to the increment process, otherwise go to step 15.

12. Enter a business rule date from and business rule date to.

    Note: The effective date, entered at step 4, must be between the business rule start date and business rule end date.

13. Enter a year from and year to date if you want to specify an age range for the people you want to receive the increment.

14. Select the dependent date category.

15. Select the name of the payroll.

16. Select a collective agreement.

17. Select a person name, if you want the process or report to run on an individual person.

18. Select the qualification type and status.

    Note: You can select the qualification type without selecting the qualification status, but you cannot select the qualification status without selecting a qualification type.

19. Choose the OK button.

20. Choose the Submit button.

Running the Current and Projected Progression Point Values Report

Run this report before running the Increment Progression Points process, to assess its effects. This report shows what changes would be made by the Increment Progression Points process and how much it would cost for a particular scale rate, such as salary, or for all rates.

You run reports in the Submit Requests window.

To run the Points Values Report:

1. Select Current and Projected Progression Points Values Report in the Name field.

2. If the Parameters window does not open automatically, click in the Parameters field.

3. Enter the date on which the increment becomes effective.

   Note: The following parameters restrict the assignments, incremented by the Increment Progression process, to the categories you select and are non-mandatory.

4. Select an organization.

5. Select a legal entity.

   Note: In the UK, the Legal Entity parameter is not available. UK users may proceed to step 6.

6. Select an organization hierarchy.

7. Select an organization top node, if you want to exclude part of an organization hierarchy. The process includes the top node selected and the remaining hierarchy below, within the organization hierarchy you previously selected.

8. Select values for some or all of the segments of your People Group flexfield, if required. This restricts the assignments incremented by the process to those in the group matching the values you enter.

9. Select the name of the pay scale.

10. Select the name of the payroll.

11. Select a collective agreement.

12. Select a person name, if you want the process or report to run on an individual person.

13. Select the qualification type and status.

    Note: You can select the qualification type without selecting the qualification status, but you cannot select the qualification status without selecting a qualification type.

14. Select the qualification status.

15. Choose the OK button.

16. Choose the Submit button.

Running the Employee Increment Results Report

This report is available for you to run independently in circumstances where you have deleted the original report, produced by the Increment Progression Points process. You run this report after running the Increment Progression Points process. This report gives the actual results of running the process, depending on how you specify the process to run, allowing you to check employee progressions are successful. You run reports in the Submit Requests window.

To run the Employee Increment Results Report:

1. Select Employee Increment Results Report in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select a pay scale and the increment process run for which you want to see the results.
4. Restrict the scope of the report, if required, by selecting an organization, a group and a rate.
5. Choose the Submit button.

Criteria-Based Rates

Criteria-Based Rates for Variable Pay

If your enterprise assigns employees to different jobs, roles, or tasks according to a variable schedule, you can now calculate their pay from different rates for each role they perform in a time period. You can vary pay by other criteria too, such as location or length of service. You create a rate matrix to define rates against diverse criteria. For example, you could define base salary, overtime, and night duty allowance against combinations of job, location, and age. A person is eligible for a rate if their HR record, or overriding information they supply on their timecard, matches the rate's eligibility criteria.

You can use the supplied rate retrieval API to obtain the appropriate rates for a person or set of criteria. If you use Oracle Payroll, your payroll formulas can call a supplied function to retrieve the appropriate rate for each employee.

Criteria

For each rate you can define up to seven eligibility criteria, including your own criteria or standard, predefined criteria such as length of service, position, and bargaining unit. For example, the criteria might be assignment to a specified organization or position hierarchy, or to a range of grades. You can define a criteria with two sub-criteria, if necessary, such as grades and locations.

When you define the criteria, you specify how the rate retrieval API should identify the criteria values for a person. There are three choices:

- Specify a table and column that stores the personal or assignment information
- Specify a formula rule that returns the criteria value
- Specify one of the above and enable overrides from timecards

Criteria Rate Definitions

For each rate, you create a criteria rate definition such as base rate, hazard allowance, or pension. The criteria rate definition specifies the rate calculation method; you can:

- Enter the rates on the rate matrix
- Calculate a rate based on another rate (such as a percentage of the base rate)
- Specify a formula rule to calculate the rate

If you define your eligibility criteria in such a way that an employee may be eligible for

more than one rate value, you must specify the preferred rate, which can be the lowest, highest, average, or the rate returned by a formula rule.

You specify which elements derive their values from this rate definition. For example, if you are defining a salary rate, you might select a Regular Salary element, which is for people who have a criteria-based salary each month, and an Exception Salary element for people who have a criteria-based salary on an exceptional basis.

> **Note:** The rate retrieval API does not update the element with the criteria-based rates. If you want the element entries to show the rates for reporting, you must update them manually. Oracle Payroll users can report on values in the element run results.

Rate Matrix

After you define the criteria and the rate definitions, you select them to build your rate matrix, which includes both eligibility criteria and rate columns from the rate definition. You select up to seven criteria and sequence them. For example, if you select Job then Location, the rate retrieval API checks a person's job first, then their location to find the appropriate rate. The following table shows an example of a rate matrix.

Criteria 1: Union	Criteria 2: Job	Criteria 3: Grade	Base Rate: Default	Base Rate: Minimum	Overtime Rate (% of base rate)
Allied Shipbuilders	Welder	1.A	23.5	22	150
Allied Shipbuilders	Welder	1.B	25	23.5	150
Allied Shipbuilders	Equipment operator	1.A	21	20	150
Allied Shipbuilders	Equipment operator	1.B	22	20	150

You can define rates for a single criteria value (such as organization = Sales East), or a range of values (such as age 18 to 21), or a group of values (such as grade = Senior or Principal).

Retrieving Rates for Payroll

To use criteria-based rates in Oracle Payroll, you include the Rate by Criteria function in the payroll formula for the element that you want to calculate from the matrix. This

function calls the rate retrieval API to retrieve the appropriate rate for the person, based on their personal and assignment details or overriding information on their timecard.

For the setup steps to create a rate matrix and use it in Oracle Payroll, see: Setting Up a Rate Matrix, page 2-76

Setting Up a Rate Matrix

Create a rate matrix to define rates of pay against combinations of criteria, such as base pay that varies by job, grade, age, and length of service, and overtime that is a percentage of base pay where the percentage varies by position.

> **Note:** Within a rate matrix, if base pay varies by job, grade, age, and length of service, and overtime is a percentage of base pay, then overtime can also vary *only* by job, grade, age, and length of service; in other words, you cannot vary rates by one criteria for one rate type and by another criteria for another rate type within one rate matrix.

To set up a rate matrix:

1. Design your matrix by deciding which rates of pay are variable, and which criteria determine each rate. List the rates that are dependent on other rates so you can create them in the correct sequence.

2. Define one or more elements for each rate.

   To use timecards to specify a criteria value for a rate, create an input value to hold the criteria value. For example, if your workers can specify a location on their overtime timecard entries, create a location input value on the Overtime element. Use sequence 12 through 15 for these input values.

3. Link the elements. Typically you create open element links (with no assignment components) since you are not using the link to determine eligibility for the rates.

4. If you are using Oracle Payroll, ensure that the payroll formulas for your rate elements call the function RBC_Rate_Retrieval. See: Writing Formulas for Rate by Criteria Calculations, *Oracle HRMS FastFormula User Guide*

5. Review the predefined criteria. If you want to use timecards to specify a person's value for any predefined criteria, query the criteria on the Eligibility Criteria page and, in the Define Timecard Override region, enter the table and column holding the timecard information. If you are using Oracle Time and Labor, the table is pay_batch_lines, and the column is the element input value that holds the override information.

6. Define any additional criteria you require. To use a formula rule to determine the

criteria values for an employee (rather than retrieving the values from a table), you must write the formula first. Select the formula type *Eligibility Access Calculation*.

See: Defining Your Own Eligibility Criteria, page 1-140

7. If you are using Oracle Time and Labor and you want your workers to specify criteria override values on their timecards, modify the timecard layout to include the criteria you want, such as location. For a worked example of all the steps to use timecards to provide override values, see the white paper Setting Up the RBC/OTL/Payroll Integration, My Oracle Support Note ID 369044.1.

8. Create your criteria rate definitions on the Criteria Rate Definition page, selecting the elements you created for the rate. To use a formula rule to determine how the application calculates or rounds the rate value, or selects the preferred rate when the employee is eligible for more than one, you must write your formulas first. Select the formula types *Compensation Calculation, Rounding,* or *Preferential Rate Calculation.*

9. Create your rate matrix by ordering the criteria and entering values for each rate definition against each combination of criteria.

What's Next

You can test your setup by entering the rate element for an employee, running QuickPay, and checking the statement of earnings. If you are using timecard overrides, you must enter a timecard for the employee, transfer the timecard from OTL to BEE (batch element entries), and process the batch before you run QuickPay.

Workforce Intelligence Key Concepts for Salary, Grades, and Pay Administration

Key Concepts for Salary, Grades, and Pay Administration Intelligence

The Salary, Grades, and Pay Administration Intelligence reports enable you to compare and contrast salaries among employees working in different circumstances, such as different jobs or organizations, within your enterprise. You can also examine salary trends, or you can view salary details for individual employees. You can set Key Performance Indicators to alert you to critical changes in salaries.

> **Note:** These reports will not return data if you have not attached your Grade Rates to a Salary Basis.

To enable you to get the most out of the Salary, Grades, and Pay Administration intelligence reports, you need to understand the following key concepts:

- Salary Currencies, page 2-78
- Salary Annualization, page 2-78
- Grade Annualization, page 2-79
- Salaries and Assignments, page 2-79

Salary Currencies

The Salary, Grades, and Pay Administration reports enable you to select the currency on which you want to report. If salaries exist that are not paid in the currency you select, you can include or exclude them from the report. If you include salaries that are not in the currency you select, the reports convert the salary using the general ledger (GL) daily rates. If the report cannot find a valid exchange rate, it ignores the salary.

For more information, see Entering A Conversion Rate Type, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

Salary Annualization

Most of the reports display salary values as annualized figures. Reports use the salary basis set up for the assignment to calculate the annualized figure. Reports only include the salary values they can convert to an annualized figure.

Grade Annualization

Reports display the minimum, mid-point, and maximum payments in a grade range as annualized figures. Reports use the grade annualization factor set up as part of the pay basis to calculate the annualized figure.

Salaries and Assignments

The Salary, Grades, and Pay Administration reports show salaries for all assignments that satisfy the following criteria. For an assignment to be included in the reports, it must:

- Be active or suspended.

  Note: By including employees with a status of suspended, the reports ensure that employees on military leave, or those who have been temporarily suspended, are still included in the salary analysis.

- Have the latest approved salary proposal. Assignments with unapproved salary proposals are not included.
- Have all components of a salary increase approved.
- Have a performance rating related to a current approved salary, if you group by performance.
- Fit the criteria you enter. For example, if you enter a location, the assignment must be for that location.

Each assignment that matches the selection criteria appears on the report. If an employee has more than one assignment that matches all the criteria, the employee appears more than once on the report.

Workforce Intelligence for Salary, Grades, and Pay Administration

Employee Primary Assignment with Salary and Grade Rate Detail Workbook

This workbook enables you to report on employees based on their primary assignment. The workbook output is in a non-legislative specific format, which is useful for global reporting.

You can report on employee details, including:

- Current annual salary
- Previous annual salary
- Salary grade rates
- Date of birth
- Working hours
- Gender
- Age

Worksheets

This workbook has the following worksheets:

- Organization Hierarchy
- Supervisor Hierarchy

Organization Hierarchy Worksheet

This worksheet enables you to report on employee details based on the employee primary assignment (in a non-legislative specific format) for a given organization and its subordinate organizations.

Business Questions

How much do my employees within each organization earn and how does that compare with their grade rate?

Worksheet Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Organization
- Effective Date

The worksheet includes those employees who held a primary assignment at the time of the Effective Date, and were employed in the selected organization hierarchy at the time of the Effective Date.

Headings and Calculations

This report uses the following calculations:

- **Annualized Grade Minimum**

  Calculates the annualized minimum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Mid Value**

  Calculates the annualized mid value payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Maximum**

  Calculates the annualized maximum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Salary Increment**

  Calculates an employee's salary increment as a percentage of the previous salary.

- **Recent Years Service**

  Calculates the employee's length of service as the number of years since their most recent hire date.

Supervisor Hierarchy Worksheet

This worksheet enables you to report on employee details based on the employee primary assignment (in a non-legislative specific format) for a given supervisor and his/her subordinates.

Business Questions

How much do the employees for a given supervisor earn and how does that compare with their

grade rate?

Worksheet Parameters

You must specify values for the following parameters:

- Supervisor
- Effective Date

The worksheet includes those employees who held a primary assignment at the time of the Effective Date, and were assigned to the selected supervisor at the time of the Effective Date.

Headings and Calculations

This report uses the following calculations:

- **Annualized Grade Minimum**

  Calculates the annualized minimum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Mid Value**

  Calculates the annualized mid value payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Maximum**

  Calculates the annualized maximum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Salary Increment**

  Calculates an employee's salary increment as a percentage of the previous salary.

- **Recent Years Service**

  Calculates the employee's length of service as the number of years since their most recent hire date.

Related Topics

Salary, Grades, and Pay Administration Key Concepts, page 2-78

Employee Primary Assignment with Salary Detail Workbook

This workbook enables you to report on employee details based on employee primary assignment, in a non-legislative specific format. This is useful for global reporting.

Employee details include:

- Current annual salary
- Hire date
- Employment category

Worksheets

This workbook has the following worksheets:

- Organization Hierarchy
- Supervisor Hierarchy

Organization Hierarchy Worksheet

This worksheet enables you to report on employee details based on employee primary assignment, in a non-legislative specific format, for a given organization and its subordinate organizations.

Business Questions

How much do my employees within each organization earn?

Worksheet Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Organization
- Effective Date

The worksheet includes those employees who held a primary assignment at the time of the Effective Date, and were employed in the selected organization hierarchy at the time of the Effective Date.

Supervisor Hierarchy Worksheet

This worksheet enables you to report on employee details based on employee primary assignment, in a non-legislative specific format, for a given supervisor and his/her subordinates.

Business Questions

How much do the employees for a given supervisor earn?

Worksheet Parameters

You must specify values for the following parameters:

- Supervisor
- Effective Date

The worksheet includes those employees who held a primary assignment at the time of the Effective Date, and were assigned to the selected supervisor at the time of the Effective Date.

Related Topics

Salary, Grades, and Pay Administration Key Concepts, page 2-78

Employee Salary Change Detail Workbook

This workbook investigates salary changes over specified periods of time within your organization. The resulting information allows you to:

- Compare salary changes for similar organizations
- Analyze employee salary by length of service
- Analyze salary change by gender
- Ensure employees are rewarded for high performance

Worksheets

This workbook has the following worksheets:

- Summary
- By Years of Service
- By Gender
- By Performance Rating
- By Person

Summary Worksheet

This worksheet enables you to view information about salary changes within your organization. The resulting information allows you to analyze salary changes across all organizations in a Business Group.

Business Questions

What are the details of the most recent salary changes for employees?

Parameters

You must specify a value for the following parameter:

- Salary Change Date

By Years of Service Worksheet

This worksheet displays salary change information by years of service across organizations. The resulting information allows you to:

- Compare salary change across Business Groups and organizations.
- View salary change information by length of service.

Business Questions

What are the details of the most recent salary changes for my employees, by years of service?

Parameters

You must specify a value for the following parameter:

- Salary Change Date

By Gender Worksheet

This worksheet enables you to analyze salary change within your organization, by gender. It enables you to analyze differences in salary changes between male and female employees across organizations.

Business Questions

What are the details of the most recent salary changes for my employees, by gender?

Parameters

You must specify a value for the following parameter:

- Salary Change Date

By Performance Rating Worksheet

This worksheet enables you to investigate the effects of performance ratings on employee salary change across organizations. It enables you to ensure employees are rewarded for performance.

Business Questions

What are the details of the most recent salary changes for my employees, by performance?

Parameters

You must specify a value for the following parameter:

- Salary Change Date

By Person Worksheet

This worksheet enables you to investigate salary changes for individual employees.

Business Questions

What are the details of the most recent salary changes for my individual employees?

Parameters

You must specify a value for the following parameter:

- Salary Change Date

Related Topics

Salary, Grades, and Pay Administration Key Concepts, page 2-78

Employee Salary Change Workbook

This workbook enables you to report on employee salary change details; for example, the latest salary increment, the effective date of a salary change, the salary level compared to the grade minimum, mid value and maximum value. The details can be shown for a chosen period of time.

Worksheets

This workbook has the following worksheets:

- Organization Hierarchy
- Supervisor Hierarchy

Organization Hierarchy Worksheet

The Organization Hierarchy worksheet enables you to report on employee salary change details by organization hierarchy for a given time period.

Business Questions

When did my employees' salaries change, and by how much?

Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Organization
- Start Date
- End Date

The worksheet includes those employees who held a primary assignment, were employed in the selected organization hierarchy, and had a salary change, during the period from your selected Start Date to your selected End Date.

You can also enter a value for the following optional parameter:

- Organization Hierarchy Effective Date

If you use the Organization Hierarchy Effective Date parameter, the worksheet will use the Organization Hierarchy Version effective on this date to display organization Hierarchy information.

This date will affect the output of your worksheet if your selected Start Date and End Date parameters cover more than one Organization Hierarchy Version for your selected Organization Hierarchy.

If you do not use the Organization Hierarchy Effective date parameter, the worksheet will default to the Organization Hierarchy Version effective on your selected End Date.

Headings and Calculations

This report uses the following calculations:

- **Annualized Grade Minimum**

  Calculates the annualized minimum payment in a grade range. The calculation uses

the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Mid Value**

  Calculates the annualized mid value payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Maximum**

  Calculates the annualized maximum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Previous Annual Salary**

  Calculates the previous annual salary amount for an employee.

- **Salary Increment**

  Calculates an employee's salary increment as a percentage of the previous salary.

Supervisor Hierarchy Worksheet

The Supervisor Hierarchy worksheet enables you to report on employee salary change details by supervisor hierarchy for a given time period.

Business Questions

When did my employees' salaries change, and by how much?

Parameters

You must specify values for the following parameters:

- Supervisor
- Start Date
- End Date

The worksheet includes those employees who held a primary assignment, were employed by the selected supervisor, and had a salary change, during the period from your selected Start Date to your selected End Date.

Headings and Calculations

This report uses the following calculations:

- **Annualized Grade Minimum**

  Calculates the annualized minimum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Mid Value**

  Calculates the annualized mid value payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Annualized Grade Maximum**

  Calculates the annualized maximum payment in a grade range. The calculation uses the grade annualization factor that is set up as part of the pay basis.

- **Previous Annual Salary**

  Calculates the previous annual salary amount for an employee.

- **Salary Increment**

  Calculates an employee's salary increment as a percentage of the previous salary.

Related Topics

Salary, Grades, and Pay Administration Key Concepts, page 2-78

Employee with Tenure Detail Workbook

This workbook enables you to report on current employee tenure details based on the employee primary assignment in a non-legislative specific format.

In addition to the basic employee primary assignment details, you can report on:

- Most recent hire date
- Original date of hire
- Total years of service
- Recent years of service

Worksheets

This workbook has the following worksheets:

- Organization Hierarchy
- Supervisor Hierarchy

Organization Hierarchy Worksheet

This worksheet enables you to report on employee tenure details (based on the employee primary assignment in a non-legislative specific format) for a given

organization and its subordinate organizations.

Business Questions

How long have my employees within a given organization hierarchy been working within my enterprise?

Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Organization
- Employment Category

The worksheet includes those employees currently employed within the selected organization hierarchy, and within the selected employment category.

Headings and Calculations

This report uses the following calculations:

- **Recent Years Service**

  Calculates the employee's length of service since their most recent hire date as a number of years.

- **Total Years Service**

  Calculates the employee's length of service since their first hire date as a number of years.

Supervisor Hierarchy Worksheet

This worksheet enables you to report on employee tenure details (based on the employee primary assignment in a non-legislative specific format) for a given supervisor and his/her subordinates.

Business Questions

How long have employees, reporting directly or indirectly to a given supervisor, been working within my enterprise?

Parameters

You must specify values for the following parameters:

- Supervisor

- Employment Category

The worksheet includes those employees currently employed by the selected supervisor, and within the selected employment category.

Headings and Calculations

This report uses the following calculations:

- **Recent Years Service**

  Calculates the employee's length of service since their most recent hire date as a number of years.

- **Total Years Service**

  Calculates the employee's length of service since their first hire date as a number of years.

Related Topics

Salary, Grades, and Pay Administration Key Concepts, page 2-78

3

Compensation and Awards Management

Compensation and Awards Management Overview

In an enterprise, you need to compensate and award benefits to eligible employees. Your enterprise determines who is eligible for compensation and awards, and who can allocate them. Most compensation cycles include or exclude certain employees, based on enterprise requirements. Compensation could include salary, bonus, allowances, vehicle mileage payments, and stock options. Allocation of compensation may depend on factors such as current salary, grade, position, time since last pay raise, and other factors. You also need to convey this compensation information to your employees easily.

Managing Compensation and Awards Using Oracle HRMS

You can set up compensation and awards programs for managers to use to evaluate and make compensation decisions. Well-designed programs help you achieve your goals, retain qualified employees, and reward performance. Oracle HRMS helps you design a successful compensation program and convey compensation information to your employees.

See: Setting Up Compensation Workbench Plans, page 3-49

See: Setting Up Individual Compensation Distributions, page 3-122

See: Setting Up Compensation History, page 3-151

See: Setting up Total Compensation Statement, page 3-159

Using Oracle SSHR to Manage Compensation and Awards

As a manager, you can use Oracle SSHR to effectively manage compensation, make informed decisions and create and allocate budgets.

Using Individual Compensation Distribution (ICD), you can:

- Assign one-time or recurring awards, bonuses, and allowances to qualified employees.
- Navigate a self-service flow that creates a proposal for a spot bonus. You can use the same process to award a car allowance or relocation package to an eligible employee.
- Define recommended amounts by using the plan and a common eligibility engine.
- Enroll and set contribution levels in discretionary contribution plans such as a charitable contribution plan, or a savings bond plan.

Other modules enable adjustment of employee or contingent worker pay. The Pay Rate module enables you to change a person's overall pay rate or update an individual component of the pay rate. HR Views provide insight into the compensation activity within your organization.

See: Self-Service Individual Compensation Distribution, page 3-120

See: Compensation History, page 3-144

See: Vehicle Repository, page 3-173

Key Concepts

To use Compensation and Awards to suit your enterprise's requirements, you need to understand the following key concepts and activities:

- Key Decision Areas in Compensation Workbench, page 3-11
- Plan Design for Compensation Workbench, page 3-19
- Budgeting in Compensation Workbench, page 3-22
- Promotion and Rating in Compensation Workbench, page 3-23
- Standard Rates for Compensation Workbench, page 3-24
- Hierarchies for Award Allocations and Approvals, page 3-63
- Eligibility, Award Limits and Targets, page 3-66
- Access Levels in Compensation Workbench, page 3-64
- Switch Manager, page 3-65
- Approval Modes, page 3-65
- Self-Service Individual Compensation Distribution, page 3-120

- Compensation History Views, page 3-145
- Total Compensation Statement Overview, page 3-155
- Vehicle Repository, page 3-173

Reporting on Compensation and Awards

To track compensation and awards activities in your enterprise, Oracle HRMS provides you a range of reports. For example:

- Managers use the Flexible Summary Report to view Salary, Bonus, and Stock Option totals for their direct reports. The report also includes values such as each manager's budget and the amount used.
- Managers or Administrators use the Employee Stock Options Total Position Report to view summary or detailed information about employee stock option grants, such as total shares granted, and total vested shares.
- Compensation Professionals use the Stock Option Download for Third Party Administration Systems to download stock option grant results for all participants in a plan in an enrollment period.
- Administrators use the Total Compensation Progress Report to check the progress of the compensation cycle for a specific availability period and plan.

See: Compensation and Awards Management, *Oracle HRMS Configuring, Reporting, and System Administration Guide* in Reports and Processes in Oracle HRMS.

Compensation Awards Management: Requirements

Using Compensation and Awards Management, you can determine and allocate compensation and awards for your enterprise.

Can managers view employee details from Compensation Workbench?

Yes, managers can view employee details for their direct reports and any employee further down in the reporting hierarchy. You can update certain employee information in Compensation Workbench, so you do not have to change functions while you are working in your compensation cycle.

How are compensation allocations awarded?

A line manager uses the Allocate Compensation task to award compensation to any employee at a lower level in the reporting hierarchy. Line managers cannot allocate their own compensation.

How are budgets prepared?

You can define a budget at the top-level of an organization hierarchy. A high-level manager in the hierarchy issues budgets to managers who have direct reports -- and these direct reports can be managers as well. You can issue monetary amounts or percentages of eligible salaries. You can also use the Allocation wizard to help you calculate the amount/percentages to issue.

Additionally, you can auto-issue a predefined budget (typically as a flat percentage of eligible salaries) to all allocating managers.

Can other managers fill in for me if I am unavailable?

Using Switch Manager, you can act as another manager within your security profile, and view or make updates to another manager's worksheet.

Can managers assign employees to their own worksheets?

The Employee Reassignment feature provides managers a facility to add an employee to their own worksheets as well as to assign employees to other managers' worksheets. The employee reassignment is valid for the selected compensation plan and enrollment period and does not affect the current supervisor relationship.

Can managers promote and rate or assess employees at the same time as allocating salaries?

Yes, using the Promotion and Performance features, you can process a promotion or complete a performance rating and ranking in conjunction with processing a pay increase, bonus, or stock award. Self-service Compensation Workbench uses the same jobs, position, and grades as the compensation professionals use in the "back office."

Does Compensation Workbench handle approving allocations, promotions, appraisals, and employee performance ranking?

Oracle HRMS routes a completed worksheet for approval based on the Compensation Workbench hierarchy as specified in the enrollment requirements for the compensation plan. There is a single approval for the entire worksheet.

Additionally, if you use Performance Management to manage performance appraisals, managers can view complete appraisal details directly from the Compensation Workbench allocation worksheet. As a manager, you can review your employees' latest completed Appraisals using CWB without having to switch responsibilities to Performance Management.

Can I budget and allocate compensation based on salary components?

If you itemize a compensation plan into two or more components, for example Cost of Living and Performance, you can budget and allocate for each component. You can link compensation components to Oracle HRMS salary components.

Can I budget and allocate compensation across business groups?

Yes, you can budget and allocate compensation across business groups, between different currencies, and plan types within the same compensation cycle.

Can I download and save information visible on the worksheets?

Yes, you can download information available on the worksheets. Use the Download to Spreadsheet feature to download the default definition or download the custom definition of worksheet columns.

Can I attach supporting documents in Compensation Workbench?

Yes. If your organization requires you to provide justification or supporting documents, then during the compensation process, you can attach files such as a Microsoft Word or Microsoft Excel spreadsheet to each employee record. Note that these attachments are specific to a plan and a plan period and are not automatically carried over to another plan or plan period.

If you do not want managers to attach supporting documents, you can hide the attachment feature using Self-Service Personalization.

When I allocate compensation or prepare budgets, are there any guidelines that I can follow?

Yes, you can use Company Targets as a guideline when you prepare a budget or allocate compensation. Target amounts include an actual target and a range. You can also view the target percentage of eligible salary. You can use the Quick Fill feature to copy the target amounts into the compensation amount for a specific employee or for all employees displayed in the worksheet.

You use Budgeting Targets to view the aggregate of all employee level targets for a manager. For example, if you have two employees with a compensation target amount of 1000 US dollars, your target budget will display 2000 US dollars.

What type of information can I view in Compensation History?

As a manager, you can get a complete view of the compensation, performance, ranking, and job history for all employees in your security group. This includes information about all in-progress transactions as well for salary changes, bonuses, basic or stock

option history, ranking, jobs, and details of other non-monetary compensation.

Can employees use Compensation History?

Yes. Employees can view all their compensation information. They can view information about current compensation data and previously processed salary changes, bonuses, basic or extended stock option history, and details of other non-monetary compensations. Employee ranking is hidden by default in the employee view but you can configure Compensation History to make it viewable. Employees can view their job details such as name, date of the job change, position, grade, people group, and reason for the job change.

Are there any security features associated with Compensation History?

Yes - Oracle HRMS security features ensure that you view ranking history of employees within your security group. History includes in-progress transactions. This information is hidden from employees.

To whom can I assign an Individual Compensation Distribution?

As a manager, you can assign an Individual Compensation Distribution only to those qualified employees who belong to your security group. In addition, participant eligibility profiles offer a further method to limit eligibility for those employees who are eligible to receive compensation.

Does Individual Compensation Distribution use Approvals?

Yes. Oracle Self-Service HR provides a workflow approval process. This automatically sends a notification to the supervisor of the manager who distributes the award. The supervisor can either approve or reject the distribution.

Can employees use Individual Compensation Distribution ?

Yes - if your enterprise configures employee self-service Individual Compensation Distribution for use by non-manager employees. Employees can use Self-Service Individual Compensation Distribution to contribute to charitable contribution plans, savings bond plans and so on.

Can I grant Compensation Awards based on employee specific effective dates?

Yes. You can allocate compensation awards to employees based on their individual effective date. You can configure the effective date according to your business rules such as date of the employee's last salary increase, or their hire date.

Can I view award information in a currency of my choice?

Yes, ICD enables you to view award amounts in your preferred currency to avoid having to convert the currency manually.

What type of information can I record in the vehicle repository?

You can record the following information:

- Registration number
- Make and model
- Registration date
- Engine capacity
- List price and value of optional accessories fitted initially and added later
- Fiscal rating
- Status, and reason for Inactive status
- Whether the vehicle can be allocated to multiple users

What type of information can I display in Total Compensation Statements?

You can configure Total Compensation Statement to display information based on your enterprise's requirements. You can tailor statements to display information for groups of employees in your enterprise. You can group compensation into categories such as benefits, cash compensation, company stock, stock options, retirement and savings, or create your own custom category. You can display information from various sources, including Oracle Payroll, third party payroll, element entries, and rules (fast formulas).

Is the Total Compensation Statements feature applicable to contingent workers?

Yes, you can use Total Compensation Statements to configure and generate statements for contingent workers also.

Can I customize the display of the Total Compensation Statements?

Yes, you can customize Total Compensation Statements to suit your enterprise's requirements. Besides configuring the items that display in the statement, you can use a rich text editor to format the welcome page for employees to view. You can also add graphs and links to your statements. Employees can print and view their statements in a pdf format at their convenience.

Compensation Workbench License

Compensation Workbench License

To enable Compensation Workbench (CWB), you must first purchase the appropriate license from Oracle. For information on licenses, contact your Oracle sales representative.

Starting June 18th 2007, Oracle's Compensation Workbench is a separately licensed product and will not remain a part of Compensation and Benefits and SSHR. You must purchase the new CWB license only (apart from the Oracle HRMS License) and are not required to purchase SSHR for using CWB.

To use Total Compensation Statement, you must have the CWB or Oracle Advanced Benefits license.

> **Important:** You must set the new system profile option HR: Compensation Workbench Licensed to Yes either at Site or Responsibility level in System Administrator to access CWB functions.

Compensation Workbench

Compensation Workbench Overview

Compensation Workbench is a flexible tool enabling line managers to publish compensation budgets, and allocate compensation awards and salary increases to their teams. Using Compensation Workbench for Administrators, compensation administrators can also monitor the progress of compensation cycles and perform overrides and exception processing, as required.

Super Administrators can control or grant access of compensation workbench plans to administrators.

This topic provides an overview of what you can do using Compensation Workbench.

Line Managers

Your compensation administrator gives you access to a set of tasks for each compensation cycle, such as budgeting, allocating compensation, entering performance ratings, entering job changes, and approving the work of subordinate managers. For determining budgets and allocating compensation, you can enter values directly on a worksheet that enables you to see all your employees in a single view. Alternatively you can download information to a spreadsheet and work there, or you can use the Allocation Wizard to help you determine budgets and allocations according to the rules and criteria you choose.

If your manager or compensation administrator gives you a budget, you can choose to hold the entire budget yourself, or allocate it to your direct reports only, or to all your subordinate managers. If you use the Allocation Wizard to determine the budget, you can provide budget targets for each employee so your managers understand the criteria you used for creating their budgets.

See: Budgeting in Compensation Workbench, page 3-22

See: Promotions and Rating in Compensation Workbench, page 3-23

You can save your work at any stage, and submit it for approval when you are ready.

See: Hierarchies for Award Allocations and Approvals, page 3-63

You can use the online reports to view:

- Summary information for one or more compensation plans
- Compensation history for each employee
- Stock option history, including estimated walk-away values
- Changes made to an employee record by other managers in Compensation Workbench (Audit History)

See: Reports in Compensation Workbench, page 3-86

There are some additional features that your compensation administrator may give you access to:

- Overriding an employee's eligibility or ineligibility for an award
- Reassigning an employee to another manager, for the purposes of award allocation only
- Switching to subordinate managers to enter allocations on their behalf
- Generating a compensation statement for employees to communicate their award

See: Access Levels in Compensation Workbench, page 3-64

See: Eligibility, Award Limits and Targets, page 3-66

See: Configure Worksheet and Budget Sheets, page 3-68

See: Switch Manager, page 3-65

Compensation Administrators

You can use Compensation Workbench to perform all the tasks available to line managers, either for the whole workforce (if you decide not to delegate the task to line managers), or in place of individual managers, for example to cover absences. You have access to plan information for every employee within your security profile, including information about the progress each manager is making in distributing budgets and allocating awards. You can reprocess a single employee or change their eligibility, salary, or assignment information.

See: Key Decision Areas in Compensation Workbench, page 3-11

See: Plan Design for Compensation Workbench, page 3-19

You can use the Plan Administration page to override certain plan setup information for the current compensation cycle, such as period dates, budget information, tasks available to managers, and rates.

See: Maintain Compensation Workbench Plan Mid-cycle, page 3-100

See: Steps to Administer a Compensation Workbench Plan, page 3-103

You can use reports to monitor the progress of the compensation cycle, and to gather manager feedback.

Compensation Super Administrators

As a Compensation Super Administrator you can provide administrators access to plans based on their responsibility. You can ensure that when administrators log in for their administrative tasks, they can view only those plans for which you have granted access.

See: Responsibility Based Access to Plans, page 3-64

See: Key Decision Areas in Compensation Workbench, page 3-11

See: Defining Responsibility Based Access to Plans, page 3-66

Key Decision Areas in Compensation Workbench

You must first design your plans and how you want the self-service pages to look, then you can begin to set them up. There are four main types of decision you must make, summarized in the table below and explored in more detail in subsequent topics.

Decision Area	Questions to Ask Yourself	Setup Tools	Additional Information
Compensation Plan Design	Which awards do you handle together within the same compensation cycle? Which awards do you allocate from the same budget? Do you want to promote, change jobs, and give ratings at same time as allocating awards, or separately?	Plans, Plan Enrollment Requirements, and Standard Rates windows. Plan Administration page	See: Compensation Plan Design, page 3-19 See: Promotion and Rating in Compensation Workbench, page 3-23

Decision Area	Questions to Ask Yourself	Setup Tools	Additional Information
Controlling Access, Eligibility, and Award Amounts	Do you make all allocations centrally or delegate to line managers? Do you allocate each manager a budget centrally or give high-level managers a budget and let them decide how to roll it down? Do you control who can receive awards with eligibility criteria? Do you let managers override the criteria? What management hierarchy do you use for allocations, roll-down budgeting and approvals? Do you want to restrict which managers have access to plans? Which items do you give managers access to on their task list and what level of access do you give them? Do you want to restrict administrators' access to individual plans? Do you want to grant Compensation Awards on employee specific effective dates?	Plans, Plan Enrollment Requirements, and Standard Rates windows. Plan Administration Page AME or FastFormula to define the rules for passing budgets down and approvals up the management hierarchy (unless you use standard supervisor or position hierarchies) Compensation Workbench Preferences page, Add Administrator Responsibilities Page, Compensation Workbench Plan and Responsibility Mapping page, and Administer Plan Access Award Effective Date column.	See: Budgeting in Compensation Workbench, page 3-22 See: Hierarchies for Award Allocations and Approvals, page 3-63 See: Access Levels in Compensation Workbench, page 3-64 See: Approval Modes, page 3-65 Eligibility, Award Limits and Targets, page 3-66 See: Responsibility Based Access to Plans, page 3-64 See: Defining Responsibility Based Access to Plans, page 3-66 See:Compensation Awards Management: Requirements, page 3-3 See: Configure Worksheet and Budget Sheets, page 3-68 See: Writing Allocated Amounts from the Compensation Workbench Cycle, page 3-110

Decision Area	Questions to Ask Yourself	Setup Tools	Additional Information
Worksheet and Budget Sheet Configuration	Which rates do you display? Do you validate Jobs, Grades, and Positions? Which flexfields do you include? Which custom and dynamic columns do you configure? Which columns do you want to display and what should the column headings be? Do you enable upload/download using WebADI?	Self-service personalization to hide or display items, rename or reorder columns, or make them read-only. You can use personalization by plan to vary the worksheet layout between plans.	See: Configure Worksheet and Budget Sheets, page 3-68
Reports and Notifications	Will you use the Employee Statements? Do you need to personalize any of the reports or notifications? Which plan do you want to use as context for the Salary Statistics and Employee Compensation History Reports?	Reporting from the self-service interface Plan Administration Page	See: Reports in Compensation Workbench, page 3-86 See: Notifications in Compensation Workbench, page 3-89

Compensation Workbench Components

For a full functional description of the Compensation Workbench, see: Compensation Workbench, page 3-9.

Important: You must set the system profile option HR: Compensation Workbench Licensed to Yes either at Site or Responsibility level in System Administrator to access CWB functions.

Menu and Function Names

This module can be accessed from the following menus and functions:

User Menu Name	Function Name
Compensation Workbench for Managers	Compensation Workbench
Compensation Workbench for Administrators	Compensation Workbench for Administrators

Workflow

Compensation Workbench uses the following workflows:

Internal Name	Display Name
RECALL_PROC	Worksheet Recalled Process
ACCESS_NTF_SUB_PROCESS	Customizable Access Notification Sub Process
ACCESS_PROC	Access Process
BDGT_ISS_NTF_SUB_PROCESS	Customizable Issued Budget Notification Sub Process
BUDGET_ISSUED_PROC	Issued Budget Process
CWB_EMP_ELIG	CWB Employee Eligibility Main Process
CWB_NTF_FINAL_HOOK	CWB Notification Finalize Hook
CWB_NTF_INIT_HOOK	CWB Notification Initialize Hook
CWBFYINTF	Comp Workbench Notifications
HR_APPROVAL	HR Approval

Internal Name	Display Name
RSGNNTFP	Employee Reassignment Notifications
RSGNP	Employee Reassignment Process
WS_REJ_NTF_SUB_PROCESS	Customizable Worksheet Rejected Notification Sub Process
WS_REJECTED_PROC	Worksheet Rejected Process
WS_SUB_NTF_SUB_PROCESS	Customizable Worksheet Submitted Notification Sub Process
WS_SUBMITTED_PROC	Worksheet Submitted Process

Configurable Tips and Instructions

Region	Tip Type	Message Name
Employee Reassignment: Employee Selection Page	Instruction Text	BEN_93088_CWB_RSGN_EMP_MSG
Allocation Budgets	Instruction Text	BEN_94021_CWB_SET_PREF_CURR
Allocation Budgets	Tip	BEN_92974_NO_EXCHANGE_RATE
Currency Switcher	Short Tip	BEN_94021_CWB_SET_PREF_CURR
Currency Switcher	Tip	BEN_92974_NO_EXCHANGE_RATE
Allocation Wizard - Component Selection Content	Instruction Text	BEN_93304_CWB_WIZ_OPTION_INSTR
Manager Selection	Instruction Text	BEN_92824_WIZ_MGR_SEL_HDR

Region	Tip Type	Message Name
Allocation Wizard Distribution Method Content	Instruction Text	BEN_92826_WIZ_DIST_MTHD_HDR
Allocation Wizard Distribution Method Content	Long Message	BEN_93136_WIZ_DIST_MATRIX_INFO
Allocation Wizard Distribution Method Content	Long Message	BEN_92862_WIZ_DIST_EQPCT_INFO
Allocation Wizard Distribution Method Content	Long Message	BEN_92838_WIZ_DIST_PRAMT_INFO
Allocation Wizard Distribution Method Content	Long Message	BEN_92839_WIZ_DIST_RCAMT_INFO
Distribution Method	Instruction Text	BEN_92826_WIZ_DIST_MTHD_HDR
Distribution Method	Long Message	BEN_93136_WIZ_DIST_MATRIX_INFO
Distribution Method	Long Message	BEN_92862_WIZ_DIST_EQPCT_INFO
Distribution Method	Long Message	BEN_92838_WIZ_DIST_PRAMT_INFO
Distribution Method	Long Message	BEN_92839_WIZ_DIST_RCAMT_INFO
Matrix - Content	Long Message	BEN_94000_CWB_WIZ_POP_TRG_AMTS
Matrix - Content	Long Message	BEN_93999_CWB_WIZ_BASIS_CALC
Details	Long Message	BEN_93999_CWB_WIZ_BASIS_CALC
Details	Long Message	BEN_94000_CWB_WIZ_POP_TRG_AMTS

Configurable FlexFields

Descriptive Flexfields display on their own flexfield worksheet group subtab within the worksheet.

See: Configuring Flexfields, *Oracle HRMS Deploy Self-Service Capability Guide*

Configurable Profile Options

Compensation Workbench provides the following configurable profile options:

Profile	Configurable Levels	Values	Default
BEN: CWB Download Expire Seconds	All Levels	Positive Integer	60
BEN: CWB Encrypt/Decrypt Key	All Levels	String. (If you change this value, you cannot upload spreadsheets you have already downloaded. You must download the spreadsheets again with the new key.)	
BEN:CWB History Type Display	All Levels	Basic Stock Option History/Extended Stock Option History	
BEN: CWB Home Plans Displayed	All Levels	Positive Integer	
BEN: CWB Layout Lock Time	All Levels	Positive Integer	10
BEN: CWB Maximum Number of Layouts	All Levels	Positive Integer	10
BEN:CWB Reporting Plan Context	Site Level	Plan or Period	
BEN: CWB Wizard Compratio Range	All Levels	Positive Integer	5

Profile	Configurable Levels	Values	Default
BEN: CWB Wizard Years Worked Range	All Levels	Positive Integer	1
BEN:CWB Display Currency Type	All Levels	Employees' Local currency Corporate currency Preferred currency	Corporate currency
BEN:CWB Summary Level	All Levels	All Employees Direct Employees	
BEN:CWB Table Population	All Levels	All Employees Direct Employees	
BEN: CWB History Type Display	All Levels	Basic Stock Option History Extended Stock Option History	Basic Stock Option History
BEN: CWB Estimated Market Price	All Levels	Any numeric value	
HR:FTE Factor	All Levels	Budget Full Time Equivalent Budget Percent of Full Time No Conversion Based on Working Hours	No Conversion

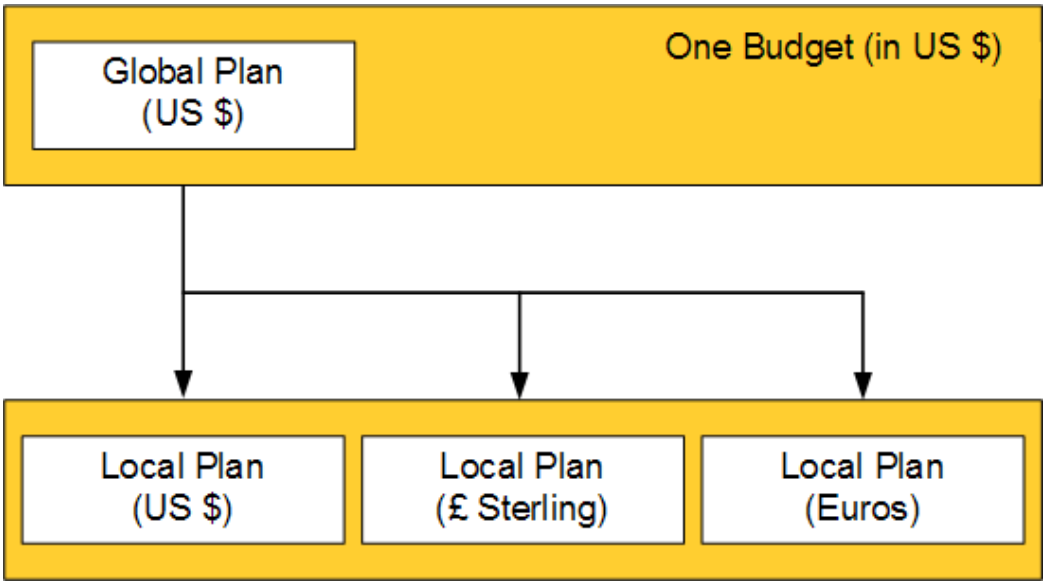
Compensation Plan Design

Plan Design for Compensation Workbench

Which Awards Do You Want to Budget for and Allocate Together?

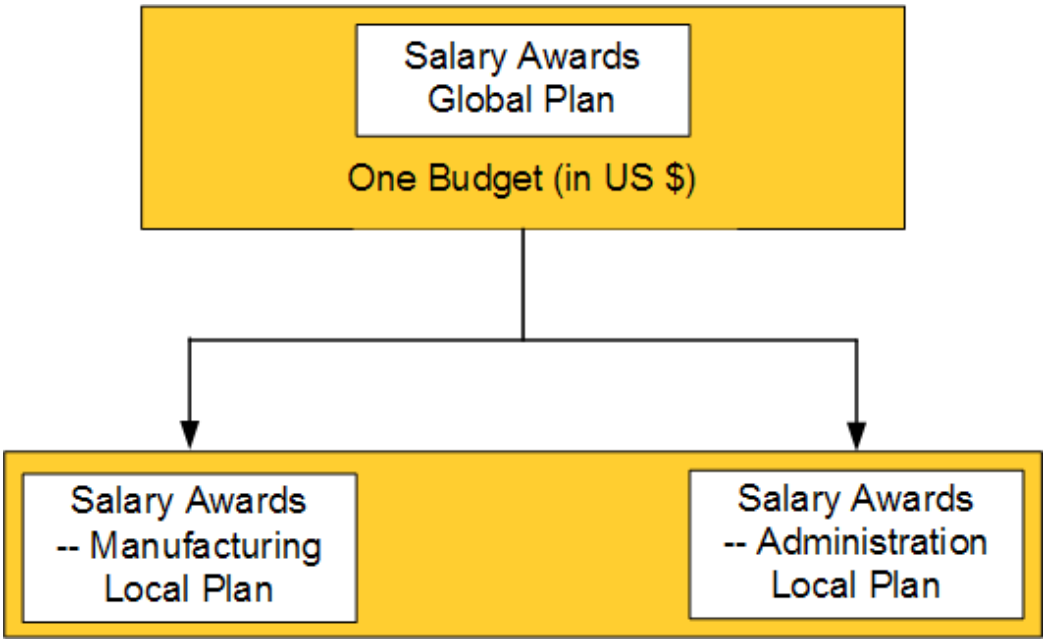
Your primary design decision is how many compensation plans to create. If you want to handle awards together on a single worksheet or allocate them from a single budget, you must set them up within the same plan or group of plans. You group plans by associating them with one global plan, even if the plans are defined in different business groups and using different currencies.

For example, if you want to allocate compensation across currencies or business groups, create a local plan for each business group and associate all the local plans with the same global plan, which uses your corporate currency. You create a single budget for the global plan, which you can distribute across the local plans in their local currencies. This is called a global basic plan structure.



If you are allocating in one business group, you can create a single standalone plan that acts as its own global plan. However, if you have several plans of the same plan type in your business group and you want to allocate money across the plans from one budget, you can group them under a single global plan using the global basic plan structure.

See: Setting Up a Basic Plan, page 3-31

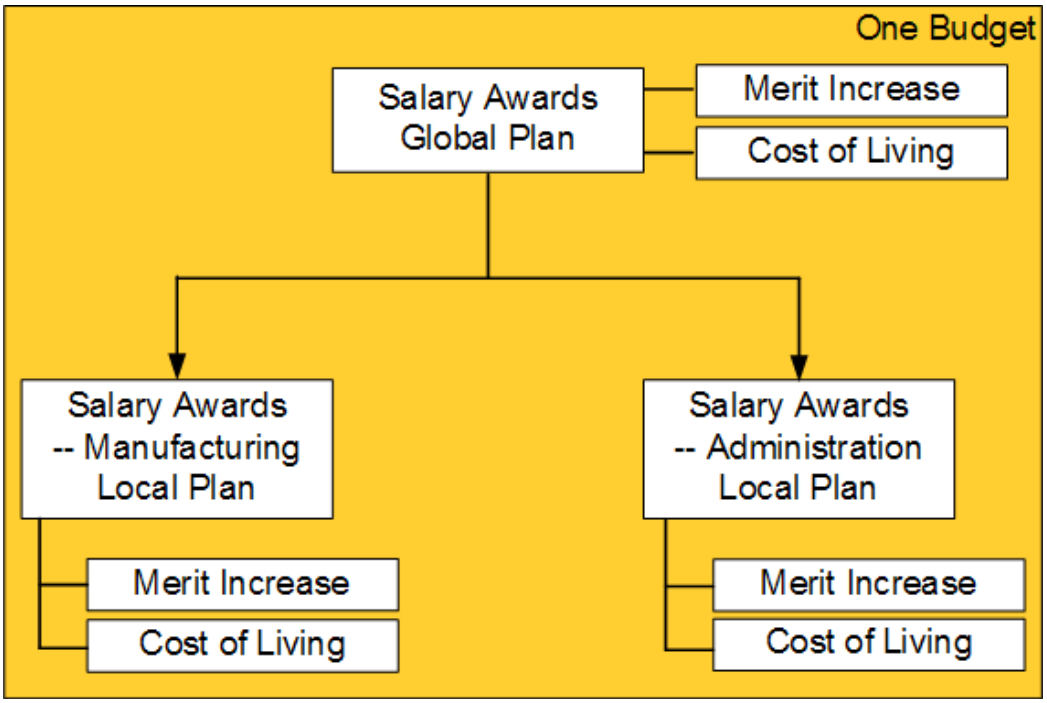


Note: Local plans do not have budgets. You always budget at the global plan level.

For all global and local plans, you can define up to four options.

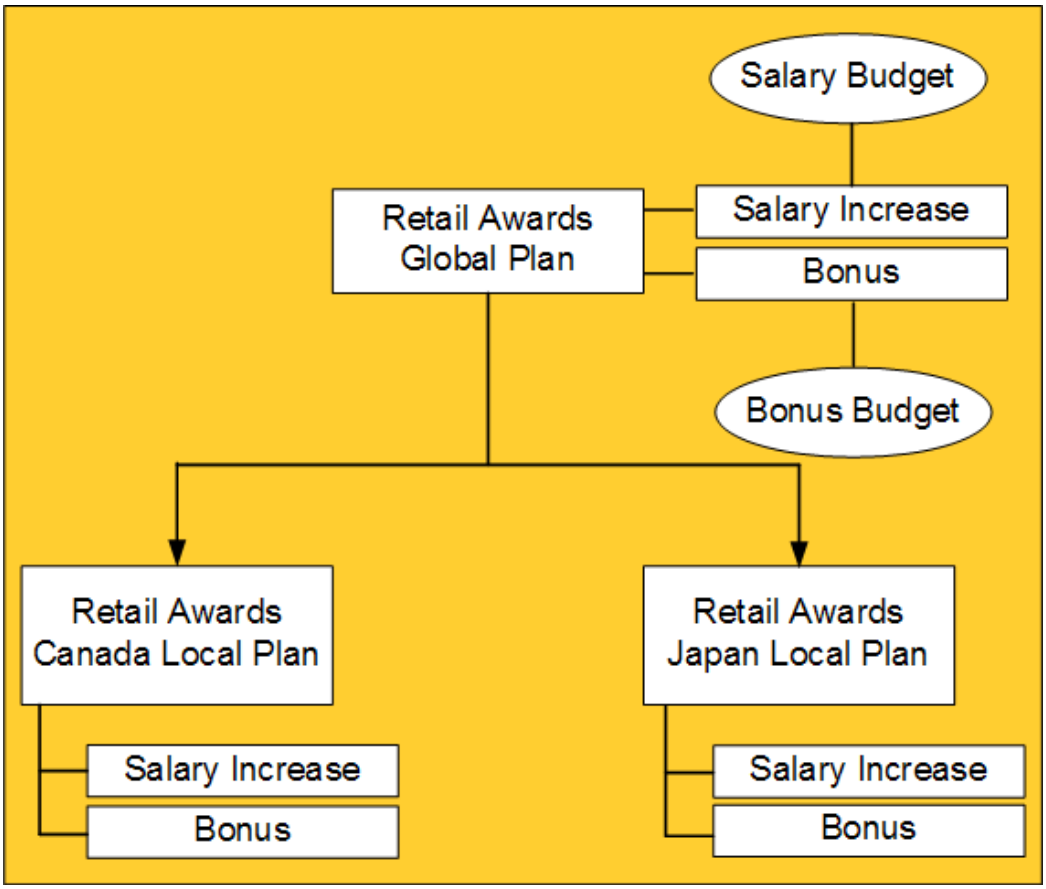
If you want to break down allocations into components such as cost of living increase and merit awards, select the same plan type, such as Salary Increase, for all the options (and the plans). These plans are called component plans. You can set up rates based on your business requirements. Decide whether you store your budgets as a percentage of eligible salaries or as amounts. For example, you can set up option level budgets for a component plan with 5% for merit, 2% for cost of living, and 3% for company performance or set up a plan for 10% to budget or allocate between salary increases and bonuses.

See: Setting Up a Component Plan, page 3-36



If you want to allocate different types of compensation (such as salary increases and bonuses) on the same worksheet, select different plan types for the options, and select Combination Plan as the plan type for the plan. You can publish a separate budget for each option in the global plan.

See: Setting Up a Combination Plan, page 3-42



Combination plans do not total options so you can create options with different units of measurement.

Budgeting in Compensation Workbench

Compensation Workbench provides two general styles of budgeting:

- **Automatic Budgeting:** use this type of budget if you predetermine budgets prior to giving managers access. For example, you enter a budget of 7.5% for all managers in the west, and 10% for all managers in the east. Auto-issuing budgets gives the compensation professional control over the amount a manager can allocate to reporting employees and creates a uniform compensation distribution across the enterprise. You can set up variable rate profiles to vary the flat percentage or amount based on a variety of eligibility criteria such as location.

- **Roll-Down Budgeting:** use this type of budget if you predetermine the initial budget only, and line managers complete the budgeting task. As a compensation administrator, you publish the initial budget with the highest-level manager, or with multiple lower managers. Managers roll the budgets down the hierarchy by distributing the budget. Managers decide the level to which they want the budget

to trickle down by selecting the budgeting method on the Budget Task.

You include the budgeting task in the plan design only if you want to use roll-down budgeting. You can define budgets as monetary amounts or as a percentage of eligible salary in the Plan Enrollment Requirements window. You can also define the budget in non-monetary units such as Shares or Stock Options.

To configure the number of decimal places to display for budget and worksheet amounts that are expressed as a percentage of eligible salary, you must set the following profile options:

- BEN: CWB Budget as Percent of Eligible Salary Decimals – set this profile option to Yes to display budgets as percent of eligible salary
- BEN: CWB Allocation as Percent of Eligible Salary Decimals – set this profile option to Yes to display decimals for percent of eligible salary based on allocated amounts

You can decide how you store your budgets - either as a percentage of eligible salary or as an amount. You can also choose to maintain fixed amounts or to recalculate the budget based on a percentage.

If you have a combination plan, you must budget for at least one component, but you are not required to budget for each component of the plan.

Promotion and Rating in Compensation Workbench

Do You Want To Enter Promotions and Performance Ratings At the Same Time as Awards?

You can enter employee ratings and assignment changes during a compensation award cycle, or enter them separately, depending on how your business operates. You can:

- Create a plan that includes tasks for managers to enter performance ratings, job changes or promotions, and compensation awards at the same time.

  This plan design speeds up the annual review process because managers can submit, review, and approve all changes that affect a person's compensation at once. Doing these tasks together helps managers award compensation to employees in the position, job, or grade equitably, and reduces the amount of plan design setup required.

- Create a plan that only allows managers to process job changes and promotions.

  This plan design enables you to schedule a compensation period to only process job changes and promotions, before you process compensation awards. This is helpful when you base compensation limits or recommendations on an employee's assignment information.

Performance ratings and assignment changes can cross global plans. If you want the

values your managers enter in one plan to show in another plan, you enter the same effective date for ratings and assignment changes for each plan on the Timing tab of the Plan Enrollment Requirements window.

Standard Rates for Compensation Workbench

You can define standard rates to meet a variety of business needs for a Compensation Workbench plan. Most rates display fixed or enterable amounts that appear as columns in the self-service interface. You can also base a rate on a multiple of compensation that uses a derived compensation factor you have defined.

The **activity type** you select when you define a standard rate determines how Compensation Workbench uses the rate.

When you define Compensation Workbench standard rates for certain global plan structures, you must alkso define a **compensation category**. You can choose from Salary Change, Bonus, Stock Option, Other, Combination Plan, and Option Level Component. You must define this because the worksheet, history page, and the Compensation Workbench Post Process use the compensation category to determine the type of compensation that you award under the plan. For example, if the application does not automatically calculate the new salary on the worksheet, then it is probably because you have not defined the compensation category.

For *Basic Plans*, when you define Standard Rates with the Activity Type of CWB Worksheet Amount or an Additional History Element, you must provide a Compensation Category of Salary Change, Bonus, Stock Option, or Other.

For *Component Plans*, the plan level CWB Worksheet Amount Standard Rate must have a Compensation Category of Salary Change, Bonus, Stock Option, or Other. You must define Option Level Component as the option level CWB Worksheet Amount Standard Rate.

For *Combination Plans*, you do not define a plan level CWB Worksheet Amount Standard Rate. The option level CWB Worksheet Amount Standard Rates compensation category must be either Salary Change, Bonus, Stock Option, or Other.

Rate Types

CWB Worksheet Amount

This rate stores an employee's award amount.

If you attach an element and input value to the rate, then the Post Process Batch job will create an element entry in Oracle HRMS and pass the allocation as the entry value. Use this rate if you define a plan that allocates compensation of any type, for example Stock Options or Bonus. For salary plans or salary options, do not attach an element to this rate. You do not require this rate if the plan is non compensation plan, such as a Performance Appraisal Plan.

You can associate a minimum and maximum rule for rates with this activity type to set a range that managers can allocate to employees. If you select a Min Max Value Rule in the Standard Rates window, then when you run the participation process, the application automatically calculates the minimum and maximum values that managers can allocate to employees. If the Minimum, Maximum, or Default values vary based on Criteria, then attach the rate to a Variable Rate Profile.

You can use the Default value as an initial amount that appears on the worksheet. You can use this with a Calculation method of Multiple of Compensation. You can use a Calculation Method of Rule to default to the worksheet amount based on any fast formula. Use rules to supply the worksheet amount.

The Rounding Code is multi-functional, and rounds off the amount you enter. It also controls if the amounts display with decimals. To change the number of decimal places to which the application rounds all amounts, you configure the precision (number of decimal places) for a currency using the Define Currency window in Oracle GL. Rounding codes larger or equal to Round to the nearest One suppress the decimal amounts to display the amount as a whole number. You must ensure that the Increment and Rounding Codes are consistent. Use the Currency Precision field on the Plan Administration page to designate the number of decimal places to display when rounding salary amounts when converting the amount from pay frequency to plan frequency.

Compensation Category determines how rates display in history, as well as apply special processing logic required for Salary Plans such as calculation of the New Salary column on the worksheet.

CWB Distribution Budget

This activity type stores the budget amount or percent of eligible salaries issued by a high-level manager to another manager.

If you auto-issue budgets, define the Distribution Budget rate so that it is equal to the Worksheet Budget rate. Leave the Enter Value at Enrollment and Enter Annual Value fields unchecked. Enter the auto-issue percent or amount in the Flat Amount field.

Use the Preserve Budget Column field on the Plan Enrollment Requirements window to set whether the application stores budgets as amounts or percents.

Required?	Required if budgeting
Maximum Defined Per Plan or Option	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear (Selected for auto-issued budgets)

Override Recommendation	Selected
Unit of Measure Recommendation	Shares or Blank if monetary
Attach elements?	No

CWB Worksheet Budget

The total monetary or share amount available to a manager to distribute to employees.

If you auto-issue budgets, define the Worksheet Budget rate equal to the Distribution Budget rate. Leave the Enter Value at Enrollment and Enter Annual Value fields unchecked. Enter the auto-issue percent or amount in the Flat Amount field.

Required?	Required if budgeting
Maximum Defined Per Plan or Option	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Selected (Clear for auto-issued budgets)
Override Recommendation	Selected
Unit of Measure Recommendation	Shares or Blank if monetary
Attach elements?	No

CWB Reserve

A reserve enables a manager to retain a certain amount of money or shares in a budget for distribution at a later time.

If you define distribution rates for components (options in plan), you must define reserve rates at the same level. If you auto-issue budgets, you should not define a reserve rate since managers will not have access to the Budget sheet to reserve any portion of their budget.

Required?	Never required
Maximum Defined Per Plan or Option	One

Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Selected
Override Recommendation	Selected
Unit of Measure Recommendation	Blank or Shares
Attach elements?	No

CWB Eligible Salary

This activity type is required if you distribute budgets by percentage, and recommended for bonus and salary plans if you budget by amount.

If you define Worksheet Amount rates for components (options in plan), you must define Eligible Salary rates at the same level.

The Eligible Salary rate uses a derived compensation factor to determine an employee's eligible salary. You can prorate an employee's salary based on length of service using a FastFormula rule to determine their eligible salary.

Required?	Required if distributing budgets by percentage
Maximum Defined Per Plan or Option	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear
Override Recommendation	Clear
Unit of Measure Recommendation	Blank
Attach elements?	No

CWB Stated Salary

Use for salaries that can be converted to a different frequency than the one set in a person's pay basis. The stated salary is stated as of a specific date and is usually a multiple of a compensation factor. Use stated salary if you want an amount other than eligible salary. Unlike eligible salary, you cannot prorate stated salary.

Required?	Never required
Maximum Defined Per Plan or Option	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear
Override Recommendation	Clear
Unit of Measure Recommendation	Blank
Attach elements?	No

CWB Other Salary

Used when eligible and stated salary are not sufficient to display the result of a calculated derived factor in Compensation Workbench.

Required?	Never required
Maximum Defined Per Plan or Option	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear
Override Recommendation	Clear
Unit of Measure Recommendation	Blank
Attach elements?	No

CWB Misc Rate 1, 2, and 3

You can define miscellaneous standard rates to use for storing any numeric value in Compensation Workbench, for example, vacation hours, performance ratings, or length of service. Miscellaneous rates often require a FastFormula rule to derive a value. You can rename these columns in the self-service interface.

Required?	Never required
Maximum Defined Per Plan or Option	One of each
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear
Override Recommendation	Clear
Unit of Measure Recommendation	Blank if monetary, or use any value--this has no impact on processing
Attach elements?	No

CWB Recommended Amount/Target Amount

Displays minimum and maximum recommended compensation increases or awards on the worksheet. Often, recommended rates use variable rate profiles--based on a percentage of a multiple of compensation--to derive the recommend increase based on an employee's compensation.

You can associate a minimum and maximum rule for rates with this activity type to set a range that managers can allocate to employees. If you select a Min Max Value Rule in the Standard Rates window, then when you run the participation process, the application automatically calculates the minimum and maximum values that managers can allocate to employees. For example, if your calculation method is Multiple of Compensation, the Operator is Multiply By, select Default as the Target, and enter .01 as the minimum and maximum values, then the application calculates the target as 10% of compensation.

If you define Worksheet Amount rates for components (options in plan), then you must define Recommended Amount rates at the same level.

A manager can distribute a recommended amount using the Allocation Wizard.

Required?	Never required
Maximum Defined Per Plan or Option	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear

Override Recommendation	Selected
Unit of Measure Recommendation	Blank or Shares
Attach elements?	No

CWB Total Compensation

The total of a person's compensation stated as a monetary amount. You must define a derived factor that provides the total through a balance or a FastFormula rule. Attach this derived factor to the rate that uses this activity type.

Required?	Never required
Maximum Defined Per Plan	One
Assign on Enrollment Recommendation	Clear
Enter Value at Enrollment Recommendation	Clear
Override Recommendation	Selected
Unit of Measure Recommendation	Blank
Attach elements?	No

CWB Additional Element History

Displays element entry history for compensation elements. The Compensation Category you define determines the history group in which the details display, for example, bonus, stock option or other compensation history.

Use this to display element entries that are not already linked to a Standard Rate. To do this, you must define a plan type called CWB History Plan Type, and a plan called CWB History Plan, and link the plan to the CWB History Plan Type. For each element entry, you want to display in history, define a standard rate with an activity type of CWB Additional History Elements. Ensure you define an element entry and an input value, and use a calculation method of No Standard Value Used. Define the Compensation Category as Bonus, Stock Option, or Other Compensation to determine the appropriate history grouping

Setting Up a Basic Plan

This topic is a worked example of the steps for setting up a global basic plan structure across three business groups. Use this type of plan setup to allocate compensation across currencies or business groups for a single compensation award using a single budget. For example, you can award a single salary increase amount, a single bonus amount, or a single stock option amount to eligible employees.

This sample setup creates plans in US, UK, and Canadian business groups. You can replace these with business groups relevant to your enterprise. This sample setup is an example of how you can use three different business groups to create a global plan. In this example, the US business group is the master business group in which you define the global plan.

> **Note:** Ensure you use the business group in which you define the global plan to complete administrative processing.

> **Note:** You should have defined your business groups and set up conversion rates before you complete your plan design.

Business Rules

Use this sample setup if your business requirements are as follows:

- Each country has a country-specific currency
- You publish budgets in a single currency - in this example, we use US dollars
- You publish budgets as a percentage of eligible salary
- You administer bonuses annually.
- Your target bonus amount for eligible employees is a percentage of their eligible salary - in this example, we use 5% of eligible salary
- You limit access to plans for line managers for a specific period - in this example, they have access to the plan from January 1, 2006 until December 31, 2006
- You disallow updates to the plan beyond a particular date - in this example, this date is November 30, 2006
- You display all person-related information as of a specific date - in this example, we display all person related information as of January 1, 2006
- You use the Supervisor Hierarchy for Approvals

- You enable managers to submit worksheets for approval at any time.

1. Define Plan Years as follows:
   - 01-JAN-2005 - 31-DEC-2005
   - 01-JAN-2006 - 31-DEC-2006
   - 01-JAN-2007 - 31-DEC-2007
   - 01-JAN-2008 - 31-DEC-2008

   See: Defining a Program or Plan Year Period, page 1-111

2. Define a Life Event called Global Basic Bonus with Compensation as the Type.

   See: Defining General Characteristics of Life Event Reasons, page 5-62

3. Define another Life Event called US Basic Bonus with Compensation as the Type.

4. Define a Derived Factor called Stated Salary, where US dollar is the currency, Stated Compensation is the source, Annually is the Stated Compensation Periodicity, select the No Minimum and No Maximum check boxes, and As of Event Date as the Determination Code.

   See: Defining Derived Factors: Compensation Level, page 1-142

5. Define a Plan Type called Bonus Award, where Compensation Workbench is the Option Type and Comp-Bonus is the Compensation Category. Select the No Minimum and No Maximum check boxes.

   See: Defining Plan Types, page 1-91

6. Define a Plan called Global Basic Bonus Plan with Bonus Award as the Plan Type, May Not be in a Program is the Usage, US dollar is the Currency, and Annually is the Activity Reference Period.

   Add all the plan periods you defined to your plan, and add the following tasks:

Task Type	Self-Service Task Name	Access
Set Budgets	Set Budgets	Full Access
Allocate Compensation	Award Bonuses	Full Access
Manage Approvals	Approve Awards	Full Access

Task Type	Self-Service Task Name	Access
Review and Submit	Review & Submit	Full Access

7. Define a Plan called US Basic Bonus Plan with the same parameters as the Global Basic Plan.

   Note: For this plan you must also select the Restrictions tab and select Global Basic Bonus Plan as the Global Plan Name.

   See: Defining a Compensation Workbench Plan, page 3-54

8. Define Plan Enrollment Requirements for the Global Basic Plan as follows:
   - Select Explicit as the Method in the Enrollment alternate region.
   - On the Scheduled tab, select Compensation as the Enrollment Type.
   - In the General alternate region, enter 01-JAN-2006 as the Start and 31-DEC-2006 as the End as the Enrollment or Availability Period.
   - Enter 01-JAN-2006 as the Assigned Life Event Date.
   - Select Global Basic Bonus as the Life Event.
   - Select Processing End Date as the Close Enrollment Date to Use.
   - Select 01-JAN-2005 to 31-DEC-2005 as the Year Period.
   - In the Coverage alternate region, select Event as the Enrollment Coverage Start Date. Select 1 Day Before Event as the Enrollment Coverage End Date.
   - Select the Rates alternate region and select Elections as the Rate Start Date. Select 1 Day Before Event as the Rate End Date
   - In the Budget alternate region, select the Uses Budget check box if you use budgets. Select Store Budgets as Percentages in the Preserve Budget Column.
   - In the Miscellaneous alternate region, select Supervisor Hierarchy as the Hierarchy to Use. Select At Any Time as the Approval Mode of Submission. Enter 01-JAN-2006 and 30-NOV-2006 as the Self Service Worksheet Update Period Start and End dates. Select Full Access as the Default Worksheet Access and enter 01-JAN-2006 as the Freeze Date.

   See: Defining an Enrollment Method for a Plan, page 5-102

9. Define Plan Enrollment Requirements for the US Basic Plan with the same parameters as the Global Basic Plan.

   Note: For the US Basic Bonus Plan, select US Basic Bonus as the Life Event instead of Global Basic Bonus.

10. Define Standard Rates for the Global Basic Plan as follows:

    For Distribution Budgets

    - Create a new rate called Global Basic Bonus Plan - DB
    - Select Plan as the Level.
    - Select Global Basic Bonus Plan as the Compensation Object.
    - Select Not Applicable as the Tax Type.
    - Select CWB Distribution Budget as the Activity Type.
    - Clear the Element and Input Value Required check box.
    - On the Calculation Method tab, select Flat Amount as the Method, select the Enter Value at Enrollment and the Calculate for Enrollment check boxes. Enter 0 as the Minimum, 1000000000 as the Maximum, 1 as the Increment Amount, and 0 as the Default. Select Round to Nearest One as the Rounding Code.

    For Budget Reserves

    - Create a new rate called Global Basic Bonus Plan - BR with the same parameters as you define for the Distribution Budget.

      Note: For this rate, select CWB Reserve as the Activity Type.

    For Worksheet Budgets

    - Create a new rate called Global Basic Bonus Plan - WB with the same parameters as you define for the Distribution Budget.

      Note: For this rate, select CWB Worksheet Budget as the Activity Type.

    See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

    See: Standard Rates for Compensation Workbench, page 3-24

11. Define Standard Rates for the US Basic Bonus Plan as follows:

    Worksheet Amounts

- Create a new rate called US Basic Bonus Plan - WA with the same parameters as you defined for the Distribution Budget except the following:
    - Select US Global Basic Bonus Plan as the Compensation Object.
    - Select Taxable as the Tax Type.
    - Select CWB Worksheet Amount as the Activity Type.
    - Select the appropriate Element and Input Value.
    - On the Processing Information tab, select Bonus as the Compensation Category.

Recommended Amount

- Create a new rate called US Global Basic Bonus Plan - RA with the same parameters as you defined for Worksheet Amounts except the following:
    - Select CWB Recommended Amount as the Activity Type.
    - Select Not Applicable as the Tax Type.
    - Clear the Element and Input Value Required check box.
    - On the Calculation Method tab, select Multiple of Compensation as the Method.
    - Enter .05 as the Multiplier and select Multiply by as the Operator.
    - Select Stated Salary as the Compensation Factor.

Eligible Salary

- Create a new rate called US Global Basic Bonus Plan - ES with the same parameters as you defined for Worksheet Amounts except the following:
    - Select CWB Eligible Salary as the Activity Type.
    - Select Not Applicable as the Tax Type.
    - Ensure to select the Calculate for Enrollment check box.
    - On the Calculation Method tab, select Multiple of Compensation as the Method.
    - Select the Enter Value at Enrollment check box.
    - Enter 1 as the Multiplier and select Multiply by as the Operator.

- Select Stated Salary as the Compensation Factor.

12. Repeat the steps (3, page 3-32, 7, page 3-33, 9, page 3-34, and 11, page 3-34) you used to create the US Basic Bonus Plan to set up your CA and UK plans.

Setting Up a Component Plan

This topic is a worked example of the steps for setting up a component plan structure across three business groups. Use this type of plan setup to budget and award compensation based on different components or reasons. You can create up to four components of the same plan type for a single award. For example, you can budget and allocate a salary increase based on a merit component, cost of living component, and a company performance component. Although the award is based on different components, employees receive a single compensation award.

This sample setup creates plans in US, UK, and Canadian business groups. You can replace these with business groups relevant to your enterprise. This sample setup is an example of how you can set up a global component plan to award salary increases based on the following components: merit, cost of living, and company performance. In this example, the US business group is the master business group in which you define the global plan.

Note: Ensure you use the business group in which you define the global plan to complete administrative processing.

Note: You should have defined your business groups and set up conversion rates before you complete your plan design.

Use this sample setup if your business requirements are as follows:

- Each country has a country-specific currency
- You publish budgets in a single currency - in this example, we use US dollars
- You publish budgets as a percentage of eligible salary
- You enable line managers to update rankings and rate employee performance
- You enable line managers to view and update employee assignment information
- You administer salary increases annually
- You limit access to plans for line managers for a specific period - in this example, they have access to the plan from January 1, 2006 until December 31, 2006

- You disallow updates to the plan beyond a particular date - in this example, this date is November 30, 2006
- You display all person-related information as of a specific date - in this example, we display all person related information as of January 1, 2006
- You use the Supervisor Hierarchy for Approvals
- You enable managers to submit worksheets for approval at any time.

1. Define Plan Years as follows:
   - 01-JAN-2005 - 31-DEC-2005
   - 01-JAN-2006 - 31-DEC-2006
   - 01-JAN-2007 - 31-DEC-2007
   - 01-JAN-2008 - 31-DEC-2008

   See: Defining a Program or Plan Year Period, page 1-111

2. Define a Life Event called Global Component with Compensation as the Type.

   See: Defining General Characteristics of Life Event Reasons, page 5-62

3. Define another Life Event called US Global Component with Compensation as the Type.

4. Define a Derived Factor called Stated Salary, where US dollar is the currency, Stated Compensation is the source, Annually is the Stated Compensation Periodicity, select the No Minimum and No Maximum check boxes, and As of Event Date as the Determination Code.

   See: Defining Derived Factors: Compensation Level, page 1-142

5. Define a Plan Type called Component Plan, where Compensation Workbench is the Option Type and Comp - Salary Change is the Compensation Category.

   See: Defining Plan Types, page 1-91

6. Define an Option called Global Merit, where Component Plan is the Plan Type. The application automatically updates the Group Option field and the Group Option check box when you save your work.

7. Define two new Options called Global Company Performance and Global Cost of Living.

8. Define local options for US Merit, US Company Performance, and US Cost of Living. For each local option, in the Group Option field, select the corresponding

global option name.

See: Defining Options, page 1-109

9. Define a Plan called Global Component Plan with Component Plan as the Plan Type, May Not be in a Program as the Usage, US dollar as the Currency, and Annually as the Activity Reference Period.

   Add all the plan periods you defined to your plan, and add the following tasks:

Task Type	Self-Service Task Name	Access
Set Budgets	Set Budgets	Full Access
Job Changes/Promotions	Update Assignment Information	Full Access
Performance Ratings	Rate Employee Performance	Full Access
Allocate Compensation	Award Bonuses	Full Access
Manage Approvals	Approve Awards	Full Access
Review and Submit	Review & Submit	Full Access

   Attach the Global Merit, Global Company Performance, and Global Cost of Living options to the plan. Set the status to Active.

10. Define a Plan called US Component Plan with the same parameters as the Global Basic Plan.

    Note: For this plan you must also select the Restrictions tab and select Global Component Plan as the Global Plan Name.

    Attach the US Merit, US Company Performance, and US Cost of Living options to this plan.

    See: Defining a Compensation Workbench Plan, page 3-54

11. Define Plan Enrollment Requirements for the Global Component Plan as follows:

    - Select Explicit as the Method in the Enrollment alternate region.
    - On the Scheduled tab, select Compensation as the Enrollment Type.
    - In the General alternate region, enter 01-JAN-2006 as the Start and 31-DEC-2006

as the End as the Enrollment or Availability Period.

- Enter 01-JAN-2006 as the Assigned Life Event Date.
- Select Global Component as the Life Event.
- Select Processing End Date as the Close Enrollment Date to Use.
- Select 01-JAN-2005 to 31-DEC-2005 as the Year Period.
- In the Coverage alternate region, select Event as the Enrollment Coverage Start Date. Select 1 Day Before Event as the Enrollment Coverage End Date.
- Select the Rates alternate region and select Elections as the Rate Start Date. Select 1 Day Before Event as the Rate End Date
- In the Budget alternate region, select the Uses Budget check box if you use budgets. Select Store Budgets as Percentages in the Preserve Budget Column.
- In the Miscellaneous alternate region, select Supervisor Hierarchy as the Hierarchy to Use.
- In the Performance alternate region, enter 01-Dec-2006 as the New Ratings Become Effective date.
- In the Miscellaneous alternate region, enter 01-JAN-2006 and 30-NOV-2006 as the Self Service Worksheet Update Period Start and End dates. Select Full Access as the Default Worksheet Access and enter 01-JAN-2006 as the Freeze Date. Select Promotion as the Salary Change Reason.

See: Defining an Enrollment Method for a Plan, page 5-102

12. Define Plan Enrollment Requirements for the US Component Plan with the same parameters as the Global Component Plan.

    Note: For the US Component Plan, select US Component as the Life Event instead of Global Component.

13. Define Standard Rates for the global component plan as follows:

    For Distribution Budgets

    - Create a new rate called Global Component Plan DB - Merit.
    - Select Plan as the Level.
    - Select Global Component Plan – Global Merit as the Compensation Object.

- Select Not Applicable as the Tax Type.
- Select CWB Distribution Budget as the Activity Type.
- Clear the Element and Input Value Required check box.
- On the Calculation Method tab, select Flat Amount as the Method, select the Enter Value at Enrollment and the Calculate for Enrollment check boxes. Enter 0 as the Minimum, 1000000000 as the Maximum, 1 as the Increment Amount, and 0 as the Default. Select Round to Nearest One as the Rounding Code.

For Budget Reserves

- Create a new rate called Global Component Plan RB - Merit with the same parameters as you define for the Distribution Budget.

  Note: For this rate, select CWB Reserve as the Activity Type.

For Worksheet Budgets

- Create a new rate called Global Component Plan WB - Merit with the same parameters as you define for the Distribution Budget.

  Note: For this rate, select CWB Worksheet Budget as the Activity Type.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

See: Standard Rates for Compensation Workbench, page 3-24

14. Define Standard Rates for the US Component Plan as follows:

Worksheet Amounts

- Create a new rate called US Component Plan WA - Merit with the same parameters as you defined for the Distribution Budget except the following:
  - Select US Component Plan – US Merit as the Compensation Object.
  - Select CWB Worksheet Amount as the Activity Type.
  - Clear the Element and Input Value Required check box.
  - Select the Enter Value at Enrollment and Calculate for Enrollment check boxes in the Calculation Method tab.
  - On the Processing Information tab, select Option Level Component as the Compensation Category.

Eligible Salary

- Create a new rate called Global Component Plan ES - Merit with the same parameters as you defined for Worksheet Amounts except the following:
  - Select CWB Eligible Salary as the Activity Type.
  - Select Not Applicable as the Tax Type.
  - Clear the Element and Input Value Required check box.
  - Ensure to select the Calculate for Enrollment check box.
  - On the Calculation Method tab, select Multiple of Compensation as the Method.
  - Select the Calculate for Enrollment check box.
  - Clear the Enter Value at Enrollment check box.
  - Enter 1 as the Multiplier and select Multiply by as the Operator.
  - Select Stated Salary as the Compensation Factor.

15. Follow the same steps to set up rates for Global Component Plan – Global Cost of Living and Global Component Plan – Global Company Performance.

16. To create the setup for the UK and CA plans, follow the steps you completed to define Plan Years, page 3-37, Derived Factors, page 3-37, and Life Events, page 3-37. Use Plan Design Copy to copy the rest of the setup.

    Note: Ensure you copy the US Component Plan and all its child records into your UK and CA business groups one at a time. Do not copy the global plan.

    To copy the US Component Plan, you must do the following:

    1. On the Plan Design Copy page, select the link to copy and enter UK Component as the Plan Name.
    2. Enter 01-Jan-1990 as the Effective Date.
    3. Select your US Component Plan.
    4. Select the Target Category as Different Business Group.
    5. Select your UK business group as the Target Business Group.
    6. Enter 01-Jan-1990 as the Effective Date to Copy.

7. Select Reuse existing objects if current name exists in target as the Reuse Method.

8. Enter a Prefix of UK.

> **Note:** Ensure that the Global Component Plan is the Global Plan and verify that the copied compensation objects names are updated to UK or CA as required. Also, ensure you change the currency for these local component plans as required.

> **Note:** Optionally, update the rate names as well.

See: Copying a Program or Plan, page 1-116

Setting Up a Combination Plan

This topic is a worked example of the steps for setting up a combination plan structure across three business groups. Use this type of plan setup to use a single budget amount to allocate awards across different types of compensation. For example, you can allocate salary increases, bonuses, and stock option awards from the same budget, also on the same worksheet.

This sample setup creates plans in US, UK, and Canadian business groups. You can replace these with business groups relevant to your enterprise. This sample setup is an example of how you can set up a global combination plan to award salary increases and bonuses. In this example, the US business group is the master business group in which you define the global plan.

> **Note:** Ensure you use the business group in which you define the global plan to complete administrative processing.

> **Note:** You should have defined your business groups and set up conversion rates before you complete your plan design.

The Total column in the Compensation Summary table within the Allocate Compensation task does not provide a real total for each row of data. This is because you define budgets at the plan level in this sample setup. You can hide the option level columns (global merit and global bonus) using Personalization, so that managers will not be confused. The table displays an example of the data provided in the Compensation Summary table based on this sample setup.

Compensation Summary	Total	Global Merit	Global Bonus
Eligible Employees	100	100	100
Employees Receiving	95	95	95
% Receiving	95	95	95
Total Eligible Salaries	1,500,000 USD	1,500,000 USD	1,500,000 USD
Budget	150,000 USD	150,000 USD	150,000 USD
Budget as % of Total Eligible Salaries	10%	10%	10%
Total Allocated	145,000 USD	90,000 USD	90,000 USD
Unused Budget	5,000 USD		
Average Allocated as % of Eligible Salaries	9.67%	6%	3.67%

Use this sample setup if your business requirements are as follows:

- Each country has a country-specific currency
- You publish budgets in a single currency - in this example, we use US dollars
- You publish budgets as a percentage of eligible salary
- You enable line managers to update rankings and rate employee performance.
- You enable line managers to view and update employee assignment information
- You administer salary increases annually
- You limit access to plans for line managers for a specific period - in this example, they have access to the plan from January 1, 2006 until December 31, 2006
- You disallow updates to the plan beyond a particular date - in this example, this date is November 30, 2006
- You display all person-related information as of a specific date - in this example, we display all person related information as of January 1, 2006

- You use the Supervisor Hierarchy for Approvals
- You enable managers to submit worksheets for approval at any time.

1. Define Plan Years as follows:
   - 01-JAN-2005 - 31-DEC-2005
   - 01-JAN-2006 - 31-DEC-2006
   - 01-JAN-2007 - 31-DEC-2007
   - 01-JAN-2008 - 31-DEC-2008

   See: Defining a Program or Plan Year Period, page 1-111

2. Define a Life Event called Global Combination with Compensation as the Type.

   See: Defining General Characteristics of Life Event Reasons, page 5-62

3. Define another Life Event called US Combination with Compensation as the Type.

4. Define a Derived Factor called Stated Salary, where US dollar is the currency, Stated Compensation is the source, Annually is the Stated Compensation Periodicity, select the No Minimum and No Maximum check boxes, and As of Event Date as the Determination Code.

   See: Defining Derived Factors: Compensation Level, page 1-142

5. Define a Plan Type called Combination Plan, where Compensation Workbench is the Option Type and Combination Plan is the Compensation Category.

   See: Defining Plan Types, page 1-91

6. Define an Option called Global Salary Increase, where Combination Plan is the Plan Type. The application automatically updates the Group Option field and the Group Option check box when you save your work.

7. Define another Option called Global Bonus.

8. Define local options for US Salary Increase and US Bonus. For each local option, in the Group Option field, select the corresponding global option name.

   See: Defining Options, page 1-109

9. Define a Plan called Global Combination Plan with Combination Plan as the Plan Type, May Not be in a Program as the Usage, US dollar as the Currency, and Annually as the Activity Reference Period.

   Add all the plan periods you defined to your plan, and add the following tasks:

Task Type	Self-Service Task Name	Access
Set Budgets	Set Budgets	Full Access
Job Changes/Promotions	Update Assignment Information	Full Access
Performance Ratings	Rate Employee Performance	Full Access
Allocate Compensation	Award Bonuses	Full Access
Manage Approvals	Approve Awards	Full Access
Review and Submit	Review & Submit	Full Access

Attach the Global Salary and Global Bonus options to the plan. Set the status to Active.

10. Define a Plan called US Combination Plan with the same parameters as the Global Combination Plan.

    Note: For this plan you must also select the Restrictions tab and select Global Combination Plan as the Global Plan Name.

    Attach the US Salary and US Bonus options to this plan.

    See: Defining a Compensation Workbench Plan, page 3-54

11. Define Plan Enrollment Requirements for the Global Combination Plan as follows:
    - Select Explicit as the Method in the Enrollment alternate region.
    - On the Scheduled tab, select Compensation as the Enrollment Type.
    - In the General alternate region, enter 01-JAN-2006 as the Start and 31-DEC-2006 as the End as the Enrollment or Availability Period.
    - Enter 01-JAN-2006 as the Assigned Life Event Date.
    - Select Global Combination as the Life Event.
    - Select When Elections Are Made as the Close Enrollment Date to Use.
    - Select 01-JAN-2005 to 31-DEC-2005 as the Year Period.

- In the Coverage alternate region, select Event as the Enrollment Coverage Start Date. Select 1 Day Before Event as the Enrollment Coverage End Date.
- Select the Rates alternate region and select Elections as the Rate Start Date. Select 1 Day Before Event as the Rate End Date
- In the Budget alternate region, select the Uses Budget check box if you use budgets. Select Store Budgets as Percentages in the Preserve Budget Column.
- In the Miscellaneous alternate region, select Supervisor Hierarchy as the Hierarchy to Use and select At Any Time as the Approval Mode of Submission.
- In the Performance alternate region, enter 01-Dec-2006 as the New Ratings Become Effective date.
- In the Miscellaneous alternate region, enter 01-JAN-2006 and 30-NOV-2006 as the Self Service Worksheet Update Period Start and End dates. Select Full Access as the Default Worksheet Access and enter 01-JAN-2006 as the Freeze Date. Select Periodic Review as the Salary Change Reason.

See: Defining an Enrollment Method for a Plan, page 5-102

12. Define Plan Enrollment Requirements for the US Combination Plan with the same parameters as the Global Combination Plan.

    Note: For the US Basic Bonus Plan, select US Combination as the Life Event instead of Global Combination.

13. Define Standard Rates as follows:

    For Distribution Budgets

    - Create a new rate called Global Combo Plan – DB.
    - Select Plan as the Level.
    - Select Global Combination Plan as the Compensation Object.
    - Select Not Applicable as the Tax Type.
    - Select CWB Distribution Budget as the Activity Type.
    - Clear the Element and Input Value Required check box.
    - On the Calculation Method tab, select Flat Amount as the Method, select the Enter Value at Enrollment and the Calculate for Enrollment check boxes. Enter 0 as the Minimum, 1000000000 as the Maximum, 1 as the Increment Amount, and 0 as the Default. Select Round to Nearest One as the Rounding Code.

For Budget Reserves

- Create a new rate called Global Combo Plan - RB with the same parameters as you define for the Distribution Budget.

  Note: For this rate, select CWB Reserve as the Activity Type.

For Worksheet Budgets

- Create a new rate called Global Combo Plan - WB with the same parameters as you define for the Distribution Budget.

  Note: For this rate, select CWB Worksheet Budget as the Activity Type.

Worksheet Amounts

- Create a new rate called Global Combo Plan - WA with the same parameters as you defined for the Distribution Budget except the following:
  - Select Global Combination Plan as the Compensation Object.
  - Select CWB Worksheet Amount as the Activity Type.
  - Clear the Element and Input Value Required check box.
  - Select the Enter Value at Enrollment and Calculate for Enrollment check boxes in the Calculation Method tab.
  - On the Processing Information tab, select Combination Plan as the Compensation Category.

Eligible Salary

- Create a new rate called Global Combo Plan – ES with the same parameters as you defined for Worksheet Amounts except the following:
  - Select CWB Eligible Salary as the Activity Type.
  - Select Not Applicable as the Tax Type.
  - Clear the Element and Input Value Required check box.
  - Ensure to select the Calculate for Enrollment check box.
  - On the Calculation Method tab, select Multiple of Compensation as the Method.
  - Select the Calculate for Enrollment check box.

- Clear the Enter Value at Enrollment check box.
- Enter 1 as the Multiplier and select Multiply by as the Operator.
- Select Stated Salary as the Compensation Factor.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

See: Standard Rates for Compensation Workbench, page 3-24

14. Follow the same steps, page 3-46 to set up rates for US Combination Plan, US Combination Plan – Salary, and US Combination Plan – Bonus.

15. To create the setup for the UK and CA plans, follow the steps you completed to define Plan Years, page 3-44, Derived Factors, page 3-44, and Life Events, page 3-44. Use Plan Design Copy to copy the rest of the setup.

    Note: Ensure you copy the US Combination Plan and all its child records into your UK and CA business groups one at a time. Do not copy the global plan.

    To copy the US Combination Plan, you must do the following:

    1. On the Plan Design Copy page, select the link to copy and enter UK Combo as the Plan Name.
    2. Enter 01-Jan-1990 as the Effective Date.
    3. Select your US Combination Plan.
    4. Select the Target Category as Different Business Group.
    5. Select your UK business group as the Target Business Group.
    6. Enter 01-Jan-1990 as the Effective Date to Copy.
    7. Select Reuse existing objects if current name exists in target as the Reuse Method.
    8. Enter a Prefix of UK.

       Note: Ensure that the Global Combination Plan is the Global Plan and verify that the copied compensation objects names are updated to UK or CA as required. Also, ensure you change the currency for these local combination plans as required.

Note: Optionally, update the rate names as well.

See: Copying a Program or Plan, page 1-116

Setting Up Compensation Workbench Plans

You set up Compensation Workbench plans using the Total Compensation data model. The windows you use to define a Compensation Workbench plan are a subset of those windows that you use to implement and administer Standard and Advanced Benefits.

Follow this process to set up plans for Compensation Workbench. Refer to the cross-references for further details.

For information about administering Compensation Workbench plans that you have defined, see: Compensation Workbench Processing, page 3-103

To set up a Compensation Workbench plan:

1. Define one life event reason for each plan.
2. Define plan years for the Compensation Workbench plan.
3. Define a plan type, selecting a compensation category.
4. Optional: define participant eligibility profiles to limit the employees who are eligible for a Compensation Workbench plan.
5. Define the Compensation Workbench plan.
6. Link the plans and eligibility.
7. Optional: define a derived compensation factor if compensation awards are based on a stored or system calculated value, such as eligible or stated salary.
8. Optional: define options.
9. Optional: define elements if you want to transfer activity rates to Oracle Payroll or to third party applications. Link the elements.
10. Optional: define variable rate profiles if an activity rate can vary according to one or more factors.
11. Define standard activity rates.
12. Optional: define or load the GL Daily Rates if you enable managers to view amounts in different currencies.

Compensation Life Event:

Set up a life event reason.

- Enter a life event Name that corresponds to your plan. Provide a life event name that identifies the compensation type, and--if you operate globally--the legislation of the plan. A naming convention helps you to identify the life event.

- Select a life event Type of Compensation.

  Compensation Workbench life events require no additional set up.

See: Defining General Characteristics of Life Events, page 5-62

Plan Years:

You use the Program/Plan Years window to set up plan years that define the year--or period within a year--during which an employee earned their compensation. You can use this amount, if, for example, you award a bonus based on a percentage of compensation earned during the period.

> **Note:** The application requires year periods for life event processing.

- Enter the plan year start and end dates. This is the year in which the employee earned the compensation.

- For compensation types that you award more than once per year (such as quarterly bonus plans)--or for which the employee earning period is less than a full year--enter a **Within Year Period** that represents that period.

  Select the Unit of Measure that best represents your period. For example, select Semi-Year for compensation plans administered twice yearly.

Compensation Plan Types:

Your plan requires a compensation plan type.

Select Compensation Workbench as the Option Type.

Select a Compensation Category from the list:

See: Defining Plan Types, page 1-91

Compensation Workbench Plans:

You define a Compensation Workbench plan for a group of tasks that are a single collection, available to managers at the same time, processed at same time, and use the same hierarchy and approval chain.

Typical compensation plans include salary increases linked to a yearly focal review period, scheduled bonuses, and stock option grants.

You can also define plans for promotions/job changes and performance ratings.

See: Defining a Compensation Workbench Plan, page 3-54

See: Setting Up a Basic Plan, page 3-31

See: Setting Up a Component Plan, page 3-36

See: Setting Up a Combination Plan, page 3-42

Compensation Components:

If you itemize your compensation plan, you can define components to represent each item (Cost of Living or Merit, for example). You should attach two or more components to an itemized compensation plan.

You define components as Total Compensation options. For each option, select a plan type you defined with an Option Type of Compensation Workbench.

You can link a salary increase component to a salary administration component. Run the Compensation Workbench Post Process to update salary component values for an employee who received an award or compensation increase.

You can attach the options to a global or a local plan. A group option belongs to a group plan and you can use it for global component or global combination plans. You maintain budgets at the group option level. Options you define for a group plan display on the same worksheet within Compensation Workbench. A local option belongs to a group option or to a local plan. You can define all rates, except budget rates, at the local option level. You can also define eligibility at the local option level.

See: Defining Options, page 1-109

Plan Enrollment Requirements:

Set up plan enrollment requirements to determine the availability period of Compensation Workbench in Self-Service for a plan.

You also use plan enrollment requirements to enter items such as the:

- Assigned life event date
- Plan year or within year period for the compensation plan
- Close enrollment date
- Enrollment coverage and activity rate start and end dates
- Budget and worksheet characteristics and availability periods
- Supervisor or position hierarchy to use for budgets
- Dates on which performance ratings or job changes become effective

See: Defining Enrollment Requirements for Compensation Workbench Plans, page 3-57

Elements:

Use elements to transfer activity rates to Oracle Payroll or to third party applications. Elements record items such as the compensation that a line manager distributes to an employee.

> **Note:** You do not need to define elements for salary plans, only for bonus and stock option plans. The application automatically updates the employee's salary basis on the Salary page.

If you have previously defined an element that you now want to use for a Compensation Workbench plan, you can use that element without defining a new one.

For Compensation Workbench, a typical element setup includes:

- A Primary Classification of Supplemental Earnings, for bonuses
- A Processing Type of Non-Recurring
- An Input Value of Pay Value in Units of Money
- For Stock Option plans with a unit of measure of Shares, select an element type of Information

See: Defining an Element, page 1-27

Element Links:

You set up element links for Compensation Workbench plans as you would for Standard and Advanced Benefits.

See: Defining Element Links, page 1-40

Variable Rate Profiles:

Variable rate profiles are optional for Compensation Workbench plans.

You can use a variable rate profile, for example, if you provide an initial *recommended amount* for a compensation distribution. You could vary this amount based on a manager's demographics. A line manager can override the recommended amount within the guidelines of a minimum and maximum compensation range that you define.

Variable rate profiles are also useful if you auto-issue a fixed budget to all managers and you want to vary the issued amount based on a manager's demographics.

See: Defining General Information for a Variable Rate Profile, page 5-158

Standard Rates:

You set up standard activity rates to record a variety of compensation amounts, such as:

- Distribution budgets
- Worksheet budgets
- Budget reserves
- Eligible or Stated Salary

You can use rules to configure the minimum and maximum values for standard rates. The Participation Process uses these rules to dynamically calculate the minimum and maximum values. You can also use a rounding code for any Compensation Workbench standard rate.

> **Important:** You can specify rule only for rates with an Activity Type of CWB Worksheet Amount or CWB Recommended Amount.

Each standard rate uses an *activity type* to control many of the columns that display in Compensation Workbench. You set up different activity rates--with different activity types--depending on the kinds of values you want to record in Compensation Workbench.

If you budget or allocate for a component, you must set up activity rates for the option in plan rather than for the plan. If you have multiple components, and you check the Uses Budget check box on the Plan Enrollment Requirements window, you must budget for at least one component.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

See: Standard Rates for Compensation Workbench, page 3-24

GL Daily Rates:

Setting up GL Daily Rates enables your managers to use Compensation Workbench to enter and view budget and worksheet distributions in a currency that differs from the currency set for the profile option BEN: Benefits Preferred Currency, or, if you do not set this profile option, for the currency defined for the business group.

Line managers can select their preferred currency--you should only enable those currencies for which you have conversion rates.

- You must use a GL Daily Rate Conversion Type of **Corporate** for each currency you want to use with Compensation Workbench.

> **Note:** Conversions are for display purposes only and do not affect actual paid amounts.

See: Entering Daily Rates, *Oracle General Ledger Users' Guide*

Defining a Compensation Workbench Plan

Use the Plans window to define a Compensation Workbench plan.

> **Note:** You can also use the Plans window to define employee benefits plans. Compensation plans use only a subset of the features available on the Plans window.

1. Enter the plan Name.

   > **Note:** By using a generic plan name (one that does not include a particular year period), you can reuse the plan over multiple award periods.

2. Select a Status of Active.

   Change the status to Inactive to make the plan unavailable in Compensation Workbench.

3. Select the Plan Type you created for this plan.

4. In the Plan Usage field, select May not be in Program.

5. To allow your compensation administrator to personalize the column prompts for this plan when using the spreadsheet download utility, or to display Salary Survey data in the worksheet for this plan, click the Extra Information button. Select the CWB Group Plan Defaults type, and click the Details field.

   > **Note:** Ensure you use the Extra Plan Information Type only for the Group Plan. CWB does not use any information you enter for this Extra Plan Information Type at the local plan level.

   In the Extra Plan Information Type window, select Yes to enable Custom Download. If you enable Custom Download, you can personalize the CWB Compensation Allocations worksheet download column prompts for each group plan. If you set this to No, Compensation administrators can still customize prompts and those prompts will be applicable to all group plans with the flag set to No.

   In the Extra Plan Information Type window, select the name of the Compensation Survey to use to display data for comparison on the worksheet.

Note: CWB only uses Salary Survey data. You must have mapped the Salary Survey detail lines to the employee's job to view the survey details in CWB. The CWB participation process reviews the active survey line (based on the start and end dates) and only selects the current/valid survey lines for loading into CWB, based on the effective date of the process.

See: Entering Compensation Surveys, page 2-25 for more information on how to enter data into Compensation Survey.

See: Mapping Surveys, page 2-27 for information on how to map Compensation Survey lines.

In the Extra Plan Information Type window for the information type CWB Group Plan Defaults, select Yes or No to Post Zero Salary Increase to enable recording of a zero change amount in salary proposals of employees who did not receive any salary increase.

In the Extra Plan Information window for the information type CWB Group Plan Defaults, enter a value in the Show Appraisals Completed in Last N Days field, as applicable. This allows the administrator to control the period of time used by CWB to look back to show completed appraisals from within the allocation worksheet. For example, if it is set to thirty days, then managers will only be able to view appraisals completed by their employees in the last 30 days (based on the effective date of the Participation Process). Any employee appraisals with a completed date earlier than that thirty day period will not be visible from within the allocation worksheet.

6. Choose the Eligibility Rates tab.

7. Select the Track Ineligible Person check box to track ineligibility without having to rerun the Participation Process: Compensation Workbench to determine eligibility or rates.

8. Select the Participation Eligibility Override Allowed check box to enable managers to override eligibility requirements for the plan.

9. Select the Restrictions tab.

   By default, the Global Plan Name is the plan name you defined, and the Global Plan check box is selected. To link a different global plan to the plan you are defining, deselect the Global Plan check box, and select a different Global Plan Name.

10. Choose the Not in Program tab.

11. Enter the Sequence number of this plan if you want compensation plans to display in a particular order in Self-Service.

12. Select the Currency of your plan.

    You must create a separate plan for each plan with a unique currency.

13. Leave the Enrollment Rate/Frequency field blank.

14. Select an Activity Reference Period that matches your most common pay basis.

    This determines the period for which the base salary is displayed, and the amount in which salary increases are entered.

    > **Note:** If you select Hourly as the Activity Reference Period, ensure you have defined a value for the BEN:BEN HOURLY ANNUALIZATION FACTOR user profile option. This defaults to 2080, meaning that there are assumed to be 2080 hours in a year (8 hours * 5 days * 52 weeks).

15. Choose the Details button to open the Maintain Plan Related Details window.

16. Choose the Plan Periods tab.

17. Attach the plan years you defined to the plan.

18. Select the Compensation Workbench tab, and enter a sequence number for the first Task Type to add. You can attach any combination of the same or different tasks.

    > **Note:** If you do not attach any tasks, then Self-Service defaults to show the Compensation Worksheet Group. Existing Compensation Plans do not require modification.

19. Select a Task Type from the list, enter a Self Service Task Name, and select the Site Level Access. The task name you specify appears on the Self-Service interface, and the access level you select determines the level of access managers have to the task.

20. Close the Maintain Plan Related Details window.

21. Choose the Plan Eligibility button if you want to link a participant eligibility profile to the plan.

22. Choose the Eligibility button.

23. Attach any applicable participant eligibility profiles that you created.

24. Close both the Eligibility window and the Maintain Plan Eligibility window.

25. Choose the Options button if you itemize this compensation plan.

26. Enter the sequence number of the first component.

27. Select the component in the Option field.

28. Select a Status of Active.

29. Check the Hidden check box if you want to hide this component from a manager's budget and worksheet.

30. Choose the Eligibility tab.

31. Attach any applicable participant eligibility profiles that you created.

32. Check the Track Ineligible Person field to enable eligibility overrides without having to rerun the Participation Process: Compensation Workbench.

33. Repeat steps 25, page 3-57 to 31, page 3-57 for each component in the plan.

34. Save your work.

Defining Enrollment Requirements for Compensation Workbench Plans

Use the Plan Enrollment Requirements window to define the scheduled availability period for a Compensation Workbench plan and to establish certain budget and worksheet properties.

> **Note:** You can also use the Plan Enrollment Requirements window to define electability requirements for employee benefits plans. Compensation Workbench plans use only a subset of the features available on this window.
>
> Use the Plan Enrollment Requirements window to setup the Performance Appraisal value in the CWB Worksheet.

1. Query the plan for which you are defining enrollment requirements in the Plan field.

2. With the General tab and the Plan tab selected, select the Enrollment region.

3. Select Explicit as the enrollment Method.

4. Select Current, Can Keep or Choose; New, Can Choose as the Enrollment Code.

5. Select the Coverage region.

Note: By setting coverage and activity rate start and end dates at the plan level you will not have to update these codes for each availability period.

6. In most instances, select Elections as the Enrollment Coverage Start Date.

   This starts the employee's coverage as of the effective date of the Compensation Workbench Post Process.

7. Required: select 1 Prior or Event as the Enrollment Coverage End Date.

   This ends the employee's coverage one day prior to the start of any subsequent coverage.

8. Select the Rates region.

9. In most instances, select Elections as the Rate Start Date.

   This starts the employee's rate--and element entry--as of the effective date of the Compensation Workbench Post Process.

10. Required: select 1 Prior or Event as the Rate End Date.

11. Choose the Timing tab and then the Scheduled tab.

12. Select Compensation as the Enrollment Type.

    You can only select this Enrollment Type if the option type of the plan type you attached to this plan is Compensation Workbench. Additionally, choose this plan type to setup values and performance ratings to view performance appraisals.

13. In the Enrollment or Availability Period Start and End fields, enter the date range for which Compensation Workbench is available in Self-Service for this plan.

    Availability periods for the same plan cannot overlap.

    Note: Once you run the Participation Process: Compensation Workbench, you cannot change the availability period unless you back out the life event. Subsequent runs of the process must be *after* the previous life event has been closed for all individuals and the previous availability period has ended.

14. Enter the effective date of the compensation life event in the Assigned Life Event Date field.

    The assigned life event date sets the date on which the Participation Process: Compensation Workbench evaluates your plan design to determine eligibility, activity rates, and each employee's worksheet manager.

15. Select a previously defined compensation life event reason for this plan in the Life Event field.

    Note: You can only have one life event per plan.

16. In the No further processing is allowed after field, enter the last date on which you can make changes in the professional user interface to this compensation plan.

17. Enter a Close Enrollment Date to use code that determines the date when the life event status is changed from started to processed:

    - Processing End Date (Closed by the Close Compensation Enrollments Process on the No further processing date)
    - When Elections Are Made (**Recommended**--Closed by the Compensation Workbench Post Process on the effective date of the process)
    - When Enrollment Period Ends (Closed by the Close Compensation Enrollments Process as of the Availability Period end date)

18. Select the Year Period of this plan.

19. Select a Within Year Period if this plan uses a period of less than a year to determine available compensation.

20. **Budget Characteristics**

    Note: Because Budgets are not used for Promotion and Performance Plans, you must leave the budget tabbed region blank. For promotion and performance plans, skip to step *25.*, page 3-60

    Select the Budget region.

21. Select the Uses Budget check box to enable higher level managers to issue budgets to lower level managers.

    You must select this field to enable the use of budgets at any level in the application.

22. Optionally, select the Automatically Allocate Defined Budgets check box to update the allocation worksheet for all managers with a predefined budget amount after you run the Compensation Pre-Process.

23. Select whether to store budgets as percents or amounts in the Preserve Budget Column field.

    If you select percent (recommended), then the application automatically

recalculates a manager's distribution budget and worksheet budget if an employee becomes eligible or ineligible or is reassigned from one manager's worksheet to another's.

24. **Worksheet and Budget Sheet Characteristics**

25. Select the Miscellaneous region.

26. Enter the date range for which a manager can access and update worksheets in the Self Service Update Period block.

    You can change the date range for the worksheet at any time without having to re-run Participation Process: Compensation Workbench for the change to take effect.

27. Select the Default Access to Tasks:

    - Full Access
    - Hidden
    - No Access
    - Read Only

    Note: You can override the default worksheet access for lower level managers within your hierarchy using the Plan Administration page.

28. Select the Freeze Date (Omit for Most Recent Data) to freeze and display person data as of this date. When you run the Compensation Workbench Refresh process, it displays data as of this date, if you do not specify an effective date when running the process, even if a person's data changes.

29. Enter an Assignment Changes Become Effective date to display assignment data as of this date.

    Note: To share performance ratings and assignment changes (job, position, grade, and group) across group plans, provide the same value for the New Ratings Become Effective field (to share performance ratings) and the Assignment Changes Become Effective field (to share proposed job, proposed position, proposed grade, or proposed group) for all plans between which data should be shared. Ranking values are automatically shared across plans.

30. Select a Salary Change Reason from the list to define a common salary change

reason that the application uses in the Salary Proposal Page when you run the Compensation Workbench Post Process.

31. **Hierarchy and Performance Ratings**

    Select the Hierarchy region.

32. Select the Hierarchy Type to determine how you administer this plan.

    You can choose from:

    - AME Transaction

      If you select this hierarchy type, then application tests each employee against your AME definition and uses the Next Approver as the worksheet manager for the employee. When you create your AME definition, ensure there is only one Next Approver.

    - Position Hierarchy

      If you select this hierarchy type, then the application checks for a manager's supervisor if it cannot find a position in the hierarchy above the manager's current level. This supervisor can be in a different business group.

      If you use position hierarchies--and you want an employee to report to a supervisor in a different business group for budget purposes--create a *placeholder* position above that employee in the hierarchy and do not assign a person to the position.

    - Rule

      If you select this hierarchy type, then application returns the PERSON_ID of the worksheet manager for each employee. You must ensure that the formula builds a hierarchy that has no breaks, no one managing themselves, and no recursive relationships (where A reports to B, and B reports to A).

      > **Note:** If you define a formula with a recursive relationship, then the Participation Process: Compensation Workbench processes the rest of the organization unaffected by the recursive hierarchy and creates an error log that displays the employees within the recursive hierarchy so you can fix it.

    - Supervisor Hierarchy

      If you select this hierarchy type, then you must select an approval mode. You can choose from:

      - Submission at any time
      - Submission only after approved

33. Select the Performance region.

34. If you maintain employee performance ratings in Oracle HRMS, and you want to display those rating in Compensation Workbench, select the Performance Rating Type to use for this plan.

    You can only display one performance rating type at a time for a compensation plan in Compensation Workbench.

    Enter the date in the New Ratings Become Effective field.

35. Save your work.

Controlling Access, Eligibility, and Award Amounts

Hierarchies for Award Allocations and Approvals

As you set up Compensation Workbench, you can choose which managers can use the tool, which plans they have access to, and which tasks are available to them for each plan.

Who Enters and Approves Awards?

For a manager to use Compensation Workbench, they must have:

- Access to a Manager Self-Service responsibility
- Employees reporting to them who are eligible for an active plan with a current availability period.

You define the employees reporting to them for each plan by selecting a hierarchy type for that plan.

Hierarchy Types

The hierarchy determines:

- The employees and subordinate managers that managers see on their worksheets
- The managers to whom they can roll down a budget
- The approval chain when managers submit their worksheets: high level managers approve the worksheets of direct reporting managers. The high level manager's worksheet is a consolidation of the entries of lower level managers.

You select the hierarchy type for a plan on the Miscellaneous tab of the Plan Enrollment Requirements window. You can choose from the following types:

- Position hierarchy
- Supervisor hierarchy
- Hierarchy defined by a FastFormula of type Manager Hierarchy
- AME Transaction

Using FastFormula: During processing, the application returns the PERSON_ID of the worksheet manager for each employee. You must ensure that the formula builds a hierarchy that has no breaks, no one managing themselves, and no recursive relationships (where A reports to B, and B reports to A).

For a formula example see: Oracle FastFormula Reference Guide for Standard and Advanced Benefits My Oracle Support Note ID 218059.1

Using AME: During processing, the application tests each employee against your AME definition and uses the Next Approver as the worksheet manager for the employee. When you create your AME definition, ensure there is only one Next Approver.

See: Approvals Overview, *Oracle SSHR Deploy Self-Service Capability Guide*

Allocating Awards Centrally

If you don't want line managers to have access to Compensation Workbench at all, you can define a hierarchy rule (using FastFormula) or AME transaction to create a hierarchy where all employees report to HR managers. Another approach is to use a hierarchy that involves line managers, but also define security profiles for HR managers that control which employees' records they can see. HR managers can then use the Switch Manager feature to perform allocations and other tasks for the managers within their security profile.

Access Levels in Compensation Workbench

Who Can Access Plans and Tasks?

Access to Plans

You set default (site) access for plans by setting a status code on the Plan Administration page:

- Active
- Inactive – only administrators can see the plan
- Closed – neither administrators nor managers can see the plan in Compensation Workbench
- Pending – neither administrators nor managers can see the plan in Compensation Workbench

For active plans, you can give managers No Access, Read Only Access or Full Access on the Employee Administration page. But managers can override the access level for their lower level managers if you make the Change Access link available to them.

Responsibility Based Access to Plans

As a Super Administrator, you can provide administrators access to specific plans relevant to their responsibility.

See: Defining Responsibility Based Access to Plans, page 3-66

Access to Tasks

You can use the Plan form or the Plan Administration page to define default access to

each task for the plan, and you can vary the access level for individual managers using the Employee Administration page. You can set the access levels for tasks to:

- Hidden – managers cannot see the task on the Home Page
- No access – managers can see the task on the Home Page but cannot access it
- Read only – managers can view the task but cannot make any changes
- Full access – managers can view and update the task

You can change these access labels using the BEN_WS_ACC lookup type.

Note: Managers cannot override task access.

Switch Manager

Managers can enter allocations and assignment changes for any employee who reports directly or indirectly to them, according to the selected hierarchy. If you make the Switch Manager feature available to them, they can view and edit the budgetsheets and worksheets of any manager within their security view (defined by the security profile attached to their responsibility). Switch Manager enables you to act as another manager or as a super-user and do everything that the manager can do except view their notifications. You can search for and select another manager to switch to even if you don't know the exact name, employee number or email address of the manager you want to switch to.

The Switch To Manager search results page includes the Worksheet Manager. This column displays the name of the worksheet manager of an employee in addition to their supervisor. For managers, the column displays the manager hierarchy.

Compensation Workbench is delivered with Switch Manager enabled for the HR Professional and Manager Self-Service responsibilities. A system administrator can disable Switch Manager using the Form Functions window.

- Query Compensation Workbench Home for Administrators in the User Function Name field.
- Choose the Web HTML tab to display the following HTML Call:

OA.jsp?akRegionCode=BEN_CWB_HOME_PAGE&akRegionApplicationId=805&displayDate=N&displaySwitchManager=Y

Approval Modes

Approval modes enable you to control when managers submit their worksheets to the next level for approval.

You can choose between two approval modes:

- Submission at any time – Managers can submit their worksheets at any time provided they have full access to the task and none of the worksheets of their direct reports has a Rejected status.

- Submission only after approved – In addition to the above limitations, managers must approve the worksheets of all lower managers before submitting their own. Additionally, managers may not approve a lower manager's worksheet until the lower manager submits it.

You configure the approval mode on the Plan Enrollment Requirements form > Timing tab > Miscellaneous region. You can also change the approval mode using the Plan Administration form.

Eligibility, Award Limits and Targets

Who Receives Awards, Ratings, or Assignment Changes?

When you set up your Compensation Workbench plan, you can define participant eligibility profiles to determine if an employee is eligible to receive an award, a promotion, or even a performance evaluation. You can set different eligibility criteria for each option and for each local plan.

Compensation administrators can override eligibility results. You can give managers the ability to request a change in eligibility results too, and make these override requests subject to an approval process.

> **Note:** Contingent workers cannot receive awards, ratings, or assignment changes through Compensation Workbench though they can participate as managers.

Controlling the Value of Awards

When you define the rates to display on the Allocations worksheet, you can set company targets and impose minimum and maximum award amounts.

Notice that the application does not enforce budget limits. However, managers can reject worksheets when managers have allocated awards in excess of their budgets.

Compensation administrators can monitor allocations throughout the compensation cycle, and can override any awards that are outside of company policy.

Defining Responsibility Based Access to Plans

You can provide Compensation Workbench Administrators responsibility based access

to plans. By following these steps, you can ensure that administrators view only those plans that are specific to their responsibility.

1. Open the Compensation Workbench Preferences page.
2. Scroll down to the Set Plan Security section.
3. Set the Plan Security option to Yes if you want to provide responsibility based access of plans to administrators.

   After you have set the Compensation Workbench preferences, do the following to map responsibilities to plans:

   1. Using the Compensation Workbench Super Administrator responsibility, open the Compensation Workbench home page.

      Note: You can use the Super Administrator privileges by adding the new sub menu, Compensation Workbench Super Administrator to the responsibility of an administrator.

   2. Click the Plan Security link in the Administration section of the page.
   3. Click the Add Responsibilities button to add responsibilities in the Compensation Workbench Plan and Responsibility mapping page.
   4. Search and select the responsibilities for which you want to grant plan access in the Add Administrator Responsibilities page and click Apply.
   5. In the Compensation Workbench Plan and Responsibility mapping page, add plans to the responsibility by clicking the Add Plans icon.
   6. Select the plans by checking the check box against each plan and click Apply. Confirm your plan selection by clicking the Yes button for the Are you Sure prompt.

      You can add multiple plans to the selected responsibilities.

Worksheet and Budget Sheet Configuration

Configure Worksheet and Budget Sheets

You can configure the worksheet and the budget sheet to determine which columns to display and how the column headings read. You can configure these sheets and other pages in Compensation Workbench to also hide or display links to other features such as reassigning employees, and Switch Manager.

Which Columns Do You Want to Display?

The worksheet displays a variety of information about an employee that helps managers determine allocations. For example, you can display rank, rating, number of years employed, and historical compensation information for the employee.

You configure the worksheet using Personalization and select the columns that managers can view and update. You can make the following columns available for update:

- Assignment Change Reason (the reason that a promotion or job change has occurred) – You can restrict the change reasons available on the worksheet by creating codes containing "CWB" in the EMP_ASSIGN_REASON lookup type. Otherwise, all codes are available on the worksheet.
- Proposed Job
- Proposed Position
- Proposed Grade

You can make the following columns available for managers to view while promoting or changing assignment information:

- Employee Name – when you access this column from the Allocation worksheet, the Performance, or Job/Assignment changes tasks, you can also view the employee's Performance and Promotion History details via a Popup. This popup displays historical and current performance and promotion-related data for the employee via two tabs – Ranking and Performance and Job.
- Employee Full Name
- Job
- Position
- Grade

You can make the following column available for managers to view and update the effective (start) date of an award for an employee in the allocation worksheet.

- Award Effective Date

You must first personalize the worksheet using Plan Personalization.

You can also rename column headings to suit your enterprise requirements.

See: Personalize By Plan, page 3-74

Which Rates Do You Want to Display?

You can define rates to display amounts that appear as columns on the worksheet or budget sheet. Rates can be:

- Fixed
- Enterable
- Calculated as a multiple of compensation using a derived factor

For enterable rates you can display default values and specify minimum and maximum values so that Compensation Workbench displays an error if managers enter a value outside the range. You can include the minimum and maximum amounts as columns on the worksheet using Personalization.

The activity type you select when you define a standard rate determines how Compensation Workbench uses the rate. For example, you can display columns for the award amount, budget amount, eligible salary, stated salary, vacation hours, performance ratings, length of service, and so on.

See: Standard Rates for Compensation Workbench, page 3-24.

Rounding Codes

For each rate you can specify a rounding code, which applies to the amount, and not the percentage, of the award. For example, if you specify a rounding code for a salary award that is defined as a percentage of eligible salary, the application calculates the award using the percentage the manager enters, applies the rounding code, and then adjusts the percentage and new salary using the rounded amount. If you do not define a rounding code for a rate, the application uses the rounding rules defined for the plan currency, which you enter using a General Ledger responsibility.

> **Note:** The Currency Precision field on the Plan Administration page defines the number of decimal places the application displays for salary amounts it converts from pay frequency to plan frequency.

Which Flexfields Do You Want to Display?

You can set up the Additional CWB Person Information flexfield to add up to 30 columns to the worksheet for managers to enter values. There are certain limitations to using flexfields:

- You cannot download Compensation Workbench flexfields to a spreadsheet.
- You can use only Compensation Workbench flexfields 1-6 as grouping criteria on the Allocation Matrix, Summary by Directs report, and the Stock Option History report.
- You cannot assign a default value for flexfields.
- You must not use multiple contexts when defining flexfield. Use only the Global context for the flexfield definition and disable all others. Hide the context and do not make any mandatory.

You store flexfield values in the BEN_CWB_PERSON_INFO table.

See: Configuring Descriptive Flexfields Within Compensation Workbench, page 3-76

Which Custom Columns Do You Want to Configure?

You can use PL/SQL to create custom columns that you add to the worksheet using Personalization. These columns are read-only, and you can use them to group data or for reporting.

Some of the restrictions of custom columns are:

- You can retrieve values only using a batch process (Participation Process: Compensation Workbench or the Compensation Workbench Refresh Process.
- The values in custom columns are fixed and display only in Compensation Workbench. Line Managers cannot enter or update the values in these custom columns. To enable managers to enter or update values, use the Descriptive Flexfields in Compensation Workbench. You can change custom column values using the Employee Administration page.
- There are ten alphanumeric custom columns (Custom1-10) and ten numeric columns (Custom 11-20).
- Numeric columns are not formatted or subject to currency conversion when they display in Compensation Workbench. You can use Miscellaneous Rates for currency conversions.
- You cannot display numeric custom columns on the Budget Page. You can use Miscellaneous Rates to do this.

- You cannot use the same custom column for different items across plans because not all tables allow Personalization By Plan.

You store custom column values in BEN_CWB_PERSON_INFO table.

See: Configuring Custom Columns Within Compensation Workbench, page 3-80

Which Dynamic Columns Do You Want to Configure?

You can add up to ten numeric and ten non-numeric columns that:

- Either display values calculated from other columns
- Or display fixed values depending on conditions you define with respect to the values in other columns.

For example, you could define a numerical column to show the percentage change from last year's bonus, or you could define a Yes/No column to show whether this year's bonus is greater than last year's. You do not have to display the columns on which you base the calculations or conditions (last year's bonus, in the example).

See: Configuring Dynamic Columns Within Compensation Workbench, page 3-78

Which Other Features Do You Want to Make Available?

By choosing which links you display on each page, you can control which features you make available to managers. You can choose to enable:

- Reassignment, so managers can transfer employees between worksheets
- Upload/Download to Spreadsheet, so managers can manipulate budget figures and allocations in a spreadsheet
- Switch Manager, so managers can operate as other managers within their security profile
- Audit History
- Flexible Summary
- Allocation Wizard
- Validation of Jobs, Grades, and Positions in Compensation Workbench
- Configure targets

Employee Reassignment

Employee Reassignment enables managers to award compensation to employees who do not report to them, but who have performed some task for them that warrants

compensation. The employee reassignment is valid for the selected compensation plan and enrollment period, and does not affect the current supervisor relationship.

You can require that reassignments gain approval. There are three delivered approvals, which use Workflow and AME:

- Approval 1: Party 1 – The manager whose worksheet is losing the employee must approve the reassignment.
- Approval 2: Party 2 – The manager whose worksheet is gaining the employee must approve the reassignment.
- Approval 3: Party 3 -- No approver is necessary

Both managers receive notifications if the request is approved or approval is not required. Only the requester (who may be a third party) receives notification if the request is rejected.

Configuring the Home Page

You can configure the home page in the following ways:

- In the Plans window, select which tasks appear in the Task list. If you select the Employee Statements task, you must perform some additional setup.

  See: Configuring Employee Statements For Use by Managers Within Compensation Workbench, page 3-81

- Using Personalization, add a status column to the Task list, and choose whether to display status using an icon (the default) or text.
- Using the user profile option BEN: CWB Home Plans Displayed, you can limit the number of plans displayed on the home page
- Using Personalization, select which links to display to give access to additional features such as Switch Manager, and reports.

Displaying Corporate Standard Format Names

If you are a global enterprise and you store employee names in a corporate standard format to avoid problems with displaying names using different character sets, you can display the corporate standard name in Compensation Workbench. You must add code to the custom column hook and set the system profile HR: Display Person Name at the site level to Custom Name.

For details about the package you need to configure, see: Global Employee Names in Compensation Workbench Family Pack J Enhancements and Clarifications, My Oracle Support Note ID: 303198.1

Validating Jobs, Grades, and Positions in Compensation Workbench

You can configure whether Compensation Workbench validates a proposed grade, job, or position based on the job or position an employee currently holds. This ensures that managers propose new jobs, grades, and positions for employees for which the employees are eligible. You can configure the worksheet to do the following.

- Display only valid grades – when a line manager proposes a new grade for an employee, the application displays only those grades for which the employee is eligible.
- Default the proposed grade based on proposed job or position
- Disallow a manager from proposing a new position if a proposed job exists for jobs and positions that are directly correlated
- Enable managers to select only from currently active and valid proposed jobs, grades, and positions based on the job, grade, position combination. The application displays these jobs, grades, and positions as a List of Values
- Make the proposed job, grade, and positions columns read-only if managers cannot change them. Alternatively, hide the job, grade, and position from the list of values

To validate grades, jobs, and positions in Compensation Workbench, you must set the following profile options:

- BEN: CWB Valid Grade Filtering – set this profile option to Yes to indicate that the application must display valid grades for a proposed job/position within the business group.
- BEN: CWB Validate Performance/Assignment Changes Online – set this profile option to Yes to validate assignment changes online.

Configuring Targets

Worksheets display company target amounts. Managers can select the displayed minimum, maximum, or target values to populate the worksheet amount column with the amount selected.

When you select company targets from the list, it refreshes the page to display a table for the employees you select, and the amount and percent of their target minimum, actual target, and maximum. The worksheet also displays the worksheet amount and percentage of eligible salary column that you can modify. The target percentage columns display only if you define a Standard Rate for eligible salary and the corresponding target amount.

The application uses the following icons to indicate the target status for the worksheet amount:

- Circle – On target
- Green arrow pointing upwards – Above target
- Green arrow pointing downwards – Below target
- Red arrow pointing upwards – Above target maximum
- Red arrow pointing downwards – Below target minimum

Use the quick fill feature to select individual values and display them in the worksheet amount column. You can also do a mass selection for all eligible employees using links. These links are only visible for the respective target minimum, target, or target maximum you define for the plan. The mass selection feature only applies target amounts to employees filtered and displayed in the target view.

Personalize By Plan

Plan-level personalization allows you as a professional user to configure the worksheet groups and the information that managers are able to view and update. This enables you to use personalization to have multiple and different views of the same information.

For instance, you can configure worksheets so managers can:

- View compensation history
- View job information
- View previous employee performance ratings
- Perform employee evaluations
- Award allocations

You can use personalization to move columns into a more meaningful arrangement, choose to display or not display items, render columns read-only, and rename columns to match your business terminology. Use Plan Design Copy to copy plan personalization for custom and dynamic columns.

You enable self-service personalization through the System Profiles window using the System Administrator responsibility.

1. Navigate to Profile > System.
2. In the System Profile Values window, select either the Site or the Responsibility check box to enable personalization at the appropriate level.
3. In the Find field, search for the Personalize Self Service Definition Profile.

4. Select Yes for either Site- or Responsibility-level, as appropriate.

   Important: Your system administrator must bounce the Apache server before personalization is enabled in Self-Service.

   Note: Use Oracle SSHR to complete the following steps:

5. Log into the Manager Self-Service responsibility, and select Compensation Workbench.

6. On the Home page, select the plan, the allocate compensation task or the set the budgets task, and then the view you want to personalize.

7. Click the Personalize By Plan link.

   Note: The left side displays all Available Columns you can choose to display in the view for the selected plan; the right side lists the Columns Displayed in the view for the selected plan.

8. Select items to add or remove by highlighting them in either column and using the appropriate left or right arrow on the slider. Additionally, you can reorder the sequence of columns displayed by using the up and down arrows on the slider.

9. To change the name of a column, click Rename. Select the item you want to rename and change the name.

10. Save your work.

11. Click Apply to save your changes to the view, or click Delete to cancel your changes.

    Note: Click Delete Customization to return to the original design of the view after changes have been applied.

Viewing Appraisal Details in Compensation Workbench

To view your employees' latest completed Performance Appraisal details in the Compensation Workbench worksheet without switching responsibilities to Performance Management, do the following:

1. Select the Performance Appraisal value using the Plan Enrollment Requirements window to ensure that the CWB Worksheet displays the Performance Appraisal

details.

> **Note:** If plan enrollment requirements are set up appropriately, the Participation batch process will pass the (completed) appraisal ID of each employee to CWB. Running both the Single Person Participation and the Refresh processes will also perform the same action. Running the latter processes may be useful if more employee appraisals are completed after the plan is already open (assuming the completed date is on or before the plan's life event date).

See: Defining Enrollment Requirements for Compensation Workbench Plans, page 3-57

2. Run the Participation Process for a plan with the enrollment requirements configured to view Performance Appraisal details

   See:Running the Participation Process: Compensation Workbench, page 3-108

3. Personalize the worksheet for the group plan by adding the new Appraisal Details field:

   1. Navigate to the Compensation Workbench homepage using a CWB responsibility.

   2. Select a plan and click the worksheet allocation Task icon.

   3. Click the Personalize for Selected Compensation Plan link.

   4. Select Appraisal Details from Available Items and move it to the Displayed Items column and click Save.

   5. From the CWB worksheet, click on the enabled icon in the Appraisal Details column to view an employee's completed performance appraisal.

      > **Note:** The Appraisal icon is highlighted only for employees who have a completed appraisal with a completed date on or before the life event date of the CWB plan

Configuring Descriptive Flexfields Within Compensation Workbench

You can configure thirty descriptive flexfields for use on the Worksheet Detail Table. System Administrators can define these descriptive flexfields also known as CPI flexfields. These flexfields enable managers to enter values within Compensation Workbench.

You cannot download data stored on Compensation Workbench flexfields to Microsoft Excel and this data is not a part of the grouping criteria on the Allocation page, Summary by Directs report, and the Stock Option History report. To create a default value for the flexfields, you must use the Custom Columns. The values of these flexfields are stored in the BEN_CWB_PERSON_INFO table.

You define the Descriptive Flexfields from the Access Descriptive Flexfield Segment window.

Define the flexfield, and the table query to add a Poplist or a List of Values. Avoid using multiple contexts when you define a flexfield - use only the Global context for the flexfield definition, and disable all others. Hide the context, and do not make any context mandatory. Include and Rename the Columns on the Compensation Detail report using Personalization by Plan. Configure the Downloads to have proper column heading names, and configure the view name for use in the Allocation Wizard, Summary By Directs Report, and the Stock Option History Report. To do this, access the Lookup Type BEN_CWB_MATRIX_ROW_CRITERIA, and BEN_CWB_MATRIX_COLUMN_CRITERIA, and rename the Descriptive Flexfield or the Custom Column and disable any Descriptive Flexfields or Custom Columns you do not use.

To personalize your views in the CWB user interface:

Important: Ensure that personalization links are turned on and that you have run the Participation Process: Compensation Workbench.

1. Select the Plan from the homepage and continue to the Worksheet
2. Click the Personalize Page link.
3. Choose a personalization level, and ensure that PelFlex is a displayed column.
4. Define the Flex Settings and apply.

   Note: In the Flex Segment List, you must enter the Segment Information using the following structure:

   ContextName|SegmentName1|SegmentName2|"ContextName2"|SegmentName3|SegmentName4

   Example: Global Data Element|Compensation Month|Misc Use

   Important: Spelling must match exactly as defined in the Flexfield.

Configuring Dynamic Columns Within Compensation Workbench

Using dynamic columns, you can configure unique worksheet columns to display calculated values, fixed values or messages based on defined conditions. You can use dynamic columns to define calculations, conditions for 20 custom and rate columns, and define messages. Use custom attributes 1-10 for non-numeric values and 11-20 for numeric values. You use custom columns and rate columns to display the results of calculations or conditions you define in dynamic columns.

For details about custom columns, see: Configuring Custom Columns Within Compensation Workbench, page 3-80

Configure dynamic columns to do the following:

- **Calculation**: To display a fixed value based on other numeric columns that use basic math operations such as addition, subtraction, multiplication, and division.

  Example
  New Salary + Bonus = Total Compensation Amount or Last Year Bonus/Bonus Amount * 100 = Percentage Change from Last Years' Bonus

- **Condition**: To display a fixed value or a regular value based on values of other columns that the application determines based on your choice of multiple relational operators such as ends with, is between, is greater than, is less than.

- **Message**: To display an error message or an information message on satisfying a condition.

To configure dynamic columns:

1. On the Compensation Workbench Home page, select the plan to personalize.
2. Select the Allocations task.
3. Click Personalize Dynamic Columns.
4. On the Dynamic Columns page, select the column to personalize and click the Define Column icon.
5. On the Define Dynamic Column page, select the type of dynamic column.

   You can choose Calculation, Condition, or Message.
6. Enter a value in the Execution Sequence field.

   The application uses the calculations or conditions in this sequence starting with the lowest number in the sequence.

   If you select Calculation as the type of dynamic column in Step 4, then complete

Steps 7 to 11.

7. Enter a sequence number.

8. Select a Column, such as New Salary.

9. Select an Operator, such as Divided By.

   Note: You can specify a Fixed Value only if you choose the column as Fixed Value.

10. Click Add Another Row and follow Steps 6 to 9 to enter more rows for the calculation.

11. Click Apply to save and calculate.

12. **If you select Condition as the type of dynamic column in Step 4, then complete Steps 13 to 22.**.

13. Enter a sequence number.

14. Select a Column.

    Note: If you select a Fixed Value Column, enter a value in the Column Result field.

15. Click the Conditions icon to display the Define Conditions page.

16. Enter a Sequence number. This is the order in which the application evaluates conditions.

17. Select a Column for example, Eligible Salary.

18. Select an Operator, for example, Is Between.

19. Select an attribute in Attribute 1 Column and Attribute 2 Column (such as Amount), and enter values for each attribute. For example, enter the Value 0 for Attribute 1 Column and Value 100 for Attribute 2 Column.

    Note: You need to enter this value if you select Is Between as an operator.

20. Optionally, select a value from the And/Or list.

21. Click Add Another Row and follow Steps 11 to 19 to enter more rows for the

condition.

22. Click Apply to save your work.

23. **If you select Message as the type of dynamic column in Step 4, then complete Steps 24 to 27.**

    Note: You can specify messages only on Custom Columns 1-10.

24. Enter a sequence number.

25. Choose a message from the predefined list.

26. Specify if the message is an error or an information message.

27. Define Conditions by following Steps 13 to 22.

Configuring Custom Columns Within Compensation Workbench

You can use custom columns to group data for view on worksheets or for reporting purposes.

To configure custom columns:

1. Write your PL/SQL code to retrieve the values for a custom column and add this code to a custom column hook. This procedure is predefined blank and is called ben_cwb_custom_person_pkg. There are twenty separate functions in this for each corresponding custom column. These are called get_custom_segment1, get_custom_segment2, and so on.

2. Compile the package on the database. The application executes this logic when you run the Participation Process: Compensation Workbench or the Compensation Workbench Refresh process.

3. Configure the worksheet through Personalization to rename the column heading appropriately and include the column on any worksheet.

4. Optionally, configure the Compensation Detail report columns to include the custom column.

5. Configure the Downloads to have provide valid column heading names.

   See: Downloading to Excel using WebADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

6. Configure the correct grouping name for use in the Allocation Wizard Matrix,

Summary By Directs Report, and the Stock Option History Report. To do this, access Lookup Type BEN_CWB_MATRIX_ROW_CRITERIA and BEN_CWB_MATRIX_COLUMN_CRITERIA and rename the Custom Column.

Configuring Employee Statements For Use by Managers Within Compensation Workbench

You can configure and use Employee Statements to communicate with employees. Use this to inform employees about promotions, raises and any other information. Compensation Workbench uses Document Management and XML publisher to create an Adobe Portable Document Format (PDF) file of these employee statements, which you can generate and print.

To configure employee statements:

1. Create an Employee Statement template in Microsoft Word or WordPad.
2. Format the statement including any text and data tags based on your requirements. Data tags are placeholders for employee specific data that the application merges into the individual statement for each employee. You can use any text for the tag name. Ensure you format the tag <?tagname?> , for example, <?NEW_SAL?>
3. To display your company logo, paste a .jpg file in the template.
4. To display text conditionally, use the <?if: and <?endif?> tags. The application displays any data you enter between these tags if the condition is met.

   See: My Oracle Support Note ID 311702.1 for more information on available tags.
5. Save the template as a .rtf file.
6. Log into Oracle HRMS using a Super HRMS Manager responsibility that has the Document Management menu item associated with it.
7. Navigate to the Document Management page.
8. Click Create Group to create a group to contain the document you created.
9. In the Define Group page, enter a Group Name and a Short Name.
10. Click Apply.
11. In the Map Documents to Group page, click Create Document.
12. In the Define Document page, enter a Document Name.
13. Select Compensation Workbench as the Document Category.

14. Enter a Short Name for the document.

15. Select an effective date for the document.

16. Select Upload a new file, and browse to select the .rtf template you created.

17. Click Continue.

18. In the Define Document: Attribute Mapping page, map all the tags you defined to the appropriate data attribute.

19. Click Finish.

20. In the Map Documents to Group page, search for, select your document and click Go.

21. In the Define Document Properties page, click Finish.

22. Navigate to the Plans window.

23. Query the plan for which you created the statement template, and click Details.

24. Select the Compensation Workbench tab.

25. Add Employee Statement as a new Task Type.

26. Use the HR Professional responsibility and navigate to the Compensation Workbench Home page.

27. Click Plan Administration.

28. Select the plan for which you created the employee statement and click Continue.

29. In the Plan Hierarchy page, click the Details icon for the group plan.

30. Select the group that you defined for your template from the Employee Statement Template list.

31. Click Apply Updates.

32. Run the Participation Process: Compensation Workbench. Line managers will see a new task Employee Statement for the group plan to which you added the employee statement. They can select one or more employees and click Generate Statements. They can click Open to view the employee statement, and print or email it.

To configure email preferences:

1. Navigate to the Email Setup region in the Compensation Workbench Preferences

page. You use this region to specify the mandatory parameters for emailing CWB statements to employees.

2. Enter the SMTP Host Name, e.g. mydomain.us.oracle.com.

3. Enter the Port Number. By default this is set to 25.

4. Enter the From Address (the email address used to send the statement emails) .

5. Enter the Reply To Address, if required.

6. Click Apply.

To configure email statement preferences:

1. Select an Employee Statement Template from the General Information region in the Plan Administration page.

2. In the Email Statement Preferences region that displays, enter the following details:

   - Subject – enter a subject for the statement email.

   - Password Protection – select Yes or No to indicate if the employee statement should be password protected. By default, this is set to No. If you select Yes, then the PDF attachment is protected via a default password, which is the Date of Birth of the employee in the format YYYYMMDD.

   - CC To Manager – select Yes or No to indicate if the employee statement should be copied to the employee's manager. By default, this is set to No.

   - Enter the email message body content. You can enter this content using a rich text editor and also view the html source, if you prefer.

   - Sample Email address – enter a sample email address. This is the email address to which the sample statements are sent if you select this option.

3. Click Apply Updates.

To email or print employee statements:

1. From the Compensation Workbench Home page, click the Go to Task for the Employee Statements task for the plan you want to email or print the employee statements.

2. On the Employee Selection page that displays, select one of the following radio buttons:

- Email Employee Statements to email the statement to employees. You can select the document template to use for creating the statement PDF document, as well as the employees to whom you wish to email the statement. You can select only those employees with a status of Processed. The Email Status column in the Employee Selection page enables you to view those employees to whom you have already emailed the statement, thus ensuring you do not send a duplicate email.

- Email Sample Employee Statements to email sample employee statements. You can use this to test the statements before emailing them to employees. When you select this option, the application emails the statements to the Sample Email address you defined in the Plan Administration page under Email Statement Preferences.

- Print Employee Statements to print employee statements. This is the default selection.

3. Click Submit. Selecting either the Email Employee Statements or the Email Sample Employee Statements option, submits the Email CWB Employee Statements concurrent process for the selected employees and template, and emails the compensation statements based on your preferences.

Related Topics

Document Management, *Oracle HRMS Deploy Self Service Capability Guide*

Capturing Grant Price With a Stock Option Element Entry

You can capture grant information of any type (Grant Price, Vesting Schedule, Expire Date, Lot Number, etc.) in the same element entry as a separate input value.

To set up extra stock option input values for use in Compensation Workbench, do the following:

Define a formula:

1. Navigate to the Formula window.

2. Enter a Name for the formula.

3. Select Extra Input as the formula type.

4. Click Edit.

5. In the Edit Formula window, enter the formula values as shown in the example that follows:

```
GRANT_PRICE = 24.13
GRANT_DATE = "01-MAR-2005"
VEST_SCHED = "YEARLY = 4 YR"
LOT_NAME = "A45B19"
EXPIRE_DATE = "01-MAr-2015"
GRANT_TYPE = "ISO"
GRANT_TICKER = "ORCL"
```

6. Click Verify.

Define an element and input values:

1. Navigate to the Element window.
2. Enter the Name for the element.
3. Select Supplemental Earnings as the Primary Classification.
4. Click Input Values.
5. In the Input Values window, create input values that represent the amounts to display in Compensation Workbench. Ensure you include input values for the values you defined in the formula.
6. Save your work.

Link the element and formula to the CWB Amount Standard Rate:

1. Navigate to the Standard Rates window.
2. Query the CWB Worksheet Amount Standard Rate.
3. Select the Element and Input Required check box.
4. Select the Element you defined for the stock option plan.
5. Select the Input Value to display in Compensation Workbench, for example, Shares.
6. Select the formula you defined in the Extra Input Rule list.
7. Click Extra Inputs.
8. In the Extra Input Values window, map the remaining input values to the appropriate formula return variables you defined.
9. Run the Compensation Workbench Participation Process.

Reports and Notifications

Reports in Compensation Workbench

Compensation Workbench includes the following reports:

Report Name	Use	Further Information
Compensation Detail	Managers and Administrators use this report to view details of a compensation plan in a single report. The report displays a summary of employees receiving compensation under the plan, details about their award, and assignment information.	You can download data using Web ADI for this report. See: Compensation Detail Report, page 3-90
Combined Plan View	Managers and administrators use this to compare results of different compensation plans in one report	See: Combined Plan View Report, page 3-92
Employee Stock Option History Report	Managers and administrators use this report to view stock option history for current employees, including an estimated walk-away value at a summary and employee level.	• Load the BEN_CWB_STOCK_OPTN_DTLS table • Set the system profile BEN: CWB History Type Display to Extended Stock Option History to display this report You can download data using Web ADI for this report. See: Employee Stock Option History Report, page 3-92

Report Name	Use	Further Information
Flexible Summary	Managers use this to view summarized compensation information for each direct report. Use this to view allocations you made for example, allocations for a country or a job.	You can download data using Web ADI for this report. See: Flexible Summary Report, page 3-93
Administration Progress Report	Administrators use this report to obtain a progress report for any global plan after running the Participation Process: Compensation Workbench , during the allocation period, or after running the compensation post process.	See: Administration Progress Report, page 3-93
Employee Compensation History Report	Managers use this to view the compensation history for an employee irrespective of the current compensation period.	You can download data using Web ADI for this report. See: Employee Compensation History Report, page 3-94
Audit History Report	Administrators use this report to track changes managers make to records in CWB. The report tracks changes such as Update Stated Salary and Update Performance Rating.	See: Audit History Report, page 3-95
Manager Feedback Report	Administrators use this report to view consolidated manager feedback about the Compensation Workbench system. The report provides a summary region that provides the count of managers who rated Compensation Workbench.	Configure the ratings using the BEN_CWB_SUBMIT_FEEDBACK lookup type. See: Manager Feedback Report, page 3-96

Report Name	Use	Further Information
Salary Statistics Report	High-level managers and HR Professionals use this report to get an insight into the details of the enterprise's salary expenses. The report provides details of the total salaries, mean and median salaries, growth of salaries over time. The report also displays how salaries line up against defined measures such as grade ranges or market data.	Use the BEN: CWB Plan Context for Stock Option Reporting profile to configure the group or local plan for which you want to view salary statistics. See: Salary Statistics Report, page 3-96
Post Process Run Reports	Compensation administrators use this report to view details of the Compensation Workbench: Post Process, including the following additional reports: • Post Process Audit Report - displays all successes and failures on the post process, showing local and corporate currency amounts. • Post Process Summary Report - displays a summary of data proposed in CWB versus the actual data posted to Oracle HRMS. • Post Process Error Report - this displays a list of the people evaluated by the process, for whom the post process displayed an error or warning, and the accompanying error message.	You can download data using Web ADI from the Post Process Audit, Post Process Summary, and Post Process Error report. See: Post Process Run Reports, page 3-98

If you need to see additional reporting information, you can create other reports using Discoverer (which requires an HR Intelligence license). All Compensation Workbench

tables are available to System Extract and the Discoverer end-user layer.

Web ADI

You can download several of the reports, the Budget worksheet, and the Allocation worksheet to an .xls file using Oracle Web Applications Desktop Integrator (Web ADI) a Self-Service application accessed using a browser. Managers do not need to install Web ADI on their own computer. Processing takes place on the server rather than on the individual's machine.

When you select a report, Web ADI generates an .xls document on your desktop and downloads the data from the report. You can edit and modify the document if necessary, and upload from Web ADI into Compensation Workbench. You can download and upload CPI flexfield attributes, amounts, ranking, and rating data using Web ADI.

For information on how to configure Web ADI, see: Configuration of Data Download and Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See also:

- Data Download Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*
- Data Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Notifications in Compensation Workbench

The following events trigger notifications within Compensation Workbench:

Notification	Use
Publishing a Budget	The application sends this FYI notification to lower managers receiving a budget
Submitting for Approval	The application sends this FYI notification to the manager one level up
Recalling Your Worksheet	The application sends this FYI notification to the approving manager
Rejecting the Worksheet	The application sends this FYI notification to the manager whose worksheet you reject

Notification	Use
Manager's Change of Access	The application sends this FYI notification to the manager whose access levels you change
Request for Reassignment	The application sends this action-required notification (AME defined) to the manager one level up from the initiating manager. Alternatively, you can configure this notification so it is approved automatically.
Request for Eligibility Change	The application sends this action-required notification (AME defined) to the manager one level up from the initiating manager.

None of the transactions performed within the Administration pages trigger notifications.

See: Creating Mass Notifications for Compensation Workbench, page 3-116

Final Notification From Highest Level Approver

To receive a notification when all approvals are complete, define an HR role using Transaction Maintenance, choosing a role type of Compensation Administrator, and selecting the appropriate person in the User field.

Compensation Detail Report

Managers and Administrators can use the Compensation Detail report to view employee details in plans such as Salary Plans, Bonus Plans and Combination Plans.

Administrators can view reports for employees within their security profile by checking the Do Not Restrict by Hierarchy check box on the report.

You can use filters such as Compensation Plan, Period, Country and Business Group for filtering the reports.

The Compensation Detail report displays several tabs including:

- Employee Details
- Compensation
- Compensation: Option 1
- Compensation: Option 2
- Compensation: Option 3

- Compensation: Option 4
- Salary Statistics
- Job Changes
- Manager Hierarchy
- Performance

The auto hide, hidden and visible columns include:

- Employee Name
- Manager
- Person Flex
- Job Flex
- Currency/Units
- Eligible Salary
- New Salary
- Grade
- Range Midpoint
- New Performance
- Ranking
- Prior Job
- New Position
- Worksheet Manager
- Level 1 Manager
- Level 3 Manager

You can download the Compensation Detail report to a spreadsheet using Oracle Web ADI.

See:Data Download and Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Combined Plan View Report

Managers and administrators use this to compare results of different compensation plans in one report.

You can configure this report to view up to six compensation plans in a single report. You can only select those plans for which you have Read-Only or Full Access, and which contain rates. This report displays only those employees who are eligible for all the selected plans.

You can personalize the following columns:

- Employee Country
- Employee Job
- Latest Performance Rating
- Latest Ranking
- Eligible Salary
- Amount as a percentage of the eligible salary
- Allocation Amount
- Currency
- Base Salary
- New Salary

Employee Stock Option History Report

You can use this report only if you upload the BEN_CWB_STOCK_OPTN_DTLS table, and set the system profile BEN:CWB History Type Display to Extended Stock Option History. Additional profile options that affect the display of the report are:

- **BEN: CWB Estimated Market Price** - Configure this profile at the site level to store the estimate market price to calculate the walk-away value of stock option grants.
- **BEN: CWB Plan Context for Reporting** - Use this profile to configure the plan and period to use to obtain employee related information for summarizing such as Job or Performance Rating.

The report contains the following tabs:

- Employee Information: displays data for direct employees only, all employees, or

all employees of a direct reporting manager.

- Summary Information: displays data for a group of employees, who meet the selection criteria for the parameters you select.

You can view the walk-away value which is the value the employee would forfeit if they were to leave today. The walk-away value is the Estimated Market Value Grant Price multiplied by the number of unvested shares.

You can download the Employee Stock Option History report to a spreadsheet using Oracle Web ADI.

See:Data Download and Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Flexible Summary Report

Use this report to display summarized compensation information for each manager's direct reports. You access this report from the Compensation Allocations worksheet.

Managers can change the context of the report to further break down results by country, grade, job, or performance rating for example. This report enables managers to verify that allocations have been distributed in a fair manner across all direct reports.

The report displays the following tabs:

- General Summary - provides a summary of amounts budgeted and allocated, the number of eligible employees and the number of employees who actually received compensation.

- Advanced Statistics - provides statistical information such as the mean and median of amounts allocated as well as the standard deviation of the highest and lowest amount allocated for the plan.

- Grade Statistics - if you use grades and grade ranges, then this tab displays the number of employees in each quartile based on their new compensation and the compensation immediately before the current award. It also displays the number of employees above or below their range, and median comparatio.

Administration Progress Report

As an administrator, you use this report to obtain a progress report for any global plan. You can access this report from the Administration Page for any plan after you run the Participation Process: Compensation Workbench, during the allocation period, or after running the compensation post-process. The report displays data dynamically based on real-time data, and contains the following sections and information:

Section	Information
Manager Status	Provides a summary of all tasks for all managers and displays how many are complete, in progress or not started; number of worksheets submitted or not submitted; number or worksheets approved, pending approval, rejected, processed; summary of manager access levels.
Employee Event Status	Displays group and local plan names, life event names, and number of life events started, processed, and backed-out.
Employee Eligibility Status	Displays local plan and option names and number of employees eligible and not eligible.
Worksheet Rate Summary	Displays a list of all eligible employees, local plan and option names, and a total of all worksheet amounts, number of employees with compensation, total eligible salaries, total compensation, and so on.
Budget Rate Summary	Displays information about all local plans and options, eligible employee count, manager count, total worksheet budget, currency or units of awards.
Performance Rating Summary	Displays a list of employee count and percentage of total of each rating type.
Assignment Change Summary	Displays the employee count and percentage of total of each assignment change reason.
Post Process Results	Displays a summary of all posted element entries, posted salary or pay, and posted assignment change or performances.

Employee Compensation History Report

This report displays the full compensation history for an employee irrespective of the current compensation period, and enables managers to view all compensation, supported by compensation history, such as Pay Rate, Bonus, Overtime, Commissions, and Other. The report displays the pay value of the element entry associated with the

CWB Worksheet Amount Standard Rate and the Compensation Category specified on the rate in each pay period.

The report enables managers to:

- View compensation history for multiple employees at one time, in a corporate currency, the employee's local currency, or their preferred currency for consistency and ease of comparison
- View details of compensation for previous years
- View all employees in their team, directs only, or a subset of employees
- Isolate employees from the search results to display compensation history only for those employees
- Compare compensation history of up to five employees in a single line graph.
- Use annualize amounts converted to a common currency

You can download the Employee Compensation History report to a spreadsheet using Oracle Web ADI.

See:Data Download and Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Audit History Report

Since multiple managers can make changes to the same compensation plan in Compensation Workbench, use Audit History to review those changes. You can view these changes based on audit types for a specific plan and plan period or a specific employee.

You enable audit types in the BEN_CWB_AUDIT_TYPE lookup type to define the changes the report tracks.

You can view updates to the following:

- Compensation Amounts
- Eligible Salary
- Stated Salary
- Recommended Amount
- Eligibility Status
- Budget Amount

- Performance Rating

Manager Feedback Report

Administrators use this report to view consolidated manager feedback for Compensation Workbench. When managers submit their work for approval, a notification prompts them to supply feedback. Administrators use this feedback to improve future compensation cycles and to make the entire process more effective and user friendly.

You access this report from the Compensation Workbench Administration Home page. You can run this report for any group plan to see how managers fared using Compensation Workbench. The report displays a summary region that provides:

- The count of managers who rated Compensation Workbench. The rating options are Excellent, Good, Poor and two configurable ratings that you configure using the BEN_CWB_SUBMIT_FEEDBACK lookup type
- The percentage of managers who gave those ratings

The report also displays this information in graphical format.

In the details section of the report, you can view manager feedback by rating type or for all ratings. The report provides the following details for the manager giving the feedback:

- Date
- Time
- Manager name
- Business group
- Rating
- Comments

You can also view employee number and email address of the managers if you enable these using Self-Service Personalization. By default, these are hidden. You can also choose to view only feedback that includes comments.

Salary Statistics Report

As a high-level manager or as an HR Professional, you can use the Salary Statistics Report to get an insight into the details of your enterprise's salary expenses. You can view the total salaries, mean and median salaries for your enterprise, and even growth of salaries over time. The report displays how salaries line up against defined measures

such as grade ranges or market data. The report enables you to group salary data, so you can compare data against different grouping criteria.

Before using this report, the administrator must set the BEN: CWB Plan Context for Reporting profile option to the name of the group or local plan for which you want to view salary statistics. Note that the Combined Plan View Report also uses this profile option.

See: BEN: CWB Plan Context for Reporting, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

If you use annualized values, then the administrator must set the HR: FTE Factor profile option.

See: HR: FTE Factor, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

When you run the report, you can set three parameters – country, type of employees to include, and the currency to view amounts. These parameters apply to all regions of the report and do not change when navigating from one region to another in the report.

This report displays:

- Analytics such as total salary, mean salary and median salary
- Salaries against grade rates and market data when available.
- Data in tables and graphs
- Data by groups of employees such as hourly and salaried, hourly only, or salaried employees only who receive compensation for the plan. For global plans, the report also displays data by country and currency for global plans.

The report organizes data into the following regions that display dynamically based on the information available. These are:

- **Statistics** – this region displays the total pay, low, median and high pay a well as the standard deviation for the selected plan. It enables you to group data by certain criteria such as country, job, grade, etc. You can choose to use full-time equivalents and display annualized values.
- **Grade Ranges** – if you use grades, then this region provides a list of all grades held by the employees receiving compensation in the plan. It provides grade data as well as statistics for employees in each of those grades.
- **Quartiles** – if you use grades and have defined grade rates, then this region displays the number and percent of employees in each quartile. You can also view counts by quintiles and deciles
- **Comparatios** – this region displays comparatios by 5, 10 and 15% increments. This region enables you to group data by criteria such as country, job, or grade.

- **Pay Growth Rate** - if you award employees compensation in this plan in prior periods, then this region displays the change in total pay over time. You can view the change over 1, 3 and 5 years.

Post Process Run Reports

Compensation administrators use this report to view an online list of the Compensation Post Process runs and access the Summary, Audit Log, and Error Reports generated by the post process. You use this information to correct any errors that might occur during the compensation cycle.

You can view the following reports:

- **Audit Log Report** - this displays all successes and failures on the post process, showing local and corporate currency amounts for employees. This also displays any employees that the application did not process because they were part of a recursive hierarchy. You can access the report only if you have security access to see the data. This report
  - Provides a full and accurate picture of all amounts and assignment changes proposed in CWB as well as those posted in the HR system.
  - Organizes data into tabs, which display processing statuses, allocations at the plan or option level, assignment, and performance rating changes.
  - Provides additional parameters to filter the report – the selection you make on the Audit Log Report page apply to all the tabs for the report
  - For global plans that use multiple currencies, displays amounts in local and corporate currencies
- **Summary Report** - this displays the parameters executed by the process, and a summary of the employees evaluated, compensation life events open and closed, as well as the number of employees whom the process did not process. This report:
  - Provides a full and accurate picture of all amounts and assignment changes proposed in CWB as well as those posted in the HR system.
  - Organizes data into tabs, which display processing statuses, allocations at the plan or option level, assignment, and performance rating changes, assignment changes, and error summary.
  - Provides additional parameters to filter the report – the selection you make on the Summary Report page apply to all the tabs for the report
  - For global plans that use multiple currencies, displays amounts in local and corporate currencies

- **Error Report** - this lists any persons evaluated by the process that erred or warned and the accompanying error message.

You can download the Post Process Audit, Post Process Summary, and Post Process Error reports to a spreadsheet using Oracle Web ADI.

See:Data Download and Upload Using Web ADI, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Plan Administration

Maintain Compensation Workbench Plans Mid-Cycle

Use Plan Administration to administer your Compensation Workbench plans after you define them in Oracle HRMS using the Total Compensation data model.

Use the Plan Administration page to make updates to plans for the specific compensation period. To make permanent changes, you must update the original plan definition.

> **Note:** The changes you make using the Plan Administration page are not carried over to other plan periods and are lost when you run the Compensation Workbench Back-out Life Events Process.

You can select any group plan to update. If you select a plan containing options, then the plan hierarchy displays all the options separately. The application does not display a hierarchy for Global Basic or Global Stand Alone plans.

You can make the following changes:

- Plan and Option names
- Plan status (Active, Inactive, Closed)
- Task types, names, sequences, and access levels
- Self-Service availability period
- Effective date of performance ratings or assignment changes
- Salary Change Reasons
- Select the template for Employee Statements
- Post Zero Salary Increase - select Yes to Post Zero Salary Increase to enable recording of a zero change amount in salary proposals of employees who did not receive any salary increase.
- Show Appraisals Completed in Last N Days - enter a value in the Show Appraisals Completed in Last N Days field, as applicable. This allows the administrator to control the period of time used by CWB to look back to show completed appraisals from within the allocation worksheet. For example, if it is set to thirty days, then managers will only be able to view appraisals completed by their employees in the last 30 days (based on the effective date of the Participation Process). Any employee

appraisals with a completed date earlier than that thirty day period will not be visible from within the allocation worksheet.

- Grade Range Validation - select Error or Warning, or leave blank. When set to Error or Warning, the application validates the employee's New Salary amount against the employee's grade range (i.e. grade min and max values). Leave this field blank (default), to not perform any validation. Select Error if you want the application to display an error when the New Salary amount is outside the employee's grade range and to prevent the allocation amount from being saved in the worksheet. Select Warning if you want the application to only display a warning when the employee's New Salary amount is outside of the employee's grade range and still permit the allocation amount to be saved in the worksheet. Error or Warning values must be selected every plan cycle.

  Note: After you enter configuration details in the Show Appraisals Completed in Last N Days field, you MUST run the Compensation Workbench Refresh Process and select the Refresh Person option.

- Standard rate details
- Currency exchange rates
- Hide Options/Components
- Rounding/Formatting Codes

  Note: To configure the number of decimal places to display for budget and worksheet amounts that are expressed as a percentage of eligible salary, you must set the following profile options:

  - BEN: CWB Budget as Percent of Eligible Salary Decimals – set this profile option to Yes if the application displays budgets as percent of eligible salary
  - BEN: CWB Allocation as Percent of Eligible Salary Decimals – set this profile option to Yes if the application displays decimals for percent of eligible salary based on allocated amounts.

- Add new rows to refresh exchange rates for those currencies

  Note: You must always run the Refresh Summary Batch process after you change exchange rates.

You cannot do the following:

- Add a new rate
- Update rate calculation definitions
- Update eligibility definitions
- Add a New Local Plan
- Add a New Option
- Add a New Task
- Change the Hierarchy Type Definition

> **Note:** You can use this page to update details only after you run the Participation Process: Compensation Workbench. All changes affect only the specific period and do not affect the original plan definition. Plan changes made here act as temporary overrides. The changes you make here are lost and overridden during subsequent runs of the Participation Process: Compensation Workbench for the same plan and period.

You can also use the Plan Administration page to:

- View the entire hierarchy above an employee
- View an employee's extended job information
- Update performance information and ranking
- Update promotion and assignment change information
- Update Compensation Workbench Flexfield information
- Refresh person data from Oracle HRMS at any time
- Update an employee's Base Salary
- Run the Participation Process for a single person
- See a complete audit trail of all changes made in Compensation Workbench
- Include new custom attributes
- View pending eligibility changes made in (Self-Service) Compensation Workbench. Force approve pending changes

- View pending worksheet manager changes made in (Self-Service) Compensation Workbench. Force approve pending changes
- View when a manager was processed only as a placeholder in the Single Person Participation Process.
- Personalize Administration pages

Steps to Administer Compensation Workbench Plans

Use the following process to administer your Compensation Workbench plans after you define them in Oracle HRMS using the Total Compensation data model.

For information about implementing compensation plans, see: Setting Up a Compensation Plan, page 3-49

1. Run the Participation Process: Compensation Workbench.

   Run this process prior to the availability period of Compensation Workbench to prepare the Self-Service interface for data entry by your line managers.

   The process assigns the compensation life event to a person and determines eligibility and rates.

   If you auto-issue budgets, the process updates the allocation worksheet for all managers with a predefined budget amount that cannot be updated.

   See: Opening a Compensation Workbench Award Cycle, page 3-105

2. If you do not auto-issue budgets, use roll-down budgeting to publish the initial budget with the highest-level manager, or with multiple lower managers.

   The highest level manager can then use Compensation Workbench to issue budgets to lower level managers.

   You include the budgeting task in the plan design if you do not auto-issue budgets. You can define budgets as monetary amounts or as a percentage of eligible salary in the Plan Enrollment Requirements window. You can also define the budget in non-monetary units such as Shares or Stock Options.

   See: Budgeting in Compensation Workbench, page 3-22

3. Run the Compensation Workbench Back-out Life Events process to remove the results of the Participation Process: Compensation Workbench for a compensation life event in the case of errors or changes in plan design. If you need to back-out a compensation life event, you run this process before you run the Compensation Workbench Post Process. You can, however, run the process any time before a payroll run has processed your results.

   See: Backing out a Compensation Workbench Plan, page 3-107

4. If you need to run the participation process for employees not previously selected for processing, new or terminated employees, or employees who had a status of life event started, or for managers who are now eligible for awards, then run the participation process for an individual even after you run the Participation Process: Compensation Workbench for a plan. The Single Person Participation process determines a person's eligibility for the plan and rates, and places the person in the correct position in the hierarchy.

   You run the Single Person Participation process for a single participant using the Submit Requests window, or the Compensation Workbench Administration Home page.

   See: Adding an Individual into a Started Compensation Workbench Cycle, page 3-108

5. Line managers use Compensation Workbench to enter compensation awards.

6. Run the Progress Report to monitor the progress of the compensation cycle for a specific availability period and plan. You can run the report at any time after you run the Participation Process: Compensation Workbench, during the allocation period, or after running the Compensation Workbench Post Process. The report results differ depending on when you run it during the compensation cycle. You can run this report using the Submit Requests window or from Compensation Workbench Administrators Home page.

   See: Administration Progress Report, page 3-93

7. To update plan information mid-cycle, use the Plan Administration page.

   See: Maintain Compensation Workbench Plans Mid-Cycle, page 3-100

8. Run the Compensation Workbench Refresh Process to refresh employee or plan design data in Compensation Workbench.

   See: Refreshing Compensation Workbench Data, page 3-112

9. Run the Back-Out Postprocess to back out the Compensation Workbench Postprocess. Running the Back-Out Postprocess backs out all transactions to the core HR system with the exception of any assignment-related changes such as job, position or grade changes, while leaving changes to Compensation Workbench intact. This process also re-opens the Compensation Workbench life event for the selected employees as well as for any applicable placeholder managers (worksheet managers who not eligible for the plan but who have employees who are eligible). After you run this process, the compensation plan is available for running through the Postprocess again.

   See: Running the Back-Out Postprocess, page 3-114

10. Run the Compensation Workbench Mass Notification Process to generate approval notice and other notifications.

See: Creating Mass Notifications for Compensation Workbench, page 3-116

11. Run the Compensation Workbench Post Process.

    Run this process *after* all worksheet allocations have been approved to write the distribution totals to enrollment results. This also posts assignment changes, performance ratings and rankings.

    See: Writing Allocated Amounts from the Compensation Workbench Cycle, page 3-110

12. Optionally, perform enrollment overrides.

    If necessary, use the Enrollment Override window to override an amount for a person after you run the Compensation Workbench Post Process.

    > **Note:** Values you enter in this window update element entries for bonus and stock option plans. However, for salary plans, overrides you enter on this window do not update the Salary page.
    >
    > See: Overriding Enrollment Results for a Plan, page 6-78

13. Run the Close Compensation Enrollments Process.

    Typically, you run this process for a bonus plan if you set the Close Enrollment Date code to Processing End Date. This process *closes* the compensation life event for one or more persons as selected by the batch process parameters.

    You can run the Compensation Workbench Post Process to close the compensation life event if you set up the processing end date as 'When elections are made.' Typically, you run the Post Process for salary and stock option plans.

    You do not need to run the Close process if you set up the Compensation Workbench Post Process to close the compensation life event.

    However, future-dated enrollments always require you to run the Close Compensation Enrollments Process.

    See: Closing a Compensation Workbench Award Cycle, page 3-117

Opening a Compensation Workbench Award Cycle

You run the Participation Process: Compensation Workbench *before* the availability period of a compensation plan. The process determines eligibility, calculates rates, and assigns the compensation life event to each eligible person.

If you auto-issue budgets, then the process updates the allocation worksheet with a predefined budget amount for all managers.

If you do not auto-issue budgets, you use roll-down budgeting to publish the initial budget with the highest-level manager, or with multiple lower managers. The highest

level manager can then use Compensation Workbench to issue budgets to lower level managers. You include the budgeting task in the plan design if you do not auto-issue budgets. You can define budgets as monetary amounts or as a percentage of eligible salary in the Plan Enrollment Requirements window. You can also define the budget in non-monetary units such as Shares or Stock Options.

Publish the budget for a plan so that managers can access the budget task.

You run this process from the Submit Requests window.

To run the Participation Process: Compensation Workbench:

1. Select Participation Process: Compensation Workbench in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Set the effective date of the process to a date on or after the assigned life event date.
4. Select Commit - Database will be updated or Rollback - Database will not be updated in the Validate field.

   Select Rollback to check your results before committing them to the database. It is easier to correct errors before you commit results.
5. Select the compensation plan in the Group Plan Name field.
6. Select a year Period.
7. Select a Person Selection Rule to run the process for persons who match the criteria of your rule.
8. Select a Benefits Group to limit the search to a benefits group.
9. Select Yes in the Audit Log to create a file that lists the eligibility results for each person evaluated by the process.

   > **Note:** If the Participation Process: Compensation Workbench detects a recursive hierarchy exists, then it continues to processes the organization and creates an error log that displays the Person IDs in the order Employee A, Employee B, Employee C, Employee A in the format ~A~B~C~A to identify the location of the error. You fix the error using Employee Reassignment.

   If you select Yes, you should periodically run the Participation Audit Activity Purge process to purge the audit log tables.
10. Click OK, and click Submit to complete the batch process request.

Publishing a Budget

Publishing the budget enables managers to access their budget tasks. Until you publish the budget for a plan, the budget task is disabled and managers may not access the task. You typically publish the budget with the highest-level manager, although you can publish the budget at any level in the hierarchy. You can also publish more than 1 budget for a plan with multiple managers.

Use the Employee Administration link on the Compensation Administrators Home Page to publish budgets.

To publish a budget:

1. On the Compensation Administrators Home Page, click Employee Administration.
2. Search for and select the manager for whom you want to publish the budget.
3. Click the Details icon for the plan for which you want to publish the budget.
4. Select the Manager Information tab.
5. Enter either the Total Budget Amount (Published) or the Total Budget as % of Eligible Salaries (Published), and the Budget Published Date in the Budget Summary region.
6. Click Update to publish the budget.

Backing out a Compensation Workbench Plan

You run this process to remove the results of the Participation Process: Compensation Workbench for a compensation life event in the case of errors or changes in plan design.

If you need to back-out a compensation life event, you run this process *before* you run the Compensation Workbench Post Process. You can, however, run the process any time before a payroll run has processed your results.

> **Note:** Use caution if you run this process. Persons selected by the process lose all rates assigned during the selected period--including amounts they entered on a budget or worksheet, or an award distributed to the person by another manager.

If you run the Compensation Workbench Back-out Life Events Process after running the Compensation Workbench Post Process, then the application backs out salary proposals but does not back out the performance ratings and assignment changes.

As an alternative to backing-out the compensation life event, use the Enrollment

Override window to override an activity rate result for a person, or use the Plan Administration page.

You run processes from the Submit Requests window.

To run the Compensation Workbench Back-out Life Events Process:

1. Select Compensation Workbench Back-out Life Events Process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Enter the effective date of the process.

   Typically, this is the same as the To Occurred Date in step 6.
4. Select Commit - Database will be updated or Rollback - Database will not be updated in the Validate field.

   Select Rollback to check your results before committing them to the database.
5. Select the compensation Life Event to back out.
6. Enter the date range for which you want to back out results in the From Occurred Date and To Occurred Date fields.
7. To further limit the persons evaluated by the process, select one or more of the following parameters.
   - Organization
   - Location
   - Person Benefit Group
   - Legal Entity
   - Person Selection Rule
   - Specific Employee Only
8. Choose the OK button.
9. Complete the batch process request and choose Submit.

Adding an Individual into a Started Compensation Workbench Cycle

Run the participation process for an individual even after you run the Participation Process: Compensation Workbench for a plan. The Single Person Participation process determines a person's eligibility for the plan and rates, and places the person in the

correct position in the hierarchy. Run this process from the Administrator's page in Oracle Self-Service Human Resources. The application processes the individual based on one of the following Detected Processing Methods:

- **Normal Processing** - processes participants who were not selected for the run previously

- **Special Processing** - processes participants who were not current employees as of the plan design freeze date or the life event occurred date, for example, new employees or terminated employees. You must select a valid override date that the application uses to calculate eligibility and for employee data.

- **Reprocess** - processes participants whom Compensation Workbench has already processed with a started life event status. This process backs out and reprocesses the person. The application reevaluates eligibility and recalculates rates.

  Note: When you run this process, you lose any progress made within Compensation Workbench for this person.

- **Placeholder to Normal** - processes managers who are now eligible for the award. For example, as a manager, the person was not eligible for compensation, but at least one of their lower employees was eligible. The application creates a placeholder record for the manager to enable the manager to log into Compensation Workbench and perform duties as a manager. This process converts the placeholder to an eligible employee. This person now appears on another manager's worksheet for compensation activities to begin.

  Note: This process may result in loss of budget amounts previously issued to the manager within Compensation Workbench.

  The application creates a placeholder record for managers who are not eligible to receive compensation under the plan, but who have employees under them who are eligible.

To run the single person participation process:

1. Click Employee Administration on the Compensation Workbench Home page.
2. On the Employee Search page, enter the parameters to search for an employee.
3. Select an employee from the search result, and click Continue.
4. On the Plan Overview page, click Run Participation Process to run the participation process for the selected employee.

Writing Allocated Amounts from the Compensation Workbench Cycle

You run the Compensation Workbench Post Process *after* line managers have approved all budget and worksheet entries.

The process updates the database and writes the allocated amounts to an employee's salary proposal record or to an element entry--for salary changes--or to element entries for other activity rates (such as bonuses) if you attach an element to the applicable rate when you define the rate.

You can selectively filter eligible employees for Post Process by using the Person Selection Rule.

To use the Person Selection Rule during Post Process, ensure that you have defined a FastFormula of type Person Selection.

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

See: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

You run processes from the Submit Requests window, or from the Compensation Workbench Administration Home page.

> **Important:** Ensure that you download the amount column to a spreadsheet to upload the award effective date.

To run the Compensation Workbench Post Process:

1. Click Run Post Process on the Compensation Workbench Administration Home page.
2. On the Run Post Process: Select Group Plan and Period for Processing page that displays, select the plan to run the post process.

   > **Note:** You select the group plan here.

3. Select the Period to run the post process and click Next.
4. On the Run Post Process: Select Local Plans for Processing page that displays, select the local plans to run the post process.
5. On the Run Post Process: Compensation Element Types and Effective Date Overrides page, enter the effective date.

   > **Note:** For Non-Salary plans, you can override the Element Type and Input Value. For salary plans, the application automatically

updated the element entries associated with an employee's pay basis. You can override the dates that the Compensation becomes effective. For Salary Plans, this is the Salary Change Date, for Element Entries, this is the Effective Start Date.

To grant compensation on employee specific effective dates, ensure that you select Yes in the Use Award Effective Date drop-down list.

6. On the Run Post Process: Assignment and Performance Effective Date Overrides page, enter the Assignment Effective Date and the Performance Rating/Ranking Effective Date.

   Note: If your setup does not allow assignment changes within Compensation Workbench, then leave that column blank. If your setup does not allow performance ratings or rankings within Compensation Workbench, then leave that column blank.

7. On the Submit Request: Parameters page, enter the following details:

   1. Select Commit - Database will be updated or Rollback - Database will not be updated in the Validate field.

      Note: Select Rollback to check your results before committing them to the database. It is easier to correct errors before you commit results.

   2. Select Yes in the Audit Log to create a file that lists the results for each person evaluated by the process.

      Note: If you select Yes, you should periodically run the Participation Audit Activity Purge process to purge the audit log tables.

   3. If you select Yes in the Audit Log field, then select a Debug Level from the list.

   4. Select the name of a specific person in the Specific Employee Only list to run the process for one person, or to test the process.

   5. Select a manager's name from the Process Employees Under Manager list to run the process for all employees in that manager's hierarchy.

   6. Select a business group from the list of Employees in a Business Group to run the process for all employees in that business group.

7. In the Person Selection Rule field, select the FastFormula you defined for filtering employees for Post Process.

8. Click Submit.

Refreshing Compensation Workbench Data

Use the Compensation Workbench Refresh Process to refresh employee or plan design data in Compensation Workbench. Administrators can also run this process to recalculate summary data and to consolidate summary totals into a single row. You run the Compensation Workbench Refresh Process from the Submit Requests window to refresh employee or plan details. You can also run these processes from the Compensation Workbench Administration Home Page as follows:

- Use the Employee Administration page to refresh employee details for a selected employee
- Use the Plan Administration page to refresh plan design details for a selected plan
- As a batch process from the Compensation Workbench Home page to refresh plan, summary, exchange rate, employee HR data or award effective dates within Compensation Workbench.

To run the Compensation Workbench Refresh Process:

1. Select Compensation Workbench Refresh Process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the Group Plan to refresh data for the plan.
4. Select the Period to refresh data for that period.
5. Enter the effective date of the process. If you do not set an effective date, then the process uses the Freeze Date you specified in the Plan Enrollment Requirements window.
6. Select Yes in the Refresh Summary list to run this process to recalculate summary data. The summary data that is stored in BEN_CWB_SUMMARY table is the same data that appears at the top of the budget sheet and worksheet pages. If summary data is out of synch due to manual changes in the database, then you can run this process to correct the data. By default, this is set to No.
7. Select Yes in the Refresh Person Info list to refresh Compensation Workbench BEN_CWB_PERSON_INFO table with the latest Base Salary or Current Job information details. By default, this is set to No.

8. Select Yes in the Refresh Plan Design list to refresh plan design data in the BEN_CWB_PL_DSGN table. By default, this is set to No.

   Note: If you want to make plan design changes after running the Participation Process: Compensation Workbench, then you should use the Plan Administration pages and make the updates manually.

9. Select Yes in the Consolidate Summary list to consolidates all summary totals into a single row. A single summary amount may consist of multiple records due to simultaneous updates in the system. You do not need to run this process in conjunction with the recalculation process, as both processes consolidate automatically.

10. Select Yes in the Initialize Rankings list to delete current ranking records in CWB.

11. Select Yes in the Refresh Exchange Rates list to refresh the exchange rates for the plan.

12. Select Yes in the Refresh Worksheet Award Effective Date list to refresh employee award effective dates in the allocation worksheet.

    Note: If the Rate Start Date is set to Enterable in Plan Enrollment Requirements, then setting this to Yes will reset all Award Effective Dates to null in the allocation worksheet.

13. Click OK in the Parameters window.

14. Click Submit in the Submit Request window.

Restrictions

The Compensation Workbench Refresh process only overwrites previously stored person and assignment data from Oracle HRMS into Compensation Workbench. The process does not:

- Retain changes that you made using the Plan or Employee Administration pages
- Reevaluate eligibility
- Change the number of people processed by the Participation Process: Compensation Workbench

Running the Compensation Detail Report Summary Refresh Process

As a compensation administrator, you use the Refresh Compensation Summary link to run the Compensation Detail Report Summary Refresh to store compensation detail data in a summary table.

> **Note:** You must run the Refresh Compensation Summary process before running the Compensation Detail report. If the process is not run, then running the Compensation Detail report will not produce any output.

To run the Compensation Detail Report Summary Refresh report:

1. From the Compensation Administrator Home Page, click the Refresh Compensation Summary link from the Batch Requests region.
2. On the Schedule Request: Parameters page, enter the following details:
   - Select a Plan Name to run the report for a particular plan.
   - Enter the Enrollment Period, if required.
   - Select Yes or No in the Purge field. By default, this is set to No.

     > **Note:** Select Yes only when you need to remove summary data for a particular plan and period from the summary table.

   > **Note:** To set up the summary table initially, run the concurrent program leaving all the parameters blank to populate the report data for all the plans. Once populated, the summary table is used when running the Compensation Detail report.

3. Click Next.
4. On the Schedule Request: Review page that displays, review the parameters and click Submit to run the concurrent program.

Running the Back-Out Postprocess

As a compensation administrator, you use the Back-Out Postprocess to back out the Compensation Workbench Postprocess. Running the Back-Out Postprocess backs out all transactions to the core HR system with the exception of any assignment-related

changes such as job, position or grade changes, while leaving changes to Compensation Workbench intact. This process also reopens the Compensation Workbench life event for the selected employees as well as for any applicable placeholder managers (worksheet managers who not eligible for the plan but who have employees who are eligible). After you run this process, the compensation plan is available for running through the Postprocess again.

To run the Back-Out Postprocess:

1. From the Compensation Administrator Home Page, select Run Back-Out Postprocess from the Batch Requests region.

2. On the Run Back out Postprocess: Select Group Plan and Period for Processing Page, select a Plan and a Period. Note: Only plans and periods in which participants were processed through the Compensation Workbench Postprocess will be available for selection. Optionally, select the Back-Out Performance Rating check box to back out performance ratings.

3. Select the local plan or plans for which you want to run the Back-Out Postprocess.

   Note: The application automatically selects local plans if there are employees who have been processed for that plan via the Compensation Workbench Postprocess.

4. Click Continue to display the Submit Request: Parameters Page. On the Submit Request page, by default, the application displays the global plan name and the period you selected earlier.

5. Select Validate or Commit mode to run the Back-Out Postprocess.

   Note: You cannot undo the Back-Out Postprocess, and we recommend that you run the process in Validate Mode first. Review and fix any errors reported, and when all errors are resolved, then run the process in Commit mode.

6. Optionally, set Audit Log Flag to Yes. By default, this is set to No.

   Note: If you set this flag to Yes, then you may also optionally set the Debug level to Low, Medium or High (the default is Low)

7. Select an employee from the Specific Employee Only list to run the Back-Out Postprocess for an individual employee.

8. Select a manager from the Process Employees Under Manager list to run the

Back-Out Postprocess for a set of employees reporting to the selected manager.

9. Select a Business Group from the Employees in Business Group list to run the Back-Out Postprocess for employees belonging to the business group.

10. Select a FastFormula from the Person Selection Rule list to run the Back-Out Postprocess for employees who meet the filter criteria defined in the FastFormula.

11. Optionally, select Yes to return worksheet control back to the applicable worksheet managers. By default, Manager Worksheet Access is set to No.

    Note: Only those worksheet managers (and all higher level managers in their hierarchy) who have at least one employee processed via the Back-Out Postprocess will have their worksheet control returned to them. Also, note that only those employees backed out by the Back-out Postprocess will be available for update in the manager's worksheet.

12. Optionally select to notify all applicable managers that worksheet control is being returned to them. By default Notify Worksheet Manager is set to No.

13. Click Submit.

Creating Mass Notifications for Compensation Workbench

Use this process to generate approval notice and other notifications as follows:

- All Approvals are obtained - to managers
- Compensation Period Commences - to managers
- Compensation Period is Ending - to managers
- Period Has Ended - to managers
- Mass Eligible Employee Notifications - to employees

  Note: Ensure you select Oracle Advanced Benefits as the application, when you create messages for the Compensation Workbench Mass Notification process.

Use the Compensation Workbench Administration Home page to run Mass Notifications.

To run the Compensation Workbench Mass Notification Process:

1. Click Run Mass Notification on the Compensation Workbench Administration Home page.
2. On the Schedule Request: Parameters page, select the Group Plan Name and the Period.
3. Enter a Message Title. This is the title of the notification you send.
4. Select a Message Name and the Target Population.
5. Select an access level from the Managers with Access Level list to send the notification to managers who have the selected access.
6. Select a Target Population Selection Rule from the list to send the notification to select people based on the criteria specified in the rule.
7. Select Yes to Include Link to Compensation Workbench. By default, this is set to No.
8. Select Yes to Resend If Previously Sent. By default, this is set to No.
9. Select a name from the Send a Notification to Username list to send a test mail.
10. By default, the Withold Notification (Report Only) list displays Yes, and the application does not send the notification to the population that is to receive the notification. This is useful to test the notification before you actually send it.
11. Click OK in the Parameters window.
12. Click Submit to run the process.

Closing a Compensation Workbench Award Cycle

This process closes the compensation life event for the selected persons when the following conditions exist:

- The availability period for the compensation plan is passed
- The final processing date for the plan is passed

You must run this process for each local plan that you define. You cannot run this process for a group plan.

You must run this process only when the Close Enrollment Code for your plan is Processing End Date as is used for bonus or stock option plans.

If you set the Close Enrollment Date code for a plan to When Elections are Made (such as for a salary or stock option plan), you do not need to run this process. Run the Compensation Workbench Post Process to close the life event.

You run processes from the Submit Requests window.

To run the Compensation Workbench Close Enrollment Process:

1. Select Compensation Workbench Close Enrollment Process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Enter the effective date of the process.
4. Select the Program Name from the list.
5. Select the compensation plan in the Plan Name list.
6. Select a Location to close the compensation life event for persons who work in a specific location.
7. Select the compensation Life Event to close.
8. Select an Assigned Life Event Date to close a life event that was assigned on a particular date.
9. Select the name of a specific person from the Person Name list to run the process for one person.
10. Select a Person Selection Rule to run the process for persons who match the criteria of your rule.
11. Select Commit - Database will be updated or Rollback - Database will not be updated in the Validate field.

    Select Rollback to check your results before committing them to the database.
12. Select Yes in the Audit Log to create a file that lists the results for each person evaluated by the process.

    If you select Yes, you must periodically run the Participation Audit Activity Purge process to purge the audit log tables.
13. Select a Close Mode.
    - **Force Close** always closes the life event.
    - **Normal Close** closes the life event based on the close enrollment date.
    - **Preserve Pending Transaction Close**closes life events only for participants with

no pending approvals. This process does not close life events for participants with pending approvals. You can view the process log to identify the list of these participants by the status Life Event is not closed due to pending approvals.

14. Choose the OK button.

15. Complete the batch process request and choose Submit.

Individual Compensation Distribution

Self-Service Individual Compensation Distribution

Important: This section is applicable for existing users who will continue to use existing ICD. New users or existing users planning to uptake new ICD must refer to 'Using Individual Compensation Distributions: Line Managers, Employees and HR Professionals' section. See: Overview: Individual Compensation Distributions for Line Managers, Employees, and HR Professionals, page 3-134

Managers and other employees responsible for distributing compensation use Self-Service ICD to assign one-time or recurring awards, bonuses, and allowances such as housing allowances, spot bonuses, and company cars to qualified employees. Employees use Self-Service ICD to enter voluntary contributions such as savings plans, charitable organizations, and company perquisites.

Using Oracle HRMS, you can grant managers throughout your enterprise the authority and ability to assign one-time or recurring awards, bonuses, and allowances to qualified employees and other individuals using Oracle Self-Service Human Resources.

Components

Compensation managers use the Oracle HRMS professional user interface to define components of the award or allowance. They also configure employee self-service ICD for use by non-manager employees. The manager or the employee uses Oracle SSHR to assign the award. Compensation managers set up the following:

- Plan Design - plan types, plans and options
- Enrollment Requirements for the Plan - coverage/rates start and end dates, action items and certifications
- Activity Rates and Coverage Calculations for the Plan

You can also configure *employee self-service* ICD for use by non-manager employees. For example, if your enterprise offers a charitable contribution plan or a savings bond plan to which employees contribute at their own discretion, you can enable the contribution through the self-service interface.

Using elements, you can process the distributions through Oracle Payroll. For recurring distributions, you can define the distribution end date, or, using FastFormula, enforce the total maximum distribution you allow in a period.

Security Features

Security features in Oracle HRMS ensure that managers can assign a distribution only to employees and contractors within their security group.

Participant eligibility profiles offer a further way to limit distributions to eligible employees based on a range of criteria, such as assignment data.

Workflow Approval

Oracle SSHR predefines a workflow approval process that automatically sends a notification to the supervisor of the manager, or the manager of the employee who assigned the distribution. The supervisor or manager can either approve or reject the distribution.

Individual Compensation Distributions (SSHR Components)

The Individual Compensation Distributions (ICD) module enables managers to assign compensation distributions to employees. Use ICD for both one-time and recurring awards, such as bonuses or allowances to employees.

You can also set up ICD for non-manager employees if your enterprise offers discretionary contribution plans, such as a charitable contribution or savings bond plan.

The Benefits or Compensation administrator needs to define the individual compensation distribution plans using Oracle Advanced Benefits or the standard benefits features in Oracle HRMS.

See: Self-Service Individual Compensation Distributions, page 3-122

Menu and Function Names

This module can be accessed from the following menus and functions:

User Menu Name	Function Name
Manager Self Service	Individual Compensation Distributions

See: Defining User Access and Menus, *Oracle HRMS Deploy Self-Service Capability Guide*

Workflow

The workflow details for this module are listed below:

Workflow Process Display Name:

Compensation Distribution

Configurable Workflow Attributes:

Not applicable

Configurable Tips and Instructions

Region	Tip Type	Message Name
Comp Plan Selection	Benefits Communication Type	CPS.PLAN_SELECTION_CONTENT
Compensation Update Mode Selection Content	Long Message	BEN_92737_COMP_UPD_MD_INSTR
Compensation Details Content	Benefits Communication Type	CPD. COMP_DETAILS_CONTENT
Compensation Review Content	Benefits Communication Type	(Review Page): CPC.COMP_CONFIRM_CONTENT (Confirmation Page): CPR.COMP_REVIEW_CONTENT

See: Adding Instructions to Web Pages, *Oracle HRMS Deploy Self-Service Capability Guide*

Configurable FlexFields

Not applicable

Configurable Profile Options

Not applicable

Setting Up Individual Compensation Distributions for Employees and iRecruitment Applicants

As a compensation manager, you set up individual compensation distribution (ICD) plans to define the components of an award or allowance. The line manager uses the

self-service interface to assign the award - setting the start and end date of the distribution - while the back-office maintains control of the plan's administration. You can set up compensation plans so that hiring or line managers assign benefits components to applicants when they create or update offers in iRecruitment.

Follow these process steps to set up a variety of plans for ICD and iRecruitment offers, such as:

- Periodic or spot bonuses
- Sponsored allowances
- Resettlement compensation
- Severance Payments
- Relocation
- Sign-on bonus
- New hire stock
- Other periodic or recurring awards

As a compensation and benefits administrator, you define plans for individual compensation distribution and iRecruitment using the features of standard benefits or Oracle Advanced Benefits following the guidelines in these sections.

- Define Plans, page 3-123
- Define Enrollment Requirements for the Plan, page 3-126
- Set Up Activity Rates and Coverages for the Plan, page 3-128
- Configure Web Pages, page 3-131
- Enter People for Test Purposes, page 3-131
- Set Up Employee Self-Service Access to ICD, page 3-132

Define Plans:

You set up plans for individual compensation distribution and iRecruitment by defining the characteristics of the plan and any electable options in the plan. If necessary, you can define participant eligibility profiles to limit the participants who are eligible for the plan or option.

To set up plans for self-service individual compensation distribution and iRecruitment

1. Define the Plan Year start and end dates for the compensation plan. Set up several plan years to account for future plan years.

   See: Defining a Program or Plan Year Period, page 1-111

2. Optional: define a participant eligibility profile to control eligibility for the compensation plan.

   If you do not define a participant eligibility profile:

   - ICD finds all employees and contractors reporting to the manager eligible for the distribution.
   - iRecruitment finds all applicants eligible for the compensation plans defined for applicant offers.

   Note: Set the participant eligibility profile status to active if you define a profile.

   See: Defining an Eligibility Profile, page 1-138

3. Set up one or more Plan Types to group the compensation plans you administer.

   - Required: select an Option Type of Individual Compensation Distribution to enable a manager to distribute the award or assign benefits to applicants. When you define Plan Types for iRecruitment, select Enterable Amount or Select List as the option for Self Service Display format. Currently the other self-service options do not apply for iRecruitment plans.
   - Optional for ICD: select a Compensation Category of Compensation for reporting purposes or for system extracts.

   You can choose to set up a single plan type for all your compensation plans, or you can define multiple plan types for groupings of plans (Bonus, Allowance, Severance, and others).

   Note: You should base the number of plan types you define on your reporting requirements.

   See: Defining Plan Types, page 1-91

4. Required for iRecruitment: Define reporting groups to group the compensation plans for iRecruitment. Select the purpose as iRecruitment to display the plans on the Compensation page of iRecruitment.

   See: Defining a Reporting Group, page 1-122

5. Optional: define the options in the compensation plan.

   - Enter a user friendly option name to display in the self service web page.
   - Select the corresponding plan type of each option.

   Note: Use options when there is a logical grouping of choices within a plan, such as a car allowance plan with options of BMW, Honda, and Ford. For bonus plans, severances, and allowances, set up each compensation type as a separate plan.

   See: Defining Options, page 1-109

6. Define compensation plans for ICD and iRecruitment

   - Enter a user friendly plan name to display in the self service web page.
   - Select the plan type of the plan.
   - Set the plan status to active. You can update the status to inactive if you need to temporarily disable the plan.
   - Select a Plan Usage code of May Not Be In a Program.

   In the Not in Program tabbed region:

   - Enter a sequence number that indicates the order in which the plan displays in the self service web page relative to other plans in the plan type.
   - Select the currency of the plan for monetary distributions. You do not enter a currency for non monetary allowances, such as cars.
   - Select the Activity Reference Period of the plan. For recurring awards, the activity reference period is the period the manager sees when distributing the award, for example, $100 per period.

   For non recurring awards, you can select any activity reference period.

   Note: For an iRecruitment plan, ensure that you select frequency specific values such as Per Month or Per Year as the Enrollment rate/frequency. As applicants are not assigned any payrolls, if you select values such as Per Pay Period no plans will be displayed to hiring managers when they create or update offers.

   See: Defining a Benefits Plan, page 1-94

7. Link the Plan Years to the plan that you defined in Step 1.

See: Maintaining Plan Related Details, page 1-102

8. If you defined options in Step 5, link the options to the plan.
   - Set the status for each option to active. You can update the status to inactive if you need to temporarily disable an option.

   See: Associating Options with a Plan, page 1-100

9. Link a participant eligibility profile to the plan if you limit eligibility for the plan.

10. For iRecruitment: Define a single life event reason with the iRecruitment type. Oracle iRecruitment uses this life event type to process compensation plans for applicants.

    See: Defining General Characteristics of Life Event Reasons, page 5-62

Define Enrollment Requirements:

You use the Plan Enrollment Requirements window to control the enrollment method.

ICD only: You can also set up required certifications that the individual must provide before Oracle Payroll distributes the award.

To define enrollment requirements for ICD and iRecruitment plans

1. Define enrollment requirements for the plan.
   - Query the plan you defined in step 6 above.
   - Select an enrollment method of Explicit.
   - Check the Allows Unrestricted Enrollment check box.
   - Select Current, Can Keep or Choose; New, Can Choose as the Enrollment code.

   For ICD Plans

   - If you define coverages, select a Coverage Start Date code of Enterable if you want to let the manager enter the coverage start date. The application distributes the award to Payroll following the date. If you do not want the manager to enter the start date, select any other coverage state date code.
   - Select a Coverage Start Date code of Event to set the start date to the system date when the manager enters the self service web page. Use this code for non-recurring awards. The application distributes the award to Payroll in the following payroll period.
   - Required: select a Coverage End Date code that corresponds to your Coverage Start Date code.

- Activity Rate Start and End Date codes function similarly to coverage codes. Choose Enterable for recurring allowances; for non-recurring allowances, choose Event.

For iRecruitment Plans

You must define enrollment requirements by specifying coverage and rates start and end codes.

General Tab

1. With the General tab and the Plan tab selected, select the Coverage tabbed region.

2. Enter the enrollment coverage start and end dates to specify when the coverage begins and ends for participants in the plan. For example, select Event as the start date and 1 Day Before Event as the end date code.

3. Select the Rates tabbed region.

4. Enter the rates start and end date codes to specify when the activity rates start and end for participants in this plan. For example, select Event as the start date and 1 Day Before Event as the end date code.

When you set up compensation plans for iRecruitment offers, you must associate the plans with the iRecruitment life event. When a hiring manager completes the basic details of an offer and clicks Continue on the Basic Details page, the application detects that the iRecruitment life event has occurred for the applicant assignment and runs the Participation process. The Participation process evaluates the eligibility for the applicant and displays the appropriate benefit plans in the Compensation page.

Timing Tab

Define the following iRecruitment Life Event in the Life Event region of the Timing tab to allow users to make or change elections.

- Select Enrollment Type as the life event.

- Select iRecruitment Life Event as the life event.

- Select a Coverage Start Date code of Event and select the corresponding code 1 Day Before Event as the end date code.

- Select Event as the Rate Start Date and select the corresponding code 1 Day Before Event as the end date code.

- Select As of Event Date as the Enrollment Period Start date code and select a Enrollment Period end date that corresponds to the Period start date such as Thirty Days After Event Date or Sixty Days After Event.

For information on compatible start and end codes, see the white paper, *Oracle Applications HRMS Compatible Start & End Date Codes, My Oracle Support* Note ID: 247317.1

See: Defining Enrollment Requirements for Not in Program Plans, page 5-109

2. Optional for an ICD plan: for Advanced Benefits users, link one or more certifications to the plan if you request or require certification from the participant before you make the distribution.

   Oracle HRMS supplies the certification types available with the application.

   > **Note:** If you require a certification, the application suspends the payroll distribution of the award until the participant returns the certification. A message displays to the issuing manager indicating that the distribution is suspended.

   See: Defining Certifications for Enrollment in a Plan, page 5-122

   See: Defining an Action Item Due Date (Advanced Benefits), page 5-84

3. Optional for ICD: for Advanced Benefits, you can define communication types that the application generates to inform the participant of a suspended distribution.

   You set up a system extract to write the applicable information from the communication type to a text file. You can then merge the data from the text file into the body of the participant communication.

   See: Defining Communication Types, page 5-182

Set Up Activity Rates and Coverages for the Plan:

You set up activity rates to define:

- The amount of a distribution (for fixed rate distributions) or to indicate that the manager enters the distribution amount when the award is assigned in the self-service web page.

  > **Note:** You can set up multiple activity rates for an ICD plan; however, you can choose only one rate to display on enrollment to the self-service user.

- The amount ranges that hiring managers can assign when they create or update offers for applicants in iRecruitment

To set up activity rates for a plan

1. Optional: set up an activity rate for an ICD/iRecruitment plan or option in the following cases:

- You do not use coverages.
- You offer a monetary award and you want to distribute the amount of the award to payroll.
- You create element entries for the award.
- You award a non monetary gift (defined as a coverage) and you need to keep records of the taxable benefit.
- You want to control the maximum amount that can be distributed for a recurring element.

  Note: In order to control the maximum distribution amount, you must configure Oracle Payroll using FastFormula.

Follow these guidelines when setting up the activity rate:

- Set the activity rate status to active.
- Indicate if the activity rate applies to a plan or to an option in a plan.
- Select any Activity Type code.
- Select a Usage code of Standard Contribution/Distribution.
- Select a Unit of Measure if the award is non monetary.

  Note: If the Unit of Measure is monetary, do not select any unit of measure.

- For ICD only: Select a rate certification type if you want to suspend the rate until the appropriate certification is received and approved.

Define the calculation method for the activity rate.

- If the award is a flat amount, enter the value of the award.
- If the award is not a flat amount, check the Enter Value at Enrollment check box. For recurring awards, the value the manager enters at enrollment is per the activity reference period defined for the plan.
- Check the Assign on Enrollment and Display on Enrollment check boxes.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

Note: Steps 2 - 3 do not apply to iRecruitment plans.

2. Optional for ICD: define a variable rate profile if the activity rate varies according to one or more factors, such as the assignment of the person to whom the manager distributes the award.

   You can also use variable rate profiles to define minimum and maximum distributions, increments, and default rates.

   See: Defining General Information for a Variable Rate Profile, page 5-158

3. Optional for ICD: create a taxable benefit rate for use with non monetary coverages.

   You set up a taxable benefit rate for non monetary coverages like you define a standard activity rate, with the following exceptions:

   - Leave the Unit of Measure field blank.
   - Select a Calculation Method of Multiple of Coverage.
   - Uncheck the Enter Value at Enrollment field.
   - Define a multiplier where the number represents the value of one non monetary award.
   - Select a Coverage Operator of Multiply by.
   - Select a Rounding Code of Round to Nearest Hundredth.
   - Uncheck the Display on Enrollment check box.

     Note: You may have to define your coverage first before saving this rate.

4. Optional for ICD and iRecruitment: create a Maximum Distribution Rate to accompany the standard rate.

   You set up a Maximum Distribution Rate like you define a standard activity rate, with the following exceptions:

   - Select an Activity Type of Total Distribution Limit.
   - Leave the Unit of Measure field blank.
   - Leave the Recurring field blank.

5. Optional for ICD: define coverages for the plan if:

- The award is non monetary and you do not want element entries created for the non monetary award.
- The award is a non monetary gift (which is defined as a coverage) and you need to keep records of the taxable benefit.
- You do not define standard activity rates.

See: Defining a Coverage Calculation, page 5-163

Follow these guidelines when you set up a coverage definition:

- Enter a name for the coverage.
- Select a coverage type.
- Select a Unit of Measure if the Type is not Coverage.
- On the Calculation Method Tab, select a Calculation Method of Flat Amount.

  Note: If you want the user to enter the value during the enrollment check the Enter Value at Enrollment check box. Otherwise, enter the amount.

- For recurring distributions, the coverage amount is per the activity reference period defined in the plan.

  Note: You should set up no more than one coverage per compensation plan or option.

Configure Web Pages:

To configure ICD web pages, use the Application Dictionary to configure the field labels, hints, tips, and messages that display in an ICD web page. You can also configure menu names, function names, and certain workflow attributes, see: Individual Compensation Distributions (ICD), page 3-121

To configure iRecruitment offers pages, including the Compensation page, see: Setting Up Offers, *Oracle iRecruitment Implementation and User Guide*

Enter People for Test Purposes:

You can enter sample people into the Oracle HRMS database to test your Individual Compensation Distribution plan.

Define a Manager

Using the People window, define a manager with a date of birth, social security

number, and address.

1. Enter an Assignment for the manager.
2. Check the Manager check box located in the Miscellaneous tabbed region.
3. Select the manager's GRE in the GRE tabbed region.

Define an Employee

Using the People window, define an employee with a date of birth, social security number, and address.

> **Note:** If you use eligibility profiles, make sure the test employee meets your eligibility requirements.

1. Enter an Assignment for the employee.
2. Select the test manager you created as the employee's supervisor on the Supervisor tabbed region.
3. Select the employee's GRE in the GRE tabbed region.

Create a User Name and Password for the Test Manager

As a system administrator, open the User Types window to define a user name and password for the manager you created.

1. Link the Manager Self Service responsibility to the user name.
2. Save your work and close the window.

Assign an Individual Compensation Distribution to the Employee

1. Using the manager's user name and password, log on to Oracle Self Service HR.
2. Choose the Individual Compensation menu item.
3. Find the Employee you created.
4. Assign the individual an award.

Set Up Employee Self-Service Access to ICD:

You can configure ICD for employee self-service access. Use this feature if your enterprise administers charitable contribution plans, savings bond plans, or service recognition plans where you allow the employee to select from one or more awards.

Note: You set up employee self-service plans as you would other plans, using the professional user interface. However, you should include employee self-service plans in their own plan type, so that participants cannot view plans only available to managers.

To set up employee self-service access to ICD

1. Log in to Oracle HRMS using a System Administrator responsibility and open the Form Functions window.
2. Choose the Description tab.
3. Enter a new function name--without spaces--in the Function field.
4. Enter a User Function Name for this function.
5. Select SSWA JSP Function as the function Type.
6. Optional: enter a Description of the function.
7. Choose the Form tab.
8. Enter the following parameter, substituting the function name you entered in Step 3 and your plan type IDs where indicated:
   - pProcessName=HR_INDIVIDUAL_COMP_PRC&pItemType=HRSSA&pCalledFrom=<your new function code>&PLANTYPE=<your plan type IDs separated by commas>
9. Choose the Web HTML tab.
10. Enter the following string in the HTML Call field:
    - OA.jsp?akRegionCode=HR_CREATE_PROCESS_TOP_SS&akRegionApplicationId=800
11. Save your work.
12. Close the Form Functions window and open the Menus window.
13. Add the function you just created to the Employee Self-Service Menu.
14. Save your work.

See: Defining Communication Types, page 5-182

See: Defining When a Communication is Used, page 5-183

Using Individual Compensation Distributions: Line Managers, Employees and HR Professionals

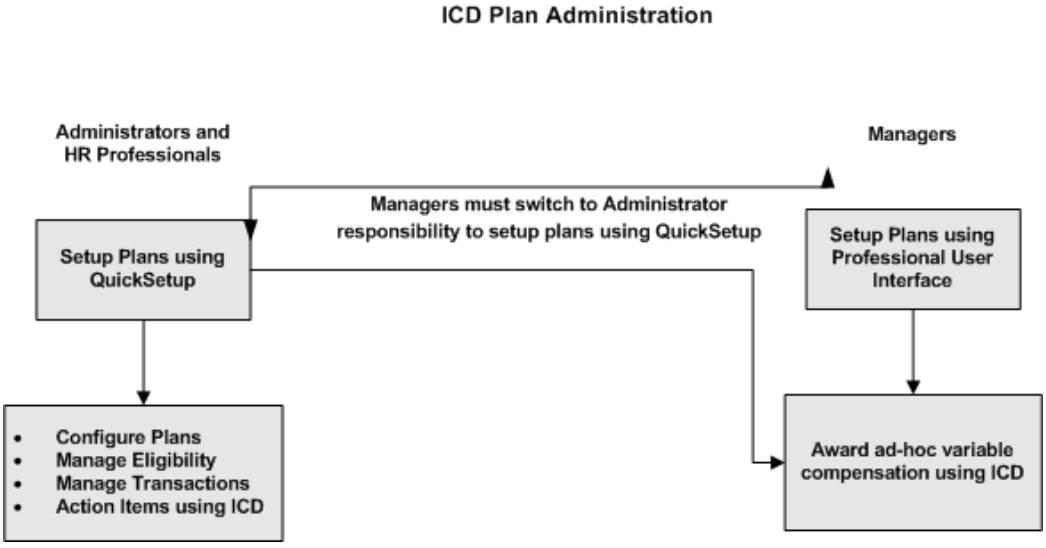
Overview: Individual Compensation Distributions for Line Managers, Employees, and HR Professionals

Important: This section is applicable for new ICD users and existing users planning on moving to the new ICD. Existing users must refer to the 'Individual Compensation Distribution' section. See: Individual Compensation Distribution, page 3-120

Often, organizations need an effective method of managing off-cycle compensation. This is necessary to motivate workers to meet their business objectives and to quickly react to changing business conditions. Individual Compensation Distribution (ICD) acts as a framework that captures and manages data to administer monetary and non-monetary awards for an individual.

Line Managers, Compensation Administrators, HR Professionals and Employees use ICD to perform compensation related tasks.

To perform compensation tasks, you must setup ICD plans. Below is a graphic overview of ICD plan administration.



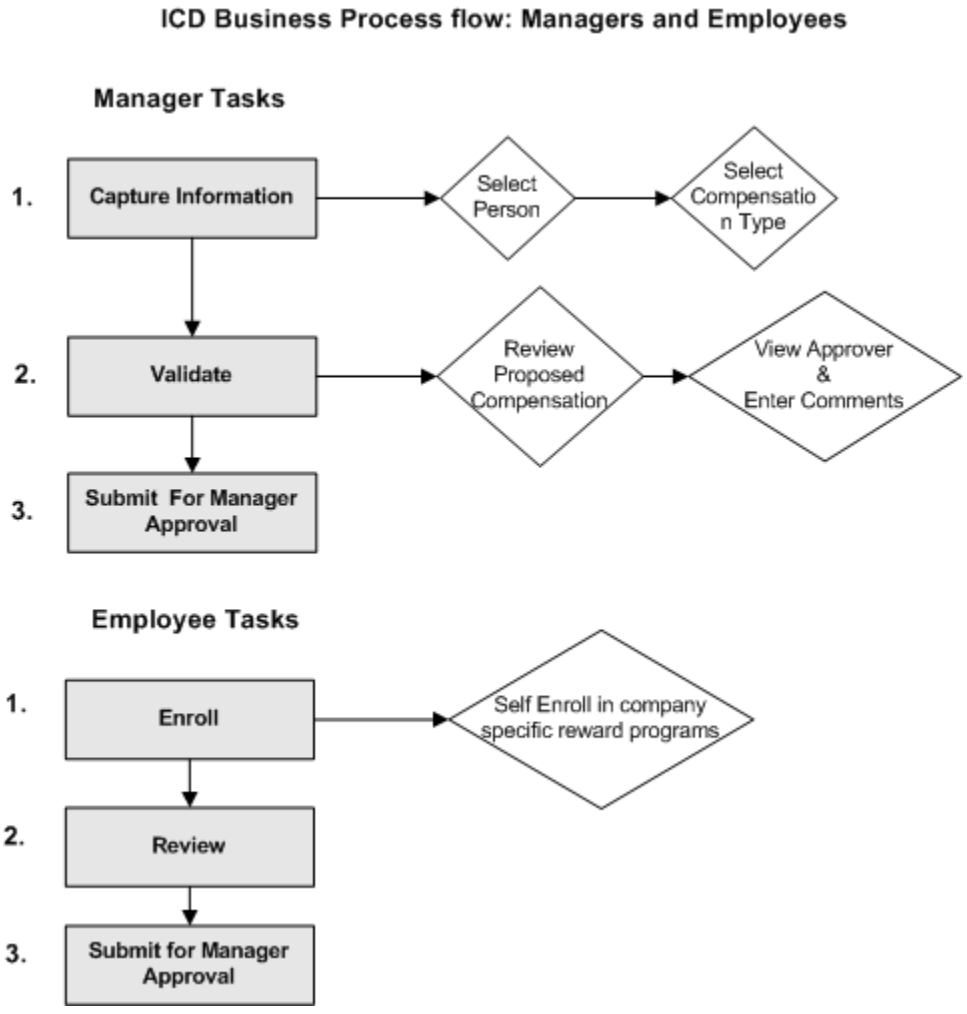
Line Managers and Employees

Line Managers can control element entries and compensation awards using compensation plans. As a self-service manager, you can record and manage adhoc

variable compensation such as bonuses, employee payroll deductions, enrollment or registration of events, and non-payroll related information. Additionally, you can extend these tasks to other self-service processes and element entries.

Employees can use ICD to self-enroll into company specific reward programs like tenure gifts and travel allowance. Employees can also enroll in company stock purchase plans by specifying a payroll deduction, or contribute to a company-supported charity plan.

Below is a graphic representation of task flow associated with a manager and employee.



See: Line Managers and Employees, page 3-137

See: Manager Self Service Interface, page 3-138

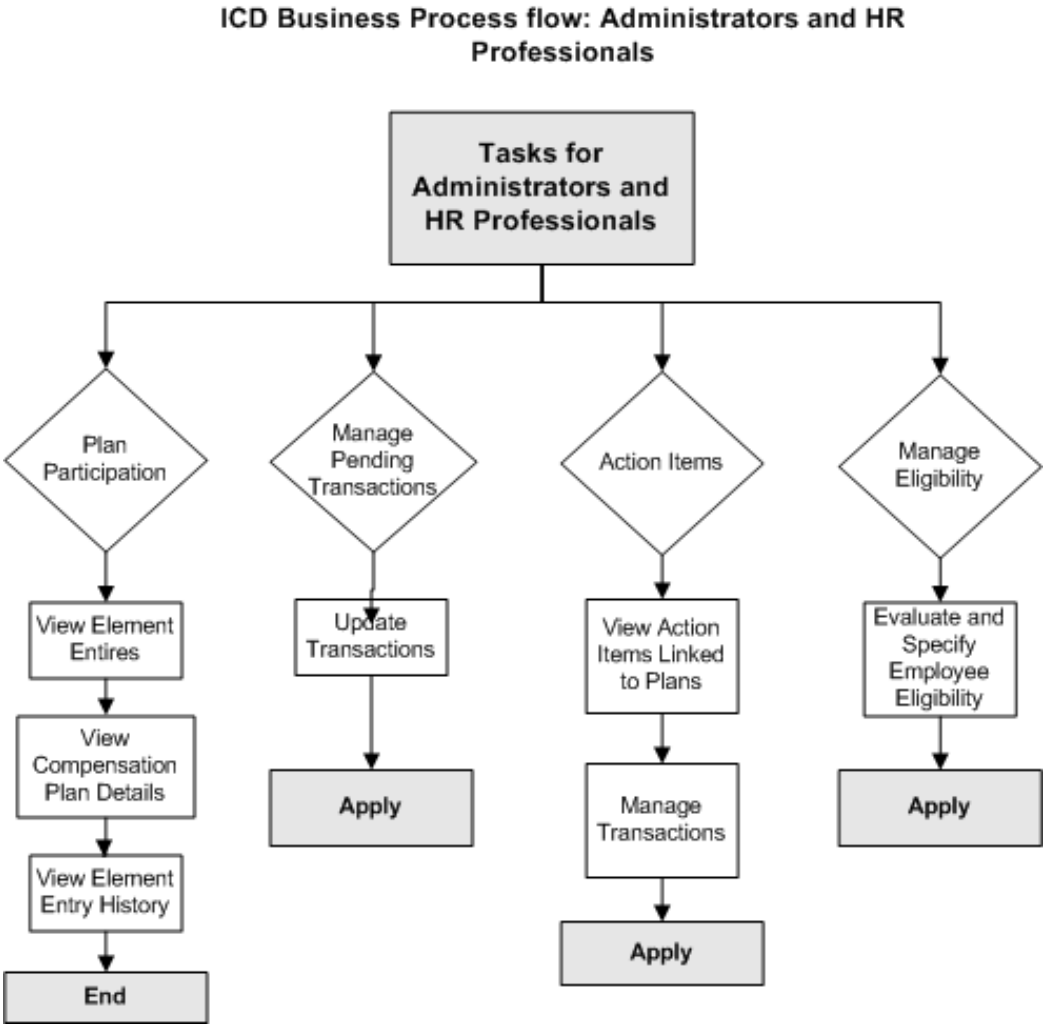
See: Managing Ad-hoc variable Compensation, Payroll Deductions, Event Registrations and Non-Payroll related Information, page 3-142

See: Awarding Ad-hoc Variable Compensation: Example, page 3-142

Administrators and HR Professionals

Administrators can view and update compensation details, and control action items such as, putting compensation on hold for a participant until the action item is completed, override employee eligibility, view transaction history, control action items, and use element entry forms.

Below is a graphic representation of task flow associated with an administrator and a HR professional..



See: Administrators and HR Professionals, page 3-139

See: Employee Administration Interface, page 3-140

See: Configure Plans, Manage Eligibility, Transactions, and Action Items, page 3-141

See: Plan Administration using Quick Setup, page 3-141

Line Managers and Employees

As a line manager, you can use ICD to allocate adhoc rewards to employees within your reporting hierarchy such as lump-sum bonuses, spot bonuses, company stocks, and special allowances for cars and house rent. You can award such compensation at any time of the year. You can also update and delete compensation details entered into the application.

As an employee, you can use ICD to self-enroll into company specific reward programs like tenure gifts and travel allowance. You can also enroll in company stock purchase plans by specifying a payroll deduction, or contribute to a company-supported charity plan.

As a self-service manager, you can do the following using ICD:

- Enter compensation details in multiple input values associated with an element in a compensation plan.
- Flexibly use the entire or a partial list of predefined input values associated with an element.
- Grant multiple compensation (same or different types) awards to an employee within a single transaction on the same or different dates.
- Update and delete active and future compensation awards. For example, update compensation amount, change the effective dates or entirely delete the award, and indicate a distribution end date for a recurring compensation within the same transaction it is awarded.
- Review compensation details and submit for approval.

Menu and Function Names

You can access this module from the following menus and functions:

User Menu Name	Function Name
Manager Self Service	Individual Compensation Distributions
Employee Self Service	Individual Compensation Distributions

See: Manager and Employee Self Service Interface, page 3-138

See: Managing Ad-hoc variable Compensation, Payroll Deductions, Event Registrations and Non-Payroll related Information, page 3-142

See: Awarding Ad-hoc Variable Compensation: Example, page 3-142

Manager and Employee Self Service Interface

The user interfaces for manager and employee includes the following four pages:

- Overview page
- Details page
- Review page
- Confirmation page

Overview Page

The Overview page is the first page that the ICD application displays. As a manager you must select a person in your reporting hierarchy before starting a compensation action in ICD. You can award new compensation and update or delete an existing compensation. It is possible to perform multiple compensation actions such as create, update and delete, within the same transaction starting on this page.

The table on this page displays active and future element entry records for an employee as well as compensation records from temporary storage that are not yet submitted for processing or approval or have been submitted but suspended or awaiting approval. This table will filter compensation plans based on plan types specified in the menu function.

> **Note:** Element entries in this table for a person may originate from sources other than ICD.

Details Page

When you click the Award Compensation button or the Update icon in the Overview page, the application displays the Details page. You can select the compensation plan type and enter related details on this page. You can additionally specify a start and end date for a recurring compensation to indicate the distribution period. For a one-time or non-recurring compensation, you must enter only the start date.

> **Note:** If you enter the Details page in Update mode, you cannot change the plan and option.

You can refer to the embedded instructions that are configured at the Plan level that the application displays on selecting the Plan.

If you click the Apply button, the application transfers and displays the entered information as a new record on the Overview page.

Review Page

The Review page displays all values including dates from the Details page. You can

enter the Review page by clicking Next on the Overview page.

On this page, you can submit data for further processing by clicking the Submit button. If approval is configured for a transaction, on clicking the Submit button, the application sends the data for approval. If approval is not configured, the data is directly written into payroll element entries.

Approvers view the review page as part of notifications. When the transactions are in the approval process, the application displays their status as Pending Approval in the Overview page. On approval, the applications displays the corresponding element entry record on the Overview page with the status as Applied. If transactions need further information, then the approval process sends notifications to lower levels in the hierarchy, with the status remaining as Pending Approval. If transactions are rejected, then ICD notifies the lower levels in the hierarchy and these transactions are not displayed as part of ICD.

Confirmation Page

This page displays the confirmation message after you review and submit transactions.

See: Managing Adhoc variable Compensation, Payroll Deductions, Event Registrations and Non-Payroll related Information, page 3-142

See: Awarding Adhoc Variable Compensation: Example, page 3-142

Administrators and HR Professionals

As an HR professional or an administrator, you can perform the same tasks as line managers but with additional capabilities using Individual Compensation Distributions (ICD). You can manage and modify all transactions in the application, manipulate action items, and override the eligibility of a person. You can take decisions on transactions that are pending approval, or suspended because of required action items. Additionally, you can override the eligibility or ineligibility date of a person to accommodate unique business scenarios.

As an administrator, you can do the following using ICD:

- Configure the input value validation based on value sets, data types, minimum, maximum and default, lookups, and fast formula.
- Configure element entry flexfields to capture compensation-related information for an employee. For example, you can capture compensation justification in a flexfield during the transaction and store it as part of the employee element entries
- Use the default input values as a fixed value or use a fast formula.
- Search for employees.
- View, update, and delete element entries that do not originate from ICD.

- Control action items for compensation plans. For example, you can put compensation on hold for a participant until the action item is completed.

See: Employee Administration Portal, page 3-140

See: Configure Plans, Manage Eligibility, Transactions, and Action Items, page 3-141

See: Plan Administration using Quick Setup, page 3-141

Menu and Function Names

You can access this module from the following menus and functions:

User Menu Name	Function Name
HR Professional	Individual Compensation Distributions for Administrators

Employee Administration Interface

As an administrator, you must use the Employee Administration interface to manage pending transactions, override employee eligibility, view transaction history, control action items, and use element entry forms

The Employee Administration interface includes the following four tabs on the Employee Administration page:

- Plan Participation
- Pending Transactions
- Action Items
- Eligibility

Plan Participation Tab

This tab displays employee element entries linked to compensation plans with any status. You can view compensation plan details such as plan name, plan type, and plan category. You can view element entry details such as element type, name of the element type, recurring or non-recurring element, element start date and end date, and the linked element entry. Additionally, you can view the element entry history.

Pending Transactions Tab

This tab displays incomplete transactions initiated from self-service pages. Pending transactions are categorized into Saved, Pending Approval and Suspended transactions.

Action Items Tab

On this tab, you can view action times linked to plans. Use this tab to complete pending transactions, reopen completed transactions and delete transactions.

Transaction Page

You must use the Transaction page from the Actions Item tab to modify transactions. You can modify updatable input values, date and justification.

To manually unsuspend a transaction that is suspended, use the Unsuspend button.

Eligibility Tab

You can evaluate employee eligibility to Compensation Plans and Options based on the various parameters.

See: Configure Plans, Manage Eligibility, Transactions, and Action Items, page 3-141

See: Plan Administration using Quick Setup, page 3-141

Configure Plans, Manage Eligibility, Transactions, and Action Items

As an administrator, you can perform a number of tasks related to compensation plans such as configure plans, manage pending transactions, override employee eligibility, view transaction history, and control action items.

To manage plan administration from the Employee Administration page:

1. Create plan types, plans and options and standard rates using Quick Setup. See: Plan Administration using Quick Setup., page 3-141

2. Navigate to the Employee Administration page and use the Plan Participation, Pending Transactions, Action Items, and Eligibility tabs to perform the applicable tasks. See: Employee Administration Interface., page 3-140

Plan Administration using Quick Setup

Oracle recommends you to use Quick Setup to configure a basic compensation plan after elements are setup.

Using Quick Setup, you can quickly and efficiently set up new compensation plans based on the definition of an element type and edit existing plans. Setting up compensation plans creates options; plan types, rates, element types, element links, eligibility profiles, standard rates, action items, plan enrollment requirements, communications, and formula.

To setup compensation plans for an element, do the following:

1. Launch the Quick Setup function from the ICD Setup page.

2. Enter the effective date in the Effective Date field.

3. Specify the applicable plan to link to the element. You can link an existing plan or create a new plan and link it to the element.

4. Choose the appropriate option, if necessary.

5. Click Create to create the plan.

   The plan table displays information such as element type, plan, option, plan type, and plan type ID. The application displays the plan type ID for each plan type as a reference point for administrators, as it is necessary for the plan type ID to be specified in the employee or manager menu functions to filter compensation plans.

Managing Adhoc variable Compensation, Payroll Deductions, Event Registrations, and Non-Payroll related Information

As a self service manager, you can award ad-hoc variable compensation such as bonuses and employee payroll deductions, enrollment or registration of events and non-payroll related information.

To award adhoc variable compensation:

1. Create compensation plans for employees using the Administrator responsibility and Quick Setup. See:Plan Administration using Quick Setup., page 3-141

   Note: You can also create compensation plans using form from the Professional User Interface.

2. Access the Manager Self Service Interface using the Manager Self Service responsibility and award adhoc variable compensation. See:Awarding Adhoc Variable Compensation: Example, page 3-142

Awarding Adhoc Variable Compensation: Example

You can award adhoc variable compensation such as bonus and payroll deductions, enrollment or registration of events, and non-payroll related information to your employees.

Below is an example on how you can award a bonus to your employee. Consider a situation where you want to award $2000 bonus to Blair Palmer.

Note: You must follow the same steps to award other adhoc variable compensation such as payroll deductions, enrollment or registration of events, and non-payroll related information.

Complete the following steps to award a bonus to your employee

1. Using the Manager Self Service responsibility, on the ICD: People page, select Blair Palmer from the reporting hierarchy.

2. Click the Action icon against Blair Palmer's name.

3. On the Overview page, click the Award New Compensation button.

4. On the Details page, select the compensation type as Bonus, and fill-in the applicable compensation details and click the Apply button.

   Note: To award other adhoc variable compensation, select the appropriate compensation type.

   The Overview page displays the transaction details in a tabular format.

5. Click the Next button to enter the Review page. On this page, you review the proposed compensation details, view the approver, and enter comments.

6. Click the Submit button to submit the compensation proposal. You will receive a confirmation message on the Confirmation page.

Compensation History

Compensation History

Compensation History refers to groups of historical data. You can view groups such as Salary History, Bonus History, Stock Option History, Other Compensation History, Ranking History, Performance Rating History, and Job History. The compensation category you define for standard rates in Individual Compensation History and Compensation Workbench determine the history group to which the elements belong.

HR Professionals and Managers use Compensation History to view employee information from a single page in Compensation Workbench (CWB) and Individual Compensation Distribution (ICD).

Employees use Compensation History to view their information from a single page in ICD.

Based on the responsibility used to log in to Self-Service Human Resources, certain sub-tabs are visible to HR Professionals and Managers, and not to Employees.

HR Professionals and Managers can view information about all compensation awarded and transactions made to an employees record - historical, current and pending from all assignments. You can view information such as salary changes, bonuses, basic or extended stock options, monetary compensation grouped by year, ranking assigned to the employees based on number of employees ranked and rank quartile, jobs, and details of other non-monetary compensations given to an employee. You can also view performance information, such as rating types and actual ratings, for the employees in their security group. In addition, managers can also view in-progress transactions.

Employees can view information such as salary changes, bonuses, basic or extended stock options, monetary compensation for a single year period, their job details such as name, date of the job change, position, grade, people group, and reason for the job change, and details of other non-monetary compensations received.

See: Compensation History Views, page 3-145

You can configure any of the history groups to show or hide them.

> **Note:** You can personalize the views at the Function, Localization, Site, Organization, and Responsibility level. The Responsibility level personalization enables you to configure manager and employee views to display different sub-tabs and columns.

See: Personalizing Sub-tabs for Compensation History, page 3-153

See: Seeded Hidden Columns, page 3-149

Compensation History Setup

During implementation, Compensation Administrators use the Oracle HRMS professional user interface to define an additional standard rate so that Compensation History is available for ICD.

In addition, they set up a Plan Type, a Plan, and a Standard Rate with activity type of Additional History Element. They associate the element and input value to the Additional History Element standard rate to ensure that Compensation History displays details of those elements entered from the Element Entries window.

Compensation Administrators set up the following to view Compensation History from ICD:

- Standard Rate with activity type Additional History Element, and status Inactive

Compensation Administrators also set up the following to ensure that details of elements entered from the Elements window display in Compensation History:

- Plan Type
- Plan with a status Inactive – used only to display history of element entries created outside ICD or CWB.
- Standard Rate with activity type of Additional History Element.

See: Setting Up Compensation History, page 3-151

Also See: Compensation History Menu and Function Names, page 3-149

Security Features

Security features in Oracle HRMS ensure that managers view ranking assigned only by those managers within their security profile. In addition, while managers can view ranking, and in-progress transactions, employees do not have access to view this information.

Compensation History Views

When you use the HR Professional or Manager responsibility to log into CWB or ICD, you can view the compensation and ranking information for employees on a single page.

If an employee has only one open assignment, you can view details for that assignment. However, if the employee has multiple open assignments, select the assignment from the list to view history details for the selected assignment. If you do not select an assignment, the system displays the details of the primary assignment.

The views that you see may differ because the system displays some information (but not all) by default. You can personalize other information to display.

See: Seeded Hidden Columns, page 3-149

You can view compensation history for employees based on:

- **Salary:** In this sub-tab, you can view details of all compensations that belong to either the Salary Proposal in the Salary page or the CWB Worksheet Amount Standard Rate. The system displays each change in salary in a single row. If there is a change in the components of the salary, you can view the sum total of each component. The amounts are based on the employee's pay basis.

The following table describes some important details you can view as part of the Salary sub-tab:

Label	Displayed Detail for Status - In Progress	Displayed Detail for Status - Process/Approved
Date	In Progress	Effective date of salary change
Change Amount	Change Amount (in pay basis)	Change Amount (in pay basis)
Change Percent		Change amount as a % of starting salary
New Salary		Starting salary plus change amount
Frequency	Pay Basis	Pay Basis
Currency	Plan currency	Element input value currency code

- **Bonus Sub-tab:** In this sub-tab, you can view compensation details for plans with a plan type Compensation Category of Comp - Bonus. The system displays each bonus in a single row. If you itemize a bonus, you can view all components of the bonus.

The following table describes some important details in the Bonus sub-tab:

Label	Displayed Detail for Status - In Progress	Displayed Detail for Status - Processed
Date	In Progress	Non-recurring - effective end date of element Recurring - effective start date of element - effective end date, or Ongoing

Label	Displayed Detail for Status - In Progress	Displayed Detail for Status - Processed
Description	Element reporting name or element name	Element reporting name or element name
Frequency	Activity Reference Period of plan	Per Pay Period
Currency	Element input value currency code	Element input value currency code

- **Stock Option Sub-tab:** This sub-tab displays compensation details for plans with a plan type Compensation Category of Comp - Stock. Based on how you configure the application, a manager can view either the Basic Stock Option History or the Extended Stock Option History.

  Note: When you configure the application to show Extended Stock Option History, the data that is displayed is from an outside party, it is not tied to a Comp - Stock category plan.

  In the Basic Stock Option view, you can view details such as the date, description, number of shares, grant price enrollment rate amount , grant value, and currency.

  In the Extended Stock Option view, you can view details such as grant name, number, type, shares, and price; value at grant; current outstanding shares; market value; gain; vested market value; exercisable shares, market value, gain; exercised gain; cancelled shares; reason code; and class. You can also view details based on the estimated market price per stock that you enter.

- **Compensation by Year Sub-tab:** This sub-tab displays details - organized by the year - about salary changes, bonuses, stock options, and other monetary forms of compensation.

  Note: This sub-tab does not include details of in progress transactions, recurring entries or non-monetary forms of compensation.

- **Ranking Sub-tab:** This sub-tab displays only when you log in using the manager responsibility. It displays ranking details by managers within your security group. Rankings are correlated with salary, bonus, and stock option plans, and CWB plans that belong to the category Comp - Other.

- **Performance Sub-tab:** This sub-tab displays only when you log in using the manager responsibility. It displays the rating type, the rating, and the date of the

rating for the selected employee. Performance ratings may be related to salary, bonus or stock option plans, and plans that belong to the category Comp – Other.

- **Job Change Sub-tab:** This sub-tab displays details of job changes for the selected employee. You can view the date of the change, the job, the grade, the people group, and the change reason.
- **Other Sub-tab:** In this sub-tab, you can view all monetary and non-monetary awards that do not belong to the Salary, Bonus, and Stock Options sub-tabs. This sub-tab displays compensation details for plans with a plan type Compensation Category of either of the following - Comp - Allowance; Comp - Gift/Service Award; Comp - Other; or Comp - Company Car.

The following table describes important details you can view in the Others sub-tab:

Label	Displayed Detail
Date	Non-recurring - effective end date of element Recurring - effective start date of element - effective end date, or Ongoing
Description	Element name
Amount	Distribution amount
Frequency	Non-recurring - Once Recurring - Plan's activity reference period
Units	Monetary - Element input value currency code Non-monetary - Non-monetary UOM of associated rate

When you use the employee responsibility to log into ICD, you can view all the details that you can view when you log in using the manager responsibility with the following exceptions:

- Ranking sub-tab
- Performance sub-tab
- In-progress transactions

Compensation History Menu and Function Names

Compensation History enables managers to view compensation and ranking information of employees in their security group from Compensation Workbench and Individual Compensation Distribution.

Compensation History also enables employees to view their compensation information from Individual Compensation Distribution.

See: Compensation History, page 3-144

Menu and Function Names

This module can be accessed from the following menus and functions:

User Menu Name	Function Name
Manager Self-Service	Individual Compensation Distribution
Manager Self-Service	Compensation Workbench
Employee Self-Service	Individual Compensation Distribution

Configurable Tips and Instructions

Region	Column Name	Message Name
HistoryContent	Instructions	BEN_93424_COMP_HISTORY_INSTR
BenHistoryCompByYearRN	TipComp	BEN_93436_HSTRY_COMP_BY_YR_TIP
BenHistoryExtendedStockRN	Tip	BEN_93430_HSTRY_EXT_STK_TIP

Seeded Hidden Columns

Column Name	Displayed Detail
Salary Sub-tab	
Annualized Starting Salary	Starting Salary (in annual basis)
Annualized Change Amount	Change Amount (in annual basis)
Annualized New Salary	New Salary (in annual basis)
Bonus Sub-tab:	
Plan Name	Name of Plan corresponding to Bonus
Basic Stock Option Sub-tab:	
Plan Name	Name of Plan corresponding to Stock Option
Extended Stock Option Sub-tab:	
Grant Date	Date of grant
Current Option Price	Current price of the option
Vested Shares	Total number of vested shares
Unvested Shares	Total number of shares not vested
Unvested Market Value	Value of the unvested shares multiplied by the market price
Unvested Gain	Unvested shares multiplied by the Grant Price minus the unvested market value
Trading Symbol	Trading Symbol used by the organization
Expiration Date	Date of expiry of the unvested shares

See: The Personalization Framework, *Oracle HRMS Deploy Self-Service Capability Guide*

Setting Up Compensation History

As a Compensation Administrator, you need to configure some additional details so that processed ICD transactions are visible in Compensation History.

You need to create an additional Standard Rate for the ICD Plan whose history you want displayed. This ensures that all occurrences of these element entries are visible in the history.

In addition, you need to set up a Plan Type, a Plan, and an additional Standard Rate to ensure that entries created from the Element Entries window, are visible in the Compensation History.

See the following topics for more information on how to set up Compensation History:

1. Setting Up Compensation History for ICD Plans, page 3-151
2. Setting Up Compensation History for Entries Created from Element Entries, page 3-151

Setting Up Compensation History for ICD Plans

As the Compensation Administrator, you set up Compensation History for ICD Plans. To ensure that processed ICD transactions are visible in compensation history, you need to configure an additional standard rate for the ICD plan whose history you want to display. This ensures that all occurrences of these element entries are visible in history.

To set up an additional standard rate:

1. Select Inactive as the Status.
2. Select Additional History Element as the Activity Type.
3. If you selected an Element for the ICD rate, select the same Element here.
4. If you selected an Input Value for the ICD rate, select the same Input Value here.
5. Choose the Calculation Method tab, and select No Standard Value Used as the Calculation Method.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

Setting Up Compensation History for Entries Created from Element Entries

As the Compensation Administrator, you can set up Compensation History to display information for entries created from the Element Entries window. For example, you can

view information about commissions and automobile allocations in the Others sub-tab. To do this, you must set up a Plan Type, a Plan, and an additional Standard Rate.

> **Note:** The system uses the following Plan Type and Plan to process the entries.

To configure this, use the following guidelines:

To create a Plan Type:

1. Enter a Name for the Plan Type. For example, History Bonus, History Stock, or History Others.
2. Select Compensation Workbench or Individual Compensation Distribution as the Option Type.

   > **Note:** You require to select either of these to ensure that the system processes these entries.

3. Select the most appropriate Compensation Category. This determines the sub-tab on which the compensation history will appear.

See: Defining a Benefits Plan, page 1-94

To create a Plan:

1. Enter a Name for the Plan. For example, History Bonus, History Stock, or History Other.
2. Select Inactive as the Status.
3. Select the Plan Type you defined earlier.

See: Defining a Benefits Plan, page 1-94

> **Note:** Ensure that you also set up Plan Enrollment Requirements and a Standard Rate before you proceed further.

See: Defining Plan Enrollment Requirements, page 3-126

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

To create an Additional Standard Rate:

1. Enter a Name for the Rate. For example, History Bonus, History Stock, or History Other.

2. Select Plan as the Level.

3. Select the Plan you defined earlier as the Compensation Object.

4. Select Additional History Elements as the Activity Type.

5. Select the Element you want displayed on the history page.

6. Select the Input Value you want displayed on the history page.

> **Note:** You can add multiple rates under the same plan if you have multiple element types.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

Personalizing Sub-tabs for Compensation History

You can personalize Compensation History to configure multiple and different views for managers and employees. You can hide or rename sub-tabs, and the columns within these sub-tabs. You can also use Personalization to restrict visibility of data on the Stock, Bonus and Other tab. For instance, you can restrict managers from viewing employee savings plan contributions, retirement plans, or the charitable contributions, and restrict employees from viewing certain awards. You can configure the plans that are available to display to a user to do this.

To hide or rename sub-tabs in Compensation History:

1. Navigate to the Compensation History page.

2. Click Personalize Region in the top right corner of the page.

3. Select the Personalization Level and click Next.

4. In the Create/Update Personalization page, select the Name of the personalization level and click Next.

5. In the Create View page, expand the BEN_COMP_HISTORY_PAGE or the Worksheet History Page list.

6. Click the arrow next to the BenHistorySubTabs link to show the list.

7. Select the sub-tab you want to hide or rename, and click the arrow to show the link.

8. In the General Properties region, enter a name in New Label to rename the sub-tab. Alternatively, to hide the sub-tab, delete the contents in New Label.

9. Click Apply to apply the personalization.

To restore a hidden sub-tab in Compensation History:

1. Follow steps 1 – 6.
2. Click the arrow next to the sub-tab you want to restore.
3. Click Delete in the Create View page.

> **Note:** If the personalization page contains a hidden sub-tab, the sub-tab's text link on the tree displays the technical name of the subgroup. For instance, if you hid the Bonus sub-tab, the link will appear as BenHistoryBonusRN.

To restrict access to plans for employees or managers:

1. Follow steps 1 – 6.
2. Click the arrow next to the sub-tab you want to display.
3. Click BenHistorySubtabNameDetailsTblRN
4. In the Search Query to Filter Data in Table region, specify the conditions required for the tab to display the data. If you do not define any conditions, then all information on the sub-tab will be visible to both managers and employees.

Total Compensation Statement

Total Compensation Statement Overview

You can create Total Compensation Statements to communicate compensations, rewards, and benefits to your employees and contingent workers. They can use this statement to view their total compensation for a specified period, often one year, through an easy-to-use self-service interface.

This topic provides an overview of what you can do using Total Compensation Statement.

Since compensation and benefits packages differ from enterprise to enterprise, you can configure statements based on your enterprise requirements. You can display employer and employee costs or contributions for different types of compensation including earnings, bonuses, taxes, stock options, benefits, savings and retirement, perquisites, time-off, and so on. You can display information from various sources, including Oracle Payroll, third party payrolls, element entries, rules (formulas), and payroll run results.

See: Key Decision Areas in Total Compensation Statement, page 3-156

You can design different statements for different groups of employees and generate statements as often as you require. You can create variations of statements by duplicating and modifying a statement setup. Your statements evolve as your compensation packages evolve. You can add new items or categories to existing statement setups so that the next time you generate statements, the new compensation offerings display.

See: Setting Up Total Compensation Statement, page 3-159

See: Processing and Reporting for Total Compensation Statements, page 3-165

As a compensation administrator, or an HR professional, you can view employee statements before you make the statements available to employees. By previewing statements, you can ensure that the information effectively communicates the compensation, rewards and benefits you provide.

As an administrator, you can print statements for groups of employees at a single time. The enhanced printing ability enables you to efficiently print and distribute Total Compensation Statements to employees who do not have online access.

See:Print Employee Statements, page 3-167

See:Generating Employee Statements, page 3-166

Presentation is key, and Total Compensation Statement enables you to add graphs and links to additional information. Using a rich text editor, you can compose a welcome message that greets employees when they view their statements. Employees can print a PDF of the statement and view it at their convenience.

Prerequisites

There are certain prerequisites to using Total Compensation Statement:

- You should have implemented Salary Administration - this is essential to ensure that your employees' rate of pay displays on the Total Compensation Overview Page.
- If you map compensation items to element entries, then you must assign each employee to a payroll.
- The payroll to which you assign employees must have valid pay periods if your total compensation statement includes element entries.

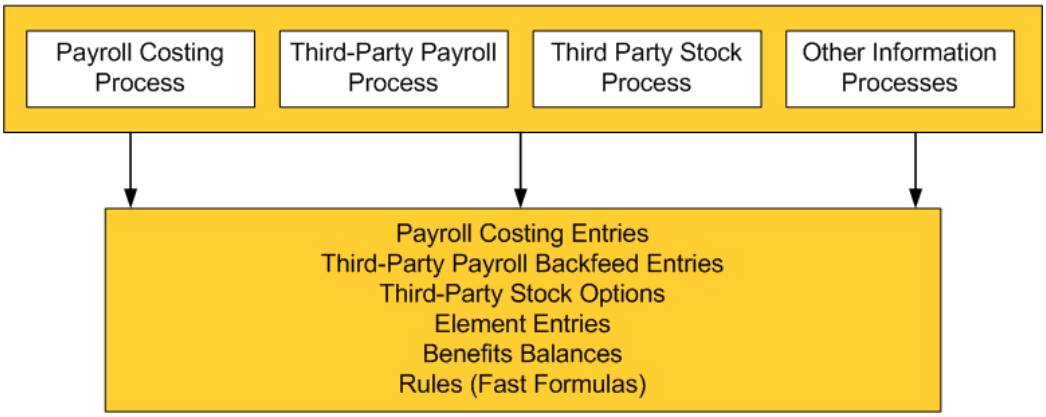
Key Decision Areas in Total Compensation Statement

Before you set up Total Compensation Statement for your enterprise, you need to make some key decisions to establish an outline of the statement you want to present to your employees. This topic gives you an insight into the key decision areas. This topic also explains the key concepts you will use to set up Total Compensation Statement for your enterprise.

Key Concepts in Total Compensation Statement

Statement Period - The period of time for which Total Compensation Statements display compensation. Statements display compensation distributed from the period start day through the period end day.

Compensation Source - The source from which Total Compensation Statement obtains a particular compensation detail, such as element entries or benefits balances. The following diagram illustrates the sources available:



You create compensation items that map to these compensation sources.

For more information on Third Party Payroll Backfeed, see:

Oracle Generic Third Party Payroll Backfeed, *Oracle HRMS Implementation Guide*

For information on Rules for Total Compensation Statement, see: Oracle FastFormula Reference Guide for Standard and Advanced Benefits My Oracle Support Note ID 218059.1

Compensation Item - A mapping to a one-time or recurring instance of a compensation source, such as a specific element input value, benefit balance, or rule (FastFormula).

Compensation Category - A group of compensation items. You can define subcategories within a compensation category, for example, a cash compensation category with subcategories bonus and salary.

Key Decision Areas in Total Compensation Statement

- How do you intend to organize the statement? Decide on the structure of the statement and the items you want to display to different groups of employees. You can also decide on the statement period, display graphs, and add links to supplemental information you want to provide. In addition to web-based statements, the application creates pdf statements using XML Publisher.

  You can customize the predefined XML Publisher template to suit your business requirements. You use XML Publisher to duplicate the template and download the new template. You use a rich text editor to customize the new template. After you make your changes, you use XML Publisher to upload your template to make it available for use in Total Compensation Statement.

  You can search for and locate the default BENTCSRPT.rtf template in XML Publisher. To do this, search for the template with the template code BENTCSRPT. When you duplicate the default template, you must give the new template a template code that begins with BENTCSRPT, for example, BENTCSRPT2. Download the new template and customize it as required.

  > **Note:** You can alter only the header and footer information, the order in which you display the fields are displayed, and make changes to the font color, font size, and background. After uploading the customized template, you must assign an end date to the default template, as only one template can be active at any given time.

  For information on customizing the template, see: Viewing and Updating a Template in the Oracle XML Publisher User's Guide.

- What specific information do you want to display on the statement? Decide on the compensation items to include within the statement. You need not recreate compensation items for each different statement you set up. You can reuse the compensation items you create across different statements.

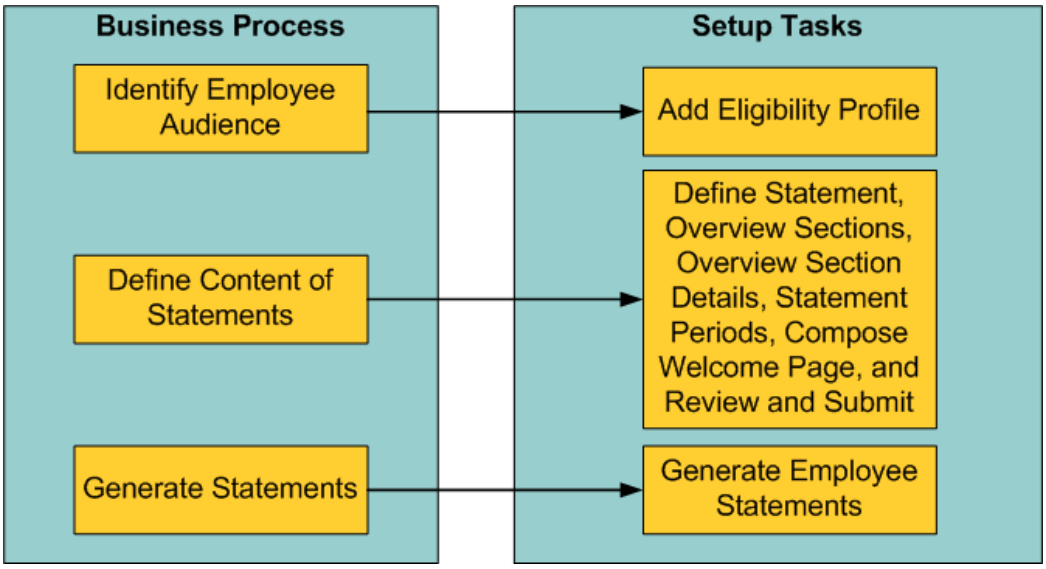
- How do you want to group compensation items into categories and subcategories? Decide on the main categories and subcategories to display on the statement. You need not recreate compensation categories and subcategories for each different

statement you set up. You can reuse the compensation categories and subcategories you create in more than one statement.

- What do you want to display on the Overview page that you present to your employees? Decide on the information you want to display to employees - for example, monetary, non-monetary, and time-off information. You can also decide on the welcome message that displays on the first page of employee statements.

The following diagram depicts the three main steps in the business process and how they map onto the specific setup steps, which are outlined in a separate topic.

See: Setting Up Total Compensation Statements, page 3-159



Total Compensation Statement (SSHR Components)

This topic provides you details of items you must configure for Total compensation Statement and items you can personalize for display in Oracle Self-Service HR. For a full functional description of Total Compensation Statement, see Total Compensation Statement Overview, page 3-155

Menu and Function Names

You can access Total Compensation Statement from the following menus and functions:

User Menu Name	Function Name
Employee Self Service	Total Compensation Statement Welcome Page

User Menu Name	Function Name
HR Professional	Total Compensation Statement Employee Search Page
Administrator	TCS Launchpad page

See: Defining Menus for SSHR, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Configurable Profile Options

Total Compensation Statement uses the following configurable profile options:

Profile	Configurable Levels	Values
Ben: TCS Maximum Number of Statement Periods	All Levels	Positive Integer

Setting Up Total Compensation Statement

To set up Total Compensation Statements, you need to follow the steps outlined in this topic. The steps depict a typical setup. However, you can modify the examples based on your business needs. All steps are mandatory, except the defining eligibility profiles and composing the welcome page steps. You must complete all the mandatory steps before you generate statements for employees to view.

Before you set up Total Compensation Statements, you should have:

- Decided upon the information you plan to include in the statements for example, salary, bonuses, medical benefits, dental benefits, stock options and so on.
- Identified the source of data for the information. For example, a Payroll Costing entry associated with a particular element-input value, an element-input value, a Compensation Item Rule formula that you create, a benefits balance, a third party payroll entry associated with a particular element-input value and so on.
- Decided how to group the information. These groups of information are the compensation categories. Ensure you group similar items into categories - for example, monetary and non-monetary.
- Decided if you want to further group information into sub-groups. These are the sub-categories. Employees can view details of these sub-categories on the statement.

To set up Total Compensation Statements:

1. Define the statement name to identify the statement for future use. For example, Benefits for Salaried Workers. This name does not appear on the statement that employees view. You must define a statement before you can perform any of the other steps.

2. Define the Overview Sections, such as Cash Compensation, Benefits, and Savings and Retirements. This task governs the sections that display on the Overview page that employees view. Choose from Monetary, Non-Monetary, and Time-Off as the compensation types for these sections. You can create as many sections as you require for your statement. You must complete this step before you can add details for the Overview sections.

   Note: Employee statements display table totals and charts only for monetary sections.

3. Define the details for the Overview sections. Add the compensation items and compensation categories you want to display here. For example, define Payroll Costing as a compensation item and cash compensation as a category with bonus and salary as subcategories. When you add compensation categories to the section, all subcategories for the category are also associated with the section. When you add compensation categories and compensation items to an Overview section, you must ensure that they are of the same compensation type. For example, you cannot add a monetary compensation category or compensation item to a Non-Monetary section.

   Note: You cannot add categories to time off sections.

   Note: You can create compensation items and compensation categories before defining any of the other steps. For example, you can create compensation items, compensation categories, and then create the statement setup. You can reuse compensation items and categories across different statements.

4. Define statement periods for which Total Compensation Statements display the compensation information. For example, 01-Jan-2005 to 31-Dec-2005. You can choose the date when statements for a statement period are available to your employees. You can also select the date the application uses to calculate the exchange currency rates.

   Enter the Available to Employees date to indicate the date when statements covering a period are available to your employees. If you do not specify this date, then the statements are not accessible to your employees.

Note: A statement displays amounts in a single currency. This is the employee's preferred currency, their pay basis currency, or the business group currency. The application obtains exchange rates from the GL Daily Rates table. If you do not specify an exchange rate date, then the application uses the exchange rate in effect on the Interim Statement End Date or on the Statement Period End Date. The Interim Statement End Date is the end date of an interim statement that covers part of a statement period. You can enter an Interim Statement End Date to create interim statements in the Generate Employee Statements batch process.

5. Optionally, select the Eligibility Profile to limit the statement to a select group of employees. For example, select Full Time to limit your statement to salaried full time employees only. You can also create or update eligibility profiles.

   Note: If you maintain multiple versions of an eligibility profile, effective on different dates, then the Generate Employee Statements batch process uses the version that is in effect on the Interim Statement End Date or on the Statement Period End Date.

6. Optionally, compose a welcome page using the rich text editor. Employees see this page when they access their statements. You can insert substitution fields to personalize your welcome message.

7. Define your Email Statement Setup as follows:

   - Subject – enter a subject for the email statement.

   - Password Protection – select Yes or No to indicate if the employee statement should be password protected. By default, this is set to No. If you select Yes, then the PDF attachment is protected via a default password, which is the Date of Birth of the employee in the format YYYYMMDD.

   - CC To Manager – select Yes or No to indicate if the employee statement should be copied to the employee's manager. By default, this is set to No.

   - Enter the email content. You can enter this content using the rich text editor and also view the html source, if you prefer.

   - Sample Email address – enter a valid email address if you intend to test sending sample email statements.

8. Review and complete your statement set up.

9. **Updating Statements**

The following table summarizes the changes you can make to a statement setup after generating it, and whether the changes are reflected in the statements that you have already generated.

> **Note:** You must rerun the Generate Employee Statements process before your changes display in the pdf statements.

Task	Action	Impact on Already Generated Web-Statements
Define Statement	Update all details	Yes
Define Overview Sections	**Add:**	**Add**
	• New sections	• N/A
	Update:	**Update**
	• Section names that appear on the employee statements	• Yes
	• Display of employee contributions	• Yes
	• Chart and chart measures that appear in the monetary sections	• Yes
	• The order in which sections display on the statement overview page	• Yes

Task	Action	Impact on Already Generated Web-Statements
Define Overview Section Details	**Add:** • Categories and compensation items **Update:** • The order of section contents • Display names • Delete any categories and compensation items you added after generating the statement	**Add** • N/A **Update** • Yes • Yes • Yes
Compensation Categories	**Add** • Add sub-categories and compensation items **Update** • Category name • Order of category contents • Display names • Chart types and measures • Additional information link details	**Add** • N/A **Update** • N/A • Yes • Yes • Yes • Yes

Task	Action	Impact on Already Generated Web-Statements
Compensation Items	**Update**	**Update**
	• Compensation Item Name	• N/A
	• Denote as estimated amount	• Yes
Define Statement Periods	**Add:**	**Add**
	• Add statement periods	• N/A
	Update:	**Update**
	• Display names	• Yes
	• The date when statements are available to employees	• Yes
		• Yes
	• A statement period to make it unavailable to employees	• Yes
	• The exchange rate date	
Compose Welcome Page	• Always display the welcome page to employees	Yes
	• Enable employees to hide the welcome page	
	• Hide the welcome page	
	• Change the salutation and the welcome page text	

Setting Up Email Preferences

To set up Email Preferences, you need to follow the steps outlined in this topic. You must complete this set up before you can email Total Compensation Statements to Employees.

To set up email preferences:

1. From the Launchpad page, click Email Preferences Setup. You use this region to specify the mandatory parameters for emailing TCS statements to employees.
2. Enter the SMTP Host Name, e.g. mydomain.us.oracle.com.
3. Enter the Port Number.
4. Enter the From Address (the email address used to send the statement emails).
5. Enter the Reply To Address, if required.
6. Click Apply.

Processing and Reporting for Total Compensation Statements

Once you have set up Total Compensation Statements for your enterprise, you can run the following processes:

1. **Generate Employee Statements Process** Use this process to generate Total Compensation Statements using a statement setup and period you defined.

   See: Generating Employee Statements, page 3-166

2. **Print Employee Statements** Use this process to generate statements for groups of employees at a single time.

   See: Print Employee Statements, page 3-167

3. **Purge Employee Statements Process** Use this process to purge Total Compensation Statements for the statement and period you select.

   See: Purging Employee Statements, page 3-168

4. **Reopen Welcome Page Process** Use this process to reset the welcome page. If you configured your setup to enable employees to hide the welcome page, then this process clears employees' selections to hide the welcome page.

   See: Reopening Welcome Pages, page 3-169

5. **Batch Process Run Reports** Use this report to view details of all batch processes

you run.

See: Running the Batch Process Run Reports, page 3-170

Generating Employee Statements

Use the Generate Employee Statements process to create total compensation statements using a statement setup and period you defined. If statements for a period already exist, then the process purges and recreates them irrespective of whether the statement is an interim or complete statement.

You can also generate statements for a group of employees by selecting the appropriate criteria and parameters.

To generate an employee statement:

1. Select a Statement Name on the Generate Employee Statements: Select Statement and Period page.

   Note: The list displays only those statements that are complete.

2. Select a Statement Period. This is the period for which you generate the statement.

3. Optionally, enter an Interim Statement End Date. Use this date to create a statement that covers a part of the statement period. For example, if your statement period is 01-Jan-2006 to 31-Dec-2006 and you enter an interim statement of 31 April 2006, then the generate employee statement process creates a statement that covers the period between 01-Jan-2006 and 31-April-2006. If you do not select an interim statement end date, then the application creates a statement for the statement period.

4. Click Continue

5. On the Generate Employee Statements: Select Parameters and Submit page, select the Run Mode:

   - Rollback - Database will not be updated
   - Commit - Database will be updated

   By default, the process runs in the Rollback mode.

6. Select Yes or No from the Audit Log list. This parameter indicates if the application should create an audit report when running the process. By default, the process does not create an audit report.

7. In the Select Criteria to Generate Statements section, select the Generate Statements For Employees In All Business Groups option to generate statements with the same

name and period across all business groups.

Otherwise, click the Generate Statements for Selected Employees option and enter the applicable parameters to generate statements for selected employees.

8. Click Submit to generate the employee statement.

Print Employee Statements Process

Use the Print Employee Statements process to print statements for groups of employees.

> **Note:** Ensure that you run the Generate Employee Statement process before printing employee statements.

To Print Employee Statements:

1. Select a statement name on the Print Employee Statements: Select Statement Period page.
2. Select the period for which you want to print the statement.
3. Click Continue
4. On the Print Employee Statement: Select Parameters and Submit page, select the Print Statements of Employees in all Business groups option and enter the appropriate parameters to print statements with the same name and period across business groups.

   Otherwise, select the Print Statements only for Selected Employees option to print statements for a particular employee.
5. Click Next.
6. In the Print Employee Statements: Select Print Options page, enter the appropriate print options.
7. Click Submit.

Emailing Employee Statements

To email employee statements, you need to follow the steps outlined in this topic.

To email employee statements:

1. From the Launchpad page, click Email Employee Statements.

2. On the Email Employee Statements: Select Statement and Period page that displays, select the Statement Name.

3. Select the Statement Period.

4. To email sample statements, select the Sample Email check box. When you select this option, sample statements are sent to the Sample Email Address you defined in the Email Statement Setup task.

5. Click Next. On the Email Employee Statements: Select Parameters page that displays, select the Email Statements for Employees in All Business Groups radio button or the Email Statements for Selected Employees Only radio button, based on your preference. If you select Email Statements for Selected Employees Only option, make your selections from the Select Criteria to Email. You can select based on Organization, Location, Benefits Group, Payroll, Job, Position, Supervisor and Person Selection Rule.

   Note: Click the View Selected Employees link to optionally view the employees selected to whom statements will be emailed. You may also optionally change your selection criteria and click Refresh Data to see an updated list of employees.

6. Click Submit. The application runs the Email TCS Employee Statements batch process for the selected employees and template, and emails the compensation statement based on your preferences.

   Note: If you need to resend employee statements after they have already been emailed, you must first run the Purge Employee Statements batch process and then rerun the Generate Employee Statements batch process before rerunning the Email Employee Statements batch process.

Purging Employee Statements

Use the Purge Employee Statements process to purge total compensation statements for the statement and period you select.

To purge an employee statement:

1. Select a statement name on the Purge Employee Statements: Select Statement and Period page.

2. Select a Statement Period. This is the period for which you purge the statement.

3. Click Continue

4. On the Purge Employee Statements: Select Parameters and Submit page, select the Run Mode:

   - Rollback - Database will not be updated
   - Commit - Database will be updated

   By default, the process runs in the Rollback mode.

5. Select Yes or No from the Audit Log list. This parameter indicates if the application should create an audit report when running the process. By default, the process does not create an audit report.

6. Select Yes or No in the All Business Groups list. This parameter indicates if the process should purge total compensation statements that were generated from statement setups of all business groups that have the same statement name and period you select. To use this, you should have defined statement setups with the same statement name and statement period dates for all of your business groups.

7. Select a specific person to run the process for an individual employee.

   Note: If you select Yes in the All Business Groups list, then you cannot run this process for an individual employee.

8. Click Submit.

Reopening Welcome Pages

Use the Reopen Welcome Page process to reset the Total Compensation Statement welcome page. If you configured your setup to enable employees to hide the welcome page, then this process clears employees' selections to hide the welcome page.

To run the reopen welcome pages process:

1. Select a statement name on the Reopen Welcome Page: Select Statement and Period page.

2. Select a Statement Period. This is the period for which you reopen the welcome page for the statement.

   Note: If multiple statements are available to employees, and if you generated statements using different statement setups, then the welcome message that displays is that of the statement with the most recent end date, start date, and available date.

3. Click Continue

4. On the Reopen Welcome Page: Select Parameters and Submit page, select the Run Mode.

   - Rollback - Database will not be updated
   - Commit - Database will be updated

   By default, the process runs in the Rollback mode.

5. Select Yes or No from the Audit Log list. This parameter indicates if the application should create an audit report when running the process. By default, the process does not create an audit report.

6. Select Yes or No in the All Business Groups list. This parameter indicates if the process should reopen the welcome page for total compensation statements that were generated from statement setups of all business groups that have the same statement name and period you select. To use this, you should have defined statement setups with the same statement name and statement period dates for all of your business groups.

7. Select a specific person to run the process for an individual employee.

   Note: If you select Yes in the All Business Groups list, then you cannot run this process for an individual employee.

8. Click Submit.

Total Compensation Statements Batch Process Run Reports

Use this report to view details of the batch processes you run.

To view the batch process run reports:

1. On the Total Compensation Setup Wizard page, select Total Compensation Statement as the Business Area Selection to display the Launchpad page.

2. Click Batch Process Run Reports on the Launchpad page.

3. The Requests page displays. You can view details of your requests including the status and the mode in which you ran the process.

4. Click the Summary Report icon to view the summary report for the selected request, including:

   - The business groups for which you ran the process
   - The eligibility profile for which you ran the process

- The setup evaluation for the process
- The number of eligible persons for the process
- The number of persons processed
- The number of persons that processed with errors
- The number of persons without reportable compensation

5. Click the Audit Report icon to view the Audit Report. You can view the request details and other details that include:
   - Total Eligible Persons
   - Total Persons with Statements Created
   - Total Persons with Errors
   - Total Persons without Reportable Compensation
   - Total Assignments Evaluated
   - Total Statements Created
   - Total Assignments With Errors
   - Total Assignments Held
   - Total Assignments Without Reportable Compensation

     Note: If the application encounters errors while processing a person's assignment, then the application will not process the person's other assignments. The Total Assignments Held field displays the number of assignments the application did not process.

   In addition to total counts, this report also displays details of all eligible people processed and whether or not the process was successful for each of these persons.

6. Click the Error Report icon to view the error report for the process. The details you can view on the Error Report page are:
   - The request details
   - Total Persons With Errors

- Total Assignments With Errors

7. Click the View Log icon to view the log for the process.

Vehicle and Mileage Processing

Vehicle Repository

In the vehicle repository, you can store details of company vehicles and private vehicles used for business purposes. This information is datetracked so that you can record changes to the vehicle - such as its status (active or inactive) - over time. Storing this data in a repository removes the need for repetitive and error-prone data entry.

Use Oracle SSHR to record vehicle repository information in the Vehicle Repository Page. The vehicle repository information includes:

- Registration number
- Make and model
- Registration date
- Engine capacity
- List price and value of optional accessories fitted initially and added later
- Fiscal rating
- Status, and reason for Inactive status
- Whether the vehicle can be allocated to multiple users
- **For Russian users only:**Vehicle Category, mileage/fuel limits, usage schedule, and lease details.
- **For Russian users only:**Extra information about vehicle insurance details

  Note: You can enter multiple insurance details for the same vehicle.

- **For Polish users only:** Vehicle-card identification number, engine number, inspection dates, and additional, user-defined technical information about the vehicle

You can import company vehicle information from a car fleet management system, storing a fleet identifier and date transferred on each vehicle record.

Vehicle Allocation

Use Oracle SSHR to allocate vehicles to your employees so they can be used in

employee mileage claims (UK and Poland) or Benefit in Kind processing (Ireland). You can allocate two types of vehicles : company and private.

- You can allocate one primary company vehicle to each employee, and as many additional company vehicles as your business rules allow.
- You can allocate as many private vehicles as your business rules allow. You mark one vehicle as the default.

Business rules are held in the PQP_CONFIGURATION_VALUES table. See: Configuration Settings for Vehicle Repository and Mileage Claims, page 3-175

When you allocate a vehicle, you can override some of the configuration settings for your business group.

You can record a vehicle against a single assignment, or against all of an employee's assignments.

You can allocate vehicles from the Vehicle Repository page.

When you move the mouse over the Users icon, you can view the user details in a pop-up window.

Vehicle Repository Menu and Function Names

The Vehicle and Mileage Processing module enables managers to add vehicles to the repository in Oracle SSHR. You can add details of company and private cars, and allocate vehicles to employees.

UK users can use this module to enter their mileage claims in Oracle SSHR.

Menu and Function Names

You can access this module from the following menus and functions:

User Menu Name	Function Name
Vehicle Repository	Vehicle Repository
Vehicle Mileage Claims	Vehicle Mileage Claims

Workflow

The workflow details for this module are listed below:

Workflow Process Display Name:

Private Vehicle Allocation

Configurable Workflow Attributes:

Not applicable

Workflow Process Display Name:

Vehicle Mileage Expense

Configurable Workflow Attributes:

Not applicable

Configuration Settings for Vehicle Repository and Mileage Claims

Global and localized configuration settings provide the appropriate defaults for your business groups. You can add this information using the Configuration Values Page. Select the Vehicle Mileage module and the Configuration Type Vehicle Mileage Generic Information to view, update or delete data for your business group.

Global and Localization Settings

This table displays the localization settings available.

Column	Segment	Meaning	Global	UK	Ireland
LEGISLATION_CODE	Legislation Code	-	--	GB	IE
PCV_INFORMATION_CATEGORY	Vehicle and Mileage Settings	-	PQP_VEHICLE_MILEAGE	PQP_VEHICLE_MILEAGE	PQP_VEHICLE_MILEAGE
PCV_INFORMATION1	Calculation Method	Proration or Exhaustive--determines how you apply mileage band limits across payroll periods. You can override this default when you allocate vehicles or enter claims.	--	Exhaustive	Null

Column	Segment	Meaning	Global	UK	Ireland
PCV_INFORMATION2	Maximum Company Vehicles Allowed	Limit on the number of company vehicles that can be allocated to an assignment	--	2	Null
PCV_INFORMATION3	Maximum Private Vehicles Allowed	Limit on the number of private vehicles that can be allocated to an assignment	--	--	Null
PCV_INFORMATION4	Share Company Vehicle	Yes means that the vehicle can be shared by several employees. No means the vehicle cannot be shared.	Y	N	Y
PCV_INFORMATION5	Share Private Vehicle	Yes means that the vehicle can be shared by several employees. No means the vehicle cannot be shared.	Y	Y	Y

Column	Segment	Meaning	Global	UK	Ireland
PCV_INFORMATION6	Previous Tax Year Claim Valid Until	All claims for previous tax year must be submitted before the date entered. The year in the date is ignored.	--	5 July	Null
PCV_INFORMATION7	Allow Both Company and Private Vehicles Claims	No means that you cannot allocate both company and private vehicles to an employee at the same time, nor submit mixed claims.	Y	N	N
PCV_INFORMATION8	Search Criteria for Rates Table	The default (%) means that the Rates Table list of values displays all user defined tables. To restrict the list, use a naming convention for mileage rate tables. For example, include the word "car" in all names and enter %car% in this field.	%	%	%

Column	Segment	Meaning	Global	UK	Ireland
PCV_INFORMATION9	Validate Private Vehicle Claims in Repository	Yes means that you can only enter claims against a vehicle already assigned to the employee in the repository. No means that you can enter a claim against a vehicle that is not in the repository.	Y	N	N
PCV_INFORMATION10	Vehicle Claims Correction Period in Days	An input of 30 would mean that only those claims that have a claim date within the last 30 days could be corrected.	--	--	Null
PCV_INFORMATION11	Use Sliding Rates	Yes means you use the sliding rates table for additional passengers. No means you use the rates table instead of the sliding rates table.	--	PQP_VEHICLE_MILEAGE	--

Column	Segment	Meaning	Global	UK	Ireland
PCV_INFORMATION12	Combine Taxable and NonTaxable Claims	Yes means you combine taxable and non-taxable balances to calculate rates. No means you do not combine taxable and non-taxable balances to calculate rates.	--	PQP_VEHICLE_MILEAGE	--

Rates Tables and Mileage Elements

In the PQP_CONFIGURATION_VALUES table, you can name the rates or the sliding rates table (for additional passengers) and mileage claims element to use for each category of vehicle. The categories are defined by ownership (company or private), usage type (primary, additional, essential, or casual), vehicle type, and fuel type. You enter as many rows as you require. For example, if all company car claims share the same rates table and element, you create only one row for company cars. If you use different rates tables and elements for primary and additional company cars, but the same table and element within these usage types irrespective of fuel type, you need two rows for company cars.

You must select a different element for each vehicle type (car, motor cycle, pedal cycle, and van), although these types can share a rates table.

These values provide defaults for your business group. You can also associate a rates table with a mileage element when you generate that element in the Vehicle Processing window. If you do so, this rates table becomes the default. You can select different rates tables and elements when you allocate vehicles to employees or enter a particular claim.

> **Note:** If you do not select an element at any level (claim, assignment, or business group), Oracle Payroll looks for the appropriate element for a claim based on employee eligibility criteria. It raises an error if there is no valid element.

You can configure the table from the Configuration Values Page.

Example of Claims Element and Rates Table Specified in the PQP_CONFIGURATION_VALUES Table

Column	Segment	Example 1	Example 2
LEGISLATION_CODE	Legislation Code	GB	GB
BUSINESS_GROUP_ID	Business Group Id	ID	ID
PCV_INFORMATION_ CATEGORY	Category	VEHICLE MILEAGE CALCULATION INFO	VEHICLE MILEAGE CALCULATION INFO
PCV_INFORMATION1	Ownership	Company	Company
PCV_INFORMATION2	Usage Type	Primary	Primary
PCV_INFORMATION3	Vehicle Type	Car	Motor Cycle
PCV_INFORMATION4	Fuel Type	Petrol	--
PCV_INFORMATION5	Rates Table	Primary Petrol Car Table	Primary Motor Cycle Table
PCV_INFORMATION6	Claim Element	Primary Petrol Car Element	Primary Motor Cycle Element

Vehicle and Mileage Processing

Oracle Payroll enables you to:

- Include vehicle and mileage allowances in the payroll run and reimburse your employees for any mileage claims.
- Record information about vehicle and mileage allowances paid to your employees and provide the Inland Revenue with the details at the required reporting periods.

What Types of Claim Can You Process?

You can process each of the following types of claim and claim reporting:

- Mileage claims from
  - Casual and essential users of private vehicles
  - Company car users
- Lump sum allowances for essential car users.
- P11D Expenses and Benefits annual report for the Inland Revenue. Although this report is only required at tax year end, you can run it at intervals throughout the year for reconciliation purposes.
- Value Added Tax (VAT) levied on fuel.
- Class 1A National Insurance Contributions (NIC).
- Calculation of car sharing.

You can include the following vehicles in your mileage processing:

- Cars, motor cycles, and pedal cycles
- Company and privately owned
- Primary and additional company vehicles

Entering Claims

To process mileage claims and other vehicle related allowances, you allocate the vehicle to an assignment and use the Mileage Claims page to enter the claim. This automatically enters the mileage element for the assignment. Then you run the payroll process or QuickPay.

You can also enter claims data on a spreadsheet and upload the data to the Mileage Claims page.

Calculation Methods for Mileage Claims

You can choose one of the following calculation methods to reimburse your employees:

- Exhaustive
- Prorated

The choice applies when you have defined a mileage band with two different rates. For

example, you can specify that all mileage up to a certain limit should be paid at one particular rate until the limit is reached. You then reimburse any additional claims at a different rate. This normally corresponds to a higher rate succeeded by a lower rate, but you can also define two rates in which the lower allowance is paid first until the limit is reached and then succeeded by a higher allowance.

Your choice of an exhaustive or prorated method determines how payments are distributed between two rates.

If you choose the exhaustive method of payment, you continue to pay all claims at the first rate until the limit is reached. You then pay any subsequent claims at the second rate.

If you choose the prorated method of payment, the limit is assessed on a pro-rata basis for each payroll period. For example, if an employee is on a monthly payroll with an annual mileage allowance of 600 miles then the monthly allowance is 50 miles. You can pay up to 50 miles at the higher rate in the first period, with any remaining miles paid at the lower rate. If you do not pay the full prorated amount in one payroll period you can transfer it to the next payroll period. So, if there were no mileage claims in the first period, you can pay up to 100 miles at the higher rate in the second period. If you paid 40 miles in the first period, you can pay up to 60 miles at the higher rate in the second period.

How Oracle Payroll Processes Vehicle and Mileage Details

Mileage Payments

Mileage claims and other allowances are based on engine capacity and mileage bands that employers determine. When you process any mileage claim, Oracle Payroll references a rates table or a sliding rates table to retrieve the correct values on which to base the calculation. The rates table that Oracle Payroll references is the rates table or the sliding rates table you select when you define the element.

You cannot change the Inland Revenue Authorised Mileage Rates. However, you can set up and modify your own rates to reflect mileage bands applicable to your own organization.

You can include an Additional Passenger row in the table to calculate mileage rates for car sharing.

See: Entering and Maintaining Vehicle Mileage Rates, page 3-190

Vehicle Element Details

You use an element template to provide fast and accurate entry of mileage element details. You can set up separate elements for each type of mileage claim applicable to your organization. For example, you could have separate elements for:

- Company as distinct from private claims

- Casual as distinct from essential claims

When you create a mileage element from the template you automatically create all associated input values, balance feeds and formulas.

See: Creating a Vehicle Mileage Element, page 3-192

Payroll Processing

When you run a payroll including a mileage claim element, the associated formula calculates for each mileage claim one of the following:

- Taxable and non-taxable amounts

  Note: Depending on the configuration settings for your business group, the payroll process maintains separate balances to track taxable and non-taxable claims to be paid at different rates based on their individual balances. For example, if an employee submits a mileage claim for 100 taxable miles and 50 non-taxable miles, then the payroll process calculates the balances for 100 miles and 50 miles individually to arrive at the amount payable.

- Combination of taxable and non-taxable amounts

  Note: Depending on the configuration settings for your business group, you can combine balances for taxable and non-taxable amounts to calculate the final rate. You cannot view the taxable and non-taxable amounts separately. For example, when an employee submits a mileage claim for 150 miles, the payroll process calculates the amount payable at the rate for 150 miles.

  If you earlier used taxable and non-taxable amounts, you need to create new elements to use the combination of taxable and non-taxable amounts. Oracle Payroll also reprocesses all Taxable and Non-Taxable claims to correct them.

- NICable and non-NICable amounts

Similarly, if the element is a lump sum allowance for essential users then the formula calculates liability for tax and NIC when you run the payroll.

See also: How Oracle Payroll Calculates Mileage Payments, page 3-185

Oracle Payroll prevents further payments of a mileage claim that has already been met in full. It does this by applying an end date to each mileage element entry. All mileage element entries are end-dated in the last payroll run for the tax year. Otherwise, the point at which the end date is applied depends on the calculation method for the claim:

- Exhaustive method: These entries are end-dated in the same period as that of the claim.

- Prorated method: These entries are end-dated as soon as the prorated part of the claim has been paid in full.

If there is a claim in the new tax year with a claim date from the old tax year, it is processed in the new year. The payroll run feeds the taxable amount to last year's tax balance, while it takes the NIC liability amount for the new tax year. However, you cannot create a *negative* claim in the new tax year with a claim date in the old tax year. If you need to correct a claim that was processed in the last tax year, use balance adjustments.

Elements Generated For Mileage Claim Processing

When you define a type of mileage claim in the Vehicle Processing window, the application generates the elements you require to process this type of mileage claim. The main element has the name you enter in the Vehicle Processing window (BASE_NAME).

> **Important:** You must link this element to establish eligibility and costing. You associate this element with the appropriate categories of vehicles in the PQP_CONFIGURATION_VALUES table, to provide defaults for your business group. You can override the default when you allocate a vehicle to an employee and when you enter a particular mileage claim.

The following nonrecurring elements are also created to hold indirect results from the <BASE NAME> Mileage Claim formula:

- <BASE NAME> Direct Payment

- <BASE NAME> NIable

- <BASE NAME> Taxable

  > **Note:** The application creates this element only if you use taxable and non-taxable amounts.

- <BASE NAME> Company Mileage Results (created only for company vehicles)

- <BASE NAME> Private Mileage Results (created only for private vehicles)

- <BASE NAME> Mileage Results2

- <BASE NAME> Mileage Results3

The following nonrecurring elements are created to feed balances related to the lump sum calculation:

- <BASE NAME> Lump Sum Results
- <BASE NAME> Lump Sum Results

How Oracle Payroll Calculates Mileage Payments

Examples of Mileage Payments

The amount that an employee receives for a mileage claim is dependent on whether:

- Car use is casual or essential
- Payment method is exhaustive or prorated
- Payment is subject to NIC.

This is shown in each of the following examples.

Example 1: Casual User Mileage Claim Calculated by Exhaustive Payment Method and Assessed for NIC Liability

When you process this type of claim Oracle Payroll compares the mileage claim based on the employer casual user mileage rates with the Inland Revenue Authorised Mileage (IRAM) rates and then takes one of the following actions depending on the result of this comparison:

- If the value based on employer rates is the same as or less than the Inland Revenue value, the employee receives the employer value without any NIC liability.
- If the value based on employer rates is higher than the Inland Revenue value, then the employee still receives the claim in full, but:
  - The Inland Revenue value is assessed for tax by the P11D process.
  - The remainder of the claim - the difference between the employer value and the Inland Revenue value - is assessed for NIC with other earnings for the period.

For example:

Rate Tables Used	Mileage Claimed	Value
Employer Rates	100 miles	42.30
IRAM Rates	100 miles	25.00

Here, the employee receives 25.00 free of tax and NIC, but the remainder of the claim (42.30 - 25.00 = 17.30) is liable to NIC.

The statement of earnings does not show the NIable amount; it shows the full amount as a direct payment. You can see the NIable amount by checking the balance feeds.

Example 2: Casual User Mileage Claim Calculated by Prorated Payment Method

Employees who are casual car users are usually entitled to mileage reimbursement at a higher rate than that applying to essential car users. This is because the essential user entitlement includes an allowance for running costs whereas the casual user entitlement does not. However, the higher rate for casual users is only paid for mileage claims up to a fixed limit. Once this fixed limit has been reached, all future mileage claims are paid at the lower rate. You can keep a cumulative total of mileage claims and ensure that you always reimburse your employees at the correct rate:

- Oracle Payroll divides the annual mileage allowance by the number of pay periods in the year to derive number of miles payable at each rate in each pay period. For example, if the annual higher rate allowance is 3000 miles and you pay this employee monthly, then the mileage allowance for each monthly period is 250 miles.
- You are able to carry forward any unused miles to the next pay period and increase the allowance for that month.
- You can pay mileage claims at the higher rate until the maximum allowable figure for each payroll period is reached.
- You can then continue to pay subsequent claims at the lower rate.

For example, if your casual car users are reimbursed at 50p per mile for claims up to 3000 miles per year, and then at 30p per mile for claims exceeding 3000 miles per year then the calculation could be as follows:

Period 1 (Paid in Period 2)

Date Claimed	Miles Claimed	Payment Calculation Higher Rate	Payment Calculation Lower Rate	Less Previous Payments	Total Due
From 06/04/2000 to 30/04/2000	300	125 (250 x 50p)	15 (50 x 30p)	n/a	140 pounds

Effect on NIC Liability for Period 1

Assume that IRAM rates allow 45.00p per mile for this category of vehicle as profit-free total. This amounts to an allowance of 135 pounds (45 x 300 miles). However, your

employee has received a total of 140 pounds. This means that a sum of 135 pounds is paid free of deductions and the remaining 5 pounds is added to other earnings in period 2 which are subject to NIC payable by the employer.

> **Note:** If the actual miles are different from the claimed miles, then the NIC calculation uses the actual miles. In the figures for example there is a claim for 300 miles, but if the actual miles amount to 350, then NIC uses the figure of 350 for assessment. IRAM rates are calculated on actual miles, while employer rates are calculated on the claimed rates.

The general principle is that Oracle Payroll calculates the profit-free amount based on the IRAM tables, and anything that your employee has received in addition to this amount within a given pay period is then subject to NIC in the period in which it is paid.

If your employee receives an employer scheme payment that is equal to or less than the Inland Revenue profit free total, then no deductions are taken from the payment.

Period 2 (Paid in Period 3): Within the Mileage Limit for Period (Prorated YTD)

In the second payroll period, your employee claims for 150 miles giving a year-to-date total of 450 (300 + 150) miles. This is within the prorated allowance for the two payroll periods, and you can therefore reimburse the 450 miles at the higher rate:

Date Claimed	Miles Claimed	Payment Calculation Higher Rate	Payment Calculation Lower Rate	Less Previous Payments	Total Due
From 01/05/2000 to 31/05/2000	450 (150 plus 300)	225 pounds (450 x 50p)	n/a	140 pounds	85 pounds

Period 3 (Paid in Period 4): Over the Mileage Limit for the Period (Prorated YTD)

Your employee now submits a further claim of 400 miles, giving a year-to-date total of 850 miles claimed:

Date Claimed	Miles Claimed	Payment Calculation Higher Rate	Payment Calculation Lower Rate	Less Previous Payments	Total Due
From 01/06/2000 to 30/06/2000	850 (400 plus 450)	375 pounds (750 x 50p)	30 pounds (100 x 30p)	225 pounds	180 pounds

Example 3: Essential User Allowance Calculated by Exhaustive Payment Method and Assessed for NICs liability

When you process a mileage claim submitted by an essential car user utilizing the exhaustive payment method, the following conditions apply to enable Oracle Payroll to calculate employee liability to NIC:

- Essential users receive an annual allowance paid as a periodic lump sum.
- Employees pay NIC on this allowance.
- Employers can claim an offset against the lump sum to reduce their liability to NIC. The offset represents the difference between IRAM rates and the essential user mileage rates, which are traditionally lower than IRAM.

Offset Mileage Amount Applied to NIC for Essential Car Users

You can calculate the offset mileage amount by deducting it from the lump sum payable in the payroll period. This reduces the amount on which employers are liable to pay NIC:

Inland Revenue Mileage Allowance	Employer Mileage Allowance	Offset Mileage Amount	Lump Sum for Payroll Period	Lump Sum Less the Offset Amount	NICable Amount
90 pounds	51.30 pounds	38.70 pounds	60 pounds	21.30 (60 - 38.70)	21.30 pounds

Example 4: Casual User with Negative Mileage Claim Calculated by Prorated Payment Method

If you enter a negative mileage claim to correct an earlier mistake, then the original payment is reversed in the period in which you entered it.

This is likely to produce negative values for:

- The Inland Revenue profit-free total
- The employer scheme payment

If the negative value for the Inland Revenue total exceeds the employer scheme value, then the payroll process deducts the difference from the earnings liable to NIC in the next payroll period to reduce liability.

For example, if the Inland Revenue profit-free total is -67.50, whereas the employer scheme payment is -65, then 2.50 is deducted from NIable earnings in the next payroll period,

Example 5: Essential User with Negative Mileage Claim Calculated by Exhaustive Payment Method and Assessed for NIC Liability

If you enter a negative mileage claim to correct an earlier claim, then the Inland Revenue rate is likely to be a greater negative amount than the equivalent employer rate.

Where this is the case, the payroll process adds the difference to the monthly lump sum on which employees are liable to pay NIC in the next payroll period.

For example, if the Inland Revenue tax-free total is -90.00, whereas the employer rate total is -51.30, then 38.70 is added to the NIable earnings for the next payroll period,

Example 6: Claim for Car Sharing

If a claim contains an entry for Additional Passenger, the payroll run must perform an additional calculation, as shown by the following example.

Inland Revenue Rate	Employer Rate	No. of Passengers	Claimed mileage (= actual mileage)	Direct Payment	NICable Amount
0.05	0.07	5	100 miles	35 pounds (5*100*0.07)	10 pounds (35 - IRAM rate of 25)

The taxable amount is fed into the taxable balance and reported on the P11D.

Setting Up Vehicle Mileage Processing

Follow these steps to set up the components Oracle Payroll requires to process vehicle mileage claims.

To set up mileage processing:

1. In the Table Structure window, set up your employer mileage rates in a user-defined table. Depending on the configuration settings for your business group, you can create a Rates Table or a Sliding Rates table.

   Note: If you use the Sliding Rates table, you must create lookups to indicate usage of the rates tables based on additional passengers. For example, create a lookup with codes 0, 1 and 2 to mean rates tables with no additional passengers, one additional passenger and two additional passengers.

See: Entering and Maintaining Vehicle Mileage Rates, page 3-190

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

2. In the Vehicle Processing window, define the elements you require for mileage processing. From your definitions in this window, Oracle Payroll creates the elements, formulas, balances, and formula result rules that you require.

   See: Creating a Vehicle Mileage Element, page 3-192

3. Enter values in the PQP_CONFIGURATION_VALUES table to provide default mileage rates tables and elements for categories of vehicle.

   See: Configuration Settings for Vehicle Repository and Mileage Claims, page 3-175

4. Create element links for the elements created by Oracle Payroll. You need only link the element that has the name you entered in the Vehicle Processing window (<BASE NAME>).

   See: Defining Element Links, page 1-40

5. Use the Vehicle Repository page to:

   - Enter details of the cars, motorcycles, or vans for which employees submit mileage claims.
   - Allocate these vehicles to employees.

6. Use the Mileage Claims page to enter your claims.

   Note: You cannot enter lump sum allowances using the Mileage Claims page. Use the Element Entries window instead.

Entering and Maintaining Vehicle Mileage Rates

You use employer mileage rates in conjunction with Inland Revenue Authorised Mileage (IRAM) rates to assess employers' liability for NIC.

The IRAM rates are predefined and you cannot change them. However, you define as many employer mileage rate tables as you require for your own enterprise. For example, you can set up employer mileage rates for casual users and for essential users. You can modify them when they change.

Note: You can set employer rates that are identical to IRAM rates, but Oracle Payroll requires you to have IRAM rates and employer rates separately installed and available for reference when running a payroll.

Use the Table Structure window to set up your employer mileage rate tables. Use the

Table Values window to enter and maintain employer mileage rates (which must be expressed in pounds).

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

See: Entering Table Values, *Oracle HRMS Configuring, Reporting and System Administration Guide*

Example

Suppose your mileage rates for essential users of a private car are as shown in the following table:

	Up to 1000cc	1001 to 1500cc	1501 to 2000cc	over 2000cc
Per mile--first 8500 miles	30.1p	33.1p	35.1p	37.1p
Per mile--after 8500 miles	11.5p	12p	12.6p	13p
VAT per mile	1.169p	1.169p	1.169p	1.169p
Lump Sum	780 GBP	804 GBP	822 GBB	840 GBP
Additional Passenger	7p	7p	7p	7p

You would set up an Exact match employer mileage rate table with the following columns:

- 1000
- 1500
- 2000
- 9999

You would set up the following rows:

- 8500
- 99999
- VAT

- Lump Sum
- Additional Passenger

1. Use the table columns to store the engine capacity of the vehicles and use the rows to store the mileage band and other additional information like lump sum and VAT rates. It is particularly important that you keep to the standard labelling conventions for row and column titles when you set up the tables:
   - Choose column names that indicate the upper range of the engine capacity in ccs. For example:
     - 1000
     - 1500
     - 2000
   - Choose row names to indicate the higher mileage band, or associated mileage band details. For example
     - 8500
     - 9999
     - LUMP SUM
     - PETROL ELEMENT
     - VAT
     - ADDITIONAL PASSENGER

     You should not attempt to specify a range of values in either your column names or your row names. You need only provide the higher number in the range.

Creating a Vehicle Mileage Element

Use the Vehicle Processing window to create the elements you require to pay a mileage claim or lump sum (or simply to hold information about claims and payments). When you save your entries in this window, Oracle Payroll automatically generates all the input values, balances, balance feeds, formulas, and formula results you require. One main recurring element is created, along with several nonrecurring for indirect results.

To create a vehicle mileage element:

1. Enter the element name, reporting name, and (optionally) a description.
2. Select the vehicle category:
   - Private car
   - Private motorcycle
   - Private pedal cycle
   - Company car
   - Company van
   - Company motorcycle
   - Company pedal cycle
   - Lump sum
3. Optionally, select either a rates table or a sliding rates table to use for rate calculation. The table provides a default, but you can override it for individual assignments or mileage claims.

   Note: You can select either the rates table or the sliding rates table to use for rate calculation. If you configure your business group rules to use the rates table, you cannot select a sliding rates table. Similarly, if you configure your business rules to use the sliding rates table, you cannot select a rates table.

4. Save your work

Next Step

Link the main generated element to define eligibility and costing rules.

Running the Vehicle Mileage Calculation Information Process

Use this process to enter or delete default mileage elements and rates tables for categories of vehicles in your business group. The categories are defined by ownership (company or private), usage type (primary, additional, essential, or casual), vehicle type, and fuel type. You can enter separate elements and rates tables for as many categories as you require. See: Rates Tables and Mileage Elements, page 3-179.

You run processes in the Submit Requests window.

To run the vehicle mileage calculation information process:

1. In the Name field, select Vehicle Mileage Calculation Information.
2. Enter the Parameters field to open the Parameters window.
3. You can enter any combination of the following:
   - Ownership--company or private
   - Vehicle type
   - Fuel Type
4. If you selected an ownership type, you can also select a usage type: Primary or Additional for company vehicles, Casual or Essential for private vehicles.
5. Optionally select a default rates table for the category of vehicle you have defined by your selection in the other fields.
6. If you selected a vehicle type, you can also select an element for the category of vehicle you have defined.
7. Select a mode
   - Insert--to add the default you have defined
   - Delete--to remove the existing defaults for the category of vehicles you have defined
8. Choose OK.
9. Choose the Submit button.

4

Leave and Absence Management

Leave and Absence Management Overview

Employees take paid or unpaid time off from work for a variety of purposes, such as illness or injury, vacation, labor or trade union representation and professional activities. Maintaining information on employee absences for reporting and analysis is an important aspect of human resource management. Oracle HRMS provides a convenient way to maintain information about the various absence types your enterprise recognizes.

Managing Absence Information

In Oracle HRMS you can define as many absence types as you need to track employee time off, and you can group these types into categories and define absence reasons to provide further information for absence reporting.

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

You can also set up absence benefit plans so that the Participation process checks employee eligibility for the plans when it processes absence life events.

See: Absence Categories and Types, page 4-6

Using SSHR, employees can enter their own absence, and managers can enter or view absences for their employees. HR Managers can also enter absence records, or you can upload absence information from timecards using Batch Element Entry.

> **Note:** If you use OTL absence integration, then you cannot create or update the absence type from Self-Service or HR if a timecard exits for that time period in OTL and the application displays an error.

Employees can view their accrued leave details, and managers can view the same for employees in their team

See: Accrual Balances Maintained by SSHR, *Oracle HRMS Deploy Self-Service Capability Guide*

See: How do we track and analyze absences and net accrual entitlement: Leave and Absence Management, page 4-3

See: Self Service Entry of Absences, page 4-58

See: Leave and Absence Management: Self-Service Functionality, *Oracle HRMS Deploy Self-Service Capability Guide*

In the UK, there is government legislation regarding the payment of employees during periods of sickness, maternity, paternity and adoption leave (SSP, SMP, SPP and SAP). These requirements are handled by the Statutory Absence Payments feature of Oracle HRMS.

Managing PTO Accruals

Many organizations permit employees to accrue hours or days of paid time off (PTO) as they work, to use for sick or vacation leave. In such enterprises, setting up and maintaining PTO plans is another part of absence management.

In Oracle HRMS you can set up any number of accrual plans, each with its own units of accrued time (hours or days) and its own rules. For example, you can set up rules for the frequency of accruals, maximum carryover to a new accrual year, accrual bands, eligibility rules for enrolling in a plan, and accrual start rules for new hires.

Oracle Human Resources users can use PTO accrual plans; this functionality does not require Oracle Payroll.

See: Accrual Plan Structure, page 4-27

Reporting on Leave and Absence Management

Oracle HRMS and Oracle HRMSi supply several reports to track absences and analyze absence trends in your enterprise. For example, you can use the Absences Report to track the absence details for an employee or organization, for some or all absence types.

See: Leave and Absence Management -- Reports, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Key Concepts

To enable you to get the most out of the Absence Management and PTO Accruals functionality, you need to understand the following key concepts:

- Absence Categories and Types, page 4-6
- Absence Elements, page 4-8
- Absence Recording, page 4-58

- Accrual Plan Administration, page 4-60
- Accrual Plan Structure, page 4-27, including elements, formulas, and the net accrual calculation rules
- Accrual Balances Maintained by the Payroll Run, page 4-32
- Accrual Start Date for New Hires, page 4-43, and ineligibility period rules
- Accrual Bands, page 4-45, for determining accrual amounts and ceilings
- PTO Carry Over Process, page 4-46

Leave and Absence Management

Flexibility is the keynote of Oracle's approach to absence management and PTO accrual plans. You set up the rules that define how you record absences, who is entitled to paid leave of each type, and how much time can be taken.

Can I define which types of absence I want to track and the units of time in which they are recorded?

Yes, you can define as many types of absence as you require, and assign them to categories for ease of reporting. You can also define reasons for absence, to provide additional reporting information. For example, the category might be "family leave," the type might be "maternity," and the reason might be "birth." Each absence type can be recorded in days or hours.

What about study leave and other absence types that are not available to all employees?

You can control which groups of staff are eligible to take absences of each type. Absences are recorded on element entries. By linking the element to organizations, jobs, grades, employment categories, or other assignment components, you control who can take each absence type.

How do I record absences?

You can use Batch Element Entry (BEE) to make entries of absence elements, and other timecard data. You can record the number of days or hours absent, and any other information you have designed the element to hold (such as absence reasons). If you use Oracle Time & Labor, or another time entry application, you can send timecards to BEE using the API.

Alternatively, employees can enter their own absences through self-service, or their line managers can do this for them. These absence records can be submitted for approval before they are recorded in Oracle HRMS.

You can also use the Absence Detail window to enter proposed or actual absences, and to see the effect of the absence on any corresponding PTO accrual plan.

How do absence types relate to PTO accrual plans?

Each accrual plan is associated with one absence element (and hence one absence type). Each entry of time off reduces the net accrual on the plan. You can also associate any number of other elements with a plan and determine how entries to these element affect the accrual calculation. This is useful for recording time bought or sold, or unused PTO brought into a new plan on enrollment.

What rules govern PTO accrual plans in Oracle HRMS?

A few types of accrual plan are seeded with the system. However, accrual plan rules vary from enterprise to enterprise, and country to country. Oracle HRMS provides you with the flexibility to define your own plan rules. Here is just a selection of the rules you can set up:

- The length of the accrual term (often one year), and the start date, which may be fixed (such as 1 January) or vary by employee (such as the anniversary of the employee's hire date). Some plans have no start date, but always calculate accruals for the previous 12 months (or other length of time).
- The frequency of accrual, such as monthly, or once each pay period. In other plans, employees receive their full entitlement up front, at the beginning of the accrual term.
- The amount of accrual and any ceiling on the amount that can be held. These figures may be fixed or vary by length of service, grade, time worked, or other factors.
- What happens to unused PTO at the end of the accrual term.
- Rules for part time employees, and for employees with suspended assignments
- Rules for new hires, including when they can begin accruing PTO and when they can begin to use it.

How do we track and analyze absences and net accrual entitlement?

When you enter an absence you can see, at the employee level, how much absent time of the same type has already been recorded for the employee. If the absence affects net entitlement in a PTO accrual plan, you can see current and projected entitlement figures for the plan. In another window, you can view a full absence history for an employee.

Across all employees, you can view absences of a certain type or category, within a specified time period. Using the Absences Report, you can track absences of one or

more types for employees in each organization.

Employees can view their own accrual balance on the web using Self Service, and line managers can do the same for all the employees they manage.

See:Accrual Balances Maintained by SSHR*, Oracle HRMS Deploy Self-Service Capability Guide*

See: Leave and Absence Management:Self-Service Functionality, *Oracle HRMS Deploy Self-Service Capability Guide*

Absence Management Setup

Absence Categories and Types

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

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

Example Absence Categories and Types:

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

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

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

Example Absence Category, Types and Reasons:

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

Setup of Absence Types

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

- It provides a way to *maintain a running total* of time taken for the absence type. The Absence Detail window shows the running total of absences with an end date before the effective date, and with an absence duration on record. Each absence can add to, or subtract from, the running total, depending on how you define the absence type.

- It provides a way to *restrict employee eligibility* for the absence type. The links you build for the element establish which employees are eligible to use the type.

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

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

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

Absence Elements

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

Using a Nonrecurring Element

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

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

Using a Recurring Element

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

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

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

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

Absence Balance Information

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

Increasing Balances of Time Taken

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

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

See: *Oracle Alert User's Guide*

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

Decreasing Balances of Time Remaining

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

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

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

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

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

Initializing an Absence Balance

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

Referencing Absent Time in Payroll Runs

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

Using an Information Absence Element

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

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

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

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

Using an Earnings Absence Element

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

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

Retrospective Entries and Adjustments

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

Setting Up Absence Management

Use the following steps to set up absence management.

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

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

   To set up proration and retro notifications, you must:

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

   - Query the Incident Register functional area in the Functional Area Maintenance window, and enter the business groups for which you want to enable proration on the Business Group tab. Optionally, you can further secure the proration functionality by selecting payrolls on the Payroll tab.

   - Use the Table Event Group window to group the two events that you need to detect to prorate absences - datetracked updates to absence start date and absence end date. Select Proration for the event group type, and Payroll Period for the proration period. In the Datetracked Events region, select DateTrack Update as the update type, PAY_ELEMENT_ENTRIES_F as the table, and EFFECTIVE_START_DATE and EFFECTIVE_END_DATE as the columns.

   - Use the Table Event Group window to group the datetracked events on the PAY_ELEMENT_ENTRIES_F table you want to track in the Retro Notifications report. The event group type is Retro.

   See: Setting Up Proration and Retro Notifications, page 8-34

2. Define an absence element, with at least one input value, for each absence type.

Link this element to define who is eligible.

See: Defining and Linking an Absence Element, page 4-13

> **Note:** Omit this step if you are setting up an absence type for which you do not need to maintain a running total of time taken or remaining, and you do not need eligibility rules.
>
> **US and Canada Payroll only**: If you want to process the absence element in the payroll run, generate it using the Earnings window.
>
> **Mexico only**: If you want to process the absence element in the payroll run, generate it using the Element Design Wizard.

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

   You can select the same reason for different absence types.

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

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

   See: Defining an Absence Type, page 4-15

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

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

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

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

   Sample Proration Formulas, *Oracle HRMS FastFormula User Guide*

7. If you want to set up the application to calculate the duration of an absence automatically, you have two options:

   - Set the HR: Schedule Based Absence Calculation profile option to Yes, if you

want the application to use the worker's schedule and calendar events from their primary assignment to calculate absence durations. To use this option, you must first define schedules and calendar events that are relevant to your enterprise and assign them to various levels in your work structures.

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

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

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

Defining and Linking an Absence Element

Define an absence element in the Element window.

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

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

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

To define an absence element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter absences.

2. Enter a name for the element, and select the classification Information or Earnings.

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

3. Enter a reporting name, for display on reports.

4. If you are creating a recurring absence element, select your absence element event group in the Proration Group field. This field is only available to Oracle Payroll

users in certain localizations.

5. Select the processing type.

   - Select Recurring if you want to be able to process absences that do not have an end date and you want to apportion absence time correctly across payroll periods.

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

   - Select Nonrecurring if it is acceptable to record the full duration of the absence in the payroll period in which the absence starts.

6. Select the termination rule. This is normally Actual Termination.

7. Check the Multiple Entries Allowed box if you want to enable employees to have:

   - (Nonrecurring) More than one instance of the absence type within a pay period.

   - (Recurring) Overlapping entries of the absence.

8. If this is an absence element for a PTO accrual plan, do not select Process in Run. Uncheck this box if necessary.

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

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

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

10. Save the element, then choose the Input Values button.

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

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

the Units field of the Absence Information region.

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

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

- Seasonal Shutdown - for Annual Leave and Annual Leave Termination elements
- Number of complete weeks - for the Special Leave and Protected Voluntary Service Leave elements.

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

To link the absence element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter absences.
2. In the Element Link window, select the absence element you defined.
3. Select eligibility criteria for this absence element, if appropriate. If you want to make the element available to all employees, do not select any criteria.
4. Save the link. Then define the absence type associated with this absence element.

See: Defining an Absence Type, page 4-15

Defining an Absence Type

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

To define an absence type:

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

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

2. Select Allow Absence Overlaps if absences of this type can overlap other absences. If you deselect this option, the application warns you if you enter an absence that overlaps another absence of any type.

3. In the Associated Element region, select the element defined for this absence type. Select the element's input value that holds days or hours. The unit of measure for the input value appears in the Units region.

4. In the Balance region, select *Increasing* if you want each absence entry to add to a running total of time taken to date. The running total covers all absence types associated with the selected element. Select increasing balances for absence types for PTO accrual plans, and for most other absence types.

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

   Note: Decreasing balances require more maintenance. You must enter an initial balance amount for each new hire eligible for the absence type, and must initialize the balance for all eligible employees at the start of each year.

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

6. Save the absence type.

Setting Up an Absence Benefit Plan

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

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

UK Users only: There are **sample plans** provided for Occupational Sick Pay and Occupational Maternity Pay, called PQP OSP Plan and PQP OMP Plan. You can copy

these plans using Plan Design Copy and configure them to meet your needs. If you are not using the sample plans, see: Creating Your Own Absence Plan, page 4-19.

Using the Sample Plans

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

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

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

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

   See: Importing a Plan Design From a File, page 1-120

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

   See: Copying a Program or Plan, page 1-116.

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

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

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

Rule	Formula Type	Supplied Examples (UK Only)
Eligibility rule	Participation Eligibility	PQP_OSP_PARTICIPATION_ELIGIBILITY_PROFILE_OTHER_RULE PQP_OMP_PARTICIPATION_ELIGIBILITY_PROFILE_OTHER_RULE
Person Change	Person Change Causes Life Event	PQP_GB_BEN_ABSENCE_START_LER_PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_END_LER_PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_DELETE_LER_PERSON_CHANGE_RULE
Extra Input Rule	Extra Inputs	PQP_OSP_STANDARD_RATES_GENERAL_EXTRA_INPUT_RULE PQP_OMP_STANDARD_RATES_GENERAL_EXTRA_INPUT_RULE
Length of service rate	Length of Service Calculation	PQP_OSP_STANDARD_RATES_CALCULATION_METHOD_VALUE_RULE PQP_OMP_STANDARD_RATES_CALCULATION_METHOD_VALUE_RULE

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

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

   See: Defining a Program or Plan Year Period, page 1-111

6. Select the appropriate Person Changes for the three absence life event reasons,

created by the Plan Design Copy process. There is one life event reason for each Life Event Operation Code: Start Event, End Event, Delete Event.

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

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

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

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

See: Life Event Definition, page 5-61

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

   See: Defining a Benefits Plan, page 1-94

You have completed the plan setup based on a seeded plan, but make sure you complete the Next Steps, page 4-23.

Creating Your Own Absence Plan

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

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

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

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

   > **Note:** UK users: If you want to use the supplied formulas, you must run the following scripts:
   >
   > - PQPGBLER.SQL script to create the life event formulas
   > - PQPGBOSP.SQL script to create the OSP formulas
   > - PQPGBOMP.SQL script to create the OMP formulas

Rule	Formula Type	Supplied Examples (UK Only)
Eligibility rule	Participation Eligibility	<base name>_OSP_PARTICIPATION_ ELIGIBILITY_PROFILE_OTHER_RULE <base name>_OMP_PARTICIPATION_ ELIGIBILITY_PROFILE_OTHER_RULE
Person Change	Person Change Causes Life Event	PQP_GB_BEN_ABSENCE_START_LER_ PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_END_LER_ PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_ DELETE_LER_ PERSON_CHANGE_RULE
Extra Input Rule	Extra Inputs	<base name>_OSP_STANDARD_RATES _GENERAL_EXTRA_INPUT_RULE <base name>_OMP_STANDARD_ RATES _GENERAL_EXTRA_INPUT_RULE
Length of service rate	Length of Service Calculation	<base name>_PQP_OSP_STANDARD_RATES _CALCULATION_METHOD_VALUE_RULE <base name>_PQP_OMP_STANDARD_RATES _CALCULATION_METHOD_VALUE_RULE

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

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

   See: Defining Plan Types, page 1-91

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

   See: Defining a Program or Plan Year Period, page 1-111

Eligibility Profiles

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

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

   - Ensure that your eligibility profile checks that the absence is for the appropriate absence category, such as sickness. You can further restrict eligibility to one or more absence types.

   - **UK users:** Choose the Others tab and select Rule. Select the supplied rule <base name>_OSP_PARTICIPATION_ ELIGIBILITY_PROFILE_OTHER_RULE for an OSP scheme, or <base name>_OMP_PARTICIPATION_ELIGIBILITY_PROFILE_ OTHER_RULE for an OMP scheme, or another formula that you have created.

   See: Defining an Eligibility Profile, page 1-138

Life Event Reasons

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

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

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

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

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

define the columns you want to use to trigger this life event.

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

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

See: Life Event Definition, page 5-61

Plan

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

     See: Defining a Benefits Plan, page 1-94
   - On the Eligibility Rates tab, check all the check boxes. Select Participant in the Eligibility Check field.

     See: Defining Eligibility and Activity Rate Requirements for a Plan, page 1-96
   - On the Not in Program tab, enter a Sequence number and the activity rate details.

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

     See: Defining a Plan Not in a Program, page 1-99
   - Choose the Details button and select your plan periods. Return to the Plans window.

     See: Maintaining Plan Related Details, page 1-102
   - Choose the Plan Eligibility button then the Eligibility button. Select your eligibility profile on the Profile tab. Close this window.

     See: Defining Participant Eligibility Criteria for a Compensation Object, page 1-85
   - Choose the Life Event button. Select your End Absence life event and select Ineligible in the Eligible/Ineligible field.

     See: Associating a Life Event Reason With a Compensation Object, page 1-88

Enrollment Requirements

8. Define the plan enrollment requirements.

- Choose the General tab, the Plan tab, then Enrollment. Select Automatic in the Method field.
- Select Current Can Keep or Choose; New Can Choose as the Enrollment Code.

  See: Defining an Enrollment Method for a Plan, page 5-102
- Choose Coverage. Select Event as the Enrollment Coverage Start Date Code and End Date Code.

  See: Defining Enrollment Coverage Requirements for a Plan , page 5-103
- Choose Rates. Select Event as the Rate Start Date Code and End of Pay Period as the Rate End Date Code.
- Choose the Timing tab and the Life Event tab. Select Life Event as the Enrollment Type. Select your Start Absence life event in the Life Event column and select *When Elections are Made* as the Close Enrollments Date to Use.

  See: Defining Requirements for a Life Event Enrollment for a Plan, page 5-113
- Click on General and choose the Periods region. Select *As of Event Date* for the Enrollment Period Start Date, and *End of Pay Period* for the Enrollment Period End Date.

Next Steps

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

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

Defining Standard Rates for an Absence Plan

Define a standard rate for the plan to calculate values for the absence element entry. If you are using a copy of the sample plans PQP OSP Plan and PQP OMP Plan, you can view the sample standard rate, and configure it as required. Using the sample formulas attached to this rate, the Participation Process: Absence calculates an employee's length of service so that this information can be used by the payroll run to determine absence entitlement.

> **Note:** If you are using a copy of the supplied sample plans, the only steps you must complete are:
>
> step 8, selecting the element, page 4-24
>
> step 19, mapping the formula results., page 4-25

Use the Standard Rates window.

To define standard rates for an absence plan:

1. Query the sample standard rate or enter a name for your new standard rate.
2. Select the status *Active*.
3. On the General tab, select *Plan* in the Level field.
4. Select your plan name in the Compensation Object field.
5. Select *Employee Payroll Distribution* as the Activity Type.
6. Select *Nontaxable* for the Tax Type.
7. Select Standard Contribution/Distribution as the Usage code.
8. Select the primary element generated by the template and the *Length of Service* input value.

   The element generated by the template for OSP is called <base name> OSP Absence The element generated by the template for OMP is called <base name> OMP Absence.
9. Ensure the Element and Input Value Required box is checked.
10. If you want the Participation process to enter values for more than one input value, select a formula in the Extra Input Rule field. This formula calculates the values for the other input values.

    For OSP schemes, you can use the supplied formula called <base name>_OSP_STANDARD RATES_GENERAL_EXTRA_INPUT _RULE. For OMP schemes, you can use the supplied formula called <base name>_OMP_STANDARD RATES_GENERAL_EXTRA_ INPUT_RULE.

Calculation Method

11. Choose the Calculation Method tab.
12. Select Rule for the Calculation Method.
13. Ensure the Calculate for Enrollment box is checked.
14. In the Value Rule field, select the formula that calculates length of service.

    For OSP schemes, you can use a supplied formula called <base name>_OSP_STANDARD_RATES_CALCULATION_METHOD_ VALUE_RULE. For OMP schemes, you can use a supplied formula called <base name>_OMP_STANDARD_RATES_CALCULATION_ METHOD_VALUE_RULE.

Processing Information

15. Choose the Processing Information tab and check all the check boxes.

16. Select *Recurring* in the Recurring field.

17. Select *Defined Amount* in the Value Passed to Payroll field.

18. Save your work.

Extra Inputs

19. Choose the Extra Inputs button and select the formula result to feed each input value.

    For OSP schemes, if you are using the supplied formula called <base name>_OSP_STANDARD RATES_GENERAL_EXTRA_INPUT_ RULE, the formula results must be mapped to input values, as follows:

Input Value	Formula Result	Update When Enrollment Ended Check box
Absence End Date	L_ABSENCE_END_DATE	Checked
Absence ID	L_ABSENCE_ID	Unchecked
Absence Start Date	L_ABSENCE_START_DATE	Unchecked
Absence Type	L_ABSENCE_TYPE	Unchecked
Plan ID	L_PLAN_ID	Unchecked

For OMP schemes, if you are using the supplied formula called <base name>_OMP_STANDARD RATES_GENERAL_EXTRA_ INPUT_RULE, the formula results must be mapped to input values, as follows:

Input Value	Formula Result
Absence ID	L_ABSENCE_ID
Absence Type	L_ABSENCE_TYPE
EWC	L_EWC

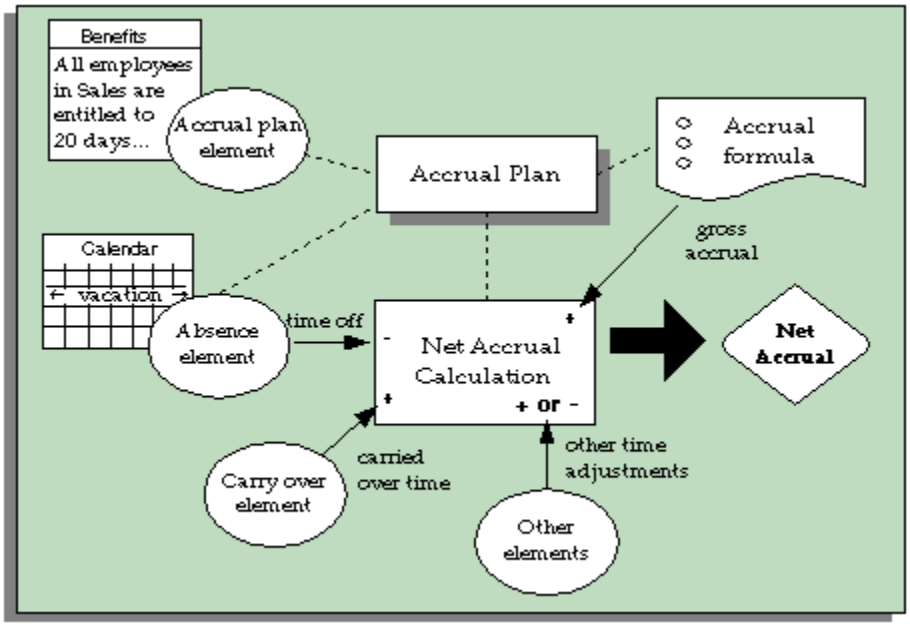
Input Value	Formula Result
Maternity End Date	L_MATERNITY_END_DATE
Maternity Start Date	L_MATERNITY_START_DATE
Plan ID	L_PLAN_ID

PTO Accruals Setup

Accrual Plan Structure

In Oracle HRMS, accrual plans are based on elements, formulas, and a net accrual calculation. All of these are available for you to configure so you have complete control over the rules underlying your plans.

Oracle HRMS does not store net accrual totals. It calculates gross accruals dynamically by calling the Accrual formula. The net accrual calculation specifies the element entries that should add to or subtract from this figure to create the net entitlement.



If you use Oracle Payroll, you can set up your accrual plan so that gross accruals are stored in a payroll balance. Each payroll run retrieves the latest balance and calls the accrual formula to calculate new accruals since the end of the last payroll period. This approach - using a payroll balance - is optional but provides performance enhancements if you need to calculate accruals in a batch process. See: Accrual Balances Maintained By the Payroll Run, page 4-32.

The table below further explains the role of the elements, formulas, and net accrual calculation.

This aspect of an accrual plan ...	Is for...	Generated Automatically?
Absence element	Storing entries of days or hours absent.	No
Accrual plan element	Enrolling employees in the accrual plan.	Yes
Carry Over element	Storing unused time at end of plan term; Carry Over process makes entry.	Yes
Residual element	Storing unused time that cannot be carried over at end of plan term; Carry Over process makes entry.	Yes
Payroll balance element	Feeding the payroll balance that stores gross accruals; payroll run makes entry.	Yes
Tagging element	Identifying absences and other element entries that have been entered retrospectively and not yet included in the gross accrual calculation. The payroll run creates a tagging element entry and updates accrual accordingly.	Yes
Other elements	Storing other amounts of time to be included in the net accrual calculation (such as time bought and sold); you create any other elements your plan requires.	No
Accrual formula	Calculating gross accrual to date	No, but predefined examples

This aspect of an accrual plan ...	Is for...	Generated Automatically?
Carry Over formula	Returning the maximum permitted time an employee can carry over, and the effective date and expiry date of the carry over; called by the Carry Over process.	No, but predefined examples
Ineligibility formula	Checking whether an employee is eligible to use accrued PTO on the effective date of an absence entry made by BEE (Batch Element Entry); called by BEE validation. NOTE: This formula is not required if you enter the plan's ineligibility period in the Accrual Plan window.	No, but predefined examples
Payroll formula	Calling the accrual formula during a payroll run and returning the gross accrual to the payroll balance element, which feeds the payroll balance.	Yes
Net accrual calculation	Defining which element entries add to or subtract from the gross accrual to create net.	Yes, but you can update
Payroll balance	Storing the gross accrual so that batch processes do not have to recalculate the accrual from the beginning of the accrual term each time they are run.	Yes

Accrual Elements

For each accrual plan, you define and link an absence element and then define a plan using this absence element. The system generates elements for the plan.

Generated Elements

The system generates the following elements when you save a new accrual plan:

- An element representing the plan and which has the same name as the plan. You use this element to enroll participants in the plan.
- An element to hold participants' unused PTO that is available for carry over to the next year.
- An element to hold *residual PTO*, that is, unused PTO not available for carry over under plan rules.

If you use Oracle Payroll and have elected to store gross accruals in a payroll balance, the system also generates:

- An element to feed a payroll balance. This element receives an entry from the accrual formula during a payroll run.
- A tagging element, which the payroll run uses to keep track of retrospective absences (and other element entries included in the net accrual calculation) that need to be included in the gross accrual calculation.

The Carried Over and Residual elements have input values that automatically receive entries when you run the PTO Carry Over process:

- Hours or Days (depending on the plan's units)
- Effective Date
- Expiry Date (on the Carry Over element), which is the date by which the employee must use the carried over time.

Oracle HRMS automatically links these elements using the same link criteria that you created for the absence element associated with the plan. If you change the links for the absence element, you should also update the links for the other plan elements.

Other Elements

Your enterprise may require other elements to reflect individual plan policies. For example:

- Employees may be permitted to sell back PTO they have accrued but not used.
- Employees may also be permitted to purchase additional PTO in certain circumstances.
- You may need to store time in a special balance after running the Carry Over

process, such as a balance of time that can be carried over for several plan terms and is not subject to the usual expiry date

- You may need an element for entering unused PTO from another plan that is being transferred to this plan on enrollment.

These policies are not standard across enterprises. So, in Oracle Human Resources you can define elements, configured to your own requirements, for entering or storing these accrual amounts.

Accrual Formulas

Most accrual plan rules are incorporated in two formulas:

- An Accrual formula, which calculates the amount of PTO accrued at any given time, and

- A Carry Over formula, which returns the maximum amount of accrued time that a plan participant can carry over to the next plan period, the date on which this carry over is effective (normally the first day of the new accrual term), and any expiry date by which the carried over PTO must be used, or forfeited.

When the Formulas Are Run

The Carry Over formula is called by the Carry Over process. When the Accrual formula is run, it always receives a calculation date as input, as shown in the following table.

Accrual formula is run when you:	Calculation date is:
Enter an absence associated with an accrual plan and open the Associated Accrual Plans window. Accrual formula is run three times to calculate the time accrued before and after the current absence, and at the end of the plan term	Start date of the absence, or Day before the start date of the absence, or End of plan term
View PTO entitlement in the Accruals window	Effective date entered in Change Effective Date window
Run the Carry Over process	Entered as a parameter
Run your payroll and some other batch processes (Oracle Payroll users only)	The date paid, or date earned, of the current payroll run - determined by the PTO Balance Type selected for your business group

Examples of Plan Rules

These formulas can access certain data that is available as database items. For example, they can use hire date, plan enrollment date, grade, job, assignment status, assignment category (full time/part time), hours worked, or pay elements to determine:

- The employee's entitlement each accrual period
- Any accrual ceiling beyond which the employee will accrue no more time
- The maximum amount that can be carried over to the next accrual term

These values can be embedded in the formulas, or entered in a user table. If they vary with length of service, which is a common criterion for accrual bands, they can be entered in the Accrual Bands window when you define the accrual plan.

Some accrual plans allow new hires to accrue time from the date of their hire. Others allow accrual to begin at the start of the next accrual term, or six months after hire, or some other start date. Some plan rules incorporate a period of ineligibility, when a new employee can accrue time but not use it. Start rules such as these can be incorporated in your Accrual formulas.

> **Note:** Depending on how you define the ineligibility period, you may have to associate an Ineligibility formula with your plan, if you want to make absence entries using BEE (Batch Element Entry). See: Period of Ineligibility, page 4-43.

Adding Your Own Plan Rules

Some formulas are seeded. You can use these, as supplied, or use them as models to create your own, incorporating the rules required for your accrual plans.

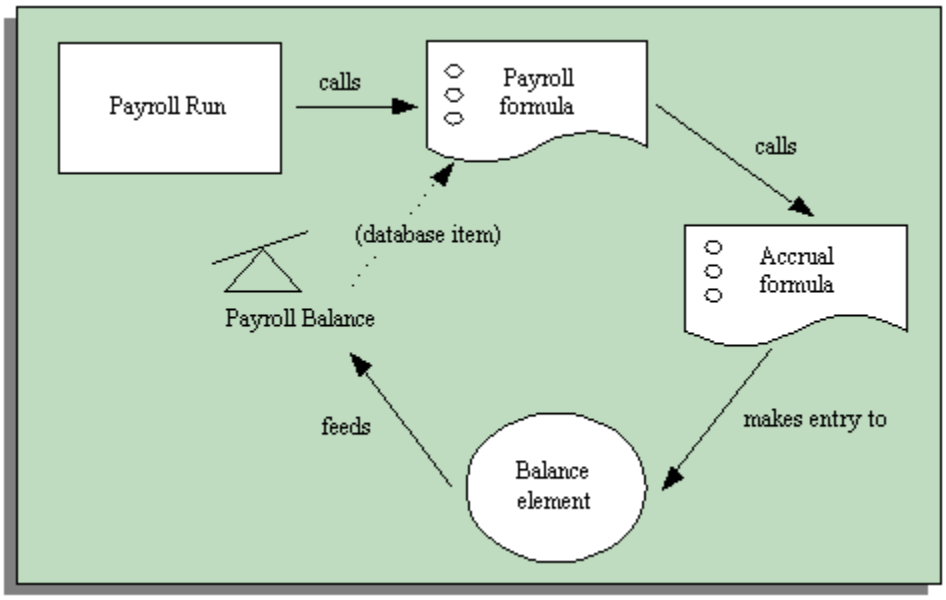
Accrual Balances Maintained By the Payroll Run

If you use Oracle Payroll, you can choose to use a payroll balance to store gross accruals for an accrual plan. You do this by selecting a balance dimension (such as calendar year to date) when you define the accrual plan. The system then automatically generates the balance and other components you require.

Why Use a Payroll Balance?

Some batch processes, such as the US Check Writer, call the accrual formula to calculate PTO accruals for each assignment. If you use such processes, you will benefit from faster batch processing if you set up your accrual plan to use a payroll balance. This reduces the number of calculations the formula has to perform.

How The Balance Is Maintained



The payroll balance is maintained by the payroll run. When the payroll run processes an accrual plan element entry, it calls an Oracle Payroll formula associated with the accrual plan element. This formula calls your accrual formula to calculate the gross accrual, passing in the following information:

- The name of the database item for the payroll balance, so the accrual formula can retrieve the number of days or hours currently in the payroll balance
- Date to begin calculating new accruals, which is the day after either the Date Earned or the Date Paid of the last payroll period in which the assignment was processed

  You can choose whether the formula uses Date Paid or Date Earned by selecting the Payroll Balance Type for your business group in the Organization window.

  Date Earned is the date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed. **Date Paid** is the date that appears on pay advices. The payroll run uses this date to select taxation rules, and store balances. In some legislations, these dates are always the same.
- Calculation date, which is either the date earned or the date paid of the payroll run

The accrual formula returns the new gross accrual to an element that feeds the balance.

So normally the formula only has to calculate accruals since the last payroll run, and add this value to the existing payroll balance. However, if the accrual formula finds retrospective absences or other assignment changes that affect entitlement, it

recalculates accruals for the whole accrual term. This processing ensures that the employee receives their full accrual entitlement.

> **Note:** You can also force the payroll run to recalculate accruals for the full accrual term by setting the action parameter Reset PTO Accruals to "Y" before running a payroll for a set of assignments. Update the parameter to "N" after processing these assignments to ensure faster processing in your normal run.

Example

Supposing an accrual plan has a ceiling of 10 days, and two days accrual per month. An employee has a net accrual of 10 at the end of May. The June payroll run does not award any new accrual to this employee because the net accrual must not exceed the ceiling. However, in July the employee's manager enters five days vacation in May, retrospectively. The July payroll run recalculates the accrual and updates the gross accrual balance to 14. The net accrual is now nine (14 minus 5).

How To Set Up An Accrual Plan To Use a Balance

If you want the payroll run to maintain an accrual balance, you must use a formula that supports balances. This means that the system can pass the latest accrual balance to the formula, along with the date to start calculating new accruals to add to the balance.

You can use or configure one of the following seeded formulas:

- PTO_HD_ANNIVERSARY_BALANCE
- PTO_PAYROLL_BALANCE_CALCULATION
- PTO_SIMPLE_BALANCE_MULTIPLIER

You must also select a balance dimension when you define the accrual plan. The balance dimension controls the period of time over which the balance accumulates before it is reset to zero. Three types of dimension are predefined:

> **Note:** For each type, there are two dimensions. Use the Date Earned dimension (such as _ASG_PTO_**DE**_YTD) if you selected Date Earned as the PTO Balance Type for your business group. Otherwise use the Date Paid dimension (such as _ASG_PTO_YTD).
>
> See: Business Groups: Selecting a PTO Balance Type, *Oracle HRMS Enterprise and Workforce Management Guide*

- _ASG_PTO_YTD and _ASG_PTO_DE_YTD

  The balance accumulates over a calendar year, resetting on 01 January. Select one of

these dimensions if you are using the PTO_PAYROLL_BALANCE_CALCULATION formula.

- _ASG_PTO_SM_YTD and _ASG_PTO_DE_SM_YTD

  The balance accumulates over a year, resetting on 01 June, or at the end of the payroll period that contains this date. Select one of these dimensions if you are using the PTO_SIMPLE_BALANCE_MULTIPLIER formula.

- _ASG_PTO_HD_YTD and _ASG_PTO_DE_HD_YTD

  The balance accumulates over a year, resetting on the anniversary of the employee's hire date, or at the end of the payroll period that contains this date. Select one of these dimensions if you are using the PTO_HD_ANNIVERSARY_BALANCE formula.

For further information on balance dimensions, see the technical essay: Balances in Oracle Payroll, *Oracle HRMS Implementation Guide*.

Notice that the Oracle Payroll formula, payroll balance, element that feeds the balance, element link, and formula processing and result rules are all generated by the system when you save your accrual plan.

If you want Oracle Payroll to recalculate the accrual balance from the beginning of the accrual term when there are retrospective assignment changes that affect entitlement, you must ensure your accrual formula can track these changes. You enable a trigger for assignment updates, define an event group for the assignment changes you want to track, and ensure your PTO accrual formula references this event group. See: Setting Up PTO Accrual Plans, page 4-49.

> **Note:** The predefined PTO_PAYROLL_BALANCE_CALCULATION formula handles retrospective changes to assignment status.

Net Accrual Calculation

Oracle HRMS uses the following calculation for an employee's net accrual:

Net PTO accrual = (Accrued PTO + PTO carried over) - PTO taken to date

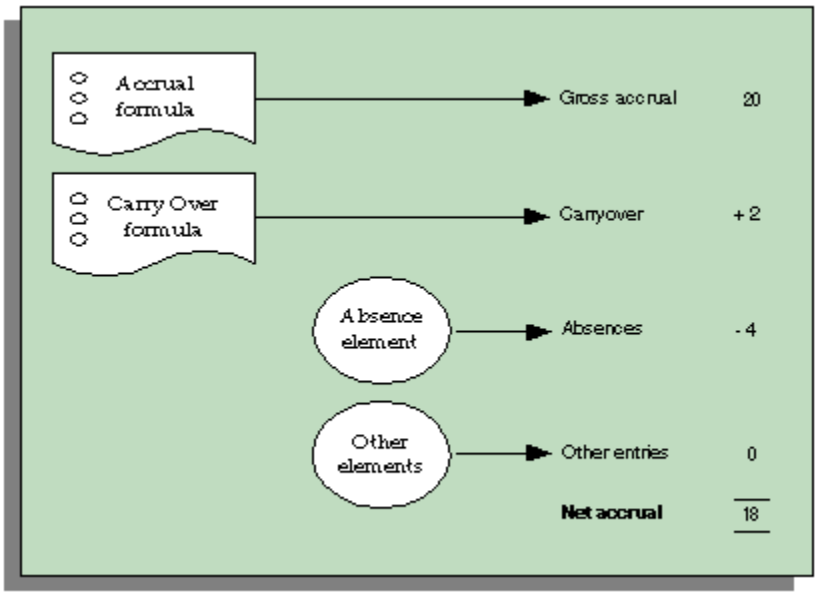
Accrued PTO is the sum of regular accruals to date in this accrual term, calculated by your Accrual formula.

PTO Carried Over is the hours or days carried over from the previous accrual term, obtained from the plan's Carried Over element.

PTO Taken To Date is all PTO taken in this accrual term, obtained from the entries to the plan's absence element.

You may require a more complex calculation of net accruals, perhaps to take some account of time stored in the residual PTO element, or to take account of time entered

on other elements that you have created. You cannot change the predefined rules for PTO taken to date (the absence element) and PTO carried over, but you can add your own rules in the Net Calculation Rules window.



Notice that the system does no automatic processing of the entries of employees' residual PTO. Your enterprise may want to use these entries to inform employees of accrued but unused time they may forfeit, or to make payments for part or all of this time.

Seeded Accrual Type Formulas

There are four seeded formulas (of formula type Accrual) for calculating accruals. Each repeatedly calls another formula (of type Accrual Subformula), in a loop, to calculate the accrual for each accrual period. There is a Carry Over formula supplied to use with each Accrual formula. The top level seeded Accrual formulas are:

- PTO_PAYROLL_BALANCE_CALCULATION
- PTO_SIMPLE_BALANCE_ MULTIPLIER
- PTO_ROLLING_ACCRUAL
- PTO_HD_ANNIVERSARY_BALANCE

The formulas with "Balance" in their names can be called from the payroll run to maintain a balance of gross accruals. See: Accrual Balances Maintained By the Payroll Run, page 4-32.

Note: There are also two seeded formulas called PTO_PAYROLL_CALCULATION and PTO_SIMPLE_MULTIPLIER. These incorporate the same rules as PTO_PAYROLL_BALANCE_CALCULATION and PTO_SIMPLE_BALANCE_ MULTIPLIER, except that they cannot be called from the payroll run to maintain a balance of gross accruals. We recommend that you use the formulas that support balances so you can use balances now or in the future.

Ineligibility Formula

There is also a seeded Ineligibility formula:

- PTO_INELIGIBILITY_CALCULATION

You may require an Ineligibility formula if you use BEE (Batch Element Entry) to enter absences against an accrual plan. BEE validation must ascertain whether an employee is eligible to use accrued PTO on the effective date of an absence entry in a batch line. First it checks the Accrual Plan table, so if you enter the period of ineligibility in the Accrual Plan window, you do not need to create an Ineligibility formula.

If there is no ineligibility information in this table, BEE validation checks whether there is an Ineligibility formula to call. You need an Ineligibility formula if you use BEE *and* you calculate the period of ineligibility within your Accrual formula, rather than entering it in the Accrual Plan window. This formula is only used by BEE.

Note: If you use the seeded formulas, you do not need an Ineligibility formula, because these formulas take the ineligibility period from the Accrual Plan table.

Description of Seeded Accrual Formulas

This section describes the main features of each of the seeded formulas. The rules are summarized, later, in tables.

PTO_PAYROLL_BALANCE_CALCULATION

This formula calculates accruals in the same way as the accrual function in earlier releases of Oracle HRMS. It calls another formula which is called PTO_PAYROLL_PERIOD_ACCRUAL. It is designed to be used with the Carry Over formula PTO_PAYROLL_CARRYOVER.

These formulas are based on the following rules:

- An accrual term of one calendar year, starting 1 Jan. So, accrual calculations restart at the beginning of each calendar year.

- An accrual frequency based on the participant's pay periods. So, employees on a monthly payroll accrue time each month, employees on semi-monthly payrolls accrue time twice each month, and so on. PTO accrual occurs automatically for each eligible plan participant on the last day of his or her pay period, independently of any payroll run.
- Accrual amounts and ceiling are determined by length of service.
- Accruals are prorated for suspended assignments.
- Carry over is always effective on 31 Dec of the plan year being processed. So, if you run the Carry Over process and specify the parameters '15 January 2000' and 'Previous' (plan year), the formula calculates the carry over for the year 1 Jan to 31 Dec 1999 and the result has the effective date 31 Dec 1999.
- Carry over expires at the end of the plan year. So carried over time with the effective date 31 Dec 1999 must be used before 31 Dec 2000.
- Maximum carryover depends on length of service bands.

PTO_SIMPLE_BALANCE_MULTIPLIER

This is a simple formula to provide a useful starting point for your own accrual plans. It calls another formula, called PTO_SIMPLE_PERIOD_ACCRUAL. It is designed to be used with the Carry Over formula PTO_SIMPLE_CARRYOVER.

These formulas are based on the following rules:

- An accrual term of one calendar year, starting 1 June. So, accrual calculations restart at the beginning of each June.
- An accrual frequency of one month.
- Accrual amounts and ceiling are fixed within the formula.
- Carry over is always effective on 31 May of the plan year being processed.
- Carry over expires at the end of the plan year. So carried over time with the effective date 31 May 1999 must be used before 31 May 2000.
- Maximum carry over is fixed within the formula.

PTO_HD_ANNIVERSARY_BALANCE

This formula is very similar to PTO_SIMPLE_BALANCE_MULTIPLIER, but the accrual start date is the anniversary of the employee assignment's hire date.

Note: Notice that the accrual term starts on the anniversary of the hire date. It is not affected by the entry of a continuous service date for an employee on enrollment in the plan. The continuous service date affects length of service calculations (for accrual bands and calculation of period of ineligibility), but it does not affect the accrual term.

PTO_ROLLING_ACCRUAL

This is an example formula for an accrual plan that does not have a fixed term start date. It calls the formula PTO_ROLLING_PERIOD_ACCRUAL. It is designed to be used with the Carry Over formula PTO_ROLLING_CARRYOVER. (Although carry over is not relevant to rolling accrual plans, you must select this formula for your accrual plan. It returns an effective date to the Absence Detail window.)

These formulas are based on the following rules:

- An accrual term of one calendar year, with no fixed start date. Accruals are calculated for the previous 12 months.
- An accrual frequency of one month.
- Accrual amounts and ceiling are fixed within the formula.
- Carry over is not relevant, since the accrual term never ends, but rolls forward. Time is lost if it is not used within 12 months.

Summary of Rules in Seeded Formulas

The following tables summarize the rules incorporated in the seeded Accrual formulas.

Length of Accrual Term

All Seeded Formulas
One year

Accrual Term Start Date

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE_M ULTIPLIER and PTO_HD_ANNIVERSARY_B ALANCE	PTO_ROLLING _ACCRUAL
1 January	1 June (PTO_SIMPLE_BALANCE_M ULTIPLIER) Anniversary of hire date (PTO_HD _ANNIVERSARY _BALANCE)	No fixed date; accruals calculated for preceding 12 months

Accrual Frequency

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE_MULTIPLIER, PTO_HD_ANNIVERSARY_BALANCE, and PTO_ROLLING_ACCRUAL
Payroll period	Monthly

Accrual Amount

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE _MULTIPLIER, PTO_HD_ANNIVERSARY_BALANCE, and PTO_ROLLING _ACCRUAL
Depends on length of service accrual bands	A fixed amount per month (2 days)

Accrual Ceiling

Note: For all the formulas, the accrual ceiling is a limit at which the employee will accrue no more time. However, net accrual can exceed the ceiling if you have made an entry of the Carry Over element, or another adjustment element affecting net calculation rules. If you have adjusted net accrual so that it exceeds the ceiling, the employee will accrue no time until net accrual falls below the ceiling.

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE _MULTIPLIER, PTO_HD_ANNIVERSARY_BALANCE, and PTO_ROLLING _ACCRUAL
Depends on length of service accrual bands	Set within the formula to 20 days

Length of Service

All Seeded Formulas
Uses continuous service date (if present) or hire date. **Note**: continuous service date is entered using an input value on the accrual plan element.

Accrual Start Date for New Hires

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE _MULTIPLIER, PTO_HD_ANNIVERSARY_BALANCE, and PTO_ROLLING _ACCRUAL
Choice of start rules on Accrual Plan form: hire date, or six months after hire date, or 01 Jan after hire date Accrual starts in the first accrual period after the chosen date (or plan enrollment date if this is later).	Accrual starts in the first accrual period after hire date or plan enrollment date, whichever is later.

Period of Ineligibility

All Seeded Formulas
Accrued amounts are not credited until end of period of ineligibility (entered on Accrual Plan form), which is calculated from the hire date (or continuous service date if this was entered). Note that accrued amounts are not carried forward if the end of the accrual term falls within the ineligibility period.

Calculation of Gross Accrual

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE _MULTIPLIER and PTO_HD_ANNIVERSARY_B ALANCE	PTO_ROLLING _ACCRUAL
Sums accruals in all full pay periods of the year ending on or before the calculation date;	Sums accruals in all full months of the year ending on or before the calculation date;	Sums accruals in the 12 months ending on or before the calculation date;
takes account of any employee termination date, accrual start rules, ineligibility period, assignment status, and accrual ceiling.	takes account of any employee termination date, ineligibility period, and accrual ceiling.	takes account of any employee termination date, ineligibility period, and accrual ceiling.

Suspended Assignments

PTO_PAYROLL_BALANCE _CALCULATION	PTO_SIMPLE_BALANCE _MULTIPLIER and PTO_HD_ANNIVERSARY_B ALANCE	PTO_ROLLING _ACCRUAL
Calculates the number of working days (Monday to Friday) in the payroll period and checks assignment status for each day. Multiplies normal accrual rate by active days divided by working days, to prorate the accrual.	No processing of assignment status.	No processing of assignment status.

Changing and Adding Rules in Formulas

If you write your own formulas (perhaps using the simple multiplier or rolling accrual formula as a basis) you can change any of these rules and add new rules as required. However, your formulas must return certain values and must check for certain conditions (such as employee termination) to avoid errors.

For information about required formula content, see: Writing Formulas for Accrual Plans, *Oracle HRMS FastFormula User Guide*.

For a sample accrual formula and suggestions on how to edit it to incorporate a whole range of plan rules, see: Sample Accrual Formula, *Oracle HRMS FastFormula User Guide*.

Accrual Start Date for New Hires

Using the seeded PTO_PAYROLL_BALANCE_CALCULATION formula, accrual of PTO begins on a fixed date each year (01 January). For each plan that uses this formula, you can select a value in the Accrual Start field of the Accrual Plan window. This specifies when newly hired employees start to accrue PTO. The seeded choices are:

- Hire Date
- Beginning of Calendar Year after their hire date
- Six Months after Hire Date

If you need additional start rules, you can define them as values for the Lookup Type US_ACCRUAL_START_TYPE. You must add a line to the seeded formula to calculate the accrual start date using your new start rule.

The other seeded formulas (PTO_SIMPLE_BALANCE_MULTIPLIER, PTO_HD_ANNIVERSARY_BALANCE, and PTO_ROLLING_ACCRUAL) do not use values in the Accrual Start field. For plans using these formulas, new hires begin accruing on their hire date or plan enrollment date, whichever is later.

If you are writing your own accrual formulas, you can choose whether to use the Accrual Start field on the Accrual Plan form to specify start rules for new hires. This is only useful if you are using the same formula for several accrual plans with different start rules. Otherwise you can specify the start rule within the formula.

Period of Ineligibility

Some accrual plans require participants to work for a period of time, perhaps three or six months, before they are eligible to use accrued PTO. They accrue time at the usual rate during this time, but it is not registered on the system until the Period of Ineligibility expires. If plan participants take vacation or sick leave during this period, the system displays a negative value for accrued time. Many enterprises set up an absence type for "approved but unpaid leave" to use for absences taken during periods of ineligibility.

You can enter the period of ineligibility on the Accrual Plan form. The seeded Accrual formulas illustrate how a formula should use the entered values. They calculate the period of ineligibility from the continuous service date (if it was entered) or the employee's hire date.

Alternatively, you can define the period of ineligibility within your Accrual formula.

> **Note:** If you use the seeded formulas, time accrued during the ineligibility period is not carried over if the end of the accrual term falls within the ineligibility period.

Batch Element Entry and the Ineligibility Period

If you want to use Batch Element Entry (BEE) to make absence entries against the accrual plan, the BEE validation process must be able to check when the ineligibility period expires.

- If you record the ineligibility period for the plan on the Accrual Plan form, BEE retrieves the ineligibility period directly from the table. It interprets it as a period of time from the employee's continuous service date or hire date.

- If the period of ineligibility is defined within your Accrual formula, you must associate an Ineligibility formula with the plan. BEE calls the formula, which returns Y or N to indicate whether the employee is eligible to use accrued PTO on the date supplied by BEE. This formula should calculate the end of the ineligibility period in the same way as the Accrual formula for the plan.

If the employee is not eligible, the BEE validation process creates a warning on the batch line for the absence entry.

> **Note:** If you use a custom method of entering timecard data, calling the Element Entry API, you can add logic to call the Ineligibility formula.

How the Seeded PTO_PAYROLL_BALANCE_CALCULATION Formula Interprets the Start Rules

The formula calculates the start date from hire date and compares it with the employee's plan enrollment date. Accrual begins on whichever of these two dates is later.

Start Rule: Hire Date

For plans with this rule, participants' accruals begin from the first full period following their hire date. For example, if the hire date of a participant on a semi-monthly payroll falls on the first day of either the first or second period in the month, PTO accrual starts as of that date.

If the hire date falls sometime after the first of the month but before the end of the first period, accruals start in the second period of the month. If the hire date falls after the first day of the second period but before its end, accruals start with the first period in the next month.

Start Rule: Beginning of Calendar Year

With this start rule, participants' accruals begin from the start of the year following the year in which they are hired. This means that a participant with a hire date of 1 January 1999 and another with a hire date of 31 December 1999 both start to accrue time as of 1 January 2000.

Notice that the amount of PTO each accrues may not be the same, as accrual amounts often depend on employees' length of service.

Start Rule: Six Months After Hire

For plans with this start rule, participants' accruals do not begin until the first full pay period after the six-month anniversary of their hire date. For example, someone on a semi-monthly payroll who is hired on 5 February 1996, completes six months of service on 5 August 1996, and starts to accrue PTO in the second period in August.

Notice that if people are hired on the first day of a period, their accruals begin with the pay period of the six-month anniversary of their hire date. For example, someone on a semi-monthly payroll who is hired on 1 February 1996 completes six months of service on 1 August 1996, and hence starts to accrue PTO in the first period in August.

The period of ineligibility is not applicable to plans with the start rule Six Months After Hire.

Accrual Bands

For many accrual plans, the time off that plan participants can accrue increases with their length of service, or varies by job, grade, or number of hours worked. That is, *accrual bands* determine accrual amounts. In addition, these bands can determine *ceiling* and *maximum carry over* amounts.

Ceiling rules, found in some vacation accrual plans, set a maximum amount of PTO an employee can hold at any time. When a participant's accrued PTO reaches the ceiling, no additional time accrues. Accruals begin again only after the participant uses some accrued time.

In the PTO_PAYROLL_BALANCE_CALCULATION seeded formula, the accrual amount, ceiling and maximum permitted carry over depend on length of service bands. Alternatively, you can use bands based on other factors, such as grade, or a combination of factors, to determine the accrual amounts for your plans.

Length of Service Bands

You set up length of service bands using the Accrual Bands window. For each band (such as 0 to 5 years of service), you can enter the accrual amount for the whole accrual term (such as an annual amount), an accrual ceiling, and the maximum permitted carry over.

Length of Service Override

In Oracle HRMS, the **first day of the month of an employee's hire date** is the default date from which his or her length of service is calculated for accrual purposes. For example, someone hired on 18 January 1997 completes one year of service on 1 January 1998, and someone hired on 31 December 1996 completes one year of service on 1

December 1997.

For individual accrual plan participants, you can override the default date from which a plan starts its length of service calculations. This is useful for managing exceptional cases that arise when, for example, employees who already have accumulated periods of service in your enterprise transfer from one place to another. You enter the date override when enrolling a participant in a plan.

> **Note:** The default length of service start date (or the overriding continuous service date) determines the length of service for accrual bands and for the calculating the end of the ineligibility period. However it is ***not*** the same as the accrual start date. This is determined by the accrual start rules selected in the Accrual Plan window or set within the accrual formula.

Other Banding Criteria

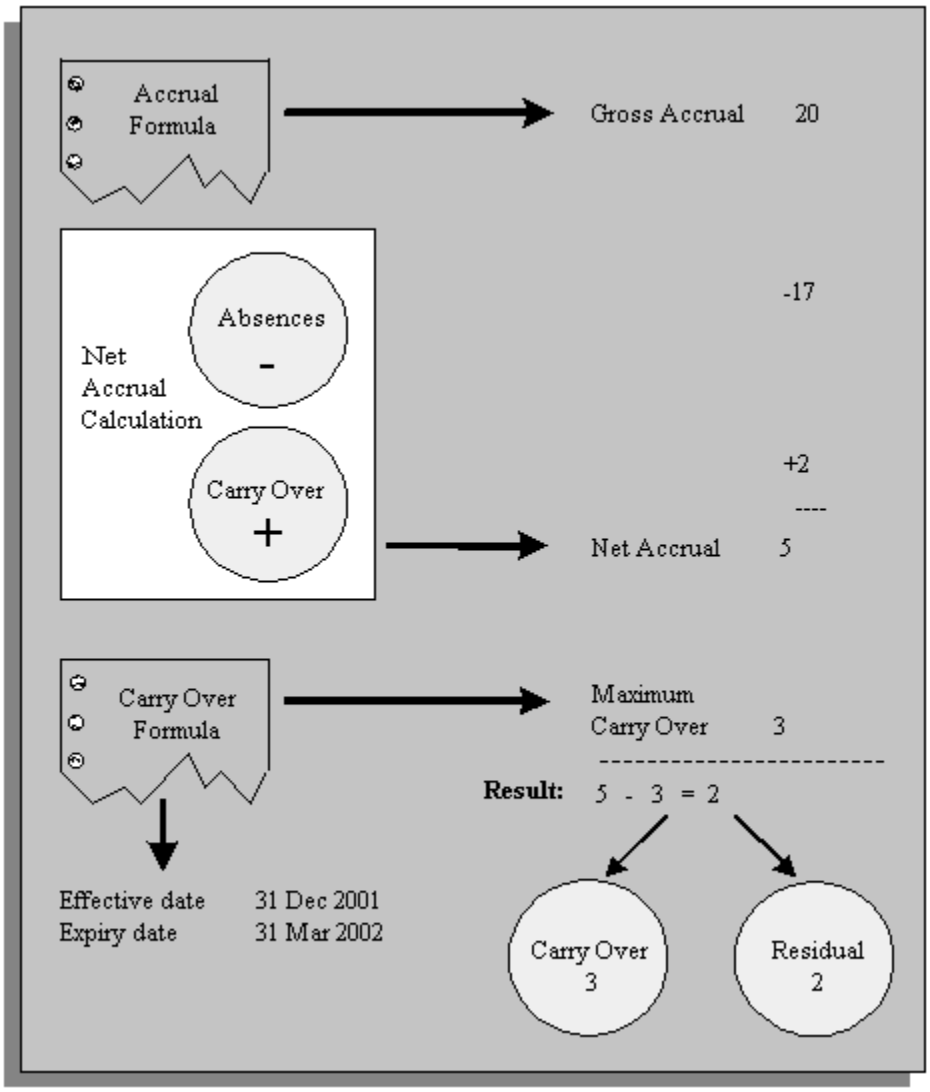
For some accrual plans, the amount of time accrued may vary by other criteria, such as job or grade. You can create a user table to hold time accrued, ceiling rules, maximum carryover rules, and any other information you require for each job or grade. See: User-Defined Tables, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Include the GET_TABLE_VALUE function in your accrual and carry over formulas for the plan to access the information held in the user table. For an example of using a user table to store banding criteria, see: Sample Accrual Formula, *Oracle HRMS FastFormula User Guide*.

PTO Carry Over Process

To manage the carry over of employees' unused PTO to a new accrual term, you run the PTO Carry Over process from the Submit Requests window:

- For accrual plans with a *fixed term start date* (such as 1 April), you run the process at the end of each accrual term.
- For accrual plans with a *variable term start date* (such as hire date or seniority date), you should run the process every night to update plan information for any employees whose term has ended that day.
- For accrual plans based on a *rolling plan term* (such as those using the seeded PTO_ROLLING_ACCRUAL formula), this process is not relevant.



For each participant in an accrual plan, the PTO Carry Over process first uses the Accrual formula to calculate the participant's accrued PTO as of the last day of the plan's accrual term. The process then uses the Carry Over formula to get:

- the maximum amount of time this employee can carry forward to the next accrual term
- the effective date for the carry over, and
- any expiry date by which the employee must use the time carried over, or lose it.

The process calculates the net accrual using time off recorded on the Absence element and any other elements associated with the plan. Finally, it compares the net accrual with the maximum carry over. permitted to determine both the amount to carry over, and the amount of any residual PTOthat cannot be carried over.

For employees with unused, accrued time to carry over, Oracle HRMS enters this time on the plan's <plan name> Carried Over element. Similarly, for employees with unused, accrued time they cannot carry over, Oracle HRMS enters this time on the plan's Residual <plan name> element.

Accrual Plan Example

This topic looks at a sample set of accrual rules and discusses how you might configure the predefined accrual formulas to accommodate these rules.

An enterprise has the following vacation rules:

- All employees accrue two days vacation per month (pro rata for part time employees)
- The accrual term is 12 months from hire date and new employees join the plan on their hire date
- The ineligibility period (when employees accrue time but cannot use it) varies by grade. It is two months for grades 1, 2, and 3, and three months for grades 4 and 5.
- The accrual ceiling is 10 days for full time employees (pro rata for part time employees).
- The amount that can be carried forward to the next accrual term is five days for grades 1, 2, and 3, and eight days for grades 4 and 5.

The enterprise uses BEE to enter vacation time taken.

You can set up one accrual plan for these rules, linking the accrual element to all employees. You can use the predefined PTO_SIMPLE_MULTIPLIER formula as the basis for your accrual formula. You need to configure this formula in the following ways.

Accrual Amount

Change the accrual calculation so that it takes into account an employee's standard hours (part time or full time). You can use HR Budgets to define an assignment's value as a proportion of FTE. Then you need to define a database item for this budget value so you can use it in the accrual formula.

Accrual Term Start Date

Change the accrual term start date from 01 June to hire date by referencing a database item such as ACP_SERVICE_START_DATE within the formula.

To see how to use this database item within the formula, see the section Changing the Accrual Term Start Date in Sample Accrual Formula, *Oracle HRMS FastFormula User Guide*.

Ineligibility Period

Derive the ineligibility period within the formula--rather than from the Accrual Plan window--since it varies by grade. The data could be hard coded within the formula or maintained in a user table, such as the following (which also holds the maximum carry over, since this data varies by grade too):

Example User Table for Varying Accrual Rules By Grades

Grade	Ineligibility Period	Max. Carry Over
1 -3	2 months	5 days
4 - 5	3 months	8 days

Since the ineligibility period is defined within the formula, and the enterprise uses BEE to enter vacation time, you need to create an ineligibility formula that BEE validation can use to check whether an employee is entitled to take time under the accrual plan.

Accrual Ceiling

Change the accrual ceiling from a standard 20 days in the predefined formula to a variable amount depending on an employee's standard hours. You address this in a similar way to the calculation of the accrual amount.

Maximum Carry Over

Change the maximum carryover from a fixed amount within the formula to an amount that varies by grade. The data could be hard coded within the formula or maintained in a user table, such as the example above.

Setting Up PTO Accrual Plans

1. Define and link an element for the plan's absence type.

   See: Defining and Linking an Absence Element, page 4-13

   Important: It is important that you link the absence element before you define the accrual plan since Oracle HRMS automatically creates links for the accrual plan elements based on your absence element links. If you define criteria on the link so that employees lose eligibility for the accrual plan as their assignments change, you must manually transfer accrual balances to the employee's new accrual plan. For simplicity, consider using open element links (that is, links with no assignment criteria).

2. Define an absence type for the plan, associating its absence element with this type.

   See: Defining an Absence Type, page 4-15

3. Optionally, define new accrual start rules as values for the Lookup Type US_ACCRUAL_START_TYPE. There are three seeded categories: Hire Date, Beginning of Calendar Year and Six Months after Hire Date.

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

4. Decide which Accrual and Carry Over formulas to use. You can use the seeded formulas, configure them, or write your own.

   See: Writing Formulas for Accrual Plans, *Oracle HRMS FastFormula User Guide*

5. If your Accrual formula defines a period of ineligibility and you want to use BEE to enter absences against the accrual plan, define an Ineligibility formula. BEE calls this formula to check whether an employee is eligible to use accrued PTO.

   See: Period of Ineligibility, page 4-43

   > **Note:** If you use the seeded Accrual formulas, you do not need to define an Ineligibility formula. They use a period of ineligibility entered in the Accrual Plan window, and BEE validation can use the same value.

   This does not apply to the New Zealand seeded formulas. If you are using these formulas, do not define an Ineligibility formula *or* enter a period of ineligibility in the Accrual Plan window.

6. Optionally, define new accrual categories as values for the Lookup Type US_PTO_ACCRUAL. There are predefined categories for some legislations.

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

7. **Oracle Payroll users:**

   The following three steps are for Oracle Payroll users only. Skip these steps if you do not want to use a payroll balance to store gross accruals.

   Decide whether the payroll run should update accruals as of the run's *date earned* (the date the payroll run uses to determine which element entries to process) or *date paid* (the date that appears on pay advices). Select your choice for the business group.

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

8. Consider which balance dimension to use. Dimensions are predefined that reset the

balance each year on 1 January, 1 June, or hire date anniversary. UK users: If you require your balance to accumulate over a different period of time, or reset at a different date, you can create your own balance dimension.

See: Balances in Oracle Payroll, *Oracle HRMS Implementation Guide*

9. If you want Oracle Payroll to recalculate the accrual balance from the beginning of the accrual term when there are retrospective assignment changes that affect entitlement, you must perform this setup:

    1. Navigate to the Dynamic Trigger Generation window. In the Find Triggers window, enter the following values then click Find:

        - Dynamically Generated Triggers: selected
        - Application: Oracle Human Resources
        - Trigger Name: PER_ALL_ASSIGNMENTS_F_ARU
        - Triggering Actions: Update selected

        Ensure that this trigger is generated and enabled. On the Components tab, ensure that the module pay_continuous_calc.PER_ALL_ASSIGNMENTS_F_ARU is enabled.

    2. In the Functional Area Maintenance window, query the seeded functional area called PTO Events. Check that the trigger PER_ALL_ASSIGNMENTS_F_ARU is listed in the Details region. Select the Business Group tab in the Details region and select the business groups that are to track the assignment changes.

    3. In the Table Event Group window, query the seeded PTO Event Group. This group includes the following datetracked events; you can add others that you want to track:

        - Date Track Update: Table - per_all_assignments_f, Column - assignment_status_type_id
        - Date Track Correction: Table - per_all_assignments_f, Column - assignment_status_type_id
        - Date Track Delete Future: Table - per_all_assignments_f, Column - blank

    4. Ensure that your accrual formula uses the Get_Earliest_AsgChange_Date function to handle the events you want to track. Refer to the PTO_PAYROLL_BALANCE_CALCULATION formula as an example of how to use this function.

10. Define the accrual plan, selecting the formulas and absence element it is to use.

See: Defining a PTO Accrual Plan, page 4-52

11. Optionally, set up length of service bands for the plan.

    See: Setting Up Length of Service Bands, page 4-54

12. **Oracle Payroll users**: If you want the payroll run to calculate employer liability for PTO, define an employer liability element and balance, link the element, and edit the generated payroll formula and result rules.

    See: Costing Liability for PTO Accruals, page 4-56

13. Review the net calculation rules for the plan. If necessary, create additional elements and associate them with the plan by selecting them in the Net Calculation Rules window.

    See: Changing Net Accrual Calculations, page 4-55

14. **SSHR users**: If you want to view employee accrual balances using SSHR, create an element set that include elements that correspond to the appropriate accrual plans, and attach the element set to the profile HR: Accrual Plan Element Set Displayed to User at the appropriate levels.

    See: Viewing Accrual Balances in SSHR, *Oracle HRMS Deploy Self-Service Capability Guide*.

Defining a PTO Accrual Plan

Use the Accrual Plans window to define an accrual plan.

To define a PTO accrual plan:

1. Enter the plan name, and select an accrual category for it.

   Tip: Coordinate the names of the accrual plan, the plan's absence type if any, and the element used to record absences taken under the plan. For example, for the Hrly Vacation PTO Plan for your hourly workers, you could name the absence type and its element Hrly Vacation PTO Absence.

2. Optionally, select a start rule for the plan in the Accrual Start field. This rule determines the date on which newly hired employees begin to accrue PTO.

   Note: Some plans do not use this value; it depends which Accrual formula you select.

3. Select Days or Hours in the Accrual Units field. The units selected here must be the same as the units for the input value you select in the Absence Information region.

4. You can enter a description, summarizing the purpose and rules of the plan.

5. Select the Accrual formula and Carry Over formula to associate with the plan.

   For a description of the seeded formulas, see Seeded Accrual Type Formulas, page 4-36.

6. In the Name field of the Absence Information region, select the element associated with the plan's absence type. In the Units field, select the element's input value that holds the entries of hours or days absent.

Selecting a Payroll Balance

7. **Oracle Payroll users**: If you want to use a payroll balance to store gross accruals for the plan, select the date when the balance should reset to zero.

   > **Note:** The balance may not reset on the exact date you select, since it depends on the payroll period dates. For example, if you select a Reset Date of 1 January, the balance may in fact reset on 22 December if that is the start date of the first payroll period in the new year.

   If you select 1 June, 1 January, or Hire Date Anniversary, a value appears automatically in the Dimension Name field. If you select Other, you must select a balance dimension that you have created for this purpose.

   > **Important:** Select a date in this field *only* if you are using a formula that supports payroll balances. US users: The Check writer process and Deposit Advices do not display the correct accrual balances if you enter a balance reset date but do not use a formula that supports payroll balances.

Setting a Period of Ineligibility

8. If the start rule for this plan is Hire Date or Beginning of Year you can enter a period of ineligibility, during which a plan participant can accrue PTO but cannot use accrued PTO. For example, enter 3 in the Length field and select Calendar Month in the Units field.

9. Optionally select an Ineligibility formula. This formula is called by the BEE validation process for a batch line that enters an absence against the accrual plan. It checks whether the employee is eligible to use accrued time on that date.

Note: If you enter the period of ineligibility in the Length field, you do not need to select a formula. The BEE validation process gets this value and interprets it as a period of time from the employee's continuous service date.

10. Save your work.

    When you do this, the application generates three new elements for the plan - one to represent the plan, and one each to hold carried over and residual amounts of accrued, unused PTO. The application creates links for these elements to match the links you defined for the plan's absence element.

    If you selected a date in the Payroll Balance Reset Date region, the application also generates a payroll balance, an element to feed the balance, a tagging element, formula processing and result rules, and a payroll formula to call the accrual formula from the payroll run.

11. Choose the Accrual Bands button to set up length of service bands for the plan. This is optional, but may be required by your accrual formula.

12. If the Further Accrual Information is configured for your localization, enter the relevant information.

    Australian users: Select the leave balance type as either Entitlement or Entitlement and Accrual for display in the Leave of Absence screen in Self-Service. Select YES if the accrual plan is foreign worker plan and then link the standard accrual plan to this foreign worker plan.

13. Choose the Net Calculation Rules button to view or change the rules for calculating employees' net PTO.

Setting Up Length of Service Bands

Use the Accrual Bands window to define length of service bands for an accrual plan.

To set up length of service bands for a PTO plan:

1. For each length of service band applicable to this plan, establish the band's duration by making an entry in the To field. The first band starts from zero years of service. If it extends for five years, enter 5 in the To field. The system then sets the From field for the second band at 5, as the second band starts after five years of service.

   For the last band you enter, in order to cover all participants with any length of service beyond the band's From entry, enter 99 in the To field. For example, if your bands cover service of 0-5 years, 5-10 years and 10+ years, the third band's From and To entries should be 10 and 99.

2. For each band, enter in the Term Accrual field the number of hours or days that participants whose length of service falls into this band can accrue each accrual term. For example, if plan participants accrue 80 hours of vacation per year during their first five years of service (band 0 - 5), enter 80 in the Term Accrual field.

3. If a band does not permit participants to carry unused accrued time over to the next accrual term, leave the Maximum Carryover field blank. Otherwise, enter in this field the maximum number of accrued, unused hours or days that participants at this band may carry forward.

4. If a band has no ceiling that limits the total number of hours or days participants at this band can accrue at any one time, leave the Ceiling field blank. Otherwise, enter the ceiling number for the band.

5. Save your work.

Changing Net Accrual Calculations

The rules for automatic calculation of employees' net PTO appear in the Net Calculation Rules window. You enter this window by choosing the Net Calculation Rules button in the Accrual Plan window.

The default net accrual calculation takes account of absences (entered on the Absence element) and time carried over from the previous accrual term (entered by the Carry Over process on the plan's Carried Over element). You cannot change these rules. However, if your plan's calculation needs to take account of other values (such as time bought or sold), you can add new rules in this window.

To change the net accrual calculation:

1. Create and link any additional elements you need for the plan. For example, you might need an element to store the amount of PTO an employee has bought or sold. Use the Information classification for these elements, define them as nonrecurring, and give them at least two input values:

   - An input value with the same units (days or hours) as you selected for the accrual plan, and

   - An input value with the units Date (to hold the effective date).

     Tip: Use names for these elements that clearly link them to the appropriate accrual plan. For example, if the accrual plan is called Standard Vacation, you could name the element Standard Vacation Bought or Sold.

2. Query the new elements in the Net Calculation Rules window.

3. Select the input value that hold the days or hours you want to use in the net accrual calculation.

4. Select the date input value that holds the effective date for the accrual calculation.

   Note: The predefined rule for the absence element does not include a date input value because the application uses the absence start date as the effective date for subtracting the time taken from the gross accrual.

5. For each input value, select Add or Subtract to determine whether the value should increase or decrease the net accrual available to an employee.

6. Save your work.

Costing Liability For PTO Accruals

Follow these setup steps if you use Oracle Payroll and you want the payroll run to calculate the change in employer liability for PTO, as well as the gross accrual.

For example, the payroll run might calculate the following changes to employer liability, using this calculation:

Current Liability Increment = (((YTD accrual + Current net accrual) * Current Rate of Pay) - ITD PTO liability)

Payroll Run	ITD Liability	YTD Accrual	Current Pay Rate	Current Accrual	Absence	Current Net Accrual	Liability Increment
Run 1	0	0	10	4	0	4	40
Run 2	40	4	10	4	5	-1	-10
Run 3	30	3	12	4	0	4	54

To set up costing of PTO accrual liability:

1. In the Element window, define an employer liability element. The only required input value is the pay value.

2. In the Balance window, create a liability balance fed by the pay value of the element you created in the previous step.

3. In the Formula window, edit the payroll formula that was generated for your accrual plan so that it calculates changes in employer liability. The formula has the name <accrual plan name>_ORACLE_PAYROLL. It contains a sample liability calculation, which you can edit to meet your requirements.

   The formula must return the Current Liability Increment.

4. In the Formula Result Rules window, query the accrual plan element. You will see a processing rule associating this element with the payroll formula you edited in the previous step, and a result rule passing the accrual to the element that maintains the accrual balance. Create another result rule to pass the Current Liability Increment formula result to the pay value of the employer liability element.

5. Use the Element Link window to link the employer liability element and to cost it appropriately.

Absence and Accrual Plan Administration

Absence Recording

When you record an absence for an employee using the Absence Detail window or self-service, you must always select an absence type.

Dates and Times

In the Absence Detail window you can conveniently record start and end dates and times of a particular type of absence, as well as the date you receive notification of the absence.

You can enter either projected or actual dates and times. When an actual absence occurs in accordance with projected absence information already entered, you record this by simply clicking a button.

Oracle HRMS records an employee's absences using the employee's payroll calendar, so all employees for whom you record absence information must have a payroll component in their primary assignment.

Some absence types are associated with nonrecurring elements. For these types, the absence is not recorded on the employee's element entries until you enter the absence end date. You cannot change the absence start date so that it is outside the original payroll period--you must delete the absence and create a new one.

> **Note:** For Oracle Payroll users in some localizations: some absence types may be associated with recurring elements. For these types, the absence is recorded in element entries when you enter an actual start date. If you change the start date, the element entry is deleted and a new one created. When you enter or change the end date, the element entry's end date is date effectively updated.

Absence Duration

To calculate the duration of an absence automatically, you can either use the schedule and calendar event features from Oracle HRMS and Common Application Components (CAC), or use a formula that calculates absence duration from the absence start and end dates.

For the first method, the application calculates the duration of the absence based on the worker's schedule and applicable calendar events for their primary assignment. To use these features, set the HR: Schedule Based Absence Calculation profile option to Yes.

You set up availability information such as shifts, schedules, and calendar events, and

assign them to various levels in your work structures.

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

For the second method, you write a formula to calculate absence duration from the start and end dates and times entered for an absence. Your localization team may have written a formula that the application uses by default.

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

To control whether the formula automatically recalculates and overwrites the absence duration when a user updates the end date or time, set the user profile option HR:Absence Duration Auto Overwrite to Yes or No. For example, if you do want the duration to be updated when the end date changes, set the profile option to Yes.

When you enter an absence, the application warns you if:

- Duration is greater than the person's net entitlement recorded in a PTO accrual plan
- A decreasing absence balance becomes negative
- Duration is not equal to the value calculated by the absence duration formula. Or, if there is no absence duration formula, duration is not equal to <end date/time - start date/time>. Here, the application calculates the hours using the standard hours recorded for the assignment (or for the business group if the assignment contains no record).

Authorization and Replacement

When recording a projected or actual absence in the Absence Detail window, you can select both the name of an employee authorizing the absence, and of an employee replacing the absent worker.

Absence Cases

If an employee has multiple absences that result from the same cause or are associated in another way that you want to record in Oracle HRMS, you can enter an *absence case* for the employee. For example, if an employee takes two periods of sick leave due to a back injury sustained at work, you can create an absence case, associate the two absences with the case, and link the case to the work incident.

Batch Entry of Accrued Time Taken

For fast batch entry, you can use BEE, instead of the Absence Detail window, to enter sick or vacation time recorded together with other timecard data. You can enter the absence start and end dates, as well as any input values defined for the element. If you leave the date fields blank, they both default to the effective date for a nonrecurring

absence element; only the start date defaults for recurring elements. Note that the batch line produces an error if you enter a duration but no end date for a recurring element.

Self-Service Entry of Absences

If you have licensed Oracle SSHR, you can delegate the responsibility for recording absences to individual employees or their line managers. They can enter proposed or actual absences and submit them for approval by their supervisors (or any other approvers in a workflow).

Viewing and Reporting on Absence Information

For monitoring and analyzing recorded employee absences, use the:

- View Absence History window, page 4-71
- List Employees by Absence Type window, page 4-71
- Absences Report, page 4-71

For reviewing PTO plan participants' accrued time earned and taken, use the Accruals window, page 4-70.

Accrual Plan Administration

Just as elements constitute the underlying structure of absence types, so they provide the structure of accrual plans. Each accrual plan is associated with an absence element, which holds information about absences taken under the plan. There is also an element for the plan itself, which you use to enroll participants in the plan.

Enrollment

You enroll an employee in an accrual plan by entering the accrual plan element. You can only enroll employees who are eligible for the plan (that is, their assignments match the element's links). When you do the enrollment you can override the default date for calculating length of service (which is used in many accrual plans to determine the appropriate accrual amount and the start date of accruals for new hires).

> **Note:** You enter the accrual plan element for the employee's primary assignment. If another assignment becomes the primary one, you must re-enter the accrual plan element for the new primary assignment. You can transfer the accrual balance to the new assignment using a balance adjustment element entry, if your implementation team has added a balance adjustment element to the net calculation rules for this accrual plan.

Recording Accrued Time Taken

You record time taken under the accrual plan by making entries of the absence element associated with the plan.

Normally you make these entries using the Absence Detail window so you can record additional information, such as an absence reason, the name of the employee authorizing the absence, and the name of the employee replacing the absent worker. The window shows the participant's net accrual at the start of the absence and the projected accrual at the end of the accrual term.

You can also use BEE to make batch entries of hours of accrued sick or vacation time that employees have taken and noted on their timecards. Any entries you make to absence elements using BEE for an employee's primary assignment can then be viewed in the Absence Detail window. Entries made using BEE can include a reason, but the list of absence reasons available in the Absence Detail window is not automatically available here.

Viewing Accruals

You can use the Accruals window to see, at any time, how much time an employee has accrued and used under an accrual plan. You cannot change the amount accrued using this window. The gross accrual is calculated by a formula that may, for example, vary the accrual according to length of service, grade, overtime or other factors.

Recording PTO Sold or Purchased

If your enterprise pays employees for time they have accrued but not used, or if you permit employees to buy additional time, you may decide to define your own PTO-related elements to record information about these transactions. You then use the Element Entry window to enter these elements for the appropriate employees.

Running the Carry Over Process

Once each year (or other plan term), an employee's balance of unused accrued time must be cleared down ready for the new plan term. You run the PTO Carry Over process to clear down these balances and record both unused time available for carryover, and residual time unavailable for carryover. For accrual plans with a variable term start date (such as hire date or seniority date), you should run the process every night to update plan information for any employees whose term has ended that day.

> **Note:** Some accrual plans are based on a rolling plan term. The Carry Over Process is not relevant to this type of plan.

Entering Absences

Enter projected or actual absences for an employee using the Absence Detail window.

Because the calendar holding absence records for an employee is the same as that of the employee's payroll, the primary assignments of employees for whom you enter absence information must include an assignment to a payroll. For absence types based on nonrecurring elements, the effective start date of this assignment must be no later than the start of the current payroll period.

To enter absences for an employee:

1. Select the absence type.

   The following information appears:

   - The category of the type.
   - The occurrence of the new absence record you are entering. For example, if the employee has already incurred two absences of this type, the occurrence of the new record is 3.
   - The running total of hours or days absent for all the absence types associated with the element. For absence types with increasing balances, this is the number of days or hours absent with an end date on or before your effective date. For any types with decreasing balances, this is the number of hours or days remaining to be taken.
   - The number of days absence recorded for the absence type in the current calendar year.
   - The name of the element that maintains each employee's time taken or time remaining for this absence type.

     Note: For Finland and Denmark users only: When you create an absence, Oracle HRMS enters the absence element for all the employee's assignments including the primary assignment. You can decide whether each assignment requires the element entry and better track absences for multiple assignments. You can also edit element entries to change the absence details for a specific assignment.

     Note: For Denmark users only: You can override the holiday or sickness absence details in the Absence Details window by entering the DK_OVERRIDE_HOLIDAY_DURATION or

DK_OVERRIDE_SICKNESS_DURATION element in the Element Entries window. Use the same start and end dates for the override element that you use in the Absence Details window.

See: Making Manual Element Entries, page 1-53

2. If the Further Information field is visible for your localization, click in the field and select a context value relevant to your localization.

   - **Canada HRMS**: Specify the ROE Reason and ROE Comments. You enter a ROE Reason and ROE Comments for an employee in the Additional Absence Detail Information window. The ROE Reason appears in Block 16 of the ROE. The ROE Comments appear in Block 18 of the ROE.

   - **Dutch HRMS**: If you have a category of sickness selected, you can enter a percentage sick by selecting the NL_S context value.

     Select No in the Non SI/Pension Absence field to count an absence as a real social insurance day. Selecting Yes excludes the absence from counting as a real social insurance day.

   - **Hungary HRMS**: If your absence category is Maternity, enter the expected and actual birth dates (and other dates if applicable). If your absence category is Paternity, enter the child's birth date.

   - **Mexico HRMS**: Specify your type of disability:

     - General Disease
     - Maternity
     - Risk Incident

     The list of available Disability IDs depend on if you have assigned this disability with a Causal Incident (in the case of Risk Incident disabilities) or no Causal Incident (in the case of Maternity or General Disease disabilities).

   - **Russia HRMS**: If your absence category is Maternity Leave, enter the number of children and the new born child's date of birth. If the absence category is Child Rearing Leave, enter the new born child's date of birth. If you select the absence type as Temporary Disability with Sickness Allowance Payment, then select the disability details.

   - **Finland HRMS**: If your absence category is Annual Holiday, Layoff, Labour Dispute, or Unauthorized, enter the details of a similar absence taken by the employee. For the absence category Sickness, select the doctor's certificate and contract details. For the Accident category, select the work incident and doctor's

certificate details. If your absence category is Family Leave, enter the child and maternity leave details.

- **UK HRMS**: For an OSP or OMP scheme and an absence that is, or contains, a part of a day, select a unit of measure - days or hours - for measuring part days. For a days-based scheme, select Day and select full or half day . For an hours based scheme, select Hours and select the number of hours absent. Select the appropriate value for the start date, end date, or both. If the entire absence is less that a full day, select the value in the Start Date field.

3. Do one of the following:

   - Enter *projected* dates for the absence. You can copy these later to the Actual Date fields by choosing Confirm Projected Dates.

   - Enter *actual* dates and duration as days or hours, according to the units of the balance. If you enter an end date, you must also enter the duration.

     If you want the application to automatically calculate the duration of the absence, then you can either use the schedules and calendar events features from Oracle HRMS and Common Application Components (CAC) or use a formula.

     See: Absence Duration, page 4-58

4. You can also select:

   - Reasons for the absence

   - The employee authorizing the absence

   - The employee who replaces the absent employee for the duration of the absence

5. Save your work.

   Note: If this absence is related to another absence (for example, they both result from the same cause), you can associate the absences using the Absence Case page.

6. If you entered an absence type that is eligible under an absence benefit plan, you can choose Enroll Absences to run the Participation Process in Absence mode. This process assesses the person's eligibility for the absence plan. If they are eligible, the process changes the status of the potential absence life event to Processed, and evaluates any standard rates linked to the plan.

   Alternatively, you can run this process for a group of employees from the Submit Requests window. See: Running the Participation Process: Absence, page 4-67.

Note: UK Users: The Evidence and Statutory Payments buttons display, if you opened this window from an SSP menu. Please note that these buttons are only relevant to statutory absence types (sickness, maternity, paternity, and adoption).

Viewing Accruals for Plans Associated with the Absence Type

If the employee is enrolled in an accrual plan, the Accruals button is available. Choose this button to display the Associated Accrual Plans window, where you can see information about any accrual plans associated with the type of absence you are entering.

To view accruals:

1. Enter or query an absence in the Absence Detail window, and choose Accruals.

2. If nothing is displayed, run a query in the Associated Accrual Plans window to display the name and category of any accrual plans associated with the absence type.

   For each plan, three net accrual amounts are displayed:

   The **Net Entitlement** figures on the This Absence tab show the effect of the absence displayed in the Absence Detail window.

   - The **Before Absence** figure is the net accrual calculated on the day before the absence.

   - The **After Absence** figure is calculated on the start date of the absence.

   In most cases these figures will differ by the length of the absence you are entering. However, if the absence happens to start on the day that this period's PTO entitlement is accrued, the new accrual is also shown in the After figure. Similarly, if any other time (such as time bought or sold) is debited or credited to the accrual on that day, it is reflected in the After figure.

   Projected Entitlement on the End of Plan tab shows the projected net accrual at the end of the current accrual plan term, taking account of any future absences already entered on the system. If the employee has future-dated assignment changes that affect his or her accrual entitlement, these are taken account of in the calculation.

   Note: This figure does not take account of absences with a *projected* start date. It only includes absences that have an actual start date.

Example

Suppose Ms. Shah is enrolled on a vacation plan that runs each calendar year starting 1 January, with a gross accrual of 2 days per month. Ms. Shah did not carry

over any entitlement from last year and has taken no absences before May.

Net entitlement is calculated for the last complete accrual period (that is, the period that ends on or before the start of the absence being entered). This absence is only included in the calculation if it starts on the last day of an accrual period.

The following table shows the accrual amounts (net entitlement) that would display if you enter four absences in the sequence shown.

Absences:	2 - 4 May	31 May - 3 June	12 - 15 Aug	15 June
Before absence	8	5	7	3
After absence	5	3	3	2
End of plan term	21	17	13	12

Enrolling Employees in PTO Accrual Plans

Enroll individual participants in an accrual plan by entering for them the element generated to represent the plan.

To enroll participants in a PTO accrual plan:

1. Do one of the following:

   - For enrollment of an individual employee, perhaps as a part of the hiring process, enter the element representing the plan for him or her using the Element Entries window.

     See: Making Manual Element Entries, page 1-53

   - For enrollment of a batch of employees in a plan, perhaps a newly-developed plan, use BEE.

     See: Making Batch Element Entries Using BEE, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Overriding Length of Service

The default date for calculating length of service is the first day of the month of an employee's hire date. You can override this by entering another date when you enroll the participant in the plan. This is relevant to plans that have accrual bands based on length of service.

If you enter a date here, it is also used, instead of the employee's hire date, when the seeded formulas calculate the appropriate accrual start date for the employee. For example, if the plan's start date rule is Six Months After Hire Date, accrual will begin six months after the continuous service date you enter.

To override the default date for calculating length of service:

1. When enrolling the participant, enter the override date in the Continuous Service Date entry value of the element representing the plan.

Running the Participation Process: Absence

You can run the Participation Process: Absence to process any absence-type life events for an individual person or a group of people. The process assesses the person's eligibility for the absence plan. If they are eligible, the process changes the status of the potential life event to Processed, and evaluates any standard rates linked to the plan.

You run processes from the Submit Requests window.

To run the Participation Process: Absence

1. Select Participation Process: Absence in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Set the effective date of the process.
4. Select Commit or Rollback in the Validate field.

   Select Rollback to check your results before committing them to the database. It is easier to correct errors before you commit the results.
5. If you want to restrict the process to one person, select them in the Person Name field.
6. If you have not selected one person, you can limit the persons evaluated by the process by selecting from one or more of the following parameters.
   - Person Type
   - Organization
   - Benefits Group
   - Location
   - Postal Zip Range (US only)

- Reporting Group
- Legal Entity (US only)
- Payroll

7. Select Yes in the Audit Log to create a file that lists the eligibility results for each person evaluated by the process.

   If you select Yes, you should periodically run the Participation Audit Activity Purge process to purge the audit log tables.

8. Select Yes or No in the Limit by Person's Organization field. If you select Yes, the process only handles compensation objects that have the person's organization attached.

9. Choose the OK button.

10. Complete the batch process request and choose Submit.

Running the PTO Carry Over Process

The net accrual calculation for PTO includes carried over PTO in determining an employee's accrued PTO to date. To set the net calculation rules, use the Net Calculation Rules window. To review an employee's carry over of accrued time, use the Accruals window.

Run the PTO Carry Over Process at the end of the accrual term using the Submit Requests window. For accrual plans with a variable term start date (such as hire date or seniority date), you should run the process every night to update plan information for any employees whose term has ended that day.

Troubleshooting

The concurrent request log contains a summary of the accrual plans and assignments processed.

The Payroll Action Parameter *Max Errors Allowed* determines the behavior of the process when it encounters an error. If it encounters fewer than the maximum number of errors, the process completes with a warning, commits the successful assignments, and writes details to the concurrent request log of the assignments that did not process due to an error. If the process encounters the maximum number of errors, it stops processing, rolls back any processed assignments, and writes details of the errors to the log.

To help Oracle's Support organization debug an issue, you can use the Payroll Action Parameter *Logging*. If the parameter value includes a 'G' (General), all debug information is written to the log. Logging significantly reduces performance and

generates large log files so it should be switched off in normal circumstances and only used for debugging purposes.

To run the PTO Carry Over process:

1. Select PTO Carry Over in the Name field. If the Parameters window does not open automatically, click in the Parameters field.

2. Enter a date in the PTO Calculation Date field and Current or Previous in the Accrual Term field. These are used by the plan's Carry Over formula to determine the effective date of the carried over PTO.

   Typically you will use the following values if you are using seeded formulas:

   - PTO_PAYROLL_CARRYOVER formula--use a calculation date of 31 December with Accrual Term = Current, or a calculation date of 1 January with Accrual Term = Previous. The effective date of the carry over is always 31 December (of current or previous year).

   - PTO_SIMPLE_CARRYOVER--use a calculation date of 31 May with Accrual Term = Current, or a calculation date of 1 June with Accrual Term = Previous. The effective date of the carry over is always 31 May (of current or previous year).

   - PTO_HD_ANNIVERSARY_CARRYOVER--set calculation date to the effective date and use Accrual Term = Previous.

     Important: If you select Current for the Accrual Term and enter a calculation date that is not the end of the accrual term, this process creates future-dated carry over and residual element entries.

3. Select the name of one accrual plan to process, or select a category to process all plans in the category.

4. The Reprocess All Participants field defaults to No, so that the process affects only those plan participants not previously processed for this accrual term. To process all participants regardless of any previous processing, select Yes in this field.

   Important: Select Yes if any employees have retrospective absences or other entries that might affect net entitlement.

5. When the entry of parameters is complete, choose OK. Choose Submit to submit the request.

   The Carry Over process enters the Carried Over and Residual elements for all employee assignments included in the process.

Reviewing Employees' PTO Accruals

To view information on employees' accrued PTO, use the Accruals window.

To view an employee's net PTO accrual:

1. Set your effective date to the day for which you want to calculate PTO entitlement.

2. In the Assignments Folder, query the employee's name. Choose the Accruals button to go to the Accruals window.

3. Query the accrual plan in the Name window.

   The **Dates** region shows the dates that the accrual formula uses for the entitlement calculation. These are typically from the start of the accrual term to your effective date. The **Net Entitlement** field displays the net accrued days or hours between these dates. The **Last Accrual** date is the end of the last complete accrual period, if the formula does not calculate accrual for partial periods.

   If you allow maintenance of negative balances of accrued time at your installation and an employee's time absent exceeds time accrued, the net entitlement appears as a negative number.

   > **Note:** Net Entitlement can exceed the accrual ceiling if you have increased entitlement using an adjustment element or the Carry Over element. If you have adjusted net accrual so that it exceeds the ceiling, the employee will accrue no time until net accrual falls below the ceiling.

   The Entitlement Details region shows the values used in the calculation of the net entitlement:

   - The <plan name> element stores current accrued time.

   - The <plan name> Carried Over element stores accrued time carried over from the previous accrual term. If the plan has an expiry date for carried over time, the value shown after the expiry date is the amount of accrued time that was used. Any remaining time was lost.

   - The absence element stores accrued time taken.

   - Any other elements created at your site to hold values used for calculating net entitlement, such as elements to store bought or sold PTO.

   If the accrual plan uses the seeded formulas, note that an absence is included in the accrued time taken figure if it starts on or before your effective date.

Important: When reviewing employee accruals at the end of an accrual term, remember that carried over and residual PTO appear only after the PTO Carry Over process is run.

Viewing Absence History

Use the View Absence History window to view all absences for an employee.

To view absences for an employee:

1. Select an employee then choose the Find button.

   The absences appear in the lower part of the window. Use the standard Folder features to select a subset of these absence records, and to choose the fields to see.

Listing Employees by Absence Type

Use the List Employees by Absence Type window to see all the absence records for a particular absence type, or category of types.

To list employees by absence type:

1. Enter any combination of absence type, category, and start and end dates to define the absences to view. Choose the Find button.

   The absences appear in the lower part of the window. Use the standard Folder features to select a subset of these absence records, and to choose the fields to see.

Running the Absences Report

The Absences Report shows information about employee absences during a specified period. It can show absences:

- For an individual employee, or for all the employees in an organization
- For all types of absence, or for selected types

The report summarizes the information as totals for each absence type since the employee was first hired.

You run reports in the Submit Requests window.

To run the Absences Report:

1. In the Name field, select Absences Report.

2. Enter the Parameters field to open the Parameters window.

3. Enter the effective date for which you want to see the report.

4. Select either an organization or an employee.

5. Enter the start and end dates of the period for which you want to report absences.

6. You can choose up to 10 absence types for the report. To report on all types, leave the absence type fields blank. Choose OK.

7. Choose the Submit button.

Resetting a Stored Accrual Balance

If you use Oracle Payroll, you may have set up your accrual plans so that the payroll run maintains a stored accrual balance. Batch processes and reports that calculate accruals use this stored balance for faster processing.

Normally the payroll run maintains this balance by calculating the accrual change each period. It recalculates the accrual from the beginning of the accrual term when there are any retrospective changes that affect entitlement. However, if you have made a retrospective assignment change that your accrual formula cannot handle, you might want to force the next payroll run to recalculate accruals from the beginning of the accrual term for one or more assignments.

> **Note:** This procedure assumes that your accrual formula uses the Reset PTO Accruals function to check the setting of the Reset PTO Accruals parameter. Refer to the seeded accrual formulas for an example of how to use this function.

1. In the Action Parameters window, check the Default Group check box to view the default action parameters. On the Parameters tab, scroll down to find the Reset PTO Accruals parameter, and change its value from N to Y.

2. Create an assignment set containing the assignments whose accrual balances you want to reset.

3. Run a QuickPay or payroll run for these assignments.

4. In the Action Parameters window, check the Default Group check box to view the default action parameters. On the Parameters tab, scroll down to find the Reset PTO Accruals parameter, and change its value from Y to N.

> **Important:** Make sure you reset the parameter to N to ensure faster

processing in your normal payroll processes.

Statutory Absence Payments

Statutory Absence Payments Overview

Statutory Absence Payments is a feature available to the UK users of Oracle HRMS. It offers you a flexible way of meeting your statutory absence payment obligations.

Government legislation in the UK requires employers to make the following statutory payments to all eligible employees:

- Statutory Sick Pay (SSP)
- Statutory Maternity Pay (SMP)
- Statutory Adoption Pay (SAP)
- Ordinary Statutory Paternity Pay Birth (OSPPB)
- Ordinary Statutory Paternity Pay Adoption (OSPPA)
- Additional Statutory Paternity Pay Birth (ASPP B)
- Additional Statutory Paternity Pay Adoption (ASPP A)

The legislation states that all employees who are off work because of sickness for four or more complete consecutive days and who meet certain other conditions are entitled to Statutory Sick Pay (SSP). Before you pay SSP to an employee, you must check that he or she meets the other conditions. They include:

- The employee's earnings are high enough to qualify for SSP
- The employee has received less than the maximum amount of SSP to which they are legally entitled.

There is also Government legislation that states that female employees who take time off work to have a baby are entitled to Statutory Maternity Pay (SMP). In a similar way to SSP, you must check that the employee meets certain other conditions before you pay her SMP. They include:

- The employee's average NI Able earnings are high enough to qualify for SMP
- The employee has been working for you for the minimum period required.

Employers can under certain conditions recover a percentage of the SSP and SMP they pay from the government. It is therefore important that you keep accurate records of how much SSP and SMP you pay, and when you pay it.

In parallel to SMP, there is legislation entitling the person who is supporting a new

mother and child to paternity leave. Parents who are adopting a child are entitled to adoption leave (for the primary carer) and paternity leave (for the secondary carer).

Oracle HRMS helps you meet your legal obligations to pay employees when they are off work. You can use Oracle HRMS to:

- Decide when employees are entitled to SSP, SMP, SAP, OSPP, or ASPP
- Decide how much they are entitled to
- Decide when you pay them
- Keep records of how much SSP, SMP, SAP, OSPP, and ASPP you have paid to each employee.

Statutory Sick Pay

Employers who are liable to pay Employer's Class 1 National Insurance secondary contributions on employee's earnings, are also liable to pay Statutory Sick Pay (SSP) to qualifying employees, on behalf of the state. There does not have to be a written contract of employment, and an employer cannot contract out or require contributions from employees.

The contractual payment that would normally be made on a day that a SSP payment is made, can be offset by the amount of the SSP payment. For example, you might make payments for sickness through an occupational sick pay scheme, which can be offset by the payments made for SSP. There is currently only one rate of SSP and the maximum entitlement is 28 weeks.

As the employer, you must decide if SSP is payable. The information given below summarizes the rules for determining eligibility and payment of SSP.

> **Note:** You should consult the appropriate Inland Revenue documentation for detailed information on the legal provisions for SSP, as well as any changes to the legislation that might arise.

Period of Incapacity for Work (PIW)

To qualify for SSP, an employee must be incapable of work due to sickness for at least four or more calendar days in a row. A spell of sickness of four or more days is called a *Period of Incapacity for Work* (PIW).

Only whole days of incapacity are counted, so if an employee becomes ill at work, that day is not counted. All days of incapacity, or deemed incapacity, are counted, including weekends, holidays and any other days which an employee would not normally be expected to work.

Linked PIWs

If two PIWs are separated by eight weeks (56 days) or less, they are treated as one and are referred to as a *linked PIW*. An employee can have any number of PIWs which can link to form one PIW. A linked PIW can last for up to three years.

Qualifying Days and Waiting Days

SSP can only be paid for *qualifying days*, and an employer must have agreed with each employee, a pattern of SSP qualifying days for each week. Any pattern of qualifying days may be used, such as the usual working pattern, as long as the following conditions are satisfied:

- The employer and employee are in agreement
- There is at least one qualifying day in every week, Sunday to Saturday, including holiday periods. It is recommended that Wednesday is taken as the default qualifying day where an employee's contract does not indicate any other day.
- Qualifying days are not determined by the days an employee is sick.

The *SSP qualifying pattern* assigned to an employee may alter over weeks, for example a rotating shift may alter the qualifying days if actual working days are used as qualifying days.

SSP is not payable for the first three qualifying days in a PIW, which are known as *waiting days*. They are not necessarily the same as the first three days of sickness. Waiting days are carried forward in a linked PIW, but waiting days served under a previous employment are ignored.

Notifying Sickness

Notification of sickness is the starting point for SSP. You can make your own rules about the form the notification can take, but employees must be notified of the rules in advance.

For SSP purposes, you cannot insist that an employee tells you:

- in person
- earlier than the first qualifying day in a period of sickness
- by a specific time on the first qualifying day
- more frequently than once a week during sickness
- on a special form

- on a medical certificate.

If an employer does not make their own rules, the legislation states that an employee (or their representative) must give notification on any date they are unfit for work, no later than seven calendar days after that day.

Evidence of Incapacity

You must tell an employee what you want them to produce as evidence of incapacity (which is not the same as notification of sickness).

You might require an employee to:

- Sign a self-certificate for short periods of sickness
- Give a doctor's certificate for periods longer than seven days.

You cannot ask for a doctor's certificate for the first seven days of a sickness absence.

Exclusion Factors and Stoppages

When a PIW has been formed, a number of other checks must be made to establish eligibility for SSP.

An employee may not be entitled to SSP for any of the following reasons:

- Their average earnings are below the lower earnings limit for National Insurance contributions
- They are over state pensionable age
- Their PIW links with a recent claim for Social Security benefit
- She is within the disqualifying period relating to her pregnancy
- They are away from work because of a trade dispute
- They are in legal custody
- They have already been due 28 weeks SSP from their previous employer
- They have a linked PIW lasting over three years
- They have not yet done any work for you.

You can withhold SSP for any of any of the following reasons:

- Late notification of the sickness absence in accordance with your business rules, if you consider there is no good cause for the delay. SSP may be withheld for the number of qualifying days that notification was late. The legislation states that there

can be no just cause for a delay in notification of more than 13 weeks.

- Late submission of acceptable medical evidence.

Employees not entitled to SSP may be entitled to a Social Security benefit--such as Incapacity Benefit--instead.

Average Earnings

Employees whose average earnings are below the level at which National Insurance contributions are payable, are not entitled to SSP. This level is known as the lower earnings limit (LEL) and is set each year by the Government. For most employees, it will be obvious if their average weekly earnings exceed the lower earnings limit but the average earnings for other groups of employees needs to be calculated.

The period over which the calculation is made is usually the eight weeks ending with the last pay day before the PIW began.

The average earnings calculation is different depending on the employee's pay period:

- Average earnings for employees paid on a weekly basis, are calculated by adding together all the gross earnings for the 8 paydays up to and including the last payday before the PIW began, and dividing the total by 8.

- Average earnings for employees paid on a monthly basis, are calculated by adding all the gross payments made on the last normal payday before the PIW began and any other payments made after the payday, going back over the previous eight week period. The total figure is multiplied by 6 and divided by 52.

- Average earnings for new starters without eight weeks or two months payments are prorated using decimals of the weeks actually covered by the payment. A similar method is applied to unusual payment frequencies.

- Average earnings for employees who have actually worked but have not been paid are based on an estimate of expected earnings.

Forms for SSP

You are required by law to issue a leaver's statement (form SSP1L) to an employee if:

- Their contract of service ends *and*

- SSP was payable in the eight weeks (56 calendar days) before the date the contract ends, *and*

- SSP was payable for one week or more. Any odd days of payment should be rounded up or down.

Form SSP1L shows the first day of incapacity for work in the PIW/linked PIW, the last

date for which SSP was paid and the whole number of weeks for which SSP was paid.

If a new employee falls sick for 4 or more days within the first 8 weeks, of starting work, you should ask them if they were given an SSP1(L) form from their previous employer. If the period between the first day of the PIW with you and the last date for which SSP was paid is less than eight weeks (56 days), your maximum liability in that PIW is reduced by the number of SSP weeks shown on the statement.

A PIW with a previous employer cannot link with a PIW under the new employment and waiting days must be served again.

You must issue an employee with an SSP1 form if:

- They have been sick for four or more calendar days and are not entitled to SSP from you, *or*
- Their entitlement to SSP stops, but they are still sick.

Form SSP1 enables an employee to claim Incapacity Benefit from the Benefits Agency.

Payments for SSP

Once a PIW is formed, as long as the employee is not excluded from payment for any of the reasons set out in the legislation for SSP, the inclusive dates of the PIW are checked against the qualifying days from the employee's qualifying pattern.

The first three qualifying days in any new PIW are waiting days and do not qualify for payment. Further qualifying days become payment days.

The weekly amount of SSP payable is worked out by taking the weekly SSP rate, dividing it by the number of qualifying days in the week and multiplying it by the number of qualifying payment days.

Recovering SSP

The Percentage Threshold Scheme enables employers who have a high percentage of employees sick at any one time, to recover SSP. It is not restricted to small businesses and allows you to recover any SSP paid in a tax month which is more than 13% of your total National Insurance contributions for the same period.

Administering SSP

You are responsible for administering SSP and there are penalties for incorrect administration. Guidance about administering and recovering SSP payments is given in the Inland Revenue documentation.

Statutory Maternity Pay

Employers who are liable to pay the Employer's Class 1 National Insurance secondary

contributions on employee's earnings, are also liable to pay Statutory Maternity Pay (SMP) to qualifying female employees and women holding elective office, on behalf of the state. There does not have to be a written contract of employment and an employer cannot contract out or require contributions from employees.

The contractual payment that would normally be made on a day that SMP payment is made, can be offset by the amount of the SMP payment.

As the employer, you must decide if SMP is payable and which rate applies. The information below summarizes the rules for determining eligibility and payment of SMP.

> **Note:** You should consult the appropriate Inland Revenue documentation for detailed information on the legal provisions for SMP as well as any changes to the legislation that might arise.

Qualifying Conditions

To receive SMP from her employer, an employee must satisfy *all* the following conditions:

- She must have been continuously employed by you for at least 26 weeks continuing into the 15th week before the baby is due. The 15th week is known as the *qualifying week*.
- She must have average weekly earnings on or above the lower earnings limit for payment of National Insurance Contributions, in her qualifying week
- She must still be pregnant at the 11th week before the baby is due, or already have had the baby
- She must give you medical evidence of the date the baby is due at least 28 days before the maternity absence is due to start.
- She must have stopped working for you.

If an employee satisfies all the conditions, she qualifies for SMP even if she does not intend to return to work after the baby is born.

Notifying Maternity Absence

You must decide how you want to be notified of maternity absence and tell your employees. An employee should give you at least 28 days notice before her maternity absence is due to begin, although you can accept less than 28 days notice if you consider she has a good reason for not telling you earlier.

Maternity Evidence

Your employee must supply medical evidence of the date the baby is due, which should normally be a maternity certificate (form MATB1), although you can accept other medical evidence.

You cannot accept medical evidence issued more than 20 weeks before the week the baby is due.

Qualifying Week

The 15th week before the baby is due is known as the *qualifying week*.

If an employee tells you she is pregnant, you need to establish:

- The week in which the baby is due, which is referred to as the *expected week of childbirth* (EWC), *and*,
- The qualifying week.

Continuous Employment Rule

To qualify for SMP, your employee must have been employed by you for a continuous period of at least 26 weeks into the qualifying week.

The *continuous employment rule* is still satisfied if:

- Your employee's baby is born before or during the qualifying week, *and*
- She would have completed 26 weeks employment with you into the qualifying week if the baby had not been born early.

Some breaks between periods of work can be part of a continuing period of employment, and the continuous employment rule can still be satisfied, even if an employee only actually worked for you for short periods during the 26 week period.

Breaks between periods of work which are seen as part of a continuing period of employment include:

- Periods of less than 26 weeks absence due to sickness
- A previous period of statutory maternity leave
- Public holidays and other custom holidays
- A period of dismissal where the employee is subsequently reinstated
- A period of under 6 months in the Armed Forces. The employee is considered to be continuously employed with her previous employment, excluding the period of the

break.

- Periods when an employee is on strike.

Other groups of employees who only work as and when required, such as agency workers, supply teachers, etc. are considered to have been continuously employed (even if there are complete weeks in which they did not work) as long as they are employed for 26 weeks into the qualifying week and other conditions are satisfied for each week they do not work.

Maternity Pay Period

The period for which SMP is payable is called the *maternity pay period*.

The maternity pay period:

- May start at any time from the start of the 11th week before the expected week of childbirth

- Continues for up to 26 weeks .

The start date of the maternity pay period is usually a Sunday on a date agreed between you and your employee. The maternity pay period (MPP) may begin before the agreed start date if:

- The baby is born early--in this case, the MPP starts on the day following the birth date

- The employee is absent from work due to a pregnancy related illness, on or after the start of the 4th week before the baby is due --in this case, the MPP starts on the day after the first full day of sickness in the 4 weeks before the Expected Week of Childbirth.

If the baby is stillborn after the start of the 16th week before the expected week of childbirth, the maternity pay period starts as for a live birth. If the baby is stillborn before the 25th week of pregnancy (that is, earlier than the 16th week before the expected week of childbirth), SMP is not payable although SSP may be due instead.

Right of Return

All employees are entitled to 26 weeks *basic maternity leave* , regardless of their length of service and hours of work. An employee also has the right of return to work as long as she gives you 21 days notice of her intention to return to work.

If an employee has been continuously employed by you for at least 26 weeks into the qualifying week, she is entitled to extended maternity leave. This means she is entitled to a total of 52 weeks of maternity leave.

To qualify for the right to return to work, your employee must:

- Confirm that she intends to return if you ask her to do so. You can write to your employee for confirmation three weeks before the end of her basic maternity leave. She should reply within 21 days, although she is not expected to give you a date for her return.

- Give you 21 days notice of the date she wishes to return to work, only if the return date is before the end of 52 weeks maternity leave. Otherwise no notice is required.

The extended maternity leave period can be extended for a further 4 weeks, if your employee provides a medical certificate which states that she is incapable of work on the notified date of return.

Average Earnings

Employees whose average earnings in their qualifying week are below the lower earnings limit (LEL), are not entitled to SMP. Average earnings are calculated to decide if SMP is payable and the rate applicable.

The period over which the calculation is made is usually the eight weeks ending with the last payday before the end of the qualifying week. If two or more employment periods are treated as continuous and the eight weeks covers more than one employment, earnings from each period are treated as if they were paid in the last pay period.

The average earnings calculation is different depending on the employee's pay period:

- Average earnings for employees paid on a weekly basis, are calculated by adding together all the gross earnings for the 8 paydays up to and including the last payday before the end of the qualifying week and dividing the total figure by 8.

- Average earnings for employees paid on a monthly basis, are calculated by adding together all the gross payments made on the last normal payday before the end of the qualifying week and any other payments made after the payday, going back over the previous eight week period. The total figure is multiplied by 6 and divided by 52.

- Average earnings for employees with payments at other intervals, are calculated by adding together the payments made on the last payday before the end of the qualifying week and any other payments made after the payday, going back over the previous eight week period. The total figure is divided by the total number of days in the period and multiplied by 7.

Exclusion Factors and Stoppages

An employee may not be entitled to SMP for any of the following reasons:

- Her average earnings are below the lower earnings limit

- She was not employed by you in the qualifying week and does not satisfy the continuous employment rule.
- She gives you late notification of maternity absence.
- She does not give you medical evidence of her expected week of childbirth within a reasonable period.
- She is taken into legal custody during the first week of her maternity pay period.

Your employee may also have SMP payments stopped during the maternity pay period if:

- She works for you during the maternity pay period. A whole week's SMP is stopped for the week she works, even if it is only for a minute.
- She works for another employer during her maternity pay period, after her baby is born.
- She is taken into legal custody during her maternity pay period. Payment of SMP ends with the last complete week in the maternity pay period.

You must complete form SMP1 and give it to your employee if she was employed, or treated as employed by you, in the qualifying week, and she is not entitled to SMP or her entitlement stops. Form SMP1 enables her to claim Statutory Maternity Allowance from the Benefits Agency instead.

Payments for SMP

There are currently two weekly rates of SMP. You pay 90% of the employee's average weekly earnings for the first six weeks of the maternity pay period. Then you pay a set rate which is reviewed each year, or you continue to pay 90% of the employee's average weekly earnings, if this is lower. SMP is subject to PAYE income tax and National Insurance contributions, like any other earnings.

Normally, SMP is paid at the time you would have paid earnings for the same period, but it can be paid as a lump sum. If SMP is paid as a lump sum, National Insurance contributions are due at the time of payment during the normal payment period and are worked out in the usual way. Overpayment can result if there is a change in your employee's circumstances during the maternity pay period.

You can treat an employee's wages or any maternity or sick payments as payments towards SMP, or vice versa, if:

- You continue to pay wages for a week in which SMP is due, or
- Payment from your own occupational maternity or sick pay scheme is due for the same week as SMP.

Recovering SMP

You can deduct a percentage of the SMP paid from the total of National Insurance contributions due for all your employees. The current recovery rate is given in the Inland Revenue documentation.

Small businesses are entitled to Small Employers' Business Relief if the total gross Class 1 National Insurance contributions paid in the qualifying tax year is a set amount or less. The threshold amount is set periodically.

Administering SMP

You are responsible for administering SMP and there are penalties for incorrect administration. Guidance about administering and recovering SMP payments is given in the Inland Revenue documentation.

Statutory Adoption Pay

Statutory Adoption Pay is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law. Where a married couple are adopting jointly, one can elect to receive Statutory Adoption Pay and the other to receive Statutory Paternity Pay.

Entitlement

The week (Sunday to Saturday) in which a person is notified that they have been matched with a child is called the *Matching Week*. If the employee has 26 weeks continuous employment with the employer at the end of the matching week, he or she is entitled to 26 weeks ordinary adoption leave. This leave is paid if the employee's average earnings at the end of the matching week are at or above the lower earnings limit in force at that date. Calculation of the average earnings mirrors that for SMP (relevant earnings over the 8 weeks up to the last pay day before the end of the matching week). There is an entitlement to a further 26 weeks Additional Adoption Leave, which is unpaid.

Once entitlement is established, it cannot be lost (for example, by redundancy after the matching week but before the employee planned to start their leave).

The weekly rate for Statutory Adoption Pay is the lower of GBP 100 or 90% of average weekly earnings.

Notice Period

Employees must give the employer notice of when they expect to take adoption leave within one week of issue of the Matching Certificate. This can be changed with 28 days notice. Employees must also give 28 days notice of when they expect the payment of

Statutory Adoption Pay to begin.

Entitlement to SAP is confirmed by a Matching Certificate, issued to the employee by the adoption agency.

Adoption Pay Period

The earliest date the Adoption Pay Period (APP) can start is 14 days before the expected Placement Date (which is the day the child begins living with the employee). The APP can begin on any day, so SAP will always be paid in rolling weeks.

Leave must begin no later than the actual Placement Date. Leave can only be taken in whole weeks.

Stoppages

Statutory Adoption Pay cannot be paid in the following circumstances:

- If the employee does any work during that week
- If the employee dies or is taken into legal custody
- If the employee is receiving Statutory Sick Pay
- If the employee is receiving Statutory Paternity Pay for the adoption of the same child.

Where the Placement is terminated (for whatever reason) and more than 8 weeks remain of the APP, leave and pay shall continue for 8 weeks after the termination of the placement. If an expected Placement does not take place after the APP has begun, the employee is entitled to SAP and leave for 8 weeks following notification that the child will not be placed.

Ordinary Statutory Paternity Pay

Ordinary Statutory Paternity Pay is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer can receive Statutory Adoption Pay while the secondary carer receives Ordinary Statutory Paternity Pay.

Dates

The following dates are significant for Ordinary Statutory Paternity Pay:

- Qualifying Week, which is the 15th week before the baby is due to be born
- Matching Week, which is the week (Sunday to Saturday) in which a person is notified that they have been matched with a child for adoption

Entitlement

If an employee has 26 weeks continuous employment with the employer at the Qualifying Week (for a Birth Child), or at the end of the Matching Week (for an Adopted Child), he or she is entitled to a single block of one or two weeks ordinary paternity leave. This leave is paid if the employee's average earnings at the end of the Qualifying Week or Matching Week are at or above the lower earnings limit in force at that date.

Calculation of the average earnings mirrors that for SMP (relevant earnings over the 8 weeks up to the last pay day before the end of the Qualifying Week or Matching Week). Where the child is born earlier than the 14th week before the Expected Week of Childbirth (that is, during or before the Qualifying Week), the average earnings are based on the 8 weeks immediately preceding the week in which the child is born, and must be not less than the lower earnings limit in force immediately prior to the week of birth.

The employee must continue to be employed from the Qualifying Week or Matching Week until the date of birth or placement of the child.

Unlike for SMP or SAP, entitlement is not established until the actual birth or placement. Once entitlement is established, it cannot be lost (for example, by redundancy after the birth but before the employee planned to start their leave).

The weekly rate for Ordinary Statutory Paternity Pay is the lower of GBP 100 or 90% of average weekly earnings.

Notice Period

Employees must give the employer notice of when they expect to take paternity leave within one week of issue of the Matching Certificate (for adoption) or at the Qualifying Week (for birth). This can be changed with 28 days notice. Employees must also give 28 days notice of when they expect the payment of Ordinary Statutory Paternity Pay to begin.

Notification is by Self-Certificate.

Ordinary Paternity Pay Period

The earliest date the Ordinary Paternity Pay Period (OPPP) can start is the Date of Birth or Placement Date (which is the day the adopted child begins living with the employee). Leave must be completed within 56 days (8 weeks) of the Date of Birth or Placement Date. However, where a birth child is born prematurely, the OPPP can be taken up to the 56th day after the beginning of the Expected Week of Childbirth.

The PPP can begin on any day, so OSPP will always be paid in rolling weeks. The leave must be taken as one full week or two consecutive full weeks.

Stoppages

Ordinary Statutory Paternity Pay cannot be paid in the following circumstances:

- If the employee does any work during that week
- If the employee dies or is taken into legal custody
- If the employee is receiving Statutory Sick Pay
- If the employee is receiving Statutory Adoption Pay for the adoption of the same child.
- If the baby is stillborn before the 25th week (16th week before the Expected Week of Childbirth)

Entitlement to OSPP does not cease if an adoptive placement is disrupted, or if the child or adopter dies after placement.

Additional Statutory Paternity Pay

The Work and Families Act 2006 introduced legislation to allow the implementation of Additional Paternity Leave and Pay (ASPL&P). This legislation introduces more flexibility for parents when a child is born or adopted, allowing them to divide the statutory leave and pay available to suit their circumstances, and to allow fathers the option of having greater involvement in the early care of their children.

The new entitlements are effective for all maternities or adoptions where the Expected Week of Childbirth begins or the Matching Date is on or after 3rd April 2011.

The maternity leave and pay that was traditionally available to the mother may now be shared with the father/partner, within certain constraints imposed by the legislation. Additional Statutory Paternity Leave is available to a person of either gender being the father or Partner.

ASPP Eligibility

Additional Statutory Paternity Leave is available to a person of either gender being the father or Partner. In adoption cases, one adopter may receive Statutory Adoption Pay and the secondary carer may receive ASPP. SAP & ASPP may be paid to either a man or a woman.

The conditions which must be met are:

- The mother must be entitled to either, Maternity Leave, Statutory Maternity Pay or Maternity Allowance and must have returned to work following her maternity leave.

- For adoption cases she must be entitled to Statutory Adoption Pay or Leave and have returned to work following her adoption leave.
- The employee must meet the notice requirements.
- The employee must meet the required conditions relating to his relationship with the child and/or the mother, and be taking leave to care for the child.

The employee is required to confirm that he meets these requirements in a written declaration.

Additional and Ordinary Paternity Leave

If an employee applied for a period of Ordinary SPP the qualifying checks will apply equally to any period of Additional SPP. However, where no OSPP was applied for and therefore no checks were carried out for OSPP, they must be applied when the APL&P is applied for.

If an employee qualified for OSPP or Leave, he will automatically qualify for ASPP or Leave, assuming he stays with the current employer until the week before the ASPP begins – i.e. he must be with the employer for 26 weeks at the qualifying week to be eligible and must not leave the employment before the APL.

This also means that if an employee was not eligible for OSPP because his average earnings were below the LEL, he will not qualify for ASPP even if his earnings immediately prior to the period of APL were higher. The average earnings used for OSPP are the same as those for ASPP.

There is no requirement for an employee to have taken OSPP in order to take ASPP.

Service Period

To qualify for Additional Paternity Leave, the employee must have at least 26 weeks continuous employment with the employer at the end of the Qualifying Week (QW) for child birth or Matching Week (MW) for Adoption. In both cases the Relevant Week runs from Sunday to Saturday.

Where the child is born before the Relevant Week, this condition is considered to be met if the employee would have met it if the baby was born after the Relevant Week.

The service requirement is identical for both Ordinary and Additional Paternity Leave.

The employee must continue to be employed from the QW or MW until the week before the first week of APL.

Average Earnings

To qualify for payment of Statutory Paternity Pay, the employee' s average earnings at the end of the Relevant Week (QW or MW) must be at or above the LEL in force at that date. Calculation of the average earnings mirrors that for Ordinary Statutory Paternity

Pay (OSPP) (relevant earnings over the 8 weeks up to the last pay day before the end of the QW or MW).

Remaining MPP Period

A minimum of 2 weeks must remain of the mother's MPP or the main adopter's APP (currently 39 weeks) when she returns to work in order to qualify for pay. This does not affect the entitlement to leave.

Notice Period

Legislation states that the employer must be given 8 weeks notice by the employer when he/she intends to take a period of APL and to request payment of ASPP. However, the employer has the option to accept late notification if he so chooses.

The employer must then give at least 6 weeks' notice if the employee wishes to cancel the period of leave.

If the employee wishes to change the start or end date he must give at least 6 weeks notice before the earlier of the original and the amended dates. However, the employer has the option to accept late notification if he so chooses.

Once notice has been received, the employer must confirm in writing the start and end dates of the dates of the leave within 28 days.

In the event of the mother's death, different notice requirements take effect:

- Within 8 weeks of the mother' s death, the father may request a period of APL, or change the dates for which it applies. Notice must only be given on or before the start of the period, or the date to which any change applies, so he can begin APL from the date of death by giving notice on that same day.

- More than 8 weeks after the mother's death, the father may still apply for APL, or to vary the dates. However, 6 weeks notice must be given.

Evidence

At the time of giving notice an employee must also provide the following evidence of his entitlement to APL&P:

- A Leave Notice which confirms the dates for the APL and also give the EWC and date of birth of the child or, in the case of an adoption, the Matching Date and the Placement Date.

- An Employee Certificate confirming that he meets the conditions for APL&P, and intends to care for the child during the period of APL. This is in the form of a self-certificate, and does not have a statutory format.

- A Mother's Declaration detailing her name, address, NI Number and confirming

that the father is entitled to claim APL&P. It also gives the date she intends to return to work, which is needed to confirm the earliest date the APL can begin. For ASPP, the declaration must also give the start date of her maternity pay period (or maternity allowance period) in order to calculate the end of the Additional Statutory Paternity Pay Period (which ends no later than the MPP). In the case of an adoption, it will give the start of the adoption pay period.

> **Note:** In the event of the death of the mother, the mother's declaration is replaced by a notice from the employee giving the mother's name, address, NI Number, MPP or APP start date and date of death. Where the MPP or APP had not begun, a notional MPP start date of the DOB of the child is used, or the date when the APP was due to begin for adoption. Both of these dates will be provided by the employee.

Within 28 days of receiving notice, the employer can request the employee in writing to provide a copy of the birth certificate and the name and business address of the mother's employer.

Statutory Absence Payments Setup

Setup and Configuration Overview

Oracle HRMS provides a convenient way to set up and manage your statutory absence payments. To use this feature you need to do the following:

- Incorporate the predefined Statutory Absence Payments menu to your existing menus.
- Activate the appropriate predefined elements.
- Define the required additional elements if you want to include the statutory payments as part of the payroll process.
- Define SSP qualifying patterns for your employees to calculate the individual entitlements to SSP.
- Add your own reasons for withholding statutory payments, if required.

Menus and Responsibilities

Oracle HRMS is supplied with a predefined menu for Statutory Absence Payments, which includes all the options for using this feature, as well as a Report Security Group which defines all the standard Statutory Absence Payment reports. As part of the implementation process, you need to incorporate the predefined Statutory Absence Payments menu and Report Security Group to the appropriate responsibilities, which you can then assign to your system users.

You can either incorporate the Statutory Absence Payments menu to your existing menus, or define new menus and new responsibilities to grant your users access to the Statutory Absence Payments functions.

> **Note:** To add the predefined SSP menu to an existing HR or Payroll menu, in the Menus window select SSP Top in the Submenu field. You can enter a user-friendly, intuitive prompt your menu displays for this function, such as Statutory Absence Payments. You see this menu prompt in the hierarchy list of the Navigator window.

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

Elements

. Oracle HRMS provides some additional predefined elements for the calculation and reporting of statutory payments. To make these active, you need to define element links for them.

See: Defining Element Links, page 1-40

For an overview of elements, see: Elements: Building Blocks of Pay and Benefits, page 1-8

If you have Oracle Payroll installed, you can include the statutory payment calculations as payments in the payroll process. You may want to define your own formulas to take account of your specific business rules for offsetting the payments made for SSP, SMP, SAP, and SPP against the usual contractual payments.

SSP Qualifying Patterns

Qualifying days are the only days for which Statutory Sick Pay can be paid. They are usually the days of the week on which employees are contractually required to be available for work, but may be any days you and your employees have agreed will be qualifying days. For further information, refer to the guidelines for agreeing qualifying days in the relevant Inland Revenue publications.

Stoppages

There are a number of circumstances that may exclude an employee from entitlement to the statutory payments, resulting in permanent or temporary stoppage to payments. The reasons for withholding payment arise from the legislation and are predefined on your system. You can also add your own withholding reasons.

The system derives the exclusion factors and displays them on the appropriate Statutory Payments window (such as Maternity Pay) along with the history of payments. You can also select withholding reasons manually if you are aware of exclusion factors, such as when an employee is taken into legal custody.

Statutory Sick Pay Elements

There are two predefined SSP elements, *Statutory Sick Pay* and *SSP Corrections*, which are nonrecurring, non payment elements. To activate these you need only define links for them. The system will automatically try to insert entries for these elements when you enter an absence for an employee, and the absence type has a category of *Sickness*. If you do not define links for these elements, you may find errors when you try to enter absences with a category of sickness.

Important: The predefined Statutory Sick Pay element has a

classification of *SSP Non Payment*. If you have Oracle Payroll installed and you want to include SSP calculations in your payroll processing, you must define additional SSP elements. You will also need to write a formula for processing these elements.

See: Setup to Process Payments for SSP, page 4-95

Effective Date for Absence Entries

When you enter an absence, the system uses your effective date to determine which payroll periods to use for the entries it will insert. This may not match the start and end dates of the absence record. For example, when you receive notification of an absence that began in a previous pay period, the absence has a start date in the past, but any SSP payment information must be calculated for the current and future pay periods.

Entries from previous pay periods are processed in the current pay period, and entries for future pay periods are processed in future payroll runs.

Note also, that if you have defined a *Cut-off* date for the pay period and you are entering absences after this date, the system will automatically move the initial entries to the next open pay period.

Important: When you enter sickness absences you must reset DateTrack to '*today's date*.' This ensures the effective start and end dates are accurate for each SSP entry generated, and will ensure payments are processed according to the rules for SSP.

Element Input Values

The predefined elements, *Statutory Sick Pay* and *SSP Corrections*, are nonrecurring, non payment elements with the following input values:

- **Amount** - the actual money amount for SSP.
- **SSP Days Due** - the number of SSP payment days.
- **From** - the start date for the payment period.
- **To** - the end date for the payment period.
- **Rate** - the weekly SSP rate for the period.
- **Withheld Days** - the number of days payment is withheld due to a stoppage.
- **SSP Weeks** - the running total of SSP weeks paid in the PIW.

- **Qualifying Days** - the number of qualifying days in the period.

Actual values for each input are calculated automatically by the system when you enter a sickness absence for an employee.

The system will insert a separate Statutory Sick Pay entry for each week (Sunday to Saturday), in a current tax year, up to a limit of 28 weeks.

Corrections

Once they have been processed in a payroll run, the entries for *Statutory Sick Pay* cannot be changed or deleted. However, if the absence information is updated, then payments may need to be adjusted. The system automatically creates entries of the *SSP Correction* element to make corrections to corresponding SSP entries that have already been processed, and if necessary, deletes any *Statutory Sick Pay* element entries that have not yet been processed. These new SSP Correction entries are processed in the next payroll run.

Setup to Process Payments for SSP

If you have Oracle Payroll installed, you can include the SSP calculations as payments in the payroll process. There are two predefined SSP elements but these are classified as *SSP Non payment*. If you want to include SSP calculations in your payroll processing, you must define and link additional SSP elements according to your own business needs.

SSP Rates

The SSP amount is calculated on the entry of the Statutory Sick Pay element. The latest legislative rates and levels are supplied along with the predefined SSP elements. They are updated with each subsequent legislative upgrade you receive for the statutory absence payments feature.

SSP Paid

If you want to pay SSP to employees you will need to create an *SSP Paid* element, as a type of earnings.

Write a formula for the *Statutory Sick Pay* element to return the input value *Amount* as an indirect result, or to return a reduced amount if you are offsetting SSP payments from salary payments. Alternatively, you can write a formula to process your SSP Paid element separately in the payroll run.

SSP Total Balance

If you have to maintain the SSP Total balance to enable you to recover and report on your total liability for SSP, you need to create an additional *SSP Total* element, with a

Pay Value to feed this balance. The formula of the Statutory Sick Pay element could enter this Pay Value as an indirect result.

Implementation Steps

The statutory absence payments implementation steps outline the tasks you need to complete for processing SSP calculations using Oracle Payroll. You must be conversant with your own business rules for the payment, offsetting and costing of SSP payments, before you begin these tasks.

You may need to consider the occupational sick pay that an employee receives for a period of absence when you calculate SSP. For example, a common OSP business rule states that "the sum of OSP plus SSP cannot exceed full pay". The formula function PQP_GB_GET_ABSENCE_SSP_FOR_DATE_RANGE returns the amount of SSP payable per period of absence to assist with this type of calculation.

Statutory Maternity, Paternity, and Adoption Pay Elements

There are two predefined elements for each type of payment, which are nonrecurring, non payment elements. These are:

- Statutory Maternity Pay and SMP Corrections
- Statutory Adoption Pay and SAP Corrections
- Ordinary Statutory Paternity Pay Adoption and OSPP Adoption Corrections
- Ordinary Statutory Paternity Pay Birth and OSPP Birth Corrections
- Additional Statutory Paternity Pay Adoption and ASPP Adoption Corrections
- Additional Statutory Paternity Pay Birth and ASPP Birth Corrections

To activate these you need only define links for them. The system will automatically try to insert entries for these elements when you enter an absence for an employee, and the absence type has a category of *Maternity, Paternity,* or *Adoption*. If you do not define links for these elements you may find errors when you try to enter absences with these categories.

See: Setup to Process Payments for SMP, SAP, or OSPP, page 4-98

Effective Date for Absence Entries

When you enter an absence, the system uses your effective date to determine which payroll periods to use for the entries it will insert. This may not match the start and end dates of the absence record. For example, when you receive notification of an absence that began in a previous pay period the absence has a start date in the past, but any SMP/SAP/OSPP/ASPP payment information must be calculated for the current and

future pay periods.

Entries from previous pay periods are processed in the current pay period, and entries for future pay periods are processed in future payroll runs.

Note also, that if you have defined a *Cut-off* date for the pay period and you are entering absences after this date, the system will automatically move the initial entries to the next open pay period.

> **Important:** Therefore, when you enter maternity, paternity, or adoption absences you must reset DateTrack to '*today's date*.' This ensures the effective start and end dates are accurate for each element entry generated, and will ensure payments are processed according to the rules for SMP/SAP/OSPP/ASPP .

Element Input Values

The predefined elements have the following input values:

- **Amount** - the SMP payment amount.
- **Week Commencing** - the start of the week for the payment.
- **Rate** - the rate band for the payment.
- **Recoverable Amount** - the amount of SMP that can be recovered.

Actual values for each input are calculated automatically by the system when you enter a maternity, paternity, or adoption absence for an employee.

The system will insert a separate entry for each week (normally, Sunday to Saturday for SMP) in a current tax year, for the weeks for which the payment is due. If the SMP, OSPP or ASPP is paid as a lump sum it is processed in the next payroll period, otherwise each entry is processed in the payroll that covers the period.

Corrections

Once they have been processed in a payroll run, the entries for *Statutory Maternity Pay* cannot be changed or deleted. However, if the absence information is updated, then payments may need to be adjusted. The system automatically creates entries of the *SMP Correction* element to make corrections to corresponding SMP entries that have already been processed, and if necessary, deletes any *Statutory Maternity Pay* element entries that have not yet been processed. These new SMP Correction entries are processed in the next payroll run.

Exactly the same corrections processing occurs for paternity and adoption absences.

Setup To Process Payments for SMP, SAP, or OSPP

If you have Oracle Payroll installed, you can include the SMP, SAP, or OSPP calculations as payments in the payroll process. There are two predefined elements for each payment type but these are classified as non payment, such as *SMP Non payment*. If you want to include SMP, SAP, and OSPP calculations in your payroll processing, you must define and link additional elements according to your own business needs.

Rates

The SMP, SAP, or OSPP amount is calculated on the entry of the predefined element. The latest legislative rates and levels are supplied along with the predefined elements. They are updated with each subsequent legislative upgrade you receive for the Statutory Absence Payments feature.

SMP Paid

If you want to pay SMP to employees you will need to create an *SMP Paid* element, as a type of earnings.

Write a formula for the *Statutory Maternity Pay* element to return the input value *Amount* as an indirect result, or to return a reduced amount if you are offsetting SMP payments from salary payments. Alternatively, you can write a formula to process your SMP Paid element separately in the payroll run.

In the same way, create an SAP Paid earnings element if you want to pay SAP, and two elements--OSPP Adoption Paid and OSPP Birth Paid--if you want to pay OSPP.

Total Balance

The following balances are supplied:

- SMP Total
- SAP Total
- OSPP Adoption Total
- OSPP Birth Total
- ASPP Adoption Total
- ASPP Birth Total

If you have to maintain these Total balances to enable you to recover and report on your total liability for the statutory payments, create additionalelements (such as *SMP Total*), with a *Pay Value* to feed the appropriate balance. The formula of the predefined element

could enter this Pay Value as an indirect result.

Implementation Steps

The statutory absence payments implementation steps outline the tasks you need to complete for processing SMP/SAP/OSPP/ASPP calculations using Oracle Payroll. You must be conversant with your own business rules for the payment, offsetting and costing of statutory payments, before you begin these tasks.

SSP Time Units and Qualifying Patterns

You create an SSP qualifying pattern by specifying the repeating sequence of time units for the pattern. Typically a pattern will be repeated weekly, bi-weekly, monthly or at some other frequency. A time unit is classified as qualifying or non-qualifying.

You define your own time units within a pattern, as well as any number of repeating patterns you require for your employees.

You can assign a qualifying pattern to one of the following:

- A business group
- An individual employee

If most employees in your organization share the same qualifying pattern, you can assign that pattern to the business group as the default pattern.

If individual employees have their own qualifying patterns, you can assign them their own pattern to override the default pattern for the business group.

Calendar

You create a calendar to assign dates to each pattern, so that each day is defined as qualifying or non-qualifying.

Calendar Exceptions

You can create exceptions for an SSP qualifying pattern to override the pattern on given days. Each calendar exception is another pattern, which overrides the usual pattern. A calendar exception could, for example, be just a single day, or a whole week in which the usual shift pattern for an employee changes to a different pattern.

You can apply calendar exceptions to an SSP qualifying pattern when you:

- Create the calendar to assign dates to an SSP qualifying pattern
- Assign the SSP qualifying pattern to a business group or employee in your company

Exceptions defined when you create a calendar for an SSP qualifying pattern, are

applied by default to each employee subsequently assigned to the calendar. Exceptions defined when you assign a calendar override the repeating pattern and exceptions defined for the calendar.

You can define categories of calendar exceptions as values for the Lookup type EXCEPTION_CATEGORY.

Setting Up SSP Qualifying Patterns

You can define SSP qualifying patterns for all your employees so that individual entitlements to SSP can be calculated.

To set up SSP Qualifying Patterns:

1. Define the Pattern Time Units, page 4-100
2. Create a Pattern, page 4-101
3. Assign Dates to a Pattern, page 4-102
4. Assign SSP Qualifying Patterns, page 4-103

   You can also create exceptions for an SSP qualifying pattern to override the pattern on given days. See: Define Calendar Exceptions, page 4-102

   You can view the schedule for a given time period. See: View SSP Qualifying Patterns, page 4-103

Defining Pattern Time Units

You use the Pattern Time Units window to define the component time periods for an SSP qualifying pattern.

To define a pattern time unit:

1. Enter a unique code and descriptive meaning to identify the pattern time unit.
2. Select a base time unit (hours, days or weeks) for the pattern unit.
3. Enter a time unit multiplier to specify the exact time period which, for an SSP qualifying pattern, must convert back to whole days.

   For example:

   A time unit multiplier of 2, with the base time unit defined as days, specifies a time period of 2 days.

   A time unit multiplier of 2, with the base time unit defined as weeks, specifies a time period of two weeks (or 14 days).

A time unit multiplier of 24, with the base unit defined as hours, specifies a time period of one day.

4. Save your pattern time unit.

Creating a Pattern

You use the Patterns window to specify the sequence of time units for an SSP qualifying pattern. Each pattern comprises a repeating sequence of units where each unit is a group of days designated as qualifying or non-qualifying.

For example, you could construct a pattern as follows:

5 qualifying days followed by 2 non-qualifying days.

To use a repeating pattern as an SSP qualifying pattern, you must specify its purpose as an SSP Qualifying Pattern.

To construct a pattern:

1. Enter a name for the pattern

2. Select the validation start day and time for the pattern. SSP qualifying patterns must start on a Sunday at 00:00 hours. These values are used to validate the values entered for each calendar associated with the pattern.

3. Select SSP Qualifying Pattern as the pattern purpose.

4. Save your work.

5. Construct the sequence of the repeating pattern.

   For each individual pattern time unit you include in the pattern you must specify:

   - A sequence number to place each pattern time unit in the repeating sequence
   - The code for the pattern time unit
   - The SSP qualifying status, or availability, for the pattern time unit. Each pattern time unit for an SSP qualifying pattern is defined as Qualifying or Non Qualifying.

   You can select a component pattern as part of the sequence, to use another pattern as a sequence for the pattern.

6. Save your SSP qualifying pattern.

7. To assign dates to a pattern, choose the Calendars button.

   See: Assigning Dates to a Pattern, page 4-102

Assigning Dates to a Pattern

An SSP qualifying pattern must be associated with dates, so that each day in a given time period is defined as a qualifying or non-qualifying day. You create a calendar to assign dates to an SSP qualifying pattern. The calendar defines the start date and time for the pattern.

You use the Calendars window to create a calendar.

To create a calendar:

1. Enter a unique name for the calendar.
2. Enter a start date and time for the calendar. An SSP qualifying pattern must start on a Sunday at 00:00 hours.
3. You can enter a sequence number to identify a pattern unit to start the first iteration of the pattern.
4. You can specify calendar exceptions to override the pattern on given days.

   See: Defining Calendar Exceptions, page 4-102
5. To assign employees to the calendar created for a qualifying pattern, choose the Calendar Usages button.

   See: Assigning SSP Qualifying Patterns, page 4-103
6. To view the calendar, choose the Schedules button. The schedule displays the repeating pattern of qualifying and non-qualifying days over the time period you specify.

   See: Viewing SSP Qualifying Patterns, page 4-103

Defining Calendar Exceptions

You can create exceptions for an SSP qualifying pattern to override the pattern on given days. Use the Calendars window to enter exceptions that are the default for the calendar. Use the Calendar Usages window to enter exceptions for a specific employee.

To define a calendar exception:

1. Enter a unique name for the pattern exception.
2. Enter a start date for the exception. The end date is set by the pattern that defines the exception.
3. Select a pattern to override the usual pattern.

4. Select a code from the list of calendar exceptions to specify the exception category.

5. Enter a text reason for the calendar exception.

Assigning SSP Qualifying Patterns

Once you have defined an SSP qualifying pattern and created a calendar for the pattern, you assign it to the employees in your organization so that it can be used to calculate their entitlement to SSP. Use the Calendar Usages window.

To assign an SSP qualifying pattern:

1. In the Purpose field, select an entry to specify that you want to assign the calendar as an SSP qualifying pattern.

   An SSP qualifying pattern can be assigned to either a business group or an individual.

2. If you are assigning an individual employee, select a value for the employee.

   If you are assigning a business group, select a value for the business group.

3. Select the period for which this calendar applies to this business group or employee.

4. You can define calendar exceptions for individual employees assigned to a calendar, to override the pattern for a period of time.

   See: Defining Calendar Exceptions, page 4-102

   Note: You can also define exceptions for an SSP qualifying pattern when you create the calendar for the pattern. These exceptions are applied by default to everyone subsequently assigned to that calendar as, for example, when the pattern is assigned to a business group. Exceptions defined when you assign a calendar override the repeating pattern and exceptions defined for the calendar.

5. Save your work.

6. To view the SSP qualifying pattern for a specified time period, choose the Schedules button.

   See: Viewing SSP Qualifying Patterns, page 4-103

Viewing SSP Qualifying Patterns

You use the Schedules window to view an SSP qualifying pattern over a specified time

period. The schedule displayed shows the repeating sequence of qualifying and non-qualifying days associated with specific dates.

To view an SSP qualifying pattern:

1. Enter a start date and end date for the period you want to view.

   The time period specified must be within the calendar period.

2. Choose the Find button.

Defining Reasons for Payment Stoppages

You use the Element Withholding Reasons window to view the payment withholding reasons set up for your system (although you cannot change them) and enter any additional withholding reasons you may require.

To enter a reason for withholding a statutory payment:

1. Choose New from the File menu.

2. Select an Element Name. If you are entering a reason for withholding payment of:

   - SSP, select Statutory Sick Pay.
   - SMP, select Statutory Maternity Pay.
   - SAP, select Statutory Adoption Pay
   - OSPP for adoption, select Ordinary Statutory Paternity Pay Adoption
   - OSPP for a new birth, select Ordinary Statutory Paternity Pay Birth
   - ASPP for adoption, select Additional Statutory Paternity Pay Adoption
   - ASPP for a new birth, select Additional Statutory Paternity Pay Birth

3. Enter the reason for withholding payment as a short, descriptive title. You can also enter a longer text description.

4. If the reason for withholding payment is temporary, check the Withhold Temporarily check box.

5. Save the new withholding reason.

   Note: If you are entering a withholding reason that relates to more than one statutory payment, you must create a separate reason for

each element.

Statutory Absence Payments Administration

Statutory Absence Payments Administration Overview

You enter sickness, maternity, paternity, or adoption information for your employees so that you can calculate their individual entitlements to SSP, SMP, SPP or SAP. The information you can enter includes:

Sickness

- Details of SSP payments made during a previous employment
- Sickness absences
- Sickness evidence (or evidence of incapacity for work)

Maternity

- Maternity details, such as the date the baby is due, details of the birth, and so on
- Maternity absences
- Medical evidence for a maternity

Paternity

- Paternity details, such as the date the baby is due to be born, or the expected placement date (for an adoption)
- Paternity absences

Adoption

- Adoption details, such as the date the employee was matched with a child, and the placement date
- Adoption absences
- Evidence of the adoption

You can update and correct sickness, maternity, paternity, or adoption information at any time. Oracle HRMS automatically reassesses entitlement and adjusts payments using the updated information.

Statutory Absence Pay Calculation

Oracle HRMS calculates statutory payments using the information entered for your employees. For example, it calculates SSP entitlement for each week in the PIW for which payment is due (up to a maximum of 28 weeks). For SMP entitlement, it calculates for each week in the maternity pay period for which payment is due (up to a maximum of 26 weeks).

If you are not an Oracle Payroll user, you must enter the average earnings amount for your employee before their entitlement to statutory payments can be calculated.

Oracle HRMS automatically creates stoppages to the statutory payments for exclusion factors that can be derived from the information on the system. You must enter any factors that you are aware of that exclude your employee from receiving SSP, SMP, OSPP, ASPP, or SAP.

If you subsequently change any information used in the calculations, Oracle HRMS automatically recalculates the statutory payments for your employee.

Average Earnings Period

Average earnings must be calculated by dividing payments by the number of weeks actually covered by the payments rather than the number of weeks in the pay period.

For example if a weekly paid employee receives payments in advance or in arrears you must adjust the calculation of average earnings to take the advances or arrears into account.

You do this by using the element Average Earnings Periods to specify the number of pay periods that a payment relates to.

Average Earnings for Statutory Payments

Use the appropriate statutory pay window (such as the Maternity Pay window) to enter the average earnings for an employee used to determine entitlement to SSP, SMP, SAP, or SPP. These windows display details of the average earnings calculation for your employee.

The Government legislation for statutory payments states that your employee's average weekly earnings must be above a minimum level (Lower Earnings Limit) to qualify.

If you are an Oracle Payroll user, the average earnings amount is usually calculated and displayed automatically. There are a number of reasons why the average earnings may not be calculated automatically:

- For a new employee, there may be insufficient payroll information available
- A director's pay is usually based on voted fees and therefore cannot be derived from the system.

For SSP, where there is a linked PIW for the current sickness, the average earnings figure is automatically displayed from the linked sickness absence.

If you are not an Oracle Payroll user, the average earnings figure cannot be calculated by the system and you must enter the figure yourself. Refer to the relevant Inland Revenue publication(s) for information on calculating average earnings. If you enter a figure for the average earnings amount, it is flagged as a user entered item.

If employees have been paid in advance or in arrears you must enter an Average Earnings Period before calculating average earnings. This entry to the Average Earnings Periods element indicates the number of pay periods a payment actually relates to.

For example, if an employee receives two weeks advance pay prior to going on two weeks holiday, then you would make the following entries:

- For Week 1 the employee receives Normal Pay plus two weeks holiday pay.

  Action: Set the element Average Earnings Periods to 3 periods.

- For Week 2, the first week of the holiday, the employee has already received an advance payment.

  Action: Set the element Average Earnings Periods to 0 periods.

- For Week 3, the second week of holiday the employee has again already received an advance payment.

  Action: Set the element Average Earnings Periods to 0 periods.

The Recalculate button enables you to revert from the average earnings figure you have entered to the figure calculated from Oracle Payroll.

The effective date for the average earnings amount displays. This is defaulted from the date of the qualifying week for SMP, and from the start date for the current PIW, or the start date for the first PIW for a linked series of absences for SSP.

Statutory Payment Stoppages

The legislation for SSP, SMP, SAP, OSPP, and ASPP includes a number of circumstances that exclude your employee from entitlement.

Statutory Sick Pay

Stoppage Reason	Temporary?
Cannot derive directors pay	No
Cannot derive new emps pay	No

Stoppage Reason	Temporary?
Contract ends	No
Earnings too low	No
Employee died	No
Employee too old	No
Late Notification	Yes
Left European Economic Area	No
Legal Custody	No
Linking letter	No
Maximum weeks SSP paid	No
No acceptable evidence in time	Yes
No average earnings entered	No
No work done	No
PIW lasted maximum time	No
Payroll not installed	No
Re-hired employee, please check	No
Trade dispute	No
Waiting day	Yes
Woman in disqualifying period	No

Statutory Maternity Pay

Stoppage Reason	Temporary?
Cannot derive directors pay	No
Cannot derive new emps pay	No
Earnings too low	No
Employee died	No
Employee is receiving SMA	No
Insufficient employment	No
Late absence notification	Yes
Late notification of birth	No
Late/unacceptable evidence	No
Left European Economic Area	No
Legal Custody	No
No average earnings entered	No
No employed in QW	No
Payroll not installed	No
Re-hired employee,please check	No
Some work was done	Yes
Stillbirth	No
Worked for another employer	No

Statutory Adoption Pay

Stoppage Reason	Temporary?
Cannot derive directors pay	No
Cannot derive new emps pay	No
Earnings too low	No
Employee died	No
Employee is receiving SMA	No
Insufficient employment	No
Late absence notification	Yes
Payroll not installed	No
Placement disrupted	No
Re-hired employee,please check	No
Receiving other statutory pay	Yes
Some work was done	Yes
Worked for another employer	No

Ordinary Statutory Paternity Pay Birth

Stoppage Reason	Temporary?
Cannot derive directors pay	No
Cannot derive new emps pay	No
Earnings too low	No
Employee died	No

Stoppage Reason	Temporary?
Employee is receiving SMA	No
Insufficient employment	No
Late absence notification	Yes
Max PPP Period Exceeded	No
Not employed on Birth Date	No
Payroll not installed	No
Re-hired employee, please check	No
Receiving other statutory pay	Yes
Some work was done	Yes
Stillbirth	No
Worked for another employer	No

Ordinary Statutory Paternity Pay Adoption

Stoppage Reason	Temporary?
Cannot derive directors pay	No
Cannot derive new emps pay	No
Earnings too low	No
Employee died	No
Employee is receiving SMA	No
Insufficient employment	No

Stoppage Reason	Temporary?
Late absence notification	Yes
Max PPP Period Exceeded	No
Not employed on Placement Date	No
Payroll not installed	No
Re-hired employee, please check	No
Receiving other statutory pay	Yes
Some work was done	Yes
Worked for another employer	No

Validations Performed For Entitlement To Additional Statutory Paternity Leave & Pay

Once the relevant information (for APL record & entry of evidence data) has been set up and the absence is created, various checks will be performed in order to ensure that the employee is eligible for the APL&P.

The Additional Statutory Paternity Leave & Pay functionality will perform validations to ensure that the appropriate information (APL record & Declaration data) has been provided.

Certain conditions must be met for APL & pay eligibility and if these are not met then automatic stoppages will be created:

Condition	Details	Outcome
Late Absence notification	If date notified (on Absence entry form) is less than 8 weeks from the APL start date.	**Warning:** Absence can be created even if the ' Late Notification accepted' flag is not set. User can decide to set up the absence and allow leave & payments provided other conditions are met as stated below.

Condition	Details	Outcome
Absence can only be taken as a continuous block	ASPP Leave must be taken in one continuous block as per legislative requirement.	Stoppage will be created on Leave & Pay.
Insufficient Service	If employee does not satisfy the required Period of Service in this employment.	Stoppage will be created on Leave & Pay.
Maximum MPP /APP period taken or exhausted	A maximum of 39 weeks can be taken for ASPP Leave & Maternity/Adoption leave. If the ASPP leave goes beyond the maximum allowed of combined Maternity/Adoption & ASPP leave then there is no pay entitlement. Unpaid leave can continue for up to 52 weeks if the employee so wishes.	Stoppage will be created for Pay.
Employment criteria	The employee taking ASPP must be employed by this employer at the start of the ASPP Leave.	Stoppage will be created on Leave & Pay.
Insufficient MPP period remaining	At least 2 weeks of the partner's MPP or APP period should be available for employee to qualify for ASPP leave & pay.	Stoppage will be created on Leave & Pay.
Death of employee	If employee dies during ASPP leave, then entitlement stops from the following week of the leave period.	Stoppage will be created on Leave & Pay.
Qualifying Earnings below LEL	Employee's average earnings at the qualifying week of the ASPP leave date should be above LEL.	Stoppage will be created on Leave & Pay.

Condition	Details	Outcome
Death of child or Disruption of Placement	If the Child dies during the period of receiving ASPP Pay, the payment must stop from the 1st week following the death.	Stoppage will be created on Leave & Pay.

Viewing Stoppages

Payment stoppages are displayed and recorded on the appropriate payment window, such as the Sickness Pay window for SSP. Each stoppage is displayed showing the reason and the start date for the stoppage. Temporary stoppages display an end date to show the period that payment is withheld.

The Maternity, Adoption, or Paternity Assignment

The assignment relates an employee to your organization. It defines the business group for which the employee works, the date the assignment began and the current status of the assignment. Other components of the assignment define the employee's place in the organization and the compensation and benefits he or she receives.

Employees taking leave of absence due to maternity, paternity, or adoption must still have a current assignment (which includes assignment to a payroll), even though they are on leave from your organization.

When employees are on maternity, paternity, or adoption leave, it must be recorded on their current assignments as well as their absence records. Your employees' assignments are used to track their departure and determine how the system processes SMP, SPP, or SAP payments and other compensation and deductions during the leave.

You can change an employee's assignment by:

- Creating a new assignment for the employee as the current assignment for the duration of the maternity, paternity, or adoption leave, *or*
- Changing the status of the employee's current assignment, using a user status that has been defined for maternity, paternity or adoption leave.

Whichever method you choose for changing your employees' assignments, you must ensure the correct element entries are made for the assignments, to ensure your employees receive payment of SMP, SPP or SAP, as well as any other earnings they are entitled to during their maternity or adoption leave.

All changes to an employee's assignment are datetracked, so you can make future-dated changes in advance. You can change your employees' assignments to take effect at any

time, where the date for their leave is known in advance, or when their absences are recorded.

Entering Prior Employment SSP Information

You enter details of SSP payments made during a previous employment using the Prior Employment SSP (SSP1L) window. The information is taken from the new employee leaver's statement (form SSP1L), and is used to calculate liability for SSP under the current employment. The details are entered when an employee is hired or when a sickness absence is first recorded.

To enter prior employment SSP details:

1. Enter the whole number of weeks that SSP was paid for under the previous employment.
2. Enter the last date that SSP was paid under the previous employment.
3. Save your work.

Entering a Sickness Absence

To enter sickness absences for an employee, use the Absence Detail window or Manager Self-Service.

To enter a sickness absence using the Absence Detail window:

1. If necessary, change your effective date to the current date.

   Note: Oracle HRMS uses the DateTrack session to determine the pay periods for SSP payments. You must reset DateTrack to the current date so that the effective start and end dates are accurate for SSP payments, and they are processed according to the rules for SSP.

2. Select a sickness absence type. The following information appears:
   - The category for the absence displays as Sickness.
   - The occurrence of the new sickness absence record you are entering. For example, if the employee has already incurred two absences of this type, the occurrence of the new record is 3.
   - The notification date for the sickness, which is displayed as the system date. You can modify the date displayed, but it must be on or after the sickness start

date.

3. Select a reason for the absence.

4. For an OSP scheme and an absence that is, or contains, a part of a day, click in the Further Information field. Select a unit of measure - days or hours - for measuring part days. For a days-based scheme, select Day and select full or half day. For an hours-based scheme, select Hours and select the number of hours absent. Select the appropriate value for the start date, end date, or both. If the entire absence is less that a full day, select the value in the Start Date field.

   Note: You can only select this context for absence types that are used in OSP/OMP schemes.

5. Enter start dates for the absence:

   - The absence start date (which must be on, or one day before, the sickness start date.)
   - The sickness start date

   You must enter both start dates. The period of incapacity for work (PIW) start date is displayed. If there is no linked PIW, this is the start date for the sickness absence. If there is a linked PIW, the date is defaulted from the PIW start date for the linked absence.

6. You can also:

   - Enter a reason for the late notification of the sickness and indicate whether the late notification is acceptable according to your business rules
   - Indicate if the sickness is related to pregnancy
   - Indicate if an SSP1 form has been issued to the employee (stating the reasons for withholding SSP).

7. Save your sickness absence.

8. If you entered an absence type that is eligible under an absence benefit plan, you can choose the Enroll Absences button to run the Participation Process in Absence mode. This process assesses the person's eligibility for the absence plan. If they are eligible, the process changes the status of the potential absence life event to Processed, and evaluates any standard rates linked to the plan.

   Alternatively, you can run this process for a group of employees from the Submit Requests window. See: Running the Participation Process: Absence, *Oracle HRMS Compensation and Benefits Management Guide*.

To enter end dates for a sickness absence:

1. Enter end dates for:

   - The end of the absence (which may be one day after the sickness end date, but not later).

   - The end of the sickness (which may be before the absence end date).

   You must enter both end dates for the sickness absence.

   > **Important:** If you don't enter an end date when you record the absence, the system creates entries for the SSP payments due for 28 weeks, which may be automatically corrected when you subsequently enter an end date for the absence (if the duration of the absence is less than 28 weeks). Your system will take some time to create payment entries for a 28 week absence, which may prevent you from using your system until this process is completed.

2. You can also enter the duration of the absence (days or hours).

Viewing Accruals for Plans Associated with the Absence Type

If the employee is enrolled in an accrual plan, the Accruals button is available. Choose this button to display the Associated Accrual Plans window, where you can see information about any accrual plans associated with the type of absence you are entering.

To view accruals:

1. Enter or query an absence in the Absence Detail window, and choose the Accruals button.

2. If nothing is displayed, run a query in the Associated Accrual Plans window to display the name and category of any accrual plans associated with the absence type.

   For each plan, three net accrual amounts are displayed:

   The **Net Entitlement** figures on the This Absence tab show the effect of the absence displayed in the Absence Detail window.

   - The **BeforeAbsence** figure is the net accrual calculated on the day before the absence.

   - The **After Absence** figure is calculated on the start date of the absence.

   In most cases these figures will differ by the length of the absence you are entering.

However, if the absence happens to start on the day that this period 's PTO entitlement is accrued, the new accrual is also shown in the After figure. Similarly, if any other time (such as time bought or sold) is debited or credited to the accrual on that day, it is reflected in the After figure.

Projected Entitlement on the End of Plan tab shows the projected net accrual at the end of the current accrual plan term, taking account of any future absences already entered on the system. If the employee has future-dated assignment changes that affect his or her accrual entitlement, these are taken account of in the calculation.

> **Note:** This figure does not take account of absences with a *projected* start date. It only includes absences that have an actual start date.

Example

Suppose Ms. Shah is enrolled on a vacation plan that runs each calendar year starting 1 January, with a gross accrual of 2 days per month. Ms. Shah did not carry over any entitlement from last year and has taken no absences before May.

Net entitlement is calculated for the last complete accrual period (that is, the period that ends on or before the start of the absence being entered). This absence is only included in the calculation if it starts on the last day of an accrual period.

The following table shows the accrual amounts (net entitlement) that would display if you enter four absences in the sequence shown.

Absences:	2 - 4 May	31 May - 3 June	12 - 15 Aug	15 June
Before absence	8	5	7	3
After absence	5	3	3	2
End of plan term	21	17	13	12

To enter a sickness absence using Manager Self-Service:

1. Navigate to the Absence Management window.
2. Locate the name of the person for whom the absence is being created and click the Action icon.
3. Click the Create Absence button.
4. For the Absence Status, select Confirmed if you are sure of the dates of your

absence, otherwise select Planned.

5. Select the Sickness Absence Type, and enter any other information you want to record for your request.

6. Enter the Start Date and the End Date.

7. Click Next.

8. Click Submit.

Entering Sickness Evidence

After you have recorded a sickness absence for an employee, you can record sickness evidence (details of doctors certificates, self-certificates, and such). You can create multiple sickness evidence records for each sickness absence you record for an employee.

Use the Sickness Evidence window or Manager Self-Service to record sickness evidence.

To enter sickness evidence using the Sickness Evidence window:

1. Enter the date of the evidence (which must be on or after the sickness start date).

2. Enter the date the evidence was received.

3. Enter the source of the sickness evidence.

4. You can enter a reason for late submission of the evidence and indicate if the delay is acceptable, according to your business rules.

5. You can enter a predicted fitness date and indicate if the information is taken from a self certificate.

6. To define the status of the sickness evidence, select an option from the Status panel.

> **Note:** Only one sickness evidence record can be designated as current, which is used to define the record which should be used as the authoritative evidence. For example, your business rules may specify that a doctor's certificate should take precedence over a self-certificate. If no record is marked as current, the system assumes there is no medical evidence.

If the sickness control rule for your organization specifies that an employee must submit sickness evidence (or evidence of incapacity) for a sickness absence, Oracle HRMS automatically creates a stoppage for SSP payments if sickness evidence

details are not entered.

To enter sickness evidence using Manager Self-Service:

1. On the Absence Create/Update page, click the Create Evidence button.
2. On the Absence Evidence page, enter the following:
   - Evidence Dated: The date on the medical Evidence.
   - Evidence Received: The date on which Evidence is received.
   - Source Type : The type of the Medical evidence received.
   - Details: Additional details on the medical evidence.
   - Sicknote Predicted Fitness date: Date on which the employee is supposed to be fit.
   - Self Certificate checkbox: Click if the fitness date is predicted by the employee.
3. Click Apply.

Viewing SSP Payments

Use the Sickness Pay window to view details of SSP payments for an employee. Each entry listed is for a specified week within the PIW (up to the maximum entitlement of 28 weeks).

To view SSP payments:

1. Query the absence on the Absence Detail window and choose the Statutory Payments button.

   The Sickness Pay window displays the following information:

   - The amount due
   - The SSP rate
   - The number of qualifying days in the period, derived from your employee's qualifying pattern
   - The number of days in the period for which SSP payment is due. Any reasons for withholding SSP in this period are taken into account (including waiting days)

- The number of days that payment of SSP is withheld. All SSP stoppages are listed as separate entries in the Stoppages region.
- The number of SSP weeks. The SSP weeks are the number of whole weeks (or fractions of a week) for which SSP is paid.
- The effective start and end dates for the payroll period the SSP amount is paid.

Important: Once Oracle HRMS has calculated your employee's entitlement to SSP, the individual payment entries are displayed in the Sickness Pay window. If you haven't entered an end date for the absence, SSP entries are calculated and displayed for the maximum entitlement of 28 weeks. If you subsequently change any information used to calculate the SSP payments, such as entering an absence end date or entering a stoppage for payment of SSP, etc. the payment entries are automatically adjusted. If the entries have been processed in a payroll run they cannot be deleted, and Oracle SSP/SMP makes corrections to the corresponding SSP entries, which are processed in the next payroll run.

Viewing and Recording SSP Stoppages

Use the Sickness Pay window to view and record details of stoppages to SSP payments for an employee.

You can check the Employee Notified check box, to indicate that an SSP1 form has been issued informing your employee of the reason for withholding payment of SSP.

You can override stoppages, including system derived stoppages and stoppages you have entered, by checking the Override check box.

If you change information used to derive a system stoppage, the User Entered check box is automatically checked.

To enter a stoppage for payment of SSP:

1. Enter the date that payment should be withheld from.
2. Select the reason for withholding payment of SSP.
3. If you are recording a temporary stoppage, enter an end date for the stoppage.
4. Save your work.

   The User Entered check box is automatically checked for all stoppages you enter.

Recording Maternity Details

You use the Maternity window to:

- Record a maternity for a female employee
- Enter details relating to the payment of maternity pay
- Enter details of the birth
- Enter details about the employee's intention to return to work.

Recording a Maternity

To record a maternity:

1. Enter the date the baby is due. The date should be taken from medical evidence, usually a maternity certificate (form MATB1).

   The following dates appear:

   - The date for the expected week of childbirth which is the Sunday of the week in which the due date falls.
   - The date for the qualifying week which is the fifteenth week before the expected week of childbirth.
   - The earliest start date for the maternity pay period which is the eleventh week before the expected week of childbirth.
   - The continuous employment start date which is the date twenty six weeks before the qualifying week. The employee must have been continuously employed from this date to be entitled to SMP.

2. The Keeping in Touch (KIT) Days descriptive flexfield enables you to enter information for up to 10 KIT days for maternity and adoption records.

3. You can enter a start date for the maternity pay period. The start date for the maternity pay period is usually agreed with the employee and can start on any Sunday from the eleventh week before the expected week of childbirth.

   There are two cases when the maternity pay period does not need to start on a Sunday:

   - If the employee works up to the birth date, the maternity pay period starts from the day following the date of the birth.
   - If an employee is absent from work because of a pregnancy related illness, on or

after the start of the fourth week before the baby is due, the maternity pay period starts on the day following the first full absence day within the four week period leading up to the expected week of childbirth.

4. Save your maternity record.

SMP Payment Details

To enter information relating to the payment of maternity pay:

1. Enter the following dates as required:
   - The date the employee started work with a new employer, which is the effective date the entitlement to SMP ceases under the current employment.
   - The date that SMP must be paid by, where there is an adjudication by the Inland Revenue specifying that payment must be made in a given time period.
   - The start date for payment of SMA (Statutory Maternity Allowance), where there is no entitlement to SMP or the entitlement ceases.

2. If the entire SMP entitlement is to be paid as a lump sum, you can check the Pay as Lump Sum check box.

   If SMP is paid as a lump sum, it is classified as earnings in one pay period and is processed in the next payroll following the maternity pay period start date. It may result in overpayment if the employee's circumstances change and may need to be adjusted. The payment will also need to be adjusted if the statutory rates change during the maternity pay period.

   If SMP is not paid as a lump sum, an entry is created for each week in the maternity pay period (where there is no stoppage) and each one is processed in the payroll that covers that period.

Birth Details

To enter details of the birth:

1. Enter the following dates:
   - The actual date of the birth.
   - The date you receive notification of the birth.

2. If you are recording a stillbirth, uncheck the Live Birth check box.

Intention to Return to Work

To enter details about an employee's intention to return to work:

1. If the employee intends to return to work, enter the date the employee intends to return. The Intends to Return box must be checked.

2. If the employee does not intend to return to work, uncheck the Intends to Return box.

3. If you are notified that the employee is unfit to return to work on the date scheduled, check the Unfit for Scheduled Return box.

Recording a Paternity Birth

Use the Paternity Birth window.

To record a paternity birth:

1. Enter the date the baby is due to be born.

   The following dates appear:

   - The date for the expected week of childbirth which is the Sunday of the week in which the due date falls.

   - The date for the qualifying week which is the fifteenth week before the expected week of childbirth.

   - The continuous employment start date which is the date twenty six weeks before the qualifying week. The employee must have been continuously employed from this date to be entitled to SPP.

2. Enter the start date for the Paternity Pay Period. It must be on or after the actual birth date and not more that 6 weeks after the birth date (or expected birth date if this is later) if the employee is taking two weeks leave, or 7 weeks if the employee is taking one weeks leave.

3. Check the Pay as Lump Sum box if you are paying all the statutory paternity pay at the same time as a lump sum.

4. If the employee is starting work with a new employer, enter the date the employee starts work. This is the effective date the entitlement to SPP ceases under the current employment.

5. Save your work.

Birth Details

To enter details of the birth:

1. Enter the following dates:
   - The actual date of the birth.
   - The date you receive notification of the birth.
2. If you are recording a stillbirth, uncheck the Live Birth check box.

Recording an Adoption

Use the Adoption window to record an adoption for an employee who is claiming Statutory Adoption Pay. Use the Paternity Adoption window for an employee who is claiming Statutory Paternity Pay.

To record an adoption:

1. Enter the Expected Placement Date, which is the date the child is expected to start living with the employee. For an employee who is claiming SAP, this date appears on the Matching Certificate provided by the adoption agency. For an employee claiming SPP, this date is provided by the employee.

   Adoption window only: The earliest start date for the adoption pay period, which is 14 days before the expected placement date, appears automatically.
2. You can enter a start date for the adoption or paternity pay period.

   For adoption pay, this can be from 14 days before the placement date up to (and including) the placement date itself. For paternity pay, this must be on or after the placement date and not more that 6 weeks after the placement date if the employee is taking two weeks leave, or 7 weeks if the employee is taking one weeks leave.
3. Enter the Matching Date, which is the date the adopter is notified that he or she has been matched with a child.

   The following dates appear:
   - The date for the Matching Week, which is the Sunday of the week in which the matching date falls.
   - The continuous employment start date, which is the date twenty six weeks before the end of the matching week. The employee must have been continuously employed from this date to be entitled to SAP or SPP.
4. The Keeping in Touch (KIT) Days descriptive flexfield enables you to enter

information for up to 10 KIT days for maternity and adoption records.

5. Enter the Actual Placement Date, when the placement has taken place.

6. Paternity Adoption window only: Check the Pay as Lump Sum box if you are paying all the statutory paternity pay at the same time as a lump sum.

7. If the employee is starting work with a new employer, enter the date the employee starts work. This is the effective date the entitlement to SAP or SPP ceases under the current employment.

8. Adoption window only: If the placement is disrupted after the Adoption Pay Period starts, enter the date of the disruption in the Disrupted Placement Date field. Entitlement to SAP continues for 8 weeks after this date.

9. Save your work.

Birth Details

To enter details of the birth:

1. Enter the following dates:
   - The actual date of the birth.
   - The date you receive notification of the birth.

Intention to Return to Work

Adoption window only: After adoption leave, the employee must notify you of his or her intention to return to work.

To enter details about an employee's intention to return to work:

1. Do one of the following:
   - If the employee intends to return to work, enter the date the employee intends to return. The Intends to Return box must be checked.
   - If the employee does not intend to return to work, uncheck the Intends to Return box.

2. Save your work.

Entering Maternity, Paternity, or Adoption Evidence

You record evidence, such as details of the maternity certificate, details of the birth, or the matching certificate from the adoption agency using the appropriate Evidence

window. You can create multiple evidence records for each maternity, paternity, or adoption recorded for an employee.

To enter maternity evidence:

1. Enter the date of the evidence (which, for maternity, cannot be before the start of the 20th week before the expected week of childbirth).

2. Enter the date the evidence was received.

3. To define the status of the evidence, select an option in the Status group.

   Only one evidence record can be designated as current, which is used to define the record that should be used as the authoritative evidence. If no record is marked as current, the system assumes there is no evidence.

4. Enter the source of the evidence and the details. For example, a maternity certificate (form MATB1) originates from either a midwife or doctor; a matching certificate originates from an approved adoption agency.

5. You can enter a reason for late submission of the evidence and indicate if the evidence is acceptable, according to the rules for entitlement to SMP, SAP, or SPP.

Entering a Maternity, Paternity, or Adoption Absence

To enter absences for maternity, paternity, or adoption leave for an employee, use the Absence Detail window.

Remember to change the employee's assignment to indicate he or she is on maternity or adoption leave before you enter a maternity or adoption absence. The effective date of the assignment must be no later then the start of the current payroll period.

To enter a maternity, paternity, or adoption absence:

1. If necessary, change your effective date to the current date.

   Note: Oracle HRMS uses the DateTrack effective date to determine the pay periods for payments. You must reset DateTrack to the current date so that the effective start and end dates are accurate for statutory payments, and they are processed according to the rules for SMP, SAP, or SPP.

2. Select an appropriate absence type. The following information appears:

   - The category displays as Maternity, Paternity, or Adoption.

   - The occurrence of the new absence record you are entering. For example, if the

employee has already incurred an absence of this type, the occurrence of the new record is 2.

- The date the baby is due, or the expected placement date for an adoption. If there is more than one maternity, paternity, or adoption record for the employee, select the date this absence relates to.

- The notification date for the absence, which is displayed as the system date. You can modify the date displayed.

3. Select a reason for the absence.

4. For an OMP scheme and an absence that is, or contains, a part of a day, click in the Further Information field. Select a unit of measure - days or hours - for measuring part days. For a days-based scheme, select Day and select full or half day. For an hours-based scheme, select Hours and select the number of hours absent. Select the appropriate value for the start date, end date, or both. If the entire absence is less that a full day, select the value in the Start Date field.

   Note: You can only select this context for absence types that are used in OSP/OMP schemes.

5. Do one of the following:

   - Enter *projected* dates for the absence. You can later copy them to the Actual Date fields by choosing the Confirm Projected Dates button. You can also enter the expected start and end times for the absence, which you can use to record the duration of the absence.

   - Enter *actual* dates and duration for the absence (in days or hours). To record a duration in hours, you must enter start and end times, as well as start and end dates.

6. You can also:

   - Enter a reason for late notification of the absence and indicate if it is acceptable according to the rules for entitlement to SMP, SAP, or SPP

   - Select the employee authorizing the absence

   - Select the employee who replaces the absent employee for the duration of the absence.

7. Save the absence.

8. If you entered an absence type that is eligible under an absence benefit plan, you

can choose the Enroll Absences button to run the Participation Process in Absence mode. This process assesses the person's eligibility for the absence plan. If they are eligible, the process changes the status of the potential absence life event to Processed, and evaluates any standard rates linked to the plan.

Alternatively, you can run this process for a group of employees from the Submit Requests window. See: Running the Participation Process: Absence, *Oracle HRMS Compensation and Benefits Management Guide*.

Viewing SMP, SAP, and SPP Payments

You view the payment history for an employee using the appropriate statutory payment window--such as the Maternity Pay window. Oracle HRMS calculates entitlement to payments for the whole payment period, such as the 26 weeks or less of the Maternity Pay Period. Each entry listed is for a specified week in the payment period.

To view the statutory payments:

1. Query the absence on the Absence Detail window and choose the Statutory Payments button.

   The window displays the following information:

   - The start date for the week. Each week within the maternity pay period usually starts on a Sunday. (It may start on any day if the maternity pay period began earlier than expected because of a premature birth or pregnancy-related illness within the four weeks before the expected week of childbirth.) Adoption and paternity pay period weeks can start on any day.
   - The amount due for the week.
   - The rate for the week. For SMP, this may be the earnings-related rate (90% of average weekly earnings) or the standard (fixed) rate.
   - The recoverable amount for the week, calculated as a fixed proportion of the amount due.
   - The effective start and end dates for the payroll period in which the amount is paid. If the total SMP or SPP amount due is to be paid as a lump sum, the effective start and end dates for each entry will be the same.

     Important: Once Oracle HRMS has calculated your employee's entitlement to statutory payments, the individual payment entries for his or her maternity, adoption, or paternity pay period are displayed in this window. If you subsequently change any

information that changes the employee's entitlement to payment, such as entering a stoppage for the payment, the application automatically adjusts the payment entries. If you terminate an employee during the pay period, due to the unfortunate death of the employee, for example, then the application calculates payment entries only till the Final Process date you entered for that employee in the Terminate window. If the entries have been processed in a payroll run they cannot be deleted, and Oracle HRMS makes corrections to the corresponding entries, which are processed in the next payroll run.

Viewing and Recording SMP, SAP, OSPP, and ASPP Stoppages

Use the appropriate statutory payments window--such as the Maternity Pay window--to view and record details of stoppages to SMP, SAP, OSPP, or ASPP payments for an employee.

You can check the Employee Notified check box, to indicate that your employee has been notified of the reason for withholding payment.

You can override stoppages, including system derived stoppages and stoppages you have entered, by checking the Override check box.

If you change information used to derive a system stoppage, the User Entered check box is automatically checked.

To enter a stoppage for statutory payments:

1. Enter the date that payment should be withheld from.
2. Select the reason for withholding payment.
3. If you are recording a temporary stoppage, enter the end date for the stoppage.
4. Save your work.

   The User Entered check box is automatically checked for all stoppages you enter.

SSP Element Result Listing Report

The SSP Element Result Listing reports and sums all the run results processed for the Statutory Sickness Pay element for a specified payroll period, and displays them by individual assignment. All input values defined for the element are displayed, and the sort options allow you to display the report by assignment or employee name.

Run the report from the Submit Requests window.

To run the SSP Element Result Listing report:

1. In the Name field, select the report name.
2. Enter the Payments field to open the Parameters window.
3. Select a payroll in the Payroll Name field. The payroll period defaults to the last processed run.
4. If you want to run the report for another processed payroll run, select another payroll period in the Period field.
5. If you want to list the report by employee (instead of assignment number), select Employee Name in the Sort Option field.
6. Choose the Submit button.

Statutory Sick Pay Report

The Statutory Sick Pay report provides information on the SSP payment history for a specified period, for each employee included in the report.

For each employee included, it gives details of:

- All periods of incapacity for work
- All payment stoppages and reasons for exclusion
- The SSP payment entries.

You can run the report for any of the following:

- All employees in your business group
- All employees on a specified payroll
- An individual employee in your business group.

Run the report from the Submit Requests window.

To run the Statutory Sick Pay report:

1. In the Name field, select the report name.
2. Enter the Parameters field to open the Parameters window.
3. Enter a Start Date and End Date to specify the reporting period.

4. Do one of the following:
   - Select a payroll in the Payroll Name field to run the report for all employees on a specific payroll.
   - Select an employee in the Person Name field to run the report for an individual employee.
   - Leave the Payroll Name and Person Name fields blank to run the report for all employees in your business group.
5. Choose the Submit button.

Open Sickness Absences Report

The Open Sickness Absences report provides information on current sickness absences.

You can run the report for:

- All employees in your business group, *or*
- All employees on a specified payroll.

Run the report from the Submit Requests window.

To run the Open Sickness Absences report:

1. In the Name field, select the report name.
2. Enter the Parameters field to open the Parameters window.
3. If you want to run the report for all employees on a specific payroll, select a payroll in the Payroll Name field.

   If you leave the Payroll Name field blank, the report includes all employees in your business group.
4. Choose the Submit button.

Maximum SSP Weeks Report

The Maximum SSP Weeks report lists details of employees who have had absences for 22 weeks or longer. It provides a way of monitoring long periods of incapacity for work (PIWs) which have reached, or are approaching, the maximum number of weeks that SSP can be paid (28 weeks). Employees whose entitlement to SSP stops during a sickness absence, should be issued with form SSP1, in accordance with the legislation for SSP.

You can run the report for:

- All employees in your business group, *or*
- All employees on a specified payroll.

Run the report from the Submit Requests window.

To run the Maximum SSP Weeks report:

1. In the Name field, select the report name.
2. Enter the Parameters field to open the Parameters window.
3. If you want to run the report for all employees on a specific payroll, select a payroll in the Payroll Name field.

   If you leave the Payroll Name field blank, the report includes all employees in your business group.
4. Choose the Submit button.

Running the Statutory Pay Reports for SMP, SAP, OSPP, and ASPP

There are four reports to provide information on the statutory payment history for a specified period, for each employee included in the report. These are the Statutory Maternity Pay Report, Statutory Adoption Pay Report, Statutory Paternity Birth Pay Report (for Ordinary and Additional), and the Statutory Paternity Adoption Pay Report (for Ordinary and Additional). .

For each employee included, the reports give details of:

- The payment period dates and average earnings, etc.
- All payment stoppages and reasons for exclusion
- The payment entries.

You can choose to run the report for:

- All employees in your business group, *or*
- All employees on a specified payroll, *or*
- An individual employee in your business group.

Run the report from the Submit Requests window.

To run the Statutory Pay reports:

1. In the Name field, select the report name.
2. Enter the Parameters field to open the Parameters window.
3. Enter a Start Date and End Date to specify the reporting period.
4. Do one of the following:
   - Select a payroll in the Payroll Name field to run the report for all employees on a specific payroll.
   - Select an employee in the Person Name field to run the report for an individual employee.
   - Leave the Payroll Name and Person Name fields blank to run the report for all employees in your business group.
5. Change the date in the Session Date field if you want to report on information effective from another date.
6. For the Statutory Paternity Birth Pay and Statutory Paternity Adoption Pay reports, select a Report Type:
   - A - Additional Paternity
   - O - Ordinary Paternity
7. Choose the Submit button.

Running the Element Results Reports for SMP, SAP, OSPP, and ASPP

There are four element result reports: for SMP, SAP, OSPP Birth, OSPP Adoption, ASPP Birth and ASPP Adoption. The Element Results reports list and sum all the run results processed for the relevant statutory pay element (such as Statutory Maternity Pay) for a specified payroll period, and display them by individual assignment. The reports display all input values defined for the element. You can use the sort options to display the report by assignment or employee name.

Run the report from the Submit Requests window.

To run the Element Results reports:

1. In the Name field, select the report name.
2. Enter the Parameters field to open the Parameters window.

3. Select a payroll in the Payroll Name field. The payroll period defaults to the last processed run.

4. If you want to run the report for another processed payroll run, select another payroll period in the Period field.

5. If you want to list the report by employee (instead of assignment number), select Employee Name in the Sort Option field.

6. For the SPP Birth Pay and SPP Adoption Element Results reports, select a Report Type:

   - A - Additional Paternity
   - O - Ordinary Paternity

7. Choose the Submit button.

Occupational Sick and Maternity Pay Setup

Occupational Sick Pay and Occupational Maternity Pay Overview

Using a template and seeded formulas, you can define occupational sick pay, maternity pay, and unpaid absence schemes. The seeded rules and formulas meet some common scheme requirements, but you can also configure them to set up the eligibility rules and pay rate bands that your schemes require. You can set up as many schemes as you require - one for each set of absence business rules (such as a collective agreement).

You can view the sickness absence details for an employee using Employee Sick Pay Reporting. Use this to view summary absence details for an employee and the daily absence information calculated for a period of sickness.

OSP Schemes for UK Civil Service and Local Government

If you want to define OSP schemes specifically to meet the UK Civil Service or the UK Local Government OSP rules, you can do so by choosing the appropriate option in the Scheme Definition page. The template generates the appropriate elements, formulas, length of service bands, and the entitlement values for the specific OSP scheme.

Entitlement Bands

The template generates a user defined table where you can enter the percentage of salary to be paid under this absence scheme, and the length of time for which it is paid. For example, you could record that 100% of salary is paid for the first 6 weeks of maternity, and 50% for the next 20 weeks. You can vary the length of time each payment band applies by length of service. For OMP you can set up different bands for employees who intend, or do not intend, to return to work.

If you are measuring entitlement and recording absences in hours, entitlement is automatically adjusted in line with the employee's FTE. For OSP, you can enter an override entitlement amount, for example for an employee who has changed from part-time to full-time work.

Length of Service for OMP

You can choose which date to use to calculate length of service for OMP:

- SMP Qualifying date
- Start of maternity absence
- Selected period (such as 8 weeks) before the Expected Week of Childbirth

Daily Rate Calculation

You can choose how the formulas calculate the monetary value of one day's earnings:

- Divide an annual amount by a user-defined number of days - either calendar days (normally 365), or working days
- Divide an annual amount by the Days Divisor (the number of days in the year) specified on the employee's contract
- Divide a pay period amount by the number of calendar days in the pay period, or the number of working days, derived from a work pattern
- If you are measuring entitlement in hours, divide an annual or pay period amount by the number of working hours, derived from a work pattern.

The amount used in these calculations depends on the rate type you associate with your scheme. The rate type is a group of one or more earnings types, such as salary and shift allowance. The formula uses the rates defined on the first day of the absence, unless you set up proration, in which case the calculations reflect any change in rates during the period of the absence.

For maternity pay, you can specify in the user defined table whether each band of pay is a percentage of regular earnings or the SMP average pay calculation. If you select regular earnings, the amount used in the daily rate calculation is based on a rate type, as for sickness pay. If you select SMP average pay calculation, the amount is the average earnings displayed in the Maternity Pay window.

See: Average Earnings for Statutory Payments, page 4-107

Unpaid Absences

If you set up unpaid absence schemes, the template generates elements and formulas that calculate the the Loss of Pay figure for the absence period or for the current pay period if the absence has no end date.

If you have set up specific OSP schemes for the UK civil service or UK Local Government, you can associate these OSP plans with an unpaid absence plan to extend the periods of absence. You can thus extend the one and four year periods of the Civil Service OSP schemes, and 365-day OSP period of the Local Government OSP schemes by periods of unpaid leave according to the specific scheme rules.

Bank Holidays and Other Exception Days

The template also generates a calendar user defined table where you can enter any dates on which your usual absence rules do not apply. For example, you can enter bank holidays such as Christmas Day. By default this table has one column; employees who are absent on the days entered in this column receive full pay. If you have other

calendar-related business rules - special dates when different rules apply - create one column for each rule. Then configure the payment formula using a supplied formula function that returns the total days for each column.

Pay Calculations and the Pay Advice

The template generates three main types of element:

- An absence information element, to hold the absence details, such as start date, end date, and absence type, and any override pay rates for this absence
- An absence pay information element, to hold the monetary values of the OSP/OMP payments
- A pay band element for each band of pay that can be paid under your scheme rules (up to four bands).

The formula attached to the absence pay information element calculates the number of absence days or hours taken to date and checks the entitlement user defined table to determine the OSP/OMP rate to which the employee is entitled. If there is a calendar user defined table, it checks this too, before calculating the monetary value of the OSP/OMP payments.

For each rate type you associate with your absence scheme, the formula returns the amount that the employee would have received if they had not been absent. The formula also returns the amount of OSP/OMP payable to the employee for the absence as separate input values for each rate type and for each band of pay (such as full pay or half pay). You can override the formula's calculations by entering - on an element entry - a Loss of Pay amount, and an OSP or OMP pay amount for any of the bands of pay.

You must determine how the absence information should appear on the employees' pay advices:

- If you want your sick and maternity pay adjustments to be shown on the pay advice as a lump sum, set up one rate type.
- If you want each earnings type included in the calculations to be shown separately on the pay advice, set up one rate type for each earnings type.

The formula returns all the pay amounts (OSP and OMP amounts, plus loss of pay values) to information elements. You must feed the Loss of Pay results to the appropriate earnings/deductions elements so that these figures are processed as negative payments (deductions) when the earnings or deductions are processed. You must feed the OSP and OMP amounts to earnings elements to display the sickness or maternity pay on the pay advice.

Statutory Payments

The statutory absence payments that an employee receives for a period of absence may

need to be taken into consideration when you calculate an occupational payment. For example, a common OSP business rule states that "the sum of OSP plus SSP cannot exceed full pay". A supplied formula function returns the total SSP/SMP payments (including corrections) per period of absence to assist with this type of calculation.

See: UK Only Formula Functions, *Oracle HRMS FastFormula Guide*

Similarly, your OMP formula may need to take account of payments of Statutory Adoption Pay (SAP) and Statutory Paternity Pay (SPP) when it feeds OMP information values to earnings elements.

OSP Calculation for Part-time employees

You define the OSP schemes for part-time employees using the template you use for day-based OSP schemes. The formulas that the template generates prorate the entitlements based on the number of days per week that the part-time employee works. If the part-time employees change the number of their work days per week during the OSP year, the formulas adjust the entitlement values correspondingly.

The payroll templates for hours-based OSP schemes also support part-time employees by multiplying the OSP entitlement values (as entered on the user definable table) by an employee's FTE value.

Fixed Year or Rolling Period for OSP Schemes

You can choose whether your absence scheme is based on a fixed year (such as 1 April to 31 March) or a rolling period. You can specify a start date for a fixed year scheme, or it can run from the anniversary of the employee's hire date. In a fixed year scheme, the formula counts the number of days or hours absence taken under the scheme from the start of the year to the absence start date. In a rolling scheme, the formula counts the number of days absence taken under the scheme in the period preceding the absence start date. If the scheme is based on a rolling *year*, the formula counts the number of days taken in the 365 days before the absence start date.

Overlap Rules

In each case, you can choose how to handle entitlement if the employee is absent at the beginning of the fixed year or rolling period.

- **Exclude** rule: If an employee is absent at the beginning of the year, the formula processes the whole absence based on the employee's entitlement in the old scheme year. Effectively the new year does not begin until the employee returns to work.

- **Split** rule: Any absent days in the 365 days preceding the absence start date are counted as days taken in the current scheme year, even if the "year" starts in the middle of an absence. Thus the absence is split between the two years.

- **Include** rule (Rolling Period schemes only): The whole of the absence that overlaps

the beginning of the rolling period is taken from the new period entitlement.

Working Days or Calendar Days

You can set up your OSP scheme to measure absence entitlement in one of these ways:

- **Working days or hours**, based on a work pattern

  The formula counts the number of days or hours the employee is due to work between the absence start and end dates. If there is no end date, or the end date is after the end of the pay period, the formula only counts up to the end of the pay period. The formula ignores any duration entered in the Absence Detail window.

  You can assign employees to a work pattern and also set up a default work pattern for the absence scheme.

- **Calendar days**

  The formula counts the number of days between the absence start and end dates. If there is no end date, or the end date is after the end of the pay period, the formula only counts up to the end of the pay period. The formula ignores any duration entered in the Absence Detail window.

You can set up your OMP scheme to measure absence entitlement in one of these ways:

- **Working days or hours**, based on a work pattern - as for OSP scheme, above
- **Calendar days** - as for OSP scheme, above
- **Calendar weeks**, where entitlements are recorded in weeks comprising seven calendar days. This operates in essentially the same way as the calendar days option, above.
- **Calendar months**, where entitlements are recorded in months. The formula calculates the end date of the OMP payment based on the absence start date. For example, if employees receive full pay for two months, an employee who begins her maternity leave on 10 August will receive full pay up to and including 9 October.

Work Patterns

If you use working days or hours to measure absence entitlement or to calculate the daily rate, you must select a work pattern for your employees to define their working days. You can assign each employee to a work pattern in the Extra Details of Service window. To save you the work of assigning each employee, you can select a *default* work pattern when you create the OSP or OMP scheme. This pattern applies to every employee who does not have a pattern assigned on the Extra Details of Service window.

There is a seeded work pattern called PQP_MON_FRI_8_HOURS that you can use as your default, or use as a sample for creating your own default.

In certain cases you may require an *override* work pattern to be used for some or all employees in the calculation of OSP. You can use an override work pattern in OSP schemes where the entitlements are calculated in Working Days and the payments are based on Calendar Days, or where entitlements are calculated in Working Hours. You specify an override work pattern, and to whom it applies, in the Extra Inputs formula.

Life Events

When you set up OSP/OMP, you create a benefits plan for each set of absence business rules.

When you enter, update, or delete an absence record, the application creates a potential absence life event. When this life event is processed by the Participation Process in Absence mode, the process assesses the person's eligibility for the absence plan. If they are eligible, the process enrolls the person in the plan, changes the status of the potential life event to Processed, and enters an absence element for the employee. The process checks for any other potential life events for the same absence, and processes them too, updating the element entry as required.

When you delete an absence and run the Participation process in Absence mode, the process voids all life events related to this absence, removes the element entry, and backs out as unprocessed all subsequent absence life events. These are reprocessed later in this run of the Participation process, or in a subsequent run. Similar processing occurs when you change the start date of an absence. This ensures that all absence life events are processed in sequential order.

If absences are changed when the absence element entry has already been processed in a payroll run, you must use retropay to correct the results. Arrears are fed to an informational element that has an effective date of the start of the next pay period.

Changes to absences only affect absence-type life events. Similarly, backing out other types of life events never changes the status of absence life events.

See also: Life Event Reasons, page 5-52

Elements and Formulas for Occupational Sick Pay and Maternity Pay

Occupational Sick Pay Elements

When you generate an OSP scheme from the template, the application creates the following elements. They are all within the Information classification.

> **Note:** If you are measuring entitlement in hours, the element names all begin <base name> OSP Hours.

Element	Processing Type	Indirect Only?
<base name> OSP Absence	Recurring	No
<base name> OSP Pay	Nonrecurring	Yes
<base name> OSP Band1 Pay	Nonrecurring	Yes
<base name> OSP Band2 Pay	Nonrecurring	Yes
<base name> OSP Band3 Pay	Nonrecurring	Yes
<base name> OSP Band4 Pay	Nonrecurring	Yes

The template also generates a retropay element for each of these elements.

If you entered more than one rate type for the scheme, the template generates a set of these elements for each rate type.

OSP Formulas

When you save an OSP scheme on the template, the application generates a payroll formula called: <base name>_OSP_ABSENCE_PAY_ INFORMATION_FORMULA. If you are measuring entitlement in Hours, the formula is called <base name>_OSP_HOURS_ABSENCE_PAY_ INFORMATION_FORMULA.

The OSP Absence element is processed by this formula. It returns the number of absence days or hours for this absence in this pay period and the total number of sickness absence days or hours in the year-to-date to the OSP Absence element. It returns indirect results to all of the other elements. You can use these results to feed your own earnings and deductions to define the information that should appear on the pay advice.

When you copy the sample benefit plan PQP OSP Plan, you create the following formulas for use in your benefit plan:

- PQP_OSP_PARTICIPATION_ELIGIBILTY _PROFILE_OTHER_RULE
- PQP_OSP_STANDARD_RATES_ CALCULATION _METHOD_VALUE_RULE
- PQP_OSP_STANDARD_RATES_GENERAL _EXTRA_INPUT_RULE
- PQP_GB_BEN_ABSENCE_DELETE_LER_PERSON_ CHANGE_RULE
- PQP_GB_BEN_ABSENCE_END_LER_PERSON_ CHANGE_RULE

- PQP_GB_BEN_ABSENCE_START_LER_PERSON_ CHANGE_RULE

OSP Absence Element

The OSP Absence element has the following input values. Notice that the input values are slightly different depending on whether the scheme measures entitlement in days or hours.

Input Value for Days Scheme	Input Value for Hours Scheme	User Enterable?	Comment
Absence ID	Absence ID	No	Entered by Participation process
Plan ID	Plan ID	No	Entered by Participation process
Absence Start Date	Absence Start Date	No	Entered by Participation process
Absence End Date	Absence End Date	No	Entered by Participation process
Absence Type	Absence Type	No	Entered by Participation process
Absence Days	Absence Hours	No	Direct result from Payroll formula; the number of days or hours debited from the person's entitlement
Length of Service	Length of Service	No	Entered by Participation process
Pay Component Rate Type	Pay Component Rate Type	No	Set to the rate type you choose when you complete the template

Input Value for Days Scheme	Input Value for Hours Scheme	User Enterable?	Comment
Loss of Pay Days	N/A	No	Direct result from Payroll formula; the number of days for which the person's pay is deducted (may be different from Absence Days if Entitlement and Daily Rate Divisor use a different basis--calendar versus working days)
Override Loss of Pay	Override Loss of Pay	Yes	Optionally entered by user; this overrides the loss of pay calculation performed by the formula (daily rate * loss of pay days)
Override Band*n* Pay (where *n* is 1 to 4)	Override Band*n* Pay (where *n* is 1 to 4)	Yes	Optionally entered by user; these values override the band pay calculation performed by the formula (daily rate for this band * absence days to be paid in this band)
Total Sickness Absence YTD	Total Sickness Absence YTD	No	Direct result from Payroll formula

OSP Pay Element and Band Pay Elements

These are indirect-only elements. All of their input values are fed by <base name>_OSP[_HOURS]_ABSENCE_PAY_INFORMATION_FORMULA.

Input values present on all these elements

Input Value	Comment
Absence ID	
Absence Start Date	
Absence End Date	
Absence Type	
Absence Days or Absence Hours	The number of days or hours debited from the person's entitlement

Input values on the OSP Pay element only

Input Value for Days Scheme	Input Value for Hours Scheme	Comment
Loss of Pay Days	N/A	The number of days for which the person's pay is deducted (may be different from Absence Days if Entitlement and Daily Rate Divisor use a different basis--calendar versus working days)
Loss of Pay	Loss of Pay	Regular pay that the employee should not receive this period, calculated as daily rate * loss of pay days (if not overridden on OSP Absence element entry)
Entitled Pay	Entitled Pay	Total OSP to be paid
Days Paid No Pay	Hours Paid No Pay	Number of days or hours of this absence in this pay period for which the employee is not being paid (based on daily rate divisor).

Input Value for Days Scheme	Input Value for Hours Scheme	Comment
Days Entitled No Pay	N/A	Number of days entitlement for which the employee is not being paid (based on the Absence Entitlement option).
Days Remaining	N/A	Days actually worked within this payroll period (changes each time a new absence is processed within the pay period--see Days Remaining Offset)
Remaining Pay	N/A	Regular pay to be paid this period, calculated as Days Remaining * Daily Rate
Days Remaining Offset	N/A	The sum of the days remaining for all other OSP absences already processed in this pay period
Remaining Pay Offset	N/A	Days Remaining Offset * Daily Rate

Input values on the Band Pay elements only:

Input Value for Days Scheme	Input Value for Hours Scheme	Comment
Paid Days	N/A	Number of days of this absence in this pay period for which the employee has been paid at the Band*n* rate.
Band*n* Pay Paid	Band*n* Pay Paid	OSP amount to be paid for the days or hours that are being paid at the Band*n* rate.

Input Value for Days Scheme	Input Value for Hours Scheme	Comment
Entitled Days	Entitled Hours	Number of absence days or hours in fixed year or rolling period for which employee is entitled to be paid at the Band *n* rate.
Band*n* Taken	Entitlement Used	Number of days or hours already taken in this sickness year from the employee's entitlement to be paid at the Band*n* rate.
Band*n* Remaining	Entitlement Remaining	Number of days or hours remaining from the employee's entitlement to be paid at the Band*n* rate.

Unpaid Absence Elements

When you generate an Unpaid Absence scheme using the template, the application creates the following elements within the Information classification:

- Unpaid Absence
- Unpaid Pay

The application also generates a retropay element for each of the above elements. The above elements have the same input values as those of the OSP Absence and Pay elements.

Unpaid Absence Formulas

The application creates the following formulas for use in your unpaid absence plans:

- PQP_UNP_STANDARD_RATES_GENERAL_EXTRA_INPUT_RULE
- PQP_UNP_PARTICIPATION_ELIGIBILTY_PROFILE_OTHER_RULE
- PQP_UNP_STANDARD_RATES_CALCULATION_METHOD_VALUE_RULE

Occupational Maternity Pay Elements

When you generate an OMP scheme from the template, the application creates the

following elements. They are all within the Information classification.

> **Note:** If you are measuring entitlement in hours, the element names all contain "Hours", such as <base name> OMP Hours Absence.

Element	Processing Type	Indirect Only?
<base name> OMP Absence	Recurring	No
<base name> OMP Pay	Nonrecurring	Yes
<base name> Band1 Pay	Nonrecurring	Yes
<base name> Band2 Pay	Nonrecurring	Yes
<base name> Band3 Pay	Nonrecurring	Yes
<base name> Band4 Pay	Nonrecurring	Yes

The template also generates a retropay element for each of these elements.

If you entered more than one rate type for the scheme, the template generates a set of these elements for each rate type.

OMP Formulas

When you save an OMP scheme on the template, the application generates a payroll formula called: <base name>_OMP_ABSENCE_PAY_ INFORMATION_FORMULA. If you are measuring entitlement in Hours, the formula is called <base name>_OMP_HOURS_ABSENCE_PAY_ INFORMATION_FORMULA

The OMP Absence element is processed this formula. It returns the number of absence days or hours for this absence in this pay period and the total number of maternity absence days or hours in the year-to-date to the OMP Absence element. It returns indirect results to all of the other elements. You can use these results to feed your own earnings and deductions to define the information that should appear on the pay advice.

When you copy the sample benefit plan PQP OMP Plan, you create the following formulas for use in your benefit plan:

- PQP_OMP_PARTICIPATION_ELIGIBILTY _PROFILE_OTHER_RULE
- PQP_OMP_STANDARD_RATES_ CALCULATION _METHOD_VALUE_RULE

- PQP_ OMP_STANDARD_RATES_GENERAL _EXTRA_INPUT_RULE
- PQP_GB_BEN_ABSENCE_DELETE_LER_PERSON_ CHANGE_RULE
- PQP_GB_BEN_ABSENCE_END_LER_PERSON_ CHANGE_RULE
- PQP_GB_BEN_ABSENCE_START_LER_PERSON_ CHANGE_RULE

OMP Absence Element

The OMP Absence element has the following input values.

Input Value	User Enterable?	Comment
Absence ID	No	Entered by Participation process
Maternity Start Date	No	Entered by Participation process
Maternity End Date	No	Entered by Participation process
Absence Type	No	Entered by Participation process
Length of Service	Yes	Entered by Participation process
Pay Component Rate Type	No	Set to the rate type you choose when you complete the template.
EWC	Yes	Entered by Participation process (from SMP)
Absence Days or Absence Hours	No	Direct result from Payroll formula; the number of days or hours debited from the person's entitlement

Input Value	User Enterable?	Comment
Override Loss of Pay	Yes	Optionally entered by user; this overrides the loss of pay calculation performed by the formula (daily rate * paid absence days)
Override Band*n* Pay (where *n* is 1 to 4)	Yes	Optionally entered by user; these values override the band pay calculation performed by the formula (daily rate for this band * absence days to be paid in this band)
Maternity Absence YTD	No	Direct result from Payroll formula

OMP Pay Element and Band Pay Elements

These are indirect-only elements. All of their input values are fed by the <base name>_OMP[_HOURS]_ABSENCE_PAY_ INFORMATION_FORMULA.

Input values present on all these elements

Input Value	Comment
Absence ID	
Maternity Start Date	
Maternity End Date	
Absence Type	
Absence Days or Absence Hours	The number of days or hours debited from the person's entitlement

Input values on the OMP Pay element only

Input Value for Days Scheme	Input Value for Hours Scheme	Comment
Loss of Pay	Loss of Pay	Regular pay that the employee should not receive this period, calculated as daily rate * loss of pay days (if not overridden on OMP Absence element entry)
Loss of Pay Days	N/A	Direct result from Payroll formula; the number of days for which the person's pay is deducted (may be different from Absence Days if Entitlement and Daily Rate Divisor use a different basis--calendar versus working days)
Entitled Pay	Entitled Hours	Total OMP to be paid in this period
Entitled Days	Entitled Pay	Total number of days or hours entitlement
Pay Period Days Remaining	N/A	Days actually worked within this payroll period
Pay Period Pay Remaining	N/A	Regular pay to be paid this period, calculated as Days Remaining * Daily Rate
Days Paid No Pay	Hours Paid No Pay	Number of days or hours of this absence in this pay period for which the employee has no entitlement to be paid.
Total Days Paid	N/A	Number of days of this absence in this pay period for which the employee has been paid.

Input values on the Band Pay elements only

Input Value for Days Scheme	Input Value for Hours Scheme	Comment
Days Paid Band*n* Pay	Entitlement Used	Number of days or hours of this absence in this pay period for which the employee has been paid at the Band*n* rate.
Band*n* Pay Paid	Band*n* Pay Paid	OMP amount to be paid for the days or hours that are being paid at the Band*n* rate.
Band*n* Absence Days	N/A	Number of absence days in fixed year or rolling period for which employee is entitled to be paid at the Band*n* rate.
Band*n* Pay Entitlement Remaining	Entitlement Remaining	Number of days or hours remaining from the employee's entitlement to be paid at the Band*n* rate.

Setting Up Occupational Sick Pay and Maternity Pay

Follow these steps to set up occupational sick pay and maternity pay, and unpaid absences schemes.

1. Add the OSP and OMP element information types to your responsibility. In the Information Type Security window, select the name of the responsibility to which you want to attach the EITs, and select the following EITs to link them to the responsibility.
   - PQP_GB_OSP_ABSENCE_PLAN_INFO
   - PQP_GB_OMP_ABSENCE_PLAN_INFO
   - PQP_UK_RATE_TYPE
   - PQP_BG_GAP_ENTITLEMENT_INFO
   - PQP_UK_ELEMENT_ATTRIBUTION
2. Check that you have a suitable default work pattern in the

PQP_COMPANY_WORK_PATTERNS table. The default work pattern applies to employees who are not assigned to a work pattern.

You can use the seeded work pattern PQP_MON_FRI_8_HOURS, or define a new one by creating a new column in the table and entering values for Day01 (Sunday) to Day07 in this column. This step is not required if you are basing your entitlement and daily rate divisor on calendar days rather than working days or hours.

To set up a work pattern:

1. In the Table Values window, Query the table PQP_COMPANY_WORK_PATTERNS.
2. Define a new column for each new work pattern.
3. Give the new column a header which is the same as the work pattern name.
4. Create a new row value for each day that you want to include in the work pattern. For example, if your work pattern contains seven days, then create seven new rows.

3. Set up the OSP/OMP rate types so that you can attach these to each earnings element you want to include in your OSP/OMP calculations. Enter these rate types against the appropriate elements using the Rate Type Information element EIT.

   To set up the rate types:

   1. Identify the recurring earnings types you want to include in your OSP and OMP calculations, such as salary and shift allowance.
   2. Create appropriate rate types as values for the lookup type PQP_RATE_TYPE using the Application Utility Lookups window.
      - If you want to show the sick and maternity pay adjustments on the pay advice as a lump sum, set up one rate type for OSP and one for OMP.
      - If you want to show each earnings type separately on the pay advice, set up one rate type for each earnings type.

4. Enter the rate types and the element attribution information against the appropriate earnings elements using the Rate Type Information, and Element Attribution EITs. Use the Extra Element Information window from the Element window.

5. Set up the OSP/OMP contract types information as appropriate. The application uses this information to convert values held for one time dimension to another dimension.

   To set up the contract types information:

1. In the Table Structure window, query the table name PQP_CONTRACT_TYPES, select the Rows button, and enter the contract name in the Exact field.

2. In the Table Values window, query PQP_CONTRACT_TYPES, then with the cursor in the Column Name field, use the up and down arrows to locate the name of the column in which you want to make entries.

   Note: For historic rates, if you hold rates on input values and use the Period Divisor on the Contract Types table to convert the period value to an annual value (that is, Time Dimension = Periodic on the Element Attribution Information for your elements), you must create at least one contract type for each payroll frequency. For example, employees on a weekly payroll must be assigned to a separate contract type from employees on a monthly payroll. This does not apply if you select the Time Dimension Periodic - Payroll Frequency, which uses the Weekly or Monthly Payroll Divisor held on the Contract Types table to convert period values to annual. See: Entering Contract Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

For further information on historic rates setup, see: Setting Up Historic Rates, page 8-97

6. Use the Absence Attendance Type window to define the appropriate absence types, such as sickness or maternity absence types.

7. If you want to prorate OSP and OMP calculations to take into account changes during the payroll period, ensure you have completed the proration setup steps. You need to update the generated formulas to handle the proration parameters. If you do not set up proration, the OSP and OMP calculations always use the compensation rates that existed on the absence start date, instead of reflecting changes to rates during the period of an absence, see:Setting Up Proration, page 8-34

8. Ensure that the Statutory Absence Payments feature has been set up to calculate the correct values for statutory sick and maternity pay and for statutory adoption and paternity pay too, if these affect your maternity payments.

   Note: The supplied functions assume you are using the Statutory Absence Payments feature. You can configure the sample formulas to use these functions and include the results. The functions are: PQP_GB_GET_ABSENCE_SSP_FOR_DATE_RANGE and PQP_GB_GET_ABSENCE_SMP_FOR_DATE_RANGE. These

functions calculate the SSP or SMP amount for the given date range and total amount for a given absence id. : See: UK Only Formula Functions, *Oracle HRMS FastFormula User Guide*

See: Implementation Steps for Statutory Absence Payments, *Oracle HRMS Implementation Guide*

9. Define absence-type life event reasons, and set up absence benefit plans so that the Participation process checks employee eligibility for the plans when it processes absence life events. Oracle HRMS supplies sample plans for Occupational Sick Pay, Occupational Maternity Pay, and Unpaid Absences schemes. You can copy these plans using Plan Design Copy, and configure them to meet your needs.

   To copy and configure the sample OSP/OMP plans, see: Using the Sample Plans, page 4-17

   If you are not using the sample plans, see: Creating Your Own Absence Plan, page 4-19.

10. Use the Absence Scheme Creation templates on the absence Scheme pages, to create OSP, OMP, or Unpaid Absence schemes as appropriate.

    If you are creating an OSP scheme, you can choose in the Scheme Definition page if you want to:

    - Configure a UK Civil Service Scheme
    - Configure a UK Local Government Scheme, or
    - Define your own OSP Scheme

    This generates the elements, formulas, formula result rules, and balances that you require to calculate OSP, OMP, or Unpaid Absences. The application automatically links all the elements with an open link without attaching any eligibility criteria.

11. Review the sample formulas created for the scheme, and configure them if required. For the names of the formulas, see: Elements and Formulas for Occupational Sick Pay and Maternity Pay, page 4-142.

    If you want to specify an override work pattern for an OSP scheme, you must configure the Extra Inputs formula using the Formula window. This work pattern overrides both the default work pattern and the work patterns to which you assigned the employees.

    For further details, see: Specifying an Override Work Pattern for an OSP Scheme, page 4-157.

    Compile (verify) the formulas when you have completed any edits.

12. Use the Table Structure window to define the length of service bands for the Sickness/Maternity Entitlement parameters table, and the exceptional days for the calendar table. The application generates these tables when you create the OSP/OMP schemes.

    See: Defining Rows for the OSP and OMP User Defined Tables, page 4-158

13. Use the Table Values window to enter the rates of pay and duration of payment in the parameter table, and the dates of calendar exceptions in the calendar table.

    See: Entering Values in the OSP and OMP User Defined Tables, page 4-160

14. Feed the results in the information elements to your earnings and deductions to display the values you require on the pay advice.

15. Ensure you have sufficient historic absence data held in Oracle HRMS in a valid format to enable the system to allocate new absences to the correct absence bands. See the following White Paper on Metalink for further details: *Uploading Historic Occupational Sick Pay Absence Data- UK*.

Specifying an Override Work Pattern for an OSP Scheme

If you use working days or hours to measure absence entitlement or to calculate the daily rate, you must select a work pattern for your employees to define their working days or hours. In certain cases you may require an *override* work pattern to be used for some or all employees in the calculation of OSP. This pattern overrides the default selected for the scheme and any work patterns assigned directly to the employees on the Extra Details of Service window. You can use an override work pattern in OSP schemes where the entitlements are calculated in Working Days and the payments are based on Calendar Days, or where entitlements are calculated in Working Hours.

You specify an override work pattern, and to whom it applies, in the Extra Inputs formula. Use the Formula window.

To specify an override work pattern for OSP:

1. Query the Extra Inputs formula called <BASE_NAME>_OSP_STANDARD_RATES_GENERAL _EXTRA_INPUT_RULE.

2. Choose the Edit button.

3. To specify that there is an override work pattern, add this line to the formula:

   ```
   OVERRIDE_WORK_PATTERN_YN = 'Y'
   ```

   The values y, Y, y% and Y% are all treated as Yes. Any other value is treated as N or No.

   You can make this line conditional using an IF...THEN statement if you only require

an override for certain group of employees.

4. By default, the default work pattern - selected when you created the OSP scheme - is the override work pattern. To specify another pattern as the override, add the following line to the formula:

   ```
   OVERRIDE_WORK_PATTERN = '<name of work pattern>'
   ```

   You can vary the override work pattern for different groups of employees. For example, to set an override for part time employees, you might add the following lines:

   ```
   IF ASG_EMPLOYMENT_CATEGORY = 'PART TIME' THEN
   ( OVERRIDE_WORK_PATTERN = 'PQP_MON_FRI_8_HOURS' )
   ```

5. Add the values you have set to the Return statement. If you are returning both values, the Return statement looks like this:

   ```
   RETURN l_absence_start_date,l_absence_end_date,
   l_absence_type,l_source_pay_component,SUBPRIORITY
   ,OVERRIDE_WORK_PATTERN_YN,OVERRIDE_WORK_PATTERN
   ```

   Note: If you return OVERRIDE_WORK_PATTERN, without returning OVERRIDE_WORK_PATTERN_YN, the override functionality is still applied.

6. Choose the Verify button to compile your formula.

7. Save your work.

Defining Rows for the OSP and OMP User Defined Tables

When you generate an OSP or OMP scheme using the Absence Scheme pages, you can choose for the application to generate a parameters table and a calendar table. You use the parameters table to hold information about the percentage of pay that employees are entitled to receive for each band of absence, according to their length of service. You use the calendar table to enter any bank holidays or other days on which your normal absence rules do not apply. Employees who are absent on these days receive full pay.

Use the Table Structure window to define the length of service bands for the parameters table, and the exceptional days for the calendar table.

To define the parameter table structure for absence entitlements:

1. Set your effective date to the date you used when you generated the table from the Absence Scheme pages.

2. Query the generated table, which has the name: <BASENAME>_SICKNESS_ABSENCE_ENTITLEMENTS or

<BASENAME>_MATERNITY_ABSENCE_ENTITLEMENTS.

3. Choose the Rows button.

   Note: The first row is predefined with -999999 in both the Lower and Upper band. This row holds the percentage of earnings paid for each band you have defined (such as 100% for the Full Pay band). In the Maternity Absence Entitlements table, the second row is predefined with -888888 in both the Lower and Upper band. This row specifies whether the percentage is based on regular earnings or an average of these earnings.

4. Click in the next row and enter a sequence number.

5. In the Lower and Upper Bound fields, enter the first range of service.

   - If you are using the supplied length of service formula for **OSP** (<base name>_OSP_STANDARD_RATES_CALCULATION_METHOD_VALUE_RULE), express the length of service in **months**. For example you might enter 0 in the Lower Bound field, and 6 in the Upper Bound field to define the range 0-6 months.

   - If you are using the supplied length of service formula for **OMP** (<base name>_OMP_STANDARD_RATES_CALCULATION_METHOD_VALUE_RULE.), express the length of service in **weeks**. For example you might enter 0 in the Lower Bound field, and 25 in the Upper Bound field to define the range 0-25 weeks.

   - If you are using your own length of service formula, ensure that you enter the length of service bands using the unit of measure that your formula uses to return an employee's length of service.

6. Repeat steps 4 and 5 for each length of service band, ensuring that the bands do not overlap.

7. Save your work.

To define the calendar table structure:

1. Set your effective date to the date you used when you generated the table from the Absence Scheme pages.

2. Query the generated table, which has the name: <BASENAME>_CALENDAR.

3. Choose the Rows button.

4. Click in the first row and enter a sequence number.

5. In the Exact field, enter a name for your calendar period. The duration of this period can be one day or multiple days, such as Christmas Day, or Easter Week.

6. Repeat steps 4 and 5 for all the calendar periods you want to define.

7. Save your work.

Entering Values in the OSP and OMP User Defined Tables

When you generate an OSP or OMP scheme using the Absence Scheme pages, you can choose for the application to generate a parameters table and a calendar table. You use the parameters table to hold information about the percentage of pay that employees are entitled to receive for each band of absence, according to their length of service. You use the calendar table to enter any bank holidays or other days on which your normal absence rules do not apply. Employees who are absent on these days receive full pay.

After you have used the Table Structure window to define rows in these tables, you use the Table Values window to enter the rates of pay and duration of payment in the parameter table, and the dates of calendar entries in the calendar table.

Sickness Absence Entitlements

To enter values in the parameter table for sickness absence entitlements:

1. Set your effective date to the date you used when you generated the table from the Absence Scheme pages.

2. Query the generated table, which has the name: <BASENAME>_SICKNESS_ABSENCE_ENTITLEMENTS

3. With Band 1 displaying in the Column field, click in the first row, select -999999 for both the Lower and Upper Bound, and enter the percentage of pay for Band 1 in the Value field. For example, if Band 1 is full pay, enter 100.

4. In the next row, select a length of service range. In the Value field, enter the duration of payment at the Band 1 rate of pay. For example, if employees in this length of service range are entitled to full pay for 25 days, enter 25.

   Note: The number of days you enter here may be working days or calendar days, depending on the option you selected for Entitlement when you generated the user defined table, elements, and formulas.

5. Repeat the previous step for each length of service range.

6. Save your work.

7. Repeat steps 3 to 6 for each band of pay in your scheme.

   Ensure that you enter the bands in order. For example, if you pay full pay then half pay, enter full pay (100%) as Band 1 then half pay (50%) as Band 2. The formula pays each employee their full entitlement to Band 1 before paying the Band 2 rate.

Maternity Absence Entitlements

For each band there are two column names: one has the suffix Y and the other N (such as Band 1Y and Band 1N). This suffix relates to the *Intends to Return* check box on the SMP Maternity window. If this check box is checked, the formula uses the details in the Y column; otherwise it uses the N column. If your scheme does not vary entitlement depending on the employee's intention to return to work, you can either enter the same details in each column, or configure the payroll formula so that it always uses the value in the column in which you enter the values.

To enter values in the parameter table for maternity absence entitlements:

1. Set your effective date to the date you used when you generated the table from the Absence Scheme pages.

2. Query the generated table, which has the name: <BASENAME>_MATERNITY_ABSENCE_ENTITLEMENTS

3. With Band 1N displaying in the Column field, click in the first row, select -999999 for both the Lower and Upper Bound. In the Value field, enter the percentage of pay for Band 1 for women who are not returning to work. For example, if Band 1 is full pay, enter 100.

4. Click in the second row, select -888888 for both the Lower and Upper Bound. In the Value field, enter 0 if this band is based on regular earnings. Enter 1 if the band is based on the SMP average earnings rate.

5. In the next row, select a length of service range. In the Value field, enter the duration of payment at the Band 1 rate of pay. For example, if employees in this length of service range are entitled to full pay for 25 days, enter 25.

   Note: The number of days you enter here may be working days or calendar days, depending on the option you selected for Entitlement when you generated the user defined table, elements, and formulas.

6. Repeat the previous step for each length of service range.

7. Save your work.

8. Repeat steps 3 to 7 for Band 1Y (band 1 for women who have signified their intention to return to work) and then for each band of pay in your scheme, such as Band 2N and Band 2Y, and so on.

   Ensure that you enter the bands in order. For example, if you pay full pay then half pay, enter full pay (100%) as Band 1 then half pay (50%) as Band 2. The formula pays each employee their full entitlement to Band 1 before paying the Band 2 rate.

Calendar Entries

To enter the dates of calendar entries:

1. Query the generated table, which has the name: <BASENAME>_CALENDAR.

2. Set your effective date to the start date of a calendar entry, such as 25-Dec-2002 for Christmas Day.

3. With Excluded Paid Days displaying in the Column field, select the name of the calendar entry in the Exact field. In this example the name is Christmas Day. Leave the Value field blank.

4. Save your work.

5. Set your effective date to the end date of the calendar entry. If the entry is for one day, you do not need to change your effective date.

6. Delete the row, selecting the End Date Datetrack option.

7. Save your work.

   You can requery to see the record on which you set the end date.

8. Repeat steps 2 to 7 for all your calendar entries.

Occupational Sick and Maternity Pay Administration

Absence Administration for Occupational Sick and Maternity Pay

Entering a Sickness Absence

To record a sickness absence and evaluate entitlement to occupational sick pay, use the Absence Detail window and a Statutory Absence Payments responsibility. There are two start date fields on this window:

- Sickness Start Date - use this field to record the SSP date
- Absence Start Date, which must be on, or one day after, the Sickness Start Date - use this field to record the OSP date

For example: You should not record part days for SSP. If you want to record part days for OSP, include the part day in the dates in the Absence Start and End fields, but not in the Sickness Start and End fields. Also enter the date in the Absence flexfield.

You must enter an absence duration for all absences. However, notice that this duration is not used in the OSP calculations, since duration is calculated based on calendar days or working days or hours, depending on the entitlement option you select.

See: Entering a Sickness Absence, page 4-116

Entering a Maternity Absence

To record a maternity absence and evaluate entitlement to occupational maternity pay, use a Statutory Absence Payments responsibility to record details, such as the date the baby is due, in the Maternity window. Then enter the absence in the Absence Details window.

See: Recording Maternity Details, page 4-123

See: Entering a Maternity, Paternity, or Adoption Absence, page 4-128

Processing Life Events

Entering an Absence Start date creates an absence start life event. Entering an Absence End date creates as absence end life event. You must run the Participation Process: Absence to detect these life events and enter the OSP Absence element or the OMP Absence element for the employee.

See: Running the Participation Process: Absence, page 4-67

Making Retrospective Changes

If data changes that impacts an employees eligibility to a plan, and this change is made retrospectively, you must delete the first absence entered since the effective date of the change and re-enter the dates. This causes all subsequent absences to be backed out and recalculated based on the new plan entitlement.

If absences are changed when the absence element entry has already been processed in a payroll run, you must use retropay to correct the results. Arrears are fed to an informational element that has an effective date of the start of the next pay period.

Overriding OSP Entitlement

Where Occupational Sick Pay entitlement is recorded in days, not hours, you can enter an overriding entitlement amount for individual employees. This may be necessary when an employee changes from part time to full time work during the absence year.
See: Overriding OSP Entitlement, page 4-164.

Overriding OSP Entitlement

You enter Occupational Sick Pay entitlement against length of service bands in a user defined table. You can override OSP entitlement for an individual employee. You may need to do this for employees who change their FTE during the absence year (or other scheme period).

Example: Suppose an employee is enrolled in a fixed year OSP scheme (1 January to 31 December), with an annual entitlement of 5 weeks. The employee changes from 0.4 FTE (two days per week) to 1.0 FTE (Full time) on 1 July. If the employee has already taken two days (one week) sick leave before July, you enter an override entitlement of 22 days, calculated as follows:

1 week entitlement (already taken) at 0.4 FTE = 2 days

4 weeks remaining at 1.0 FTE = 20 days

5 weeks Total Entitlement: 20 + 2 = 22 days

Use the Extra Person Information window to enter override entitlement.

To override OSP entitlement:

1. Select the Extra Information Type *GB OSP Override Entitlements*.
2. Click in the Details field to open the window.
3. Select the name of the OSP Plan.
4. Enter the Override Start and End Dates. These are normally the start and end dates of the scheme period (such as the absence year).

5. Enter the override entitlement amount for each band you are using. Leave the value 0.00 in any band that the scheme does not use.

6. Choose OK and save your work.

Workforce Intelligence Key Concepts for Leave and Absence Management

Workforce Intelligence Key Concepts for Leave and Absence Management

To enable you to get the most out of Leave and Absence Management intelligence reports, you need to understand the following key concepts:

- Absence Hours, page 4-166
- Working Hours, page 4-166

Absence Hours

The Absence Hours reports use the element information created when you enter either an absence against the absence element, or an absence in the Absence Details window.

The report plots the absence hours for the date earned. This is entered for the element. If a date earned has not been entered, then the element's effective start date is taken as the date earned.

> **Note:** If you have entered your absences using the Absence Details window, a date earned is not set up; therefore the report uses the effective start date of the element.

Regardless of the length of time an employee has been absent, the report always plots his or her absence hours on the date earned, or the effective start date of an element. It is possible, because of the frequency and time period you select, that an absence may fall into two different time periods. The absence hours are always shown in the first time period, rather than pro-rata across two time periods.

A pre-defined formula, TEMPLATE_BIS_DAYS_TO_HOURS, calculates the absence hours. You can configure this formula to meet your requirements.

See: Discoverer Workbooks Implementation Steps, *Oracle HRMS Strategic Reporting (HRMSi) User Guide*

Working Hours

Within Oracle HRMS, you record the number of regular and overtime hours worked using elements. The Hours Worked reports process information for the hours worked through formulas, which you must provide using Oracle FastFormula.

See: Setting Up and Customizing Working Hours, *Oracle HRMS Strategic Reporting (HRMSi) User Guide*

The Hours Worked reports calculate the hours worked for each payroll time period using employee assignments. For the assignment to be included it must:

- Be active or suspended.
- Fit the criteria you enter. For example, if you enter a grade name, the assignment must have that grade entered against it.

> **Note:** You can only run the Hours Worked reports if you previously set up Oracle FastFormula to calculate your employees' regular hours and overtime hours.

The Hours Worked reports display information about the payroll periods that most closely match the start and end dates that you enter for the report. For example, if the first date you enter is 05-Jan-2001, and the payroll begins on 01-Jan-2001, the report includes information from 01-Jan-2001.

Workforce Intelligence for Leave and Absence Management

Employee on Leave Detail Workbook

This workbook enables you to report on employees who are on a leave of absence on a particular effective date. The workbook shows the following employee primary assignment details:

- Employee number
- Organization
- Supervisor
- Location
- Hire date
- Absence details, including date start and date end

Worksheets

This workbook has the following worksheets:

- Organization Hierarchy
- Supervisor Hierarchy

Organization Hierarchy Worksheet

This worksheet enables you to report on employees who are on leave on the effective date chosen. Employees are listed for a given organization and its subordinate organizations. The additional parameter, Absence Types to Exclude, enables you to exclude absence types that are not of interest, for example, Unpaid Leave.

Business Questions

When are my employees in an organization hierarchy on leave?

Parameters

You must specify values for the following parameters:

- Organization Hierarchy

- Top Organization
- Effective Date

Supervisor Hierarchy Worksheet

This worksheet enables you to report on employees who are on leave on the effective date chosen. Employees are listed for a given supervisor and his/her subordinates. The additional parameter, Absence Types to Exclude, enables you to exclude absence types that are not of interest, for example, Unpaid Leave.

Business Questions

When are employees, reporting directly or indirectly to a specific supervisor, on leave?

Parameters

You must specify values for the following parameters:

- Supervisor
- Effective Date

5

Setup for Health and Welfare Management

Setup for Health and Welfare Management Overview

You use the implementation features of Standard and Advanced Benefits to design the benefit programs that you offer to your employees and other eligible participants. You can define eligibility and enrollment requirements for programs and plans, set up activity rate calculations, and define reporting groups and system extracts.

Advanced Benefits includes all the components of Standard Benefits plus features for managing life events and setting up flexible benefit programs.

See: Advanced Benefits Setup: Overview, page 5-3

Use the administration features of Standard and Advanced Benefits to manage benefits enrollments and to maintain your benefit programs.

See: Standard and Advanced Benefits Administration: Overview, page 6-1

See: Advanced Benefits Administration: Overview, page 6-3

The application provides a Total Compensation Setup Wizard to guide you through the setup process.

See: Total Compensation Setup Wizard, page 5-4

Features Common to Standard and Advanced Benefits

Standard and Advanced Benefits share a number of common setup features:

- **Plan Design:** You can design the program structure of the benefits you offer to your employees and other qualified participants and dependents. Use the Total Compensation Setup Wizard to help automate the setup process.
    - **Eligibility Profiles:** You set up participant eligibility profiles and dependent coverage eligibility profiles to restrict who is able to participate in a benefit plan.

- **Enrollment Requirements:** You define enrollment requirements to determine *when* an eligible person can enroll in a benefit plan.

- **Activity Rates:** You define an activity rate calculation to determine the standard or variable contribution or distribution for a benefit. Activity rates also control the calculation of coverage amounts, monthly premiums, and imputed income taxation.

- **Communications:** Oracle HRMS helps you manage employee communications. You set up *communication type definitions* to control the data the application generates for inclusion in a communication. For example, you can extract a participant's available benefit choices and price tags into a flat file that you then merge into the body of a pre-enrollment letter.

  Note: The application restricts Standard Benefits users to setting up communications for COBRA and HIPAA administration.

- **System Extract:** The system extract feature lets you manage the extract and format of person benefits data for delivery to organizations such as third party benefits administrators.

- **Plan Design Copy:** Use this feature to save time during your implementation. You can set up your plan design in a test database, for example, then use Plan Design Copy to transfer the finalized design into your production database without repeating data entry. For plans that share components, you can define a plan once, then modify copies of the base plan as necessary.

Managing Benefits Using SSHR

You can set up Standard and Advanced Benefits so that individuals can manage their elections through a web browser, thus saving the back office from the task of election processing.

For information on setting up Self-Service Benefits enrollments, refer to My Oracle Support Note 215159.1, *Self-Service Benefits Enrollments with Standard and Advanced Benefits*.

Key Concepts

To broaden your understanding of Standard Benefits, and features common to both Standard and Advanced Benefits, see:

Plan Design, page 1-65

Plan Design Copy, page 1-72

Eligibility Requirements for Total Compensation, page 1-125

Activity Rates, page 5-125

System Extract, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Self-Service Benefits Enrollments, page 5-9

Advanced Benefits Setup: Overview

Advanced Benefits enables administration based on life events that occur to participants. You can generate enrollment actions, activity rate changes, and communications based on seeded life events or events you define.

You also use Advanced Benefits to design benefit programs that are based on flex credit accrual.

Advanced Benefits Features

In addition to the core features available with Standard Benefits, Advanced Benefits comprises several distinct features:

- **Life Events:** The system lets you trigger enrollments, activity rate changes, and communications based on the occurrence of a life event to a primary participant or dependent.
    - **Life Event Reasons:** These are the changes to a person's HR record that you define as valid reasons for an enrollment action. Life events can be **external**, such as the birth of a dependent, or **internal**, such as a work location change or the start of an open enrollment period.

- **Online Benefits Administration:** This feature is useful for HR call centers. Using the Benefits Service Center, you can record a change to a person's HR record, evaluate the change for enrollment impact, and process an election online all from a centralized form. You control the application windows, reports, and processes available to your benefits administrators.

- **Flex Credit Calculation:** For those programs where you offer a choice of benefits and coverage levels, you can define flex credit calculations that determine the amount of flex credits a person must spend to purchase a benefit. You also define restrictions as to how a participant can distribute unused flex credits.

Key Concepts

To learn more about Advanced Benefits, see:

Life Events Reasons, page 5-52

Seeded Life Event Reasons, page 5-58

Enrollment Requirements, page 5-71

Enrollment Types, page 5-75

Flex Credit Calculations, page 5-171

Communications, page 5-180

Online Benefits Administration, page 6-39

Total Compensation Setup Wizard

Use Total Compensation Setup Wizard for a fast and easy way to enter your plan design into Oracle HRMS. Total Compensation Setup Wizard uses the Oracle Applications Framework to provide a task-oriented process for creating Health and Welfare programs and the business processing rules associated with them.

Advanced Benefits customers can use Total Compensation Setup Wizard to set up:

- General program details for flex credit and non-flex credit programs
- Health and Welfare plans, options, coverage amounts, coverage restrictions, interim coverages, standard and variable rate calculations, dependent and beneficiary eligibility, and designation requirements
- Annual open enrollment periods
- Explicit life events from a set of pre-determined data triggers that generate a corresponding enrollment period
- Enrollment requirements for unrestricted programs
- Enrollment requirements for specific life event processing (along with available dependent changes)
- General or life event specific default enrollment requirements
- Final plan design review page and submit process to load data into the business group

For Standard Benefits, the Total Compensation Setup Wizard automatically determines your configuration options. Use the Wizard to:

- Configure your plan design
- Set up unrestricted programs
- Define participant eligibility requirements
- Set up activity rates, including variable rates and coverage calculations

After you complete your plan design, you can use the Wizard to:

- Update FastFormula in plan design objects

- Update multiple standard and variable activity rates simultaneously (Mass Update of Rates)

You can then use the professional user interface to:

- Define flex credit calculations and benefit pools (OAB)
- Set up actual premium calculations
- Define colliding life event logic (OAB)
- Set up distribution rules if you offer reimbursement plans
- Define communication types
- Set up the Benefits Service Center for centralized administration (OAB)

Advantages of Advanced Benefits Life Event Processing

As an Advanced Benefits customer, you can take advantage of a range of features, including:

- Automated Life Event Management
- What-If Eligibility Determination
- Mass Enrollment Processing

Oracle strongly recommends that you implement the Life Event processing model to automate benefits administration. This model enables you to configure enrollment restrictions based on specific life events that you define. Life event processing manages complex situations; for example, when a participant reports a life event that occurred in the past and other elections are already in place, or when the elections and rates for a life event must become effective in the past.

Consider the following questions that illustrate the advantages of the Life Event processing model:

- Do you want to process mid-year election changes automatically for a single participant? Would you like to perform mass enrollment updates or corrections?
- Do you need to automatically assign certain benefits to employees or family members?
- Do you anticipate automating your administration practices in the future? Do you need to enforce business rules, such as requiring or reminding a participant to designate dependents or requiring a participant to provide "Evidence of Insurability?"

- Do you restrict an employee's benefit choices based on life events, such as a marriage or the addition of a child?
- Would you like to operate in a Self-Service environment where employees record their own elections through a web browser? Would you like to allow employees to use Self-Service for mid-year election changes and to restrict the allowable updates based on the reason for the change?

Answering Yes to any of the above questions--in conjunction with planning the components of your benefits program--should justify implementing the life event model. The Total Compensation Setup Wizard assists you with this configuration.

Standard and Advanced Benefits Implementation

Oracle HRMS provides a complete solution for Total Compensation management. Your Oracle Human Resources license includes the Standard Benefits feature set that enables you to manage your enterprise's benefits offerings.

The Oracle Advanced Benefits license provides the Standard Benefits feature set plus additional functionality enabling you to design flexible benefit programs and to administer benefits based on life events.

See: Advanced Benefits Implementation, page 5-7

Standard Benefits Implementation

Standard Benefits provides the functionality you need to administer benefit programs that do not offer flex credit based benefits. The Standard product is also useful if you outsource a significant portion of your benefits administration.

What kinds of benefit plans are supported by Oracle HRMS?

You can use the product to manage the most typical plan types, including:

- Medical plans
- Dental plans
- Vision plans
- Prescription drug plans
- Short term and long term disability plans
- Group term life insurance
- Dependent life insurance

- Group legal services
- Savings plans (such as 401(k) and money purchase)
- Vacation Buy/Sell plans
- Continuing benefits (such as COBRA and HIPAA)

In addition, you can accommodate other forms of benefits such as company cars, reduced rates on loans, subsidized dependent care, or other goods or services for which your enterprise offers employee reimbursement.

Can you restrict who is eligible to receive a benefit?

You use *eligibility profiles* to restrict which participants may enroll in a given benefit. You create an eligibility profile by grouping together your eligibility criteria, such as work and personal factors.

You create a *dependent coverage eligibility profile* when you want to restrict the criteria that must be met for a dependent to be covered by a benefit.

How do I schedule an enrollment period?

In Standard Benefits, you use the unrestricted enrollment method to process your enrollments. Unrestricted enrollments are not limited to a period of time. You can record the dates of your open enrollment in the system, but these dates do not restrict your enrollment processing.

How do I define payroll deductions and payments for benefits?

You define *activity ratecalculations* for a benefit plan that determine the contribution amount required to purchase the benefit. Activity rates can also be used to calculate employer contributions to a plan and distribution payments from a plan.

Can you vary the rate that different participants pay to purchase a benefit?

If your plan rules stipulate that the amount a participant must pay to purchase a benefit varies based on certain factors, you can define a *variable rate profile* to define these variable criteria. Then, when eligible participants meet these criteria, they will receive the variable rate.

You can vary an activity rate based on employment factors, such as an employee's work location, or length of service with your organization.

Advanced Benefits Implementation

By licensing Advanced Benefits, you can also fulfill the following business

requirements.

How do I define qualifying life events?

You define a *life event reason* as a database change to a person's HR record. This change may require or enable an enrollment action. An *enrollment action* is an enrollment, de-enrollment, change in election, or change in contribution rate that is implemented either automatically, by default, or at the explicit request of the participant.

You link life events to scheduled enrollment periods, benefit plans, and communications. When a life event occurs to a participant, the system evaluates the life event to determine benefits eligibility and electable enrollment choices.

For example, if an employee's work location changes, you might want to evaluate this change to see if there is a corresponding change in benefits eligibility or contribution rates. If an employee's status changes from active to terminated, you may need to generate a continuing benefits action (such as for COBRA in the US).

How do I implement a flex credit program?

You can use Advanced Benefits to create flex credit based programs that offer a range of benefit choices to your employees and other eligible participants.

You create activity rate calculations that determine the number of flex credits required to purchase a particular benefit. You can select from a variety of calculation methods, from a flat amount to a multiple of compensation. You can associate a variable rate profile with your flex credit calculation if contribution rates vary for an individual based on factors that you define.

Using *benefit pools,* you specify how credits may be rolled over between plans and how excess flex credits can be distributed.

Does the application support automatic and default enrollments?

Yes, Advanced Benefits customers can define automatic enrollments to enroll participants in benefits without their explicit request. For example, you could trigger an automatic enrollment based on a life event so that when a person is hired, they automatically receive certain coverages.

Advanced Benefits customers can also define default elections for participants who fail to explicitly make benefit elections.

Self-Service Benefits Enrollments

Self-Service Benefits Enrollments

Self-Service Benefits supports a variety of enrollment types, including open, unrestricted, and life event enrollments for one or more flex or non-flex programs.

The enrollment choices, price tags, and other information in Self-Service Benefits web pages are derived from Oracle Applications database tables using the rules of your plan design. Updated information is stored in the Oracle Applications database tables using standard Application Programmable Interfaces (APIs).

Self-Service Benefits supports enrollment for plans and options in a program. Use vertical plan types, which can have multiple rates, to enable plan level enrollments and horizontal plans types to enable enrollments in options inside a plan level with single rate. Use Oracle's professional forms interface or the self-service Individual Compensation Distribution web pages to enroll participants in all plans not in a program such as savings plans, Employee Stock Purchase Plans (ESPP), or 401(k) plans.

Self-Service Benefits Enrollment Functionality

Self-Service Benefits offers an employee the opportunity to:

- Review current, and future program benefits enrollments, and up to ten past enrollments, within the last two years
- Select benefits
- Distribute excess flex credits (Advanced Benefits)
- Add, update, or review family member information

  Note: Family member information entered through the self-service interface and personal contact data entered through the professional forms interface share the same table. Any data entered or updated in Self-Service HRMS or the professional forms interface is reflected in both interfaces.

- Add, update, or remove dependents

  Note: Self-Service requires dependents and beneficiaries to have the personal relationship check box checked on the Contacts window.

- Add, update, or remove beneficiaries

Employees can select organizational beneficiaries provided that the administrator has entered the Beneficiary Organization using the professional forms interface, and selected the May Designate Organization as Beneficiary check box in the plan enrollment requirements.

- Search for and select primary care providers
- Print a temporary participant identification card
- Save or print an enrollment confirmation statement as a PDF document

Legal Disclaimer Page

During implementation, you can choose to display a predefined Legal Disclaimer page in Self-Service Benefits. Before self-service users can enroll in a benefit, they must read and accept the terms provided in the Legal Disclaimer page. If they do not accept these terms, the application will not enable the users to enroll.

You can enter the instruction text for the Legal Disclaimer page in the Self Service Instructor Text field in the Communication Types Usages window. This is a one-time process that you can complete when you set up Self-Service Benefits. You can also include HTML tags in the Disclaimer text for formatting effects, such as bold and indented text.

Enrollment Change Workflow Notifications

You can configure the Workflow Builder to send a notification to an HR professional whenever a participant updates a Self-Service Benefits Enrollment web page, excluding the Primary Care Provider page. The notification contains the following information and provides direct access to the Confirmation page for the participant, but is not linked to any Workflow approval process:

- Name of Employee
- Social Security Number or National Identifier
- Life Event Name
- Enrollment Period
- Selected Benefit Plans and Options
- List of Covered Dependents

Oracle Workflow sends a notification to a worklist or group that you maintain after the participant completes the enrollment update. If the participant closes the browser window prior to reaching the Confirmation page, Oracle Workflow sends a notification within one hour of the first enrollment change.

You can manually override the enrollment or contact the participant to correct and resubmit the election if necessary.

See: Self-Service Workflows, *Oracle HRMS Deploy Self-Service Capability Guide*

Hidden Fields in Self-Service Benefits

There are a number of fields that are delivered hidden by default on the self-service pages. You can choose to display them. They include:

- Coverage start and end dates for specific enrollments
- Cost 2 (after tax), 3 (taxable), and 4 (miscellaneous) columns for displaying multiple rates for a vertical display plan type
- Physician group and hospital, on the Primary Care Provider Search page
- Full name

See: Benefits Enrollments, page 5-17 for further details of these hidden fields and the regions where you can display them.

Displaying Descriptive Flexfields

The following descriptive flexfields can be entered in self-service Benefits:

- Additional Ben Prtt Enrt Rslt F Details (BEN_PRTT_ENRT_RSLT_F)

  You enter this flexfield data on the Benefits Information page, which appears after the Benefits Selection page if the flexfield has been set up and there are global segments, or segments defined for the selected plan type.

- Add'l Contact R'ship Det's (PER_CONTACTS)

  You enter this flexfield data in the Miscellaneous region of the Family Member Add page. You can also view or enter the flexfield data in the Personal Information module of SSHR.

- Further Person Information (Person Developer DF)

  You enter this flexfield data in the Name and Relationship region of the Family Member Add page.

If you have set up the Further Person Information or Additional Contact Relationship Details flexfields, you can choose to display some or all of the segments in self-service using the Personalization Framework. See: Configuring Flexfields, *Oracle HRMS Deploy Self-Service Capability Guide*

The Additional Ben Prtt Enrt Rslt F Details flexfield appears automatically if you define and freeze this flexfield. You must bounce the Apache server after freezing or unfreezing the flexfield to ensure that your changes are displayed.

Plan Type Context

You may want to display the Additional Ben Prtt Enrt Rslt F Details flexfield only for enrollment in specific compensation objects. For example, you may want to display prior years commission information to participants for a supplemental life insurance plan, while hiding commission information used to calculate group life insurance rates.

To display the flexfield differentially by compensation object, you must define a context for the flexfield based on BG_ID_PL_TYP_ID. On the Descriptive Flexfield Segments window, uncheck the Displayed check box for the context if you do not want to show the context poplist to the user. Notice that if you display this list, it will contain all the contexts for the flexfield (even those for other business groups) unless you restrict them by a value set defined for the context.

If there are frozen segments for the descriptive flexfield but no global segments defined and no segments defined for the selected plan type, the Benefits Information page appears in the enrollment chain but the region pertaining to this plan type does not display. Existing data set up in the flexfield is not affected by any new contexts you define for self-service.

Plan Design Considerations for Self-Service Benefits

Before eligible participants can enroll in self-service benefits using the self-service interface, you must design your benefit plan using Oracle's professional forms interface. The following topics look at the points you should consider when designing your plan for the self-service environment.

Legislative Configurations

Self-Service Benefits is delivered with US-style formatting for the following fields:

- Address
- Social Security Number
- Pre Tax Cost
- After Tax Cost

For non-US self-service implementations, you can edit field labels to fit your legislative requirements and you can also hide and unhide fields. For example, you may want to hide the list of States from the address fields.

> **Note:** The address style and country used by Self-Service Benefits is inherited from the primary benefits participant.

If your legislation or benefit plan design does not allow for after tax contributions, consider hiding the after tax columns on the tables contained in the following web

pages:

- Benefits Enrollment Overview
- Current Benefits Overview
- Benefits Selection
- Confirmation

See: Setting Up Self-Service Benefits Web Pages, page 5-35

See: Benefits Enrollments, page 5-17 for a list of the configurable user interface elements in each delivered web page.

Integration with Authoria HR (US and UK)

The third party product Authoria HR provides a common knowledge repository to manage and communicate HR and benefits information.

After a self-service implementer defines a total compensation plan in the Oracle HRMS professional user interface, licensees of Authoria HR can configure links between Oracle HRMS and Authoria HR.

End users can click on links in the applicable self-service web pages to display context-sensitive Authoria HR documentation.

You can configure the following self-service enrollment windows for use with Authoria HR:

- Benefits Enrollment Overview page
- Current Benefits page
- Confirmation page
- Benefits Selection page

See Configuring Links Between Oracle Standard and Advanced Benefits and Authoria HR, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Multiple Rates

You can display up to four standard rates for each compensation object to enable employees to see employee and employer paid premiums, and related costs such as fringe benefit taxes and administrative fees. Multiple rates are displayed on the Overview, Benefits Selection, Current Benefits, and Confirmation pages.

Only vertical display Plan Types are able to be custom formatted in self-service to display multiple rates for a single compensation object. Due to display and sizing constraints, horizontal display Plan Types cannot display multiple rates. You can only display one standard rate per column.

When you define standard rates for self-service, you can select any activity type and tax type. However, you must check the Display on Enrollment check box (Processing Information tab) and you must specify the Self Service Display Order number (1 to 4).

When you display multiple rates, the column headings in self-service are Cost 1, Cost 2, Cost 3, and Cost 4. Otherwise, a single rate displays as either Pretax or Aftertax. You can change the column headings using the Personalization Framework.

When defining your standard rate, consider the following:

- For Costs 2, 3, and 4 you can select the Display on Enrollment check box (Processing Information tab of Standard Rates window) or the Enter Value at Enrollment check box (Calculation Method tab). However, do not select the Enter Annual Value check box on the Calculation Method tab. Annual Value can only be entered in Cost 1, if applicable.

- Costs 2, 3, and 4 can be used to calculate additional amounts, either based on the coverage or the amount in Cost 1. For example, if you charge a 2% administration fee for a spending account, you would set up the rates as follows:

  Coverage-Check the Enter Value at Enrollment box

  Cost 1 = *Contribution* - Select Same as Coverage as the Calculation Method

  Cost 2 = *Administration Fee* - Select Multiple of Coverage as the Calculation Method (0.02 * coverage, in this example)

  Cost 3 = *Total Cost* - Select Multiple of Coverage as the Calculation Method (1.02 * coverage, in this example)

Benefits Pools (Advanced Benefits)

If you are displaying multiple rates, you may not want them all deducted from flex credits. Use the Application tab on the Benefits Pool window to determine which standard rate to deduct. All rates selected on this tab are included in the Flex Credit Used Total. Unused Flex Credits (rollovers) displayed are not impacted by the use of multiple rates.

Flexible Spending Accounts (US)

To ensure that your qualifying participants can enroll in Flexible Spending Account (FSA) plans using Self-Service Benefits, you must set up your plans using one of the following two methods:

The preferred method is to use the Plan Types window to define one plan type for each FSA plan. For example, you define one plan type for Dependent Care FSA plans and a second plan type for Health Care FSA plans. For each plan type, you define the coverage plan or plans into which participants and their dependents can enroll. You also define a **decline coverage** plan which is linked to each plan type.

Alternatively, you can set up one FSA plan type that covers both dependent care and health care plans. Within this plan type, you define plans for both dependent care and

health care. Then, within these plans, you link **options** for both selecting and declining coverage.

Other items for consideration:

- When you define the activity rate for the FSA plan, check the Enter Value at Enrollment field in the Calculation Method region of the Standard Rates window.
- Select Set Annual Rate Equal to Coverage as the calculation method.
- In the Coverages window, define the minimum and maximum contribution amounts for the FSA plan. Indicate that values for this plan are entered at enrollment.

Flexible Benefits Programs (Advanced Benefits)

With Flexible Benefits Programs, you can offer flex credits to eligible participants to offset the cost of benefits. When you defining a benefit program in the Programs window, select the same periodicity for the activity reference period (the time period in which the system expresses activity rates) and the enrollment rate frequency (the activity rate that is communicated to participants). This ensures that the price tags for selecting benefits and the flex credits available to participants are expressed for the same time period.

Other items for consideration:

- Unless your flex credits are determined using the result of a calculation, you indicate the number of flex credits associated with a compensation object by entering the value in the Flat Amount field in the Calculation Method region of the Flex Credits window.
- You must set up a flex credits *placeholder plan* and link this plan to the flex program. This plan records the total flex credits for the program. Define a rate for this plan by entering zero in the Flat Amount field of the Calculation Method region of the Standard Rates window.
- Set the processing type of the corresponding element to Recurring.

Temporary Participant Identification Cards

A temporary identification card allows a participant to obtain medical, dental, or other benefit treatment before the participant receives the official membership card from the provider. Using Self-Service Benefits, a participant can print one card for each elected plan that allows for temporary identification cards. The participant can also print a card for each covered dependent.

The application generates a temporary ID card upon:

- Enrollment

- Re-enrollment
- Change in Enrollment
- Participant Request (due to loss)

The identification card includes information such as:

- Employee Name and Social Security Number
- Member Name and Social Security Number (for dependents)
- Employer Name
- Plan Name

You indicate that a plan allows for the printing of temporary ID cards by checking the Allow Temporary Identification field on the Plans window.

Declining Coverage

Depending on your plan design, you must set up either a decline coverage plan or option that allows a participant to waive an enrollment opportunity for which they are otherwise eligible.

If a plan type contains multiple plans, you create a *decline coverage plan* in the Plans window (in addition to the regular plans) and indicate that the plan is of the specified plan type. If a plan type has only one plan, you define a *decline coverage option* and link it to the plan. This ensures that participants can either select or decline benefit coverage.

> **Note:** If your plan design *requires* that a participant select at least one option from a group of options or at least one plan from a group of plans, do not define a decline coverage plan or option.

Self-Service Benefits What-if

Self-Service Benefits What-if enables you to model electability for benefits based on proposed changes to a person's HR record, before you make the actual change. When you model electability, the database does not save changes, so you can view different electability scenarios without having to manually save data.

The Self-Service Benefits What-if page is available from Manager and Employee Self-Service Responsibilities. To ensure that certain data is not visible to all users, as an administrator, you can define roles for Self-Service Benefits What-if. Managers can review changes to benefits for employees in their security group that would result from proposed changes to the employee's HR record. Employees can view changes to their benefits based on proposed data changes to their HR records. The comparison is in terms of their electable choices, plan or option enrollment rate.

As a manager or an employee, you can compare current benefits with the proposed benefits based on the electable choices, and a plan or option enrollment rate. For example, you can view the benefits impact of relocation or a change in weekly hours worked.

See: Modeling a Person's Benefits Eligibility (Advanced Benefits), page 6-37

The system does not allow you to model electability if current life events are in progress. What-if electability depends only on the data changes you elect to model. Using the HRMS System Administrator responsibility, you need to enable the Benefits Compensation Objects Extra Information Type (EIT). This EIT enables you to add information about the type of compensation object such as program, plan type, compensation object name, and a flag indicating whether the compensation object is visible to the user.

See: Setting Up Extra Information Types Against a Responsibility, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

You also define the What-if Label that displays to users who perform the what-if modeling, and the life events for compensation objects and link one or more person changes to each life event.

See: Setting Up What-if Modeling, page 6-36

You can use the HRMS System Administrator responsibility to configure Self-Service Benefits What-if so that managers only view changes to benefits for employees in their security profile.

By default, the Self-Service Benefits pages do not display some fields. However, you can choose to display them using the Personalization Framework.

See: Benefits Enrollments, page 5-33

Benefits Enrollments

This topic provides reference information you need to configure your Self-Service Benefits web pages using the Personalization Framework.

For **instruction text**, the tables below list--by web page region--the communication short name and the valid communication usages that are required when you define a communication type to display instruction text for a particular program, plan type, plan, or life event.

See: Defining Self-Service Instruction Text, page 5-45

Hidden Fields: This topic also lists--by web page region--all fields the application delivers as hidden which you can display using the Personalization Framework.

For example, by default all person name fields in Self-Service Benefits display names in the format 'First Last Suffix' (without commas between the parts of the name.) You can add the Full Name field to a web page and remove the delivered Name field. In the US, the Full Name field uses the format 'Prefix Last, First Middle Suffix'.

Menu and Function Names

This module can be accessed from the following menus and functions:

User Menu Name	Function Name
Employee Self-Service	Self-Service Benefits Enrollment - Employee
Employee Self-Service	Self-Service Benefits Enrollment - Federal

Configurable Pages and Shared Regions

The following definitions can be configured using the Personalization Framework:

Family Members and Others, and Family Members and Others Detail Page

The Family Members and Others page enables a participant to view a record of their family members and other persons enrolled as dependents or beneficiaries of their benefits. Benefits participants can add another person to the Family Members and Others table by choosing the Add Another Person button, which opens the Family Members and Others Details page.

This page only displays when a person has either:

- An enrollment opportunity
- Eligibility for an unrestricted program
- A detected or unprocessed potential life event as of the system date

If one of these conditions does not exist, the application opens the Current Benefits page.

The seeded life event reason of *Added During Enrollment* prevents a life event from occurring when you create a family member or update a family member's details. If you define a life event reason of the type Personal, that you make Selectable for Self Service, you can trigger a life event when a person enters or deletes a contact on the Self-Service Human Resources Contacts page and selects a relationship start or end reason.

> **Note:** It is recommended that you provide instruction text indicating that eligibility for benefits may be based on family members. However, you cannot use communication usages to restrict the display of instruction text to a compensation object or a life event for the Family Members page.

Hidden Field: Use the BEN_FAMILY_MBRS_TABLE region to add the hidden Full Name field to the page and to remove the Name field if necessary.

Family Members and Others

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Members Content	Instruction		FML.FAMILY_MBRS_CONTENT	Program, Life Event
Family Members Content	Help Tip			

Family Members and Others Detail Page

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Add or Update Family Members	Instruction		FML.FAM_ADD_CONTENT	Program, Life Event
Name and Relationship	Instruction		FML.FAM_ADD_NAME	Program, Life Event
Address	Instruction		FML.FAM_ADD_ADDRESS	Program, Life Event
Miscellaneous Information	Instruction		FML.FAM_ADD_OTHER	Program, Life Event
Second Medical Coverage	Instruction		FML.FAM_ADD_SECOND_MEDICAL	Program, Life Event
Address	Help Tip			
Name and Relationship	Hint (Suffix)	92638	__	__

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Address	Hint (Postal Code)	92639	—	—
Miscellaneous Information	Hint (National Identifier)	92640	—	—
Miscellaneous Information	Hint (Date of Birth)	92637	—	—
	Message (Required Field Missing)	92601	—	—
	Message (Invalid Birth Date)	92598	—	—

Configurable FlexFields

Family Members and Others Page

Region	Flex Name	Flex Code
Add or Update Family Members	Further Person Information	hrpersondevdfflex
Miscellaneous Information	Additional Contact Relationship Details	Add Cont Details D Flexfield

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

Benefits Enrollment Overview Page

The Benefits Enrollment Overview web page enables a participant to view a record of their current benefits and to enroll into a new set of benefits.

Hidden Fields: You can use the following regions to add the hidden Full Name field to

the page and to remove the Name field if necessary.

- BEN_OVW_SELECTIONS_TABLE
- BEN_OVW_CVRD_DEPS_TABLE
- BEN_OVW_BENEF_TABLE
- BEN_OVW_PCP_TABLE

You can use the BEN_OVW_SELECTIONS_TABLE region to display a column for the taxable cost of a benefit. This column corresponds to a standard rate with an activity type of Self-Service Display, or--if you are displaying multiple rates for the compensation object--to the rate you have defined with 3 in the Self Service Display Order field. If you are displaying multiple rates, you can also display the Cost 2 (After Tax Cost) and Cost 4 (Miscellaneous) columns to show the rates you have defined with 2 and 4 in the Self Service Display Order field.

You can also use the BEN_OVW_SELECTIONS_TABLE region to display Coverage Start and End Date columns. These columns show the coverage start and end dates for each election.

Benefits Enrollment Overview Page

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Enrollment Overview Content	Instruction		BEO.ENRL_OVERVIEW_CONTENT	Program, Life Event
Flex Credits	Instruction		BEO.FLEX_CREDITS	Program, Life Event
Flex Credit Summary	Instruction		BEO.OVERVIEW_FC_SUMMARY	Program, Life Event
Flex Credit Rollovers	Instruction		BEO.FLEX_CREDIT_ROLLOVERS	Program, Life Event
Benefit Selections	Instruction		BEO.OVERVIEW_SELECTIONS	Program, Life Event

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Covered Dependents	Instruction		BEO.OVERVIEW_CVRD_DEPS	Program, Life Event
Beneficiary Enrollment Overview	Instruction		BEO.ENRL_OVERVIEW_BENEF	Program, Life Event
Primary Care Providers Enrollment Overview	Instruction		BEO.ENRL_OVERVIEW_PCP	Program, Life Event
Enrollment Overview Content	Message (No Enrollment Opportunity, Brief Message)	92570	--	--
Enrollment Overview Content	Message (No Enrollment Opportunity, Detail Message)	92571	--	--

Current Benefits Overview Page

The Current Benefits Overview web page enables a participant to see a record of their current benefits.

Hidden Fields: You can use the following regions to add the hidden Full Name field to the page and to remove the Name field if necessary.

- BEN_OVW_CVRD_DEPS_TABLE
- BEN_OVW_BENEF_TABLE
- BEN_OVW_PCP_TABLE

You can also use the BEN_OVW_SELECTIONS_TABLE region to display Coverage Start and End Date columns. These columns show the coverage start and end dates for each election.

Current Benefits Overview Page

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Current Benefits Overview Content	Instruction		CBO.CURRENT_OVERVIEW_CONTENT	Program
Flex Credits	Instruction		CBO.FLEX_CREDITS	Program
Flex Credit Summary	Instruction		CBO.OVERVIEW_FC_SUMMARY	Program
Flex Credit Rollovers	Instruction		CBO.FLEX_CREDIT_ROLLOVERS	Program
Benefit Selections	Instruction		CBO.OVERVIEW_SELECTIONS	Program
Covered Dependents	Instruction		CBO.OVERVIEW_CVRD_DEPS	Program
Beneficiary Overview	Instruction		CBO.OVERVIEW_BENEF	Program
Primary Care Providers Overview	Instruction		CBO.OVERVIEW_PCP	Program
Current Benefits Overview Content	Message (No Current Enrollment, Brief Message)	92572	—	—
Current Benefits Overview Content	Message (No Current Enrollment, Detail Message)	92573	—	—

Benefits Selection Page

The Benefits Selection page enables a participant to select one or more plans in which to enroll.

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Enrollment Selection Content	Instruction		BNS.ENRT_SELECTION_CONTENT	Program, Life Event
Top Flex Credit Region	Instruction		BNS.ENRT_SELECTION_CR_TOP	Program, Life Event
Bottom Flex Credit Region	Instruction		BNS.ENRT_SELECTION_CR_BOTTOM	Program, Life Event
Selection Area	Instruction		BNS.ENRT_SELECTION_SELECT_AREA	Program, Plan Type, Life Event
Selection Area	Help Tip (Certification Legend)			
Selection Area	Help Tip (Enter Annual Rate Input Box, Long Tip)			
Selection Area	Help Tip (Enter Rate Input Box, Long Tip)			
Selection Area	Help Tip (Enter Benefit Amount Input Box, Long Tip)			

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Selection Area	Message (Enter Annual Rate, Long Tip)	BEN_ENRT_ANN_RTVAL_TIP		
Selection Area	Message (Enter Rate, Long Tip)	BEN_ENRT_BNFTAMT_TIP		
Selection Area	Message (Enter Benefit Amount Tip)	BEN_ENRT_RTVAL_TIP		
Selection Area	Message (Tokens for above messages)	BEN_ENRT_SLECT_TIP_ANY_AMOUNT		
Selection Area	Message (Tokens for above messages)	BEN_ENRT_SLECT_TIP_ANY_VALUE		

Dependents Selection Page

The Dependents Selection page enables a participant to add their dependents to a plan.

> **Note:** For Advanced Benefits customers: if participant dependents are not displaying in this page, verify that you have linked the appropriate life events to the program or plan enrollment requirements in the Dependent Change of Life Event window.

Hidden Field: Use the BEN_ENRL_DEPEN_SELECTION_TABLE region to add the hidden Full Name field to the page and to remove the Name field if necessary.

Dependents Selection Page

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Dependents Selection	Instruction		--	--
Dependents Selection	Instruction		DPS.ENRL_DEPENDENTS_CONTENT	Program, Life Event
Dependents Selection	Hint (Dependent Table)		DPS.ENRL_DEPENDENTS_CONTENT_PL	Program, Plan Type, Plan, Life Event
Dependents Selection	Message (Can't Designate)	92588	__	__

Beneficiary Selection Page

The Beneficiary Selection page enables a participant to add their beneficiaries to a plan.

Hidden Field: Use the BEN_BENEF_SELECTION_TABLE region to add the hidden Full Name field to the page and to remove the Name field if necessary.

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Beneficiary Selection	Instruction (Page)		BFS.BENEFICIARY_CONTENT	Program, Life Event
Beneficiary Selection	Instruction (Plan Level Table)		BFS.BENEFICIARY_CONTENT_PLAN	Program, Plan Type, Plan, Life Event
Family Members and Others	Instruction		BFS.BENEFICIARY_CONTENT_FAMILY	Program, Plan Type, Plan, Life Event
Organizations	Instruction		BFS.BENEFICIARY_CONTENT_ORGS	Program, Plan Type, Plan, Life Event

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Beneficiary Totals Table	Hint			
Beneficiary Selection	Message (Can't Designate)	92587	—	—

Primary Care Provider Page

The Primary Care Provider page enables a participant to select a care provider. If your enterprise partners with a third party supplier of primary care provider information, you can configure this page to allow web-based searches of a database of provider information.

See: Configuring the Primary Care Provider Search Facility, page 5-46

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Primary Care Provider Selection Content	Instruction	Instruction	PCP.PcpSelectContentPageLevel	Program, Life Event
Primary Care Provider Selection Content	Instruction	Instruction	PCP.PcpSelectContentPlanLevel	Program, Plan Type, Plan, Life Event
Primary Care Provider Selection Content	Hint		—	—
Primary Care Provider Selection Content	Message (Can't Designate)	92567	—	—

Primary Care Provider Summary and Search Pages

Hidden Fields: You can use the following regions to add the hidden Full Name field to the page and to remove the Name field if necessary.

- BEN_PCP_SEARCH_TABLE
- BEN_PCP_SELECT_TABLE

On the Primary Care Provider Search page, you can use the BEN_PCP_SEARCH_CRITERIA region to add the hidden fields of Physician Group and Hospital. The hidden fields of Location, School, and Degree are reserved for future use.

For the Physician Group, Hospital, Language, and Specialty fields, you must load the available data as provided by your third party provider into the corresponding Lookup Codes--in the following order--using the Application Utilities Lookups window in the Professional User Interface.

- BEN_PCP_MED_GRP
- BEN_PCP_HOSPITAL
- BEN_PCP_LANGUAGE
- BEN_PCP_SPCLTY

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Primary Care Provider Search	Instruction		PCS.PCP_SEARCH	Program, Plan Type, Plan, Life Event
Search	Instruction		PCS.PCP_SEARCH_CRITERIA	Program, Plan Type, Plan, Life Event
PCP Result Table	Instruction		PCS.PCP_SEARCH_RESULT	Program, Plan Type, Plan, Life Event
Ben PCP XML Request Params	Tip			

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Ben PCP XML Request Params	Message (No PCPs found)			

Confirmation Page

The Confirmation page enables a participant to see a summary of their choices and a warning of any oversights or miscalculations they may have made.

> **Note:** You can also use the Confirmation page to display a *signature region* for participants to print from their web browser. Use this region if you require a participant's signature as part of a benefits enrollment. Use the Personalization Framework to display the signature region for this page.

Benefits users can print a summary statement of their enrollment, along with their signature, to keep as a proof of their records or to submit to an HR Representative if required. They can also view, print, or save the summary as a PDF document instead. The statement page displays a summary of the participant's benefits enrollment along with any warning messages, oversights, or miscalculations the participant may have made during the enrollment. Depending on the participant's enrollment data and personalization on the page, the Confirmation Page displays the following:

- Flex credits summary
- Benefits selection
- Covered dependents
- Beneficiaries
- Primary care providers
- Signature region

To print a benefits confirmation statement, click Printable Page. The printable page prints only the relevant information, excluding navigation buttons, tip messages, instruction text, tabs, and other user interface components.

To open or save the statement as a PDF document, click Publish PDF. Choose Open or Save in the File Download dialog box. You can print the document once you open it.

If you want to change the layout of the PDF Confirmation page, you can configure a

copy of the default RTF template that XML Publisher uses for this page, which is Benefits Enrollment Confirmation.

Hidden Fields: You can use the following regions to add the hidden Full Name field to the page and to remove the Name field if necessary.

- BEN_OVW_BENEF_TABLE
- BEN_OVW_CVR_DEPS_TABLE
- BEN_OVW_PCP_TABLE

You can use the BEN_OVW_SELECTIONS_TABLE region to display a column for the taxable cost of a benefit. This column corresponds to a standard rate with an activity type of Self-Service Display, or--if you are displaying multiple rates for the compensation object--to the rate you have defined with 3 in the Self Service Display Order field. If you are displaying multiple rates, you can also display the Cost 2 (After Tax Cost) and Cost 4 (Miscellaneous) columns to show the rates you have defined with 2 and 4 in the Self Service Display Order field.

You can also use the BEN_OVW_SELECTIONS_TABLE region to display Coverage Start and End Date columns. These columns show the coverage start and end dates for each election.

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Ben Enrollment Confirmation Content	Instruction		BEC.ENRL_CONF_CONTENT	Program, Life Event
Flex Credits	Instruction		BEC.FLEX_CREDITS	Program, Life Event
Flex Credit Summary	Instruction		BEC.OVERVIEW_FC_SUMMARY	Program, Life Event
Flex Credit Rollovers	Instruction		BEC.FLEX_CREDIT_ROLLOVERS	Program, Life Event
Benefit Selections	Instruction		BEC.OVERVIEW_SELECTIONS	Program, Life Event
Covered Dependents	Instruction		BEC.OVERVIEW_CVRD_DEPS	Program, Life Event

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Beneficiaries Enrollment Confirmation	Instruction		BEC.ENRL_CONF_BENEFICIARIES	Program, Life Event
Primary Care Providers Enrollment Confirmation	Instruction		BEC.ENRL_CONF_PCP	Program, Life Event
BEN_ENRL_CONF_WARNINGS	Message (Confirmation Success)	92605	—	—
BEN_ENRL_CONF_WARNINGS	Message (Action Item Warning)	92606	—	—

Configurable FlexFields

Confirmation Page

Region	Flex Name	Flex Code
Benefit Selections	Additional Ben Prtt Enrt Rslt F Details	N/A

Unused Flex Credits Page

The Unused Flex Credits page provides a summary of the flex credits left unspent by a participant.

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Unused Flex Credits Content	Instruction		FLX.UNUSED_FLEX_CREDIT_CONTENT	Program, Life Event
Unused Flex Credits Content	Instruction		FLX.UNUSED_FLEX_CREDIT_NONE	Program, Life Event
Unused Flex Credits Content	Message (No Unused Flex Credits)	92633	—	—
Unused Flex Credits Content	Message	92632	—	—

Change Session Date Page

The Change Session Date page lets you test future-dated elections. For example, you may want to perform system testing before the start of an open enrollment period. This page should be removed in your production environment so that benefits participants do not alter their enrollment date.

See: Setting the Effective Date of a Scheduled Enrollment in Self-Service Benefits, page 5-41

Region	Tip Type	Message Name
Session Date Content	Instruction	92604
Session Date Content	Tip (Effective Date)	92637

Temporary ID Card Page

The Temporary ID Card page lets a participant print an ID card which the participant can use to obtain medical, dental, or other benefit treatment before the participant receives the official membership card from the provider.

Region	Tip Type	Message Name	Required Communication Short Name	Valid Communication Usages
Oracle Self-Service Human Resources Identification Card	Instruction		TMP.ENRL_TEMP_ID_PAGE	Program, Life Event
Ben Temporary ID Card Content	Instruction		TMP.ENRL_TEMP_ID_PLAN	Program, Plan Type, Plan, Life Event
Temporary ID Card	Instruction		TMP.ENRL_TEMP_ID_CARD	Program, Plan Type, Plan, Life Event

See: Configuring Web Pages, *Oracle HRMS Deploy Self-Service Capability Guide*

Self-Service Benefits What-if Pages

You can access Self-Service Benefits What-if from the following menus and functions:

Menu and Function Names

User Menu Name	Function Name
Manager Self-Service	Self-Service Benefits What-if Manager
Employee Self-Service	Self-Service Benefits What-if Employee

You can configure the following definitions using the Personalization Framework.

Configurable Tips and Instructions

Region	Tip Type	Message Name
Impact on Benefits Region	Header Text	BEN_93423_SS_WATIF_HDR_LABEL

Region	Tip Type	Message Name
Choose Winning Life Event Region	Message (Error)	BEN_93393_WATIF_CONFLICT_LER
Choose Winning Life Event Region	Instruction	BEN_93392_WATIF_CNFLT_LER_INS
Effective Date Region	Instruction	BEN_93389_WATIF_EFF_DATE_INS
Associated Data Changes Region	Instruction	BEN_93391_WATIF_DATA_CHG_INS
Impact on Benefits Region	Instruction	BEN_93394_WATIF_PG_INS_TEXT

You can personalize the following columns to display them:

Seeded Hidden Columns

Column Name	Displayed Detail
Reference Period	Activity Reference Period
Current Electable	Compensation objects currently electable
Current Coverage	Coverage information about currently electable compensation objects
Current Defined Amount	Defined Amount
What-If Electable	Compensation objects based on the what-if modeling
What-If Coverage	Coverage information about compensation object based on the what-if modeling
What-If Defined Amount	Defined Amount based on what-if modeling

Setting Up Self-Service Benefits Enrollments

You must complete your plan design in the professional forms interface before you can view a Self-Service Benefits enrollment web page. If you license Advanced Benefits, you can run the Participation Batch Process from the Concurrent Manager to create electable choices for eligible participants.

If you use Standard Benefits, or if you are an Advanced Benefits customers using the **unrestricted** enrollment method, you can begin to allow participant enrollments after you create your plan design. The application creates the self-service enrollment page when the person logs into Self-Service Benefits.

To set up self-service benefits enrollments:

1. Review the sample benefits web pages. You can configure the following elements using the Personalization Framework:

   - Section titles
   - Table Layout
   - Hints
   - Tips
   - Fields (you can choose to display fields that are hidden by default)
   - Field labels

   See: Configuring Web Pages, *Oracle HRMS Deploy Self-Service Capability Guide*

2. Choose whether to display a predefined Legal Disclaimer page that the user must accept before processing an election.

   Oracle Self-Service Benefits delivers the Legal Disclaimer page as hidden by default.

   See: Setting Up User Access to Self-Service Benefits, page 5-38

3. Define instruction text for each web page region. You do this by defining a communication type and associating the instruction text with a web page Region.

   See: Defining Communication Types, page 5-182

   You can include a link in your instruction text to another web site using HTML syntax. You could create a link to reference information contained in a summary plan description. For example:

   See the Vision Medical web site for more information.

In this example, the application opens the web page in a new browser window.

4. Define when you want the instruction text displayed. You can vary the instruction displayed according to:

   - Program
   - Plan Type
   - Plan
   - Life Event (Advanced Benefits)

   See: Defining When to Use a Benefits Communication, page 5-183

5. Create a hypertext link from a compensation object to a web page which describes that program, plan type in program, plan in program, plan, or option in plan. To create a hypertext link, use one or more of the following windows:

   - Programs (for a program)
   - Plan and Plan Type window (for a plan or a plan type in program)
   - Plans window (for a plan)
   - Maintain Plan Options window (for an option in a plan)

   The link appears in the Benefits Selection web page, or--for Programs--the Overview page.

   See: Defining a Benefits Program, page 1-80

6. Review Messages and change any that do not meet your requirements.

7. Configure Action Item messages (Advanced Benefits) to meet your requirements.

   The application displays Action Item messages at the end of the enrollment process on the Confirmation page.

   See: Enrollment Action Types in Enrollment Requirements, page 5-71

8. Set up any life event reasons that you want to trigger when a user adds, updates, or deletes a family member contact in Self-Service Benefits.

   See: Defining General Characteristics of Life Event Reasons, page 5-62

9. Configure whether benefits participants have the option to select a Primary Care Provider (PCP) for a benefits plan.

   See: Maintaining Primary Care Providers for a Plan, page 1-107

10. Configure whether you want benefits participants to have access to the Primary Care Provider Search facility.

    See: Configuring the Primary Care Provider Search Facility, page 5-46

11. Configure the RTF template if you want to modify the default Confirmation page. Perform the following steps to configure your own Confirmation page:

    1. Copy the default template, Benefits Enrollment Confirmation, and ensure that your copy has a template code beginning with BENSSCNF.

    2. Make the default template inactive.

12. Test your implementation. A system administrator can debug Self-Service Benefits by generating a PYUPIP trace file for an individual user.

    See: Generating Self-Service Benefits Trace Files, page 5-50

Setting Up Flexible Spending Accounts

To set up a Flexible Spending Account (FSA), create two elements, a plan with no options, and two standard rates.

1. In the Element window, create two elements, one for employee contributions and the other for employer contributions.

   See: Defining an Element to Hold Information, *Oracle HRMS Compensation and Benefits Management Guide*

2. In the Plan window (or the Plan Design Wizard) create an FSA plan with no options.

   See: Defining a Benefits Plan, page 1-94

3. In the Plan Enrollment Requirements window (under the General and Plan tabs, select Coverage), click Coverage Restrictions and set up a Max value equal to the FSA limit for the year.

   See: Defining Enrollment Coverage Requirements for a Plan, page 5-103

4. In the Coverages window, select your plan in the Compensation Object field. Under the Calculation Method tab, create a Flat Amount calculation method with your Min, Max, Increment, and Default parameters. Check Enter Value at Enrollment.

   See: Defining a Coverage Calculation Method, page 5-164

5. In the Standard Rates window, create two standard rates, one for employers (FSA ER) and one for employees (FSA EE). For both, specify a calculation method of Post Enrollment Calculation Rule and attach a formula type of Rate Value Calculation. Also for both rules, create Rate Periodization rules using a formula of type Rate

Periodization.

For standard rates, see: Defining Activity Rates for a Standard Contribution/Distribution, page 5-148

For formula creation, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

Enabling Self-Service Benefits Enrollment Notifications

You can configure Self-Service Benefits Enrollments so that an enrollment update generates a notification to an HR professional.

To enable enrollment notifications, you update one of the seeded functions in the Form Functions window using the system administrator responsibility.

See: Enrollment Change Workflow Notifications, page 5-10

To enable Self-Service Benefits Enrollment Notifications:

1. Query the function that you want to update. Choose one of the following:
   - Employee Self-Service (BEN_SS_BNFT_ENRT)
   - Manager Self-Service (BEN_SS_MGR_ENRT)
2. Choose the Form tab.
3. In the Parameters field, verify that the following parameter appears:

   displayDate=N&allowEnrt=Y&sessionDate=&sendFYINotification=N&wfProcessName=FYI_NOTIFICATION_PRC.

   Note: If you do not see this string, you must manually enter the parameter.
4. To enable workflow notifications, replace sendFYINotification=N with sendFYINotification=Y.
5. Replace the wfProcessName=FYI_NOTIFICATION_PRC portion of the parameter with your custom process name.
6. Save your work.

Setting Up User Access to Self-Service Benefits

Self-Service Benefits functions are attached to the Benefits Self-Service menu. You can

change menu names and function names, or remove menus and functions if required.

As a standard practice, you should copy and edit all delivered menus you want to update. Otherwise, your changes will be overwritten the next time you apply a patch to the application.

If you create a new submenu, you must update the AK regions which point to the submenou.

See: Configuring Tabbed Regions, *Oracle HRMS Deploy Self-Service Capability Guide*

To set up user access to self-service benefits:

1. Log on to Oracle HRMS with the System Administrator responsibility.
2. Open the Menus window.
3. Query the Self-Service Menu in the Menu field: HR_EMPLOYEE_DIRECT_ACCESS_WEB. The following Self-Service User Menu Name displays to users:

   - Employee Self-Service

   You can change the menu name if required.
4. Query the Benefits Submenu in the Menu field: BEN_SELF_SERVICE_BENEFITS. The following Benefits Submenu User Name displays:

   - Benefits Self Service

   Because the Benefits Self Service submenu is not linked to a top level menu (it has no prompt) the submenu is hidden. The Benefits Self Service submenu has the following prompts.

   - Benefits Enrollment
   - Current Benefits

   These prompts function as the labels on the tabs of the self-service web page.
5. Save your work and close the Menus window.
6. If you create a new submenu, you must update the AK regions which point to the submenu.

   Complete steps 7 to 14 to update the region items, or proceed to step 15 if you do not intend to create any new submenus.

   See:Configuring Tabbed Regions, *Oracle HRMS Deploy Self-Service Capability Guide*
7. Using an AK Developer responsibility, log on to the application.

8. Open the Regions window.

9. Query one of the following regions in the Region ID field:

   - BEN_BENEFICIARY_PAGE
   - BEN_CURR_OVW_PAGE
   - BEN_ENRL_CONF_PAGE
   - BEN_ENRL_DEPENDENTS_PAGE
   - BEN_ENRL_OVERVIEW_PAGE
   - BEN_ENRT_SELECTION_PAGE
   - BEN_FAMILY_MBRS_PAGE
   - BEN_FAM_ADD_PAGE
   - BEN_PCP_SEARCH_PAGE
   - BEN_PCP_SELECT_PAGE
   - BEN_UNUSED_FLEX_CREDIT_PAGE

10. Choose the Region Items button to open the Region Items window.

11. In the Attribute Name column, select the Application Menu entry.

12. Scroll to the Menu Name column and update the field with the new menu as entered in the Menu field of the Menus window.

13. Repeat for each region listed in step 9.

14. Save your work and close the Region Items window.

15. You can use the Form Functions window to customize the seeded functions--BEN_SS_BNFT_ENRT and BEN_SS_MNGR_ENRT.

16. Use the Form Functions window to create your own Self-Service Benefit functions from the sample functions supplied. The sample User Function Names are:

    - Self Service View Current Benefits
    - Self Service Benefits Enrollment

    The Function Names are:

- BEN_SS_CURR_BNFT
- BEN_SS_BNFT_ENRT

If you update the seeded functions, you must update your custom function to use the seeded parameters and HTML Calls.

> **Note:** It is a good practice to check the Readme for each Self-Service Benefits patch you apply to see if the parameters and HTML Calls for the seeded functions have changed.

17. Update the displayAgreement parameter value to Y to display a Legal Disclaimer page that the user must accept before continuing with an enrollment.

18. Set Security Profiles. Use the System Profile Values window to link the responsibility you have created to a Security Profile and your Business Group. The Security Profile is:

    - HR: Security Profile

    > **Note:** If you fail to link your Responsibility to your Business group with the HR: Security Profile, any benefits participants who attempt to enroll will receive an error message indicating they cannot enroll.

19. Set the HR: Business Group Profile. Use the System Profile Values window to link the responsibility you have created to your Business Group. The Business Group Profile is:

    - HR: Business Group

20. Define the people you would like to access Self-Service Benefits.

    There are two ways to do this. You can follow the typical steps for defining a new user and assign each user a responsibility that enables access to Self-Service Benefits, one at a time.

    Or, you can set up concurrent programs to automate this manual process.

    See Batch Creation of User Accounts, *Oracle HRMS Deploy Self-Service Capability Guide*

Setting the Effective Date of a Scheduled Enrollment in Self-Service Benefits

Self-Service Benefits provides different ways of controlling the date on which the

application records a participant election:

- The Change Session Date web page (for testing environments in both Standard and Advanced Benefits)
- The Change Session Date menu parameter (Standard Benefits)
- Normal date processing based on the session date (Advanced Benefits)

The Change Session Date web page lets you test future-dated elections, such as for an upcoming open enrollment period.

Use the Change Session Date menu parameter if you use standard benefits and you want to record the life event occurred date of an enrollment for a date that is not equal to the system date.

For example, if you schedule your open enrollment period for the first two weeks in November, you can set the session date to record all enrollments as of January 1st of the following year.

> **Note:** You can use both features simultaneously, but the date the user enters in the Change Session Date web page overrides the session date parameter for the current session.

To set the session date in Self-Service Benefits:

1. Log in to Oracle HRMS using a System Administrator responsibility and open the Form Functions window.
2. Choose the Description tab.
3. Query the Function Name for which you want to set the session date. Choose from:
   - BEN_SS_BNFT_ENRT (Employee Self-Service Benefits)
   - BEN_SS_MGR_ENRT (Manager Self-Service Benefits)
4. Choose the Form tab.
5. Update the seeded parameter to display the Change Session Date page or to set the effective date to a date you choose.

   > **Note:** If you do not set the session date, Self-Service Benefits processes dates based on the date codes you select in your plan design.

   In the following example, setting *displayDate=Y* displays the Change Session Date web page. Setting *&sessionDate=12/31* sets the session date to December 31st for the

BEN_SS_MGR_ENRT function.

displayDate=Y&sessionDate=12/31&pFromPersonSearch=Y&pFormFunction=BEN_SS_MGR_SRCH

You enter the session date in *mm/dd* format. Do not include the year.

> **Note:** You should remove this web page from your production environment by setting displayDate=N so that benefits participants cannot alter their enrollment date.

Deriving the Year of the Session Date

The application derives the year to use for the session date, so you should not include a year in the session date parameter.

If you enter a session day and month that is prior to or equal to the *system* day and month, the application uses the following year. If you enter a session date that is later than the system day and month, the application sets the session date to the current year.

Configuring Unrestricted Program Enrollment Processing

Whenever a participant accesses the Benefits function in Self-Service Benefits, the Participation Process evaluates the participant's eligibility for unrestricted program enrollments. During an annual open enrollment period, with many participants accessing the application at once, this can impede system performance.

To reduce system load, you can restrict when the application re-evaluates unrestricted programs for a participant.

Also, you can remove access to the Benefits Enrollments web page during those periods when you do not want participants to enter or update benefits elections for any event. In these instances, participants can still view their past, current, and future elections using the Current Benefits Overview web page.

To configure unrestricted program enrollment processing:

1. Log in to Oracle HRMS using a System Administrator responsibility and open the Form Functions window.
2. Choose the Description tab.
3. Query the Function Name for which you want to configure unrestricted enrollment processing. Select one of the following:
   - BEN_SS_BNFT_ENRT (Self-Service Benefits Enrollment - Employee)

- BEN_SS_MGR_ENRT (Self-Service Benefits Enrollment - Internal Use)

4. Choose the Form tab to display the following parameter:

   displayDate=Y&allowEnrt=Y&sessionDate=&sendFYINotification=Y&wfProcessName=FYI_NOTIFICATION_PRC&ssProcessUnrestricted=Y

5. If you do not see the parameter, enter the parameter string as listed above.

6. To force the Participation Process to re-evaluate a participant for each access of the Benefits function, leave the seeded parameter ssProcessUnrestricted=Y. Use this setting during open enrollment.

7. To disallow unrestricted enrollments in Self-Service Benefits, update the seeded parameter by setting ssProcessUnrestricted=N. Use this setting outside of your Open Enrollment period to prevent Self-Service enrollments.

8. Set ssProcessUnrestricted=P to restrict Unrestricted enrollment evaluation during your Open Enrollment period to the following scenarios:

   - This is the first time the application has evaluated the unrestricted event for the person, and no unrestricted events exist for the person.

   - The Participation Process has not processed the unrestricted event for the current annual enrollment period, and the current session date is later than the existing unrestricted life event occurred on date.

   - The Life Event Occurred On Date for the unrestricted event equals the session date, and there is a person change made after the last unrestricted process run to one of the following tables.

     - Per_addresses

     - Per_all_assignments_f

     - Per_all_people_f

     - Per_contact_relationships

     - Per_pay_proposals

     - Per_periods_of_service

     - Per_qualifications

     - Ben_per_bnfts_bal_f

     - Per_absence_attendances

- Per_person_type_usages_f

9. Save your work.

Defining Self-Service Instruction Text

Use the Communication Types window in the Professional User Interface to define regional instruction text for Self-Service Benefits Enrollments and Individual Compensation Distributions.

You can vary the instruction text that displays in a region based on different criteria, such as the presence of a life event or enrollment in a particular compensation object.

To define a communication type:

1. Enter a Name for the communication type you are defining.

2. Enter a Short Name for this communication type.

   Note: Self-Service uses the short name to link the instruction text you write to a specific region in a Self-Service Benefits web page. You must enter the short name in the following format: **BEN.REGIONNAME**. Exclude the **BEN** prefix from the regionname portion of the short name.

   See: Benefits Enrollments, page 5-17 for a list of the required short names for each web page region.

3. Select a To Be Sent code of Not Applicable.

4. Select a Usage type of Self Service Instruction Text to indicate you are configuring a self-service web page.

5. Save your work.

6. Choose the Usages button.

7. Select a value for one or more of the following parameters to limit the conditions under which instruction text is displayed.

   - Life Event
   - Program
   - Plan

- Plan Type
- Enrollment Period
- Action

8. Select a Usage Rule if your criteria for determining the conditions under which instruction text is generated cannot be fully accommodated by the usage criteria on this window.

9. Enter instruction text in the Self Service Instruction Text field that corresponds to the region of the self-service web page that you are configuring.

10. Click in the next **Or Combination of** field and enter the next set of instruction text in the Self Service Instructor Text box if you enable the Legal Disclaimer page.

    You cannot specify limitation parameters, such as life event or plan, when defining instruction text for the Legal Disclaimer page.

    > **Note:** The application displays the disclaimer text entered in each field as a separate paragraph on the Legal Disclaimer web page. You can enter a maximum of 2000 characters for each disclaimer text paragraph. Advanced Benefits users can check whether a person has accepted the legal disclaimer in the Person Communication window. When you query the name of the person in the window, the Type field displays Legal Disclaimer, indicting that the user has accepted the legal disclaimer with details of the life event name and date. Both Standard and Advanced Benefits users can create a system extract to report on this information.

11. Save your work.

Configuring the Primary Care Provider Search Facility

As part of a self-service enrollment, a benefits participant can select a primary care provider (PCP) for a benefit plan. As a system administrator, you can configure Self-Service Benefits so that a participant can select a primary care provider through a web-based search of a PCP database.

Self-Service Benefits also supports free form text entry of primary care providers without validation when a repository of PCP data is not used.

Follow the instructions below based on the search type configured by your enterprise.

Setting up an XML-Enabled Primary Care Provider Search

If the search criteria entered by a benefits participant is formatted as an XML search

request for use with a database of primary care providers (maintained by your enterprise or a third party), you use the Personalization Framework to configure information such as the URL of the information provider and the Document Type Definition (DTD) used by the search.

> **Note:** If you change your PCP Search Configuration, you must delete any Personalization changes and re-enter the PCP configuration data.

To set up an XML-enabled primary care provider search:

1. Navigate to the Primary Care Provider Search page from the Self-Service Benefits Enrollments menu.
2. Choose the Personalize Ben PCP XML Request Params link.
3. Select a Personalization Level.
4. Choose the Advanced Settings button.
5. Select the Ben PCP Provider Information item and enter the URL of the information provider in the New Column Name field.

   > **Note:** Enter the URL as you would in the Address or Location field of your web browser. Do not enclose the URL in quotations.

6. Select the Ben PCP XML DTD item and enter the URL of the XML Document Type Definition in the New Column Name field.
7. Select the Ben PCP Info Provider Client ID item and enter the Client ID given by the information provider in the New Column Name field.
8. If you use a proxy server to access an external web site, select the Ben PCP Server Proxy Set item and enter **true** in the New Column Name field.
   - If you do not use a proxy server, enter **false**.
9. If you use a proxy server, select the Ben PCP Server Proxy Port item and enter the port number (typically 80) in the New Column Name field.
10. If you use a proxy server, select the Ben PCP Proxy Host item and enter the URL of the proxy server in the New Column Name field.
11. Select the Ben PCP XML Version item and enter the version of XML you are using in the New Column Name field, such as 1.0
12. Select the Ben PCP Max Records item and enter the maximum number of records to

be returned by the query in the New Column Name field.

> **Note:** For best performance, it is recommended that the maximum number of records be set to 100 or less.

13. Select the Ben PCP Request Method item and enter the HTTP request method expected by the information provider (such as GET or POST) in the New Column Name field.

14. Select the Ben PCP Show Label item and enter a message to display in the Result Table if the search returns no provider.

15. Select the Ben PCP Direction item and enter the text to display in the Map Column of the Result Table.

16. Select the Ben PCP Table Bar Text item and enter the text to display in the Result Table Bar.

Setting Up a Primary Care Provider Search without XML

Customers who create a search page which does not format the PCP query in XML can follow these guidelines for a creating a PCP search that is compatible with Self-Service Benefits.

To set up a primary care provider search without XML:

1. Navigate to the Primary Care Providers page from the Self-Service Benefits Enrollments menu.

2. Choose the Personalize Primary Care Provider Selection Table link.

3. Select a Personalization Level.

4. Choose the Advanced Settings button.

5. Select the Search item and enter the URL in the URL field that is accessed when a participant clicks the Search button on your custom Search web page.

6. A system administrator or application developer creates a search page that performs the query and accepts the following page-context variables:

   - PcpPersonId = (Person ID of the person for whom you are searching for a primary care provider)

   - PcpPlId = (Plan ID defined for the plan in the database)

   - PcpPlTypId = (Plan Type ID defined in the database)

Note: You do not need to use these variables if they are not required for your search or validations.

7. If the search is canceled without a selection of a PCP, the following URL must be used to return to the search page:

   - /OA_HTML/OA.jsp?akRegionCode=BEN_PCP_SELECT_PAGE&akRegionApplicationId=805&pcpSearchCancel=1.

     Note: Replace the directory OA_HTML with the base HTML directory of your installation.

8. If the search is successful, the URL accessed by the query must return the following information (properly formatted) with the following parameter names and data types:

Parameter Name	Data	Value	Example
ExtIdent	ID of the primary care provider per the plan.	Number	10154244 (id)
PcpName	Name of the primary care provider	String	Sue Jones, MD (doctorsName)
PcpSpecialty	Specialties of the primary care provider	String	Internal Medicine, Pediatrics (specialty)
PcpPlId	The plan ID that corresponds to the plan name	Number	905 (planId)
PcpPersonId	The person ID passed to the database as part of the query	Number	928374655 (personId)
PcpTypCd	The code of the first primary care provider specialty that is returned by the query	Number	23 (pcpTypCd)

The URL returned by the search should look like this:

- /OA_HTML/OA.jsp?akRegionCode=BEN_PCP_SELECT_PAGE&akRegionApplicationId=805&ExtIdent=id&PcpName=doctorsName&PcpSpecialty=specialty&PcpPlId=planId&PcpPersonId=personId&PcpTypCd=pcpTypCd

  Note: Replace the directory OA_HTML with the base HTML directory of your installation and replace the variables in the URL with the actual values.

Generating Self-Service Benefits Trace Files

If you experience enrollment problems during system testing, or while in production, you can generate a trace file of a PL/SQL procedure to track the source of the problem for an individual user. The hr_utility.set_location function generates output that lets you examine the flow of code execution for key APIs and business processes.

Set the profile option OAB: Enable Self-Service Benefits Trace to select the module that you want to trace.

Note: You should set the profile option for only one user at a time.

Using a system administrator responsibility, open the Find System Profiles Value window to set the profile option for a user.

To generate a Self-Service Benefits trace file:

1. Deselect the Site check box.
2. Select the User check box.
3. Select the person for whom you are running the trace from the User list.
4. Select the OAB: Enable Self-Service Benefits profile option in the Profile field.
5. Click Find.
6. In the System Profile Values window, select a User value for the profile option.
   - **BENACTBR (Activity Base Rate)**: This user value traces the rates computation process.
   - **BENDISRT (Distribute Rates)**: This user value traces a user-entered rate change that calculates other dependent rates, such as parent/child rates or annual-to-communicated rates.

- **BENELINF(Election Information)**: This user value traces the enrollment process when the user changes elections on the Benefits Selections Page and clicks Next.

- **BENOLLET (On-Line Life Event)**: This user value traces the Participation Process for a single user. For example, when the user clicks Next on the Dependents and Beneficiaries page.

7. Save your work.

8. Close the System Profile Values window.

9. Run your test case in Self-Service Benefits based on the profile option you selected.

   Note: The browser window stops responding while the page waits for the trace pipe to open for the user.

10. To view the results of the trace, enter the following command on a server where you can access the application database. The example below shows the command for the BENELINF value of the profile option.

    ```
    $PAY_TOP/bin/PYUPIP <apps userid>/<apps pwd>@<dbname> BENELINF >
    PYUPIP.txt
    ```

11. Read the PYUPIP.txt file to analyze the results of the trace.

    Note: You can upload the trace file to Oracle Support for analysis as part of a Technical Assistance Request.

12. Close your test browser session.

13. After you complete the trace, navigate to the System Profile Values window and clear any value from the OAB: Enable Self-Service Benefits profile option.

    Warning: If you do not return the profile option value to null, the Self-Service application stops responding while the page waits for the trace pipe to open for the user the next time they access Self-Service Benefits.

Life Events

Life Event Reasons

You define a life event reason as any change to a person that impacts benefits participation. The system creates a life event when it detects a change in a person's HR record that you have defined as a life event reason.

You can define these types of life event reason:

- Compensation--Use this type to set up one life event reason for each Compensation Workbench plan

  See: Setting Up Compensation Workbench Plans, page 3-49

- Absence--Use this type to set up three life event reasons (Absence Started, Absence Ended, and Absence Deleted) to detect creation of, and changes to, absence records.

- Checklist--Use this type to assign an HR administrator a series of tasks based on a common event, such as a new hire or termination.

If you use iRecruitment, use the iRecruitment type to set up one life event reason to process compensation plans for applicants.

In Advanced Benefits, assignment changes, an anniversary of employment, a marriage, or the occurrence of an open enrollment, are all examples of life events (in addition to the Compensation and Absence life event reasons). You can define life event reasons to determine key benefits processes, including:

- Enrollment eligibility and electability

- Rates and coverage amounts

- Available flex credits

- Coverage start and end dates

- Required communications

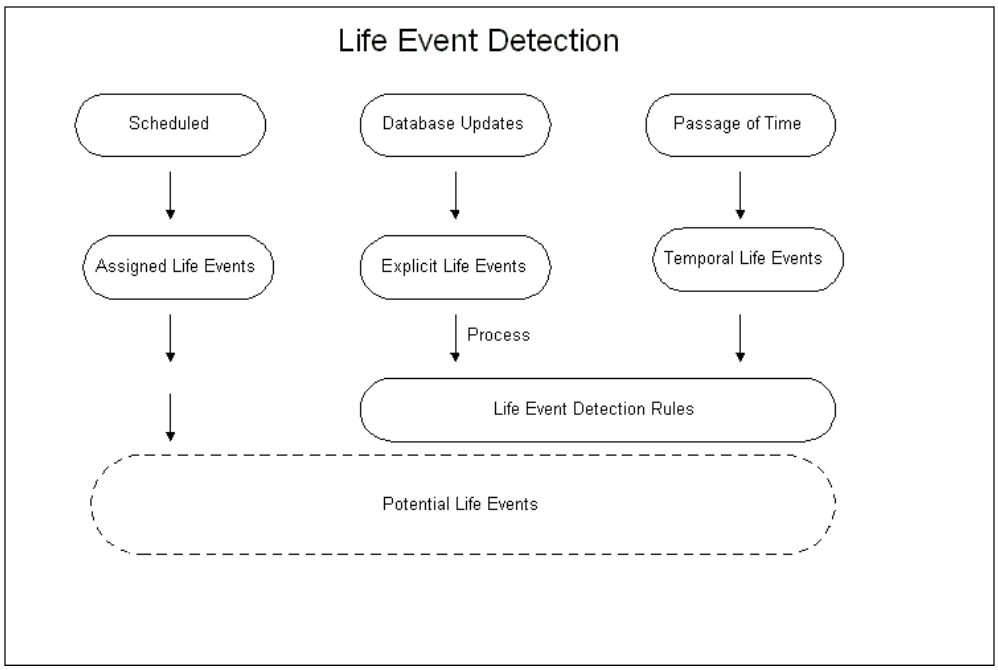
- Automatic and default enrollments

Life events can be explicit, temporal, or scheduled.

- **Explicit** life events are changes to a person's HR record, such as a job change.

- **Temporal** life events occur with the passage of time, such as the six month anniversary of employment.

- **Scheduled** life events are assigned life events, such as an open enrollment period.



Because life event detection can be complex, and because the accurate determination of qualifying life events is important to benefits administration, detected life events are initially given a status of *potential* so that they do not generate enrollment actions.

You can review potential life events for a person and then process the life event using the Participation batch process. Potential life events become *active life events* if they meet your plan design requirements. Active life events can trigger enrollment opportunities.

Life Event Terminology

Life events are a cornerstone of benefits processing; understanding some basic terminology before you define any qualifying life event reason is important. The table below outlines the basic life event terminology:

Life Event Terminology

Terminology	Description

Life Event Reason	A life event reason is an approved explanation for enrollment, de-enrollment, or change in enrollment resulting from a life event. Participation eligibility is determined based on the life event reasons and eligibility profiles you associate with programs, plans, and options.
Related Person Life Event Reason	A related person life event reason occurs when a life event experienced by the primary participant generates a life event for a person related to the participant.
Person Change	A person change is a change in system data that you define to indicate that a person has experienced a given life event.
Related Person Change	A related person change is a change in system data that you define to indicate that a person has experienced a given related life event.

Life Event Definition

You define a life event by specifying the processing characteristics of the life event and the database change that triggers the life event. You can trigger life events with criteria similar to those you use to define your eligibility profiles and variable rate profiles. Not all criteria are available to trigger life events, but you can always write a formula (using the Person Change Causes Life Event formula type) to trigger an event using criteria that are not available in the list of tables and columns.

You can also trigger life events based on changes to segments in special information types.

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

Life events are defined separately from any compensation object or activity rate so that a single life event can have multiple uses.

Life Event Notification

Because life events are not always reported and recorded in a timely manner, you can specify whether a life event is processed as of the date the life event occurred, as of the notification date (the date the life event is recorded in the system) or the later of the actual date or notification date.

Temporal life events, such as age changes, are always processed as of the actual

occurred date.

Person Changes

You define the changes to a person's record that trigger a life event by specifying the value of the database field that indicates this person change has occurred.

> **Note:** Do not define person changes for Compensation life event reasons.

You select the database table and column for which you want to define a change that the system detects and processes as a life event. You specify the *new value* for this combination of database table and column that, when detected, indicates that a life event has occurred.

For example, you can define that a person change is detected when the database value of a person's marital status changes from Single to Married.

A person change can be defined based on the detection of:

- A new value
- A change from a specific old value to a specific new value
- Any change to a value
- A change from any value to no value
- A change from no value to any value

You can also select a rule that defines more complex conditions for triggering a life event.

You link the person change that you define to a life event. You can link multiple person changes to a single life event and you can link a single person change to more than one life event.

You can define a life event to trigger based on changes to more than one table, or based on multiple changes to the same table.

For changes based on multiple tables, the APIs detect the life event when there is a data change in one of the tables that meet your Person Change criteria (an Or condition).

For multiple changes in the same table, the person must satisfy all Person Change criteria associated with the table for the API to detect the life event (the And condition).

Life Event Detection

Advanced Benefits

When you define a life event, you specify whether or not it is an *overriding* life event. If two or more life events with the same Occurred On date are detected for a person, the system picks the overriding life event as the winner.

If two or more potential life events are detected with the Override Flag set to On, the Participation batch process records an error in the log file. In these cases, you use the Potential Life Events form to select the winning life event.

You can select a *timeliness evaluation code* that indicates if a life event that occurs prior to the current calendar year or a given number of days prior to the system date should be voided or processed manually.

You can set a *life event treatment code* to prevent temporal event detection for a specified life event reason under certain conditions.

See: Defining General Characteristics of Life Events Reasons, page 5-62

Absence Life Events

Absence life events are processed by the Participation Process in Absence mode. In this mode, the process handles multiple potential life events in date order.

Closing, Backing Out, and Voiding Life Events

You can remove the processing of a life event performed by the Participation process, and you can prevent further processing of a life event.

- Close a life event to prevent further processing.
- Back out a life event to roll back any updates generated by the Participation Process (such as updates to eligibility, rates, automatic de-enrollments, and so on)
- Void a life event to roll back any updates *and* prevent further processing by the Participation process.

Life Event Usage (Advanced Benefits)

Once you create a life event definition, you can use that definition for a variety of purposes. This section describes the ways that you can use life events.

Enrollment Requirements

You can link life event definitions to your enrollment requirements for a compensation object so that a person must experience a particular life event before they can enroll in a plan for which they are eligible. You can also use life events to restrict enrollment

changes based on whether or not the participant is currently enrolled in a benefit.

Because scheduled enrollments are also a kind of life event, you must link scheduled life events to a compensation object if you are defining an enrollment period for that benefit.

Enrollment requirements based on life events can be applied to both participants and dependents.

Enrollment Coverage

You can vary the amount of coverage available for a plan based on a life event. You define the standard coverage amount for the plan or option in plan and then the coverage level available for those participants who experience the life event you select.

You can also limit a currently enrolled participant's ability to change coverage levels based on a life event.

Communications

You can generate a reminder letter for a participant with an open life event. Communications can also be triggered based on emerging life events, such as an event that will occur due to a temporal event.

Collapsing Life Events (Advanced Benefits)

You create a *collapsing life event definition* for those instances when a combination of two or more detected life events results in either a different life event or the voiding of the detected events.

The system uses your collapsing life event definition in conjunction with other life event reasons that you have defined. You must define life event reasons before you define how to collapse life event combinations. Life events with a status of potential or active can be collapsed.

Using And/Or expressions, you define the life event combinations that cause a collapsing life event. You can include up to ten life events as part of your collapsing life event definition. Select a collapsing logic code to indicate if the detected life events should be voided or collapsed into another life event.

Collapsing Life Event Date Determination

You can select the effective date of the new life event as:

- The effective date of the batch process.
- The earliest or latest life event occurred date for the set of potential life events being evaluated.

- The date of the resulting life event if it is included in the set of potential life events being evaluated.

- The earliest life event, latest life event, or batch process date if the resulting life event is not in the set of potential events being evaluated.

You can specify the number of *tolerance days* that the system considers when detecting life events that are evaluated by your collapsing life event rule. The tolerance period is based on the earliest life event occurred on date of the set of potential life events under consideration. For example, if the tolerance level is 10 days and the earliest life event occurred on date is 01-JAN, then the system considers all potential life events detected between 01-JAN and 11-JAN.

Collapsing Life Events Process

After you define your life events and collapsing life event rules, you run the Participation batch process to determine the winning life event for each selected participant. Your collapsing life event definitions are considered in conjunction with your other life event definitions, including overriding life event definitions and timeliness evaluations that determine how potential life events are processed.

Seeded Life Event Reasons

Oracle HRMS delivers seeded life event reasons you can use for benefits administration. Seeded life event reasons are pre-defined; you can re-name them but they cannot be otherwise modified or deleted. You do not set up person changes for seeded life event reasons as you do with user defined life event reasons.

You link seeded life event reasons to your plan design just like user defined life event reasons, or you can include a seeded life event reason as a parameter when you run either of the following batch processes to manage life events:

- Participation Process: Life Event

- Participation Process: Temporal

For example, you could run the Temporal Participation Process to detect changes in age that might make a person age into a savings plan or age out of a medical plan. In this example, you would select the seeded life event reason Age Changed as a parameter when you run the process from the Concurrent Manager.

See: Life Event Usage, page 5-56

The following is a description of the life event reasons that are seeded with Oracle HRMS:

Administrative and Open Enrollment

- **Administrative:** Assign the administrative life event reason to a person or group of persons when the terms and conditions of a benefit plan change significantly and participants must be allowed to re-evaluate their elections. Examples of administrative life events include renegotiation of contract rates or addition of a new benefit

- **Open Enrollment:** Use the Open life event reason to determine eligibility for an open enrollment period. Open enrollments typically occur at recurring scheduled periods, such as an annual health and welfare benefits enrollment or a quarterly savings plan enrollment.

- **Unrestricted:** The unrestricted life event reason is used for benefit enrollments that are not time-dependent, such as a savings plan.

When you run the Participation Process in Scheduled mode from the Concurrent Manager, and select the enrollment period start date, the system creates a life event with a status of Detected for each person who meets the batch process criteria.

Temporal

When you run the Participation Process in scheduled, life event, or temporal mode, the system creates a life event when the minimum or maximum boundary is crossed as specified in the definition you create for the applicable derived factor. The seeded life event reasons for temporally derived factors are:

- **Age Changed**

- **Combined Age and Length of Service Changed**

- **Compensation Changed**

- **Hours Worked in Period Changed**

- **Length of Service Changed**

- **Total Percent Full Time Changed**

You implement temporally based life events by creating the derived factor, including the derived factor in an eligibility profile or variable rate profile, and linking the profile to a compensation object.

See: Derived Factors, page 1-136

COBRA Administration (US Only)

The seeded life event reasons for COBRA are used to determine *ineligibility* or

enrollment period change for COBRA benefits. COBRA life event reasons should be associated with programs or plans subject to COBRA regulations.

- **Loss of Eligibility:** This seeded life event reason detects when a COBRA enrollment period has passed.

- **Maximum Period of Enrollment Reached:** This seeded life event reason detects when a COBRA participant is to be de-enrolled due to reaching the maximum period of enrollment, which can vary based on subsequent life events that occur during COBRA coverage, such as a divorce or qualifying disability.

- **Non or Late Payment:** This seeded life event reason detects when a COBRA participant's payment is delinquent or late based on the participant's enrollment start date and the COBRA Payment due date. The initial payment is granted a 45 day grace period.

- **Voluntary End of Coverage:** This seeded life event reason detects when the participant's COBRA participation has been voluntarily ended. This indicates that the COBRA eligibility end date has been reached as recorded in the COBRA Beneficiaries window with an ineligible reason of Voluntary End of Coverage.

- **Period of Enrollment Changed:** This seeded life event is created when a person's COBRA eligibility end date is changed. For example, this could occur for a participant who is initially eligible for 18 months of COBRA coverage who becomes disabled during the first 60 days of coverage. The participant's enrollment period is changed to 29 months and the COBRA eligibility period end date is changed accordingly.

Miscellaneous Seeded Life Event Reasons

- **Enrollment Override:** Use this seeded life event reason when you employ the Participation Overrides window or the Enrollment Override window to make a person eligible or ineligible for a benefit, or for enrollment or de-enrollment.

- **Quartile in Grade:** This seeded life event is created by the system when a change in a person's grade, salary basis, or salary moves them into a new quartile in grade. These conditions trigger the Quartile in Grade life event if the BEN: Enable Quartile in Grade Life Event user profile option is set to Yes. If you set this profile option to No, the system never creates a Quartile in Grade potential life event.

- **Reduction of Hours:** This seeded life event reason is used when a reduction in hours causes a person to experience a change in benefits status, such as becoming eligible or ineligible for a benefit.

- **Satisfied Waiting Period:** This seeded life event is created by the system when a person experiences a life event but has not yet satisfied the waiting period for the benefit and is therefore not eligible. The life event is created with the occurred on

date equal to the date the person satisfied the waiting period. The life event is given a status of potential until the waiting period completion date is reached.

- **Added During Enrollment:** This seeded life event is used by Self- Service Benefits enrollment to prevent a life event from occurring when you create a family member or update a family member's details. You can define a *gain dependent*life event reason if you want to trigger a life event based on a family member change in Self-Service.

Life Event Definition (Advanced Benefits)

This example shows you the high level steps necessary to create a marriage life event.

1. Use the Life Event Reasons window to define the Marriage life event reason this person change triggers.

   See: Defining General Characteristics of Life Event Reasons, page 5-62

2. Use the Person Changes window to define the person change that triggers this Marriage life event.

   See: Defining Person Changes, page 5-65

3. Use the Person Change Causes Life Event window to associate the person change with the Marriage life event.

   See: Associating a Person Change with a Life Event, page 5-68

4. A FastFormula programmer creates a Marriage rule that specifies how the system detects the Marriage life event when doing so is more complex that steps 2 and 3 can accommodate.

5. Use the Life Event Reasons window to associate this Marriage rule to the Marriage life event.

6. After you define these person changes, every time a database change occurs, a program reads the table you populate using the Person Change Causes Life Event window. If all conditions are met, this program updates the Person in Life Event Reason table.

   This step requires no human intervention.

7. On a periodic basis, the benefits administrator runs the Participation batch process which reads the Person in Life Event Reason table and then determines the impact on the person's eligibility for enrollment, change in enrollment, and de-enrollment.

   See: Participation Batch Processes, page 6-11

Defining General Characteristics of Life Event Reasons

You use the Life Event Reasons window to date effectively define life events and their associated processing.

To define general characteristics of a life event reason:

1. Set your effective date to the appropriate start date for this life event reason.

2. Enter a Name for this life event reason.

   Note: Use a noun for the life event reason name since this life event may appear in communications that you send to participants.

3. Select a life event reason Type. Choose from a variety of types including:

   - **Absence:** Select this type if you want entry and ending of absences to trigger life events.

   - **Checklist**: Select this type to trigger HR Checklist events for HR administrators.

   - **Compensation** : Select this type if you are defining a life event for a Compensation Workbench plan.

   - **Personal (Advanced Benefits only)**: Examples include Marriage, Divorce, and Birth.

   - **Scheduled (Advanced Benefits only)**: Examples include age and length of service changes.

   - **Work (Advanced Benefits only)**: Examples include Change in Job Assignment, New Hire, and Termination.

   - **iRecruitment**: Select this type if you are defining a life event for compensation plans for iRecruitment applicants.

4. If you selected Absence as the Type, select the Life Event Operation Code: Delete Event, Start Event, or End Event. For example, to set up the life event reason that detects entry of an absence end date, select End Event.

5. Select an Evaluation Rule to apply to this life event reason. You can use an evaluation rule to define:

   - How to combine multiple detected life events into one

   - How to fully detect a life event when its detection is complex

- When to eliminate a previously detected life event.

6. Enter a description of the life event in the Description field.

7. Select a Life Event Treatment code if you want to limit the detection of seeded temporal life events. Choose from:

   - **Do Not Detect Past Temporal Events**: Prevents the detection of past temporal events while the application processes this life event.

   - **Do Not Detect Past or Future Temporal Events**: Prevents temporal event detection while the application processes this life event. Use this code with the seeded open and administrative events, or any other explicit events, when you do not want to detect temporal events.

   - **Never Detect This Temporal Life Event**: Prevents the automatic detection of a specific temporal event. Set this code for any seeded temporal event, such as Age Change or Length of Service Change, that you do not want to detect, such as for mid-year changes.

8. Select a Timeliness Evaluation code to indicate how the system processes potential life events that fall outside a time period that you define.

   By default, the Timeliness Evaluation field is set to Process Potential Life Event Manually.

9. Do one of the following:

   - Enter the number of days after the life event occurred beyond which the system does not process this potential life event in the Timeliness Days field.

     By default, Timeliness days is set to 90.

     Note: By selecting timeliness evaluation and timeliness days values for user-defined events, you can avoid over writing processed life events during retroactive batch processing.

   - Select a Timeliness Period if the potential life event should be voided or processed manually because it occurred prior to the current calendar year.

   - Select a Rule that controls your timeliness definition.

     Note: The Timeliness Days and Timeliness Period fields are mutually exclusive.

10. Select an Occurred Date Determination code that controls if the life event is

processed according to the date the event occurred or the date the event was recorded in the system.

Note: By setting the profile option BEN: Comp Objects Display Name Basis in the System Profile Values window, you can choose whether compensation object names display in application windows (both in the professional and Self-Service user interfaces) based on the life event occurred on date or the user's session date. The default profile option value is Session.

11. If you want to link a life event reason to a self-service process, select a value in the Selectable for Self Service field to indicate in which processes this life event should be available.

    - All--the life event can be selected in all self-service processes
    - Add/Update/Delete Family Members--the life event can be selected in Self-Service Benefits when the user adds, updates, or end dates a family member contact
    - Add/Update Family Members--the life event can be selected in Self-Service Benefits when the user adds or updates a family member contact
    - Delete Family Members--the life event can be selected in Self-Service Benefits when the user end dates a family member contact
    - Basic Registration--the life event can be selected in the New Employee Registration process
    - COBRA Registration--the life event can be selected in the Non-employee Registration process
    - Basic and COBRA Registration--the life event can be selected in both the New Employee and the Non-Employee Registration processes

    Note: In Self-Service Benefits, a user can select life event reasons with a Selectable for Self Service value of All, Add/Update/Delete Family Members, or Delete Family Members as valid reasons for ending a relationship between the primary participant and a dependent or beneficiary.

    Note: Do not use the Life Events page in self-service registration if you are the employer of benefits recipients. This page is only for third party benefits providers.

See: Configuring the New Employee and Non-Employee Registration Processes, *Oracle HRMS Deploy Self-Service Capability Guide*

12. Select the appropriate value from the Show Primary Care Providers in Self Service to display or hide primary care providers in Self-Service for this life event. By default, the application displays all the primary care providers in Self-Service for this life event.

13. Select the Check Related Persons Eligibility field if the system generates a related person life event when the primary participant experiences this life event.

    If you select the Check Related Persons Eligibility field, complete the Causes Related Person Life Events block as described in step 15, page 5-65

14. Select the Override field if this life event is the overriding life event in the case of the collision of two or more life events.

    Note: When two or more overriding life events collide, no life event is selected as the winner. You use the Potential Life Events form to select the winning life event.

15. Select the COBRA Qualifying Life Event field if this life event impacts eligibility for US COBRA benefits.

16. Select the name of the related person life event this life event triggers in the Causes Related Person Life Event field.

    Repeat this step for each related person life event that is triggered by this life event.

17. Save your work.

Next Step

Associating a Person Change With a Life Event, page 5-68

Defining Person Changes

You define the changes to a person's record that trigger a life event by specifying the value of the database field that indicates this person change has occurred.

To define a person change:

1. Query or enter a life event in the Life Event Reasons window.

2. Choose the Person Changes button if you are defining a life event for a primary participant.

- Or, choose the Related Person Changes button if the life event experienced by the primary participant causes a life event for a related person.

3. Choose the Define Person Change button or the Define Related Person Change button depending if you chose Person Changes or Related Person Changes in step 2.

4. Enter a Name for the person change you are defining.

5. Select the Table Name of the database table containing the column name (field) and new value that indicates a person has experienced this life event. If you select the PER_PEOPLE_EXTRA_INFO table, then the Column Name list of values displays the values in the DESCRIPTION column of the complied PER_PEOPLE_INFO_TYPES. If you select the PER_ASSIGNMENT_EXTRA_INFO table, then the Column Name drop down displays the values in the DESCRIPTION column of the complied PER_ASSIGNMENT_INFO_TYPES.

   Note: Refer to the *Oracle HRMS Technical Reference Manual* for definitions of the database tables and columns.

6. Select the Column Name. If you select the PER_ASSIGNMENT_EXTRA_INFO or PER_PEOPLE_EXTRA_INFO tables, you can choose from all the Extra Information Types available, regardless of security setup.

7. Select the Old Value if the life event you are defining is only detected when the column name value change from a specific old value to a specific new value.

8. Select the New Value that triggers a detected life event.

9. If necessary select a Rule of the type Person Changes Causes Life Event to refine the circumstances under which the system determines that this person change has occurred. You can use this rule if changes to different columns on the same table trigger the same life event.

   Note: If you select a rule and associate this person change with an absence-type life event, the values you enter in the Old Value and New Value fields are ignored and only the rule is evaluated. If the rule returns the value Yes, the Person Change has occurred, regardless of the value in the selected column.

10. Enter the text in the What-if Label field that represents this person change when you model eligibility using the What-if Eligibility/Ineligibility Participation window.

11. Select the Rule Overrides check box if you attach a Person Changes Causes Life Event rule to this Person Change and you want the results of the formula to determine how to detect the event.

    The API executes the rule when a change happens on the table you select for this Person Change.

    If you do not select this check box, the application detects a life event when a person meets the criteria of both the rule and the table/column values you selected in steps 5 through 8.

12. Click the Add Record icon on the toolbar if you want to define another person change.

    You can add a person change based on another column in the same table you previously selected, or a column in a different table. Changes based on columns in the same table function as an And condition; changes based on columns in different tables function as an Or condition.

13. Save your work.

Associating Eligibility Profiles with a Person Change of a Life Event

You associate eligibility profiles with the Person Change for a Life Event Reason to determine if a person is eligible to have the life event detected.

To associate an eligibility profile with a person change of a life event:

1. Query or enter a life event in the Life Event Reasons window.

2. Click the Eligibility Profiles button to associate eligibility profiles with the person changes for a life event.

3. In the Eligibility window, select predefined participant eligibility profiles. This determines if the person is eligible to have the life event detected. Required and Optional functionality is the same as with Participation.

    Note: The application evaluates the criteria in associated eligibility profiles based on the date on which the associated life even occurs. Only if the person experiencing the associated person change meets the criteria of the eligibility profiles, then the application detects the life event will the life event be detect. If you do not associate eligibility profiles, then application deems the person eligible.

4. Save your work.

Deleting Unrestricted Life Events

Use the Remove Unrestricted Life Event program to delete all records associated with an unrestricted life event. The Back-Out Life Events program does not back out the Unrestricted life event. Running this process enables you to remove benefits data related to an Unrestricted Life Event so that you can modify the original hire dates.

You run the Remove Unrestricted Life Events process from the Submit Requests window.

> **Note:** The Remove Unrestricted Life Events concurrent process is not be delivered in a request group. Ensure you add to the request group assigned to the responsibility to which you want to get access to this process.

See: Organizing Programs into Request Groups, *Oracle E-Business Suite System Administrator's Guide - Configuration*

See: Organizing Programs into Request Sets, *Oracle E-Business Suite System Administrator's Guide - Configuration*

To run the Remove Unrestricted Life Events process:

1. In the Submit Requests window, enter Remove Unrestricted Life Event as the Name.

2. In the Parameters window, enter the Person Name to identify the person for whom you want to remove unrestricted life events. This is a mandatory field.

   > **Note:** This process is for an individual person only.

3. Select Commit – Database will be updated as the mode in which you want to run the process from the Validate list. By default, this is Rollback – Database will not be updated. This is a mandatory field.

4. Click OK and click Submit.

Associating a Person Change with a Life Event

In order to know when a person has experienced a life event, you associate a *person change* with each life event you define. A person change is a change to a person's HR record that indicates a life event might have occurred.

You can also associate a *related person change* with a life event if a change to the primary participant's HR record generates a life event for a person related to the primary

participant.

> **Note:** You must define your person changes and related person changes before these can be associated to a life event. See: Defining Person Changes, page 5-65

To associate a person change with a life event:

1. Query or enter a life event in the Life Event Reasons window.
2. Choose the Person Changes button if you are defining a life event for a primary participant.
   - Or, choose the Related Person Changes button if the life event experienced by the primary participant causes a life event for a related person.
3. Select the Name of a person change that you have defined.

   Repeat this step for each person change you link to this life event reason. If you define the Person Change based on a single table, the application must detect Person Changes in all the columns you select to trigger the life event (the And condition).

   For Person Changes based on multiple tables, the application must detect all Person Changes for at least one of the tables to trigger the life event (the Or condition).
4. Save your work.

Defining a Collapsing Life Event (Advanced Benefits)

You use the Collapsing Rules window to build your collapsing life event definition. By selecting life events and expressions (and/or), you create the conditions that the system evaluates when determining the new life event.

To define a collapsing life event:

1. Enter the Seq (sequence) in which this collapsing life event definition is processed relative to any other collapsing life event definitions.
2. Select the life event into which your life event combination collapses in the Results in field.
3. Use the Tolerance field to enter the number of days after the earliest life event occurred date beyond which the system ignores any detected life events when evaluating your life event combinations.
4. Select the primary life event in your life event combination in the first Life Event

field.

5. Select the Expression (and/or) used to evaluate the detected life event combination.

6. Select another life event to include in combination with the primary life event in the next Life Event field.

7. Select more life event/expression combinations depending on the complexity of your collapsing life event definition.

8. Select a Collapsing Logic code or rule that indicates if the detected life events are voided or collapsed into a resulting life event.

9. Select a Life Event Occurred Date code or rule to specify the occurred on date of the resulting life event.

10. Save your work.

Benefit Enrollment Requirements

Enrollment Requirements

Enrollment requirements determine *when* an eligible person can enroll in a benefit. You define enrollment requirements for a program, plan type, or plan to determine scheduled enrollment periods and the qualifying life events that enable an enrollment.

Enrollment requirements that you define at the program level cascade to the plan type and plan levels unless you override these requirements for a given plan type or plan. Although there are many program-level enrollment attributes, participants do not technically enroll in a program. Instead, they enroll in the plans associated with that program.

You can also use the enrollment requirements forms to implement other restrictions, as follows.

- You can coordinate coverage levels between all plans in a plan type. For example, you can require that a person who elects the "employee only" coverage option in one plan elects this coverage level for all plans in the plan type in which they enroll.
- For insurance plans, you can limit the coverage level that can be elected by a spouse or a dependent to a percentage of the coverage elected by the primary participant.
- Advanced Benefits customers can require that an action item be completed before an enrollment is valid.
- You can also define dependent coverage requirements such as dependent information that is required for an enrollment to be valid (date of birth or social security number) and required certifications.
- You define beneficiary designation requirements at the plan level.

General Program Enrollment Requirements

For a Program

You can define general enrollment requirements for a program, such as enrollment coverage start and end dates and activity rate start and end dates. These dates are not particular calendar dates, but dates relative to a scheduled enrollment in the program year.

Advanced Benefits customers can define at the program level whether default or automatic enrollments apply to any plans in this program.

For insurance plans, you can limit the coverage level that can be elected by a spouse or a

dependent to a percentage of the coverage elected by the primary participant.

For a Plan Type in a Program

You can define enrollment requirements for the plan types in a program if these requirements differ between plan types. For example, you can define a required period of enrollment for the plans in one plan type.

Other requirements you can set at the plan type level relate to life insurance plans. You can:

- Specify if the plans in a plan type limit the amount of coverage a spouse or a dependent of the primary participant can elect as a percentage of the coverage elected by the primary participant
- Specify if the system determines imputed income and life insurance maximums for a plan type

You can limit the maximum number of plans in a plan type in which a person can enroll, or require that a participant enroll in a minimum number of plans in a plan type.

For a Plan in a Program

Advanced Benefits customers can define if a plan in a program is the default enrollment for a participant who fails to make an election. You can limit the circumstances under which a plan is the default based on whether or not the participant is currently enrolled in the program.

For example, you can define a default plan for newly enrolled participants, and indicate that currently enrolled participants must remain enrolled in their current plan.

Scheduled Program Enrollments and Life Event Enrollments (Timing)

Scheduled Enrollments for Programs

For scheduled enrollments, you define the enrollment type for the program, either open, administrative, or unrestricted.

> **Important:** Open and administrative enrollment types are only available to Advanced Benefits customers. Because unrestricted enrollments are not date dependent, the system does not recognize an enrollment period for unrestricted enrollments. An unrestricted enrollment is considered closed when the enrollment is saved.
>
> You cannot combine unrestricted and life event processing in the same program. If a plan does not require a life event for electability, attach the plan to a separate, unrestricted program or set up a plan not in program.

You associate a program year period with those programs that contain one or more

plans with scheduled enrollments. Within the program year, you can specify the enrollment period for plans in the program, the date on which defaults are assigned, the date after which no further processing is allowed, and the enrollment close date.

For programs that allow an override to the enrollment start and end dates or the activity rate start and end dates, you can specify these enrollment and activity rate periods.

Life Event Enrollments for Programs (Advanced Benefits)

You can define the life events that trigger an enrollment opportunity for the plans in a program. You can also specify the date on which defaults are assigned, the date after which a person experiencing the life event is no longer eligible for enrollment, and the life event enrollment close date.

You can define the enrollment coverage start and end dates for a life event. This is not a particular calendar date, but a date relative to the life event.

As with scheduled enrollments, you can define overrides to enrollment start and end dates or activity rate start and end dates for a program that are caused by a life event that you associate with the program.

Life Event Enrollment Requirements for Plan Types and Plans in Program (Advanced Benefits)

You can associate with a plan type or a plan in program those life events that trigger an enrollment action. Depending on the life event and the participant's current enrollment status, you can define whether or not the life event enables an enrollment action. You select from *enrollment codes* that limit the participant's enrollment options based on whether they are currently enrolled in the compensation object that you specify.

For example, you can specify that a participant who experiences a particular life event and is currently enrolled in a plan can keep their current elections but cannot change their elections. But, if the participant is not currently enrolled in the plan, then they can enroll. You would select an enrollment code of Current, Keep Only; New, Can Choose.

You can also define for a plan in program the *enrollment method* associated with a life event, either automatic or explicit.

Dependent Coverage Enrollment Requirements for Programs

The information required to enroll a dependent in a benefit can be different from the information required to enroll a primary participant. For dependents you can define:

- Dependent coverage start and end dates
- Required information for enrollment, such as social security number/legislative ID and date of birth
- Required certifications

- Dependent coverage eligibility profiles
- Enrollment actions triggered by a life event
- Certifications required for enrollment after the occurrence of a specific life event

Plan Enrollment Requirements

You specify enrollment requirements at the program level if the requirements apply to all the plans in the program. You use plan level enrollment requirements to override values set at the program level for individual plans. The enrollment requirements that you can specify for scheduled enrollments and life event enrollments are the same at the program and plan level.

In addition, you set enrollments requirements for not in program plans and options in plans by using plan enrollment requirements.

You can define general enrollment requirements for a plan, such as enrollment coverage start and end dates. You can also set limitations to the minimum and maximum number of options in a plan in which a person can be enrolled.

If an action must be complete before an enrollment is valid, you can associate enrollment action types with a plan if you are an Advanced Benefits customer.

You can also define designation requirements that limit the familial relationship types covered by an option.

Enrollment Requirements for Plans Not in Program

You define enrollment requirements for plans not in program just as you do for plans in program. However, plans not in program also have additional enrollment requirements that you can set.

For each plan not in program, you can select a default enrollment code that determines how the system processes an enrollment when a participant fails to make an election.

For a plan not in program with a required enrollment period, you need to specify whether the required enrollment period applies to the plan, the options in the plan, or the plan type that contains the plan.

You can also specify the time period in which activity rates for a plan not in program are expressed in the user interface, for example by month or annually.

Enrollment Requirements for Options

You can define enrollment requirements that apply to the options in a plan, such as:

- The default option for participants who do not make an election (Advanced Benefits)

- The options that are required for enrollment in the plan
- The enrollment method, either automatic or based explicitly on the participant's election (Advanced Benefits)

You can also set designation requirements for an option. See: Defining Options, page 1-109

Rate Start and End Dates

The Total Compensation processing model uses the rate start and end date codes on the Plan and Program Enrollment requirements windows to derive when the standard rate begins and ends for an enrollment. These codes also determine when the corresponding element entry begins and ends.

Depending on the code you select, the application determines the rate dates based on the life event occurred on date, enrollment coverage date, or effective date of the election.

Enrollment Action Types (Advanced Benefits)

An enrollment action is any action that is required of a participant to complete an enrollment or de-enrollment. In addition to the enrollment action types delivered with the product, you can use the Enrollment Action types window to define additional enrollment action types.

You associate an enrollment action with the enrollment requirements for a program or plan.

Enrollment Types

Most benefit plans define when an enrollment can be initiated or altered during the plan year. Often, restrictions are placed on when an eligible participant can enroll in a plan or change a current election.

Oracle HRMS controls enrollments using enrollment types:

- Unrestricted Enrollment
- Open Enrollment (Advanced Benefits)
- Administrative Enrollment (Advanced Benefits)
- Life Event Enrollment (Advanced Benefits)
- Automatic and default enrollment (Advanced Benefits)
- Explicit enrollment

Unrestricted Enrollment

Unrestricted enrollments are enrollments you define that are not time-dependent and often do not require a special reason for enrollment. A savings plan is a typical example of a benefit for which you might elect to use the unrestricted enrollment type.

Oracle customers who do not license Advanced Benefits must use unrestricted enrollments to process participants into a benefits plan. This is the only enrollment type available to you.

> **Important:** Advanced Benefits users cannot combine unrestricted and life event processing in the same program. If a plan does not require a life event for electability, attach the plan to a separate, unrestricted program or set up a plan not in program.

During the plan design phase, you choose the unrestricted enrollment type for all your programs and plans. Then, when a benefits representative (or in the case of self-service enrollments, a participant) processes an enrollment, the system determines the person's electable choices based on the eligibility requirements for the benefit.

Unrestricted enrollments do not restrict an enrollment to a certain period or require that an action item or certification be completed for an enrollment to be valid.

Open Enrollment (Advanced Benefits)

You define an open enrollment for a benefit as a predefined time period during the plan year when a participant can alter elections in a plan. This is the most common type of scheduled enrollment.

Administrative Enrollments (Advanced Benefits)

Administrative enrollments are rare, but you might use this enrollment type when a significant change occurs to the coverage offered under a plan and it is necessary to allow participants to re-evaluate their continued participation in the plan.

Life Event Enrollments (Advanced Benefits)

Life event enrollments are caused by a significant change to the participant which requires or enables an enrollment action.

Automatic and Default Enrollments (Advanced Benefits)

You can automatically enroll an eligible participant into a benefit. To do so, you set up the enrollment method of automatic when defining the enrollment requirements for the benefit. Automatic enrollments are typically used to provide interim coverage before participants can make their own elections.

You define default enrollments as those elections an eligible participant receives if they do not specify an election within a pre-defined enrollment period. Default enrollments are processed when you run the Default Enrollment batch process from the concurrent manager.

See: Benefits Batch Processes, page 6-15

Explicit Enrollments

All elections that are neither automatic or default are considered explicit elections. The participant must explicitly elect the benefit into which they enroll either through a self-service form or through their benefits department.

Enrollment Codes

When you define enrollment requirements for a compensation object, you select from enrollment codes that limit the participant's enrollment options based on whether they are currently enrolled in the compensation object. You can select enrollment codes for a program, plan in program, plan not in program, and option in plan. You can also select enrollment codes for specific life events for each compensation object.

For each plan not in program, you can select a default enrollment code that determines how the system processes an enrollment when a participant fails to make an election. Similarly, you can specify default enrollment codes for programs, plans in programs, and plan types in programs to determine default enrollment after specific life events. You can also select a default enrollment code for options in plans to specify when the option is the default based on a new or existing enrollment.

> **Note:** In Standard Benefits, the default enrollment is displayed on the enrollment window but you need to save the election to enroll the participant. In Advanced Benefits, default enrollments are made automatically when you run the Default Enrollments process.

You can select from the enrollment codes and default enrollment codes listed below, or you can create a formula-based rule to define your own requirements.

List of Enrollment Codes

Current, Can Keep or Choose; New, Nothing: If a person is currently enrolled in this compensation object, the person can keep their current elections or make new elections. If a person is not yet enrolled, the person cannot make an election.

Current, Can Keep or Choose; New, Can Choose: If a person is currently enrolled in this compensation object, the person can keep their current elections or make new elections. If a person is not yet enrolled, the person can make new elections.

Current, Can Keep or Choose But Starts New; New, Can Choose: If a person is

currently enrolled in this compensation object, the person can keep their current elections or make new elections. The coverage ends at the end of the plan year and restarts the next day so that the participant must explicitly re-elect each year, even though the coverage amount may stay the same. If a person is not yet enrolled, the person can make new elections.

> **Note:** You can only select this code from the Program or Plan Enrollment Requirements windows at either the plan type in program, plan in program, or plan level based on a life event. It is recommended that you select this code only for the Open enrollment life event.

Current, Choose Only; New, Can Choose: If a person is currently enrolled in this compensation object, the person must make an explicit election to stay enrolled. If a person is not yet enrolled, the person can make new elections.

Current, Choose Only; New, Nothing: If a person is currently enrolled in this compensation object, the person must make an explicit election to stay enrolled. If a person is not yet enrolled, the person cannot make an election.

Current, Keep Only; New, Can Choose: If a person is currently enrolled in this compensation object, the person must keep their current elections. If a person is not yet enrolled, the person can make new elections.

Current, Keep Only; New, Nothing: If a person is currently enrolled in this compensation object, the person must keep their current elections. If a person is not yet enrolled, the person cannot make an election.

Current, Lose Only; New, Can Choose: If a person is currently enrolled in this compensation object, the person must de-enroll from their current elections. If a person is not yet enrolled, the person can make new elections.

Current, Lose Only; New, Nothing: If a person is currently enrolled in this compensation object, the person must de-enroll from their current elections. If a person is not yet enrolled, the person cannot make new elections.

Current, Assign; New, Assign (Automatic): If the enrollment method code is Automatic, both current and new enrollees automatically enroll and cannot de-enroll.

Current, Nothing; New, Assign (Automatic): If the enrollment method code is Automatic, current enrollees automatically de-enroll; new enrollees automatically enroll and cannot de-enroll.

Current, Assign; New, Nothing (Automatic): If the enrollment method code is Automatic, current enrollees automatically enroll and cannot de-enroll; people not already enrolled cannot make an election.

Rule: Select Rule if you define a FastFormula rule to determine a person's electability based on their current enrollment status. The formula must be of the type *Enrollment Opportunity*.

List of Default Enrollment Codes

New, Defaults; Current, Nothing: If a person is not yet enrolled in a given benefit, enroll that person in the default enrollment for that benefit. If the person is already enrolled in that benefit, de-enroll the person from that benefit.

New, Defaults; Current, Defaults: If a person is not yet enrolled in a given benefit, enroll that person in the default enrollment for that benefit. If a person is already enrolled in a benefit, enroll the person in the default enrollment for that benefit.

New, Defaults; Current, Same Enrollment and Rates: If a person is not yet enrolled in a given benefit, enroll that person in the default enrollment for that benefit. If a person is already enrolled in a benefit, do not change that enrollment or the activity rate.

New, Defaults; Current, Same Enrollment but Default Rates: If a person is not yet enrolled in a given benefit, enroll that person in the default enrollment for that benefit. If a person is already enrolled in a benefit, do not change the enrollment but assign the default activity rate.

New, Nothing; Current, Same Enrollment and Rates: If a person is not yet enrolled in a given benefit, do not enroll that person in that benefit. If a person is already enrolled in a benefit, do not change that enrollment or the activity rate.

New, Nothing; Current, Same Enrollment but Default Rates: If a person is not yet enrolled in a given benefit, do not enroll that person in that benefit. If a person is already enrolled in a benefit, do not change that enrollment but assign the default activity rate.

New, Nothing; Current, Defaults: If a person is not yet enrolled in a given benefit, do not enroll that person in that benefit. If a person is already enrolled in a benefit, enroll that person in the default enrollment for that benefit.

New, Nothing; Current, Nothing: If a person is not yet enrolled in a given benefit, do not enroll that person in that benefit. If the person is already enrolled in that benefit, de-enroll that person from that benefit.

Rule: Indicates that you will specify a FastFormula rule for this default treatment. The formula must be of the type *Default Enrollment*.

Enrollment Period Determination for Life Events

For situations where you back-out and reprocess an event - or when an event occurs during the enrollment window of a prior event - you can determine how the application determines the start and end date of the newly calculated enrollment period.

As part of your implementation, you can select a Period Determination code for each life event you attach to a program or a plan not in program.

Note: You can only set this code at the program level for plans in a

program; the code applies to all plans in the program.

The application uses this code to adjust the enrollment period start date in the following situations:

- You back-out and reprocess an event
- An event occurs within the enrollment window of another event
- The application detects a colliding life event

Select one of the following enrollment codes to control the calculation of the new enrollment window.

- **Retain Number of Days in Original Enrollment Period**: This is the default value if you select no code; this code does not adjust the start date. The application calculates the enrollment window using the enrollment period start and end date codes based on the later of an existing *Processing Date* for a prior life event or, the life event occurred on date of the current event being processed.

  If you back out and reprocess an event, the enrollment window will be the original number of days from the later of the original enrollment period start date, the backed-out date, or the system date. In most cases, the enrollment window will begin on the system date.

- **Later of Enrollment Period Start Date or Future Enrollments Start Date**: This code retains the original enrollment period. However, the enrollment period must be one day or more *after* any future enrollment start date.

  This is the most commonly used code; it always tries to retain the exact enrollment window based on the original start and end dates. If there is an enrollment result after the original enrollment period end date, the enrollment start date will be set to one day after the existing enrollment result. The code keeps the original end date if the end date is later than the new start date, otherwise, the end date will be reset to equal the new start date.

  If the enrollment window has past, the participant will not be able to make election changes in Self-Service and the HR professional would need to set the effective date back to the enrollment window to make elections for the participant

  You should also select this code if you base participant eligibility on family member information.

- **Later of Future Enrollments Start Date or System Date**: This code retains the original enrollment period. However, the enrollment period must be one day or more *after* any future enrollment start date or the system date if the life event has been backed-out and reprocessed.

  Selecting this code allows a participant to update elections in Self-Service on the

day you reprocess a backed-out event.

- **Later of Future Enrollments Start Date or Backed Out Date**: This code retains the original enrollment period. However, the enrollment period must be one day or more *after* any future enrollment start date or the backed-out date if the life event has been backed-out and reprocessed.

  Note: if you set up your life event to close based on the code 'When Enrollment Period Ends', the Close Enrollment Process closes the event.

Reinstatement of Elections for Reprocessed Life Events

As part of implementation, you can configure how Oracle HRMS reinstates elections when a benefits administrator backs out a life event for a person (due to an intervening or colliding life event) and then reprocesses the original life event.

Select a *Reinstate Code* to control election reinstatement based on the reprocessed life event. You can also determine how the application processes reinstatements for overriden activity rates by selecting an *Override Code*. Select from the following codes based on your administrative practices.

- Reinstate all if no electability change for life event
- Reinstate if no change for backed out enrollment
- Reinstate if electability exists for backed out result
- Never Reinstate
- Always use overridden rates
- Override the rates if no change

You can select a Reinstate Code and an Override Code for programs and plans not in program based on each life event you define.

Dependent Coverage and Beneficiary Designation Requirements

Dependent coverage enrollment requirements determine when an eligible dependent can enroll in a benefit. The information required to enroll a dependent can be different from the information required to enroll a primary participant. For dependents you can define:

- Dependent coverage start and end dates
- Required information for enrollment, such as social security number/legislative ID

and date of birth

- Required certifications
- Dependent coverage eligibility profiles
- Enrollment actions triggered by a life event
- Certifications required for enrollment after the occurrence of a specific life event

> **Note:** For Standard Benefits, you must link the Unrestricted life event to the compensation object at the dependent designation level.

The enrollment requirements you specify at program level are inherited at plan type and plan level. The requirements you specify at plan level are inherited by all options in the plan.

You can define beneficiary designation requirements at the plan level. All options in the plan inherit these beneficiary designation requirements.

Defining Enrollment Methods for a Program

You use the Enrollment Methods alternate region of the Program Enrollment Requirements window to define how a participant enrolls in a program.

If you use Standard Benefits, you can define requirements for unrestricted enrollments using this window.

Advanced Benefits customers can specify whether default or automatic enrollment rules apply for a program.

To define an enrollment method for a program:

1. Query the Program for which you are defining program enrollment requirements.

   The current status of the program is displayed. For a definition of the program statuses, see Defining a Benefits Program, page 1-80.

2. For Advanced Benefits users, select the enrollment method, either **automatic** or based on the participant's **explicit** choice, in the Method field.

3. For Advanced Benefits users, select an Automatic Rule to define the circumstances under which automatic enrollments apply for this program.

4. Check the Allows Unrestricted Enrollment field if this program uses the unrestricted enrollment type.

   You must also check the Allows Unrestricted Enrollment field for each plan in this

program that uses the unrestricted enrollment type.

> **Important:** You must check this field if you have not purchased an Advanced Benefits license. If you license Advanced Benefits, you cannot combine unrestricted and life event processing in the same program. If a plan does not require a life event for electability, attach the plan to a separate, unrestricted program or set up a plan not in program.

5. For Advanced Benefits users, check the No Default Enrollment Applies field if the system takes no enrollment actions when eligible persons fail to specify available elections for plans or options in this program.

6. For Advanced Benefits users, check the No Automatic Enrollment Applies field if the system does not automatically enroll eligible persons in any plans in this program.

7. Select an Enrollment Code or rule that defines a participant's enrollment choices for this program based on whether the participant is currently enrolled in the program.

   See: Enrollment Codes, page 5-77

8. Save your work.

Defining Coverage Requirements for a Program

You use the Coverage region of the Program Enrollment Requirements window to define when coverage starts and ends for a program, if coverage levels are coordinated between plans in the program, and rules regarding spousal and dependent coverage for insurance plans.

To define coverage requirements for a program:

1. Select an Enrollment Coverage Start Date code or rule to specify when coverage begins for participants who enroll in plans in this program.

2. Select an Enrollment Coverage End Date code or rule to specify when coverage ends for participants who lose eligibility for a plan in this program.

   In the Maximum % of Participant Coverage block:

3. Enter a Spouse Insurance Coverage percentage to specify the maximum insurance coverage amount allowed for spouses for all insurance plans in the program, expressed as a percentage of the employee's insurance coverage amount.

Important: If you define spousal or dependent life insurance coverage limits, you must create one plan type for spousal life insurance plans and another plan type for dependent life insurance plans.

4. Enter a Dependent Insurance Coverage percentage to specify the maximum insurance coverage amount allowed for dependents other than spouses for all insurance plans in the program, expressed as a percentage of the employee's insurance coverage amount.

5. Save your work.

Defining an Action Item Due Date (Advanced Benefits)

You use the Action Types window to enter the date by which a person must complete an action item associated with a compensation object.

Action items include enrollment certifications, and dependent and beneficiary designation requirements.

To define an action item due date:

1. Query the compensation object for which you are defining an action item due date in the Program Enrollment Requirements window or the Plan Enrollment Requirements window.

2. Choose the Action Types button.

3. Select an action item in the Action Type field.

4. Select an Action Type Due Date code or rule.

5. Save your work.

Defining Activity Rate Enrollment Requirements for a Program

Use the Rates region of the Program Enrollment Requirements window to define when activity rates start and end for the plans in a program.

To define activity rate enrollment requirements for a program:

1. Select a Rate Start Date Code or Rule to specify the date on which activity rates apply to the plans in this program.

2. Select a Rate End Date Code or Rule to specify when activity rates end for

participants in the plans in this program.

3. Save your work.

Defining Enrollment Requirements for Plan Types in a Program

You can define enrollment requirements that apply to a plan type in a program.

To define enrollment requirements for a plan type in a program:

1. Choose the General tab and then the Plan Type tab in the Program Enrollment Requirements window.

2. Select a Plan Type in this program for which you are defining enrollment requirements.

3. Check the Coordinate Coverage for All Plans field to specify that participants in this plan type must elect the same coverage options for all plans in this plan type.

4. Choose from the following if you limit insurance coverage for a spouse or a dependent to a percentage of the employee's insurance coverage:

   - Check the Subject to Spouse's Maximum % Insurance Coverage field if for this plan type you are limiting the insurance coverage of the spouse of an employee to a percentage of the employee's insurance coverage.

   - Check the Subject to Dependent's Maximum % Insurance Coverage field if for this plan type you are limiting the insurance coverage of a dependent of an employee to a percentage of the employee's insurance coverage.

     Important: If you define spousal or dependent life insurance coverage limits, you must create one plan type for spousal life insurance plans and another plan type for dependent life insurance plans.

5. Check the Sum Participant's Life Insurance field if the system determines imputed income and life insurance maximums for this plan type in this program.

6. For Advanced Benefits users, choose from the following if this plan type is part of a flex credit program:

   - Check the Provides Credits field if flex credits are allocated for this plan type.

   - Check the Credits Apply Only To This Plan Type field if flex credits in this plan type cannot be rolled over into other plan types in this program.

7. Select a Required Period of Enrollment Value and UOM for this value to describe the period of time in which a participant's elections for all plans in this plan type must be in effect (except in the case of a qualified life event).

   To define a required period of enrollment for an option, see: Defining Options, page 1-109.

8. Save your work.

Defining Enrollment Limitations for Plan Types in a Program

You can define the minimum and maximum number of plans in which a person can be simultaneously enrolled for a plan type in a program. You can also specify the required enrollment period for the plans in a plan type.

Use the Program Enrollment Requirements window.

To define enrollment limitations for a plan type in a program:

1. Choose the General tab, then the Plan Type tab.

2. In the Limitations region, select a Plan Type in this program for which you are defining enrollment limitations.

3. Check the No Minimum field if there is no minimum number of plans of this plan type in which a participant must be enrolled.

   - Or, enter the Minimum number of plans of this plan type in which a participant must be enrolled.

4. Check the No Maximum field if there is no maximum number of plans of this plan type in which a participant must be enrolled.

   - Or, enter the Maximum number of plans of this plan type in which a participant must be enrolled.

   In the Required Period of Enrollment block:

5. Enter a Value that represents the length of time for which a person must be enrolled in the plans in this plan type.

6. Select the unit of measure of this value in the UOM field.

7. Select a rule if you use a formula to determine the required period of enrollment for the plans in this plan type.

8. Save your work.

Defining Enrollment Requirements for a Plan in a Program

If you are an Advanced Benefits customer, you can specify the circumstances under which a plan is the default for a program. A life event reason can override this information.

To define enrollment requirements for a plan in a program:

1. In the Program Enrollment Requirements window, choose the General tab and then the Plan tab.

2. Select the plan in this program for which you are defining enrollment requirements.

3. For Advanced Benefits users, select the enrollment method, either **automatic** or based on the participant's **explicit** choice, in the Method field.

4. For Advanced Benefits users, select an Automatic Rule to define the circumstances under which automatic enrollments apply for this plan.

5. Select an Enrollment Code or rule that defines a participant's enrollment choices for this plan based on whether the participant is currently enrolled in the plan.

   See: Enrollment Codes, page 5-77

6. Check the Allows Unrestricted Enrollment field if the enrollment type for this plan in program is unrestricted.

   You must also check the Allows Unrestricted Enrollment field for the program that contains this plan.

   > **Important:** You must check this field if you have not purchased an Advanced Benefits license. If you license Advanced Benefits, you cannot combine unrestricted and life event processing in the same program. If a plan does not require a life event for electability, attach the plan to a separate, unrestricted program or set up a plan not in program.

7. Save your work.

Default Enrollment Requirements

You run the Default Enrollment Process from the concurrent manger to create default enrollments based on your plan design and eligibility requirements. Default enrollment processing is only available for Advanced Benefits customers.

To define default enrollment requirements for a plan in a program:

1. Choose General -> Plan -> Default in the Program Enrollment Requirements window.
2. Select a Default Enrollment Method Code or Rule for this plan.
3. Check the Assign on Default field if participants who fail to specify an election are enrolled in this plan.
4. Save your work.

Defining Coverage Requirements for a Plan in a Program

You can define when coverage starts and ends for participants who enroll in a plan in a program. You can also define restrictions to the amount of available coverage provided by a plan.

Use the Program Enrollment Requirements window. Choose the General tab, then the Plan tab, and then the Coverage region.

To define coverage start and end dates for a plan in a program:

1. Select a plan in this program for which you are defining coverage start and end dates.
2. Select an Enrollment Coverage Start Date code or rule to specify when coverage begins for participants who enroll in this plan.
3. Select an Enrollment Coverage End Date code or rule to specify when coverage ends for participants who lose eligibility for this plan.

   Note: You should coordinate your coverage start and end dates with your activity rate start and end dates.

4. Save your work.

Defining Coverage Start and End Dates for a Plan Type in a Program

You can define when coverage starts and ends for participants who enroll in a plan type in a program. These coverage dates apply to all the plans in this plan type unless you override the coverage dates at the plan level.

Choose the General tab, then the Plan Type tab, and then the Coverage region.

To define coverage start and end dates for a plan type in a program:

1. Select a plan type in this program for which you are defining coverage start and end dates.
2. Choose an Enrollment Coverage Start Date code or rule to specify when coverage begins for participants who enroll in a plans in this plan type.
3. Choose an Enrollment Coverage End Date code or rule to specify when coverage ends for participants who lose eligibility for a plan in this plan type.

   Note: You should coordinate your coverage start and end dates with your activity rate start and end dates.

4. Save your work.

Defining Activity Rate Start and End Dates for a Plan in a Program

You can define when activity rates start and end for the plans in a program.

Use the Program Enrollment Requirements window. Choose the General tab, then the Plan tab, and then the Rates region.

To define activity rate start and end dates for a plan in a program:

1. Select a plan in this program for which you are defining activity rate start and end dates.
2. Select a Rate Start Date code or rule to specify the date on which activity rates apply to this plan.
3. Select a Rate End Date code or rule to specify when activity rates end for participants in this plan.

   Note: You should coordinate your coverage start and end dates with your activity rate start and end dates.

4. Save your work.

Defining Activity Rate Start and End Dates for a Plan Type in a Program

You can define when activity rates start and end for the plan types in a program. These activity rate dates apply to all the plans in this plan type unless you override the activity rate dates at the plan level.

Choose the General tab, then the Plan Type tab, and then the Rates region.

To define activity rate start and end dates for a plan type in a program:

1. Select a plan type in this program for which you are defining activity rate start and end dates.

2. Choose a Rate Start Date Code or Rule to specify the date on which activity rates apply to this plan type.

3. Choose a Rate End Date Code or Rule to specify when activity rates end for participants in this plan type.

   Note: You should coordinate your coverage start and end dates with your activity rate start and end dates.

4. Save your work.

Defining a Scheduled Enrollment for a Program

You use the Program Enrollment Requirements window to define a scheduled enrollment so that eligible persons can enroll, or alter elections, in one or more plans during a specified time period.

For example, you could schedule an open enrollment period for a benefits program from 1 November to 30 November each year.

Standard Benefits customers can define a scheduled enrollment period for a plan or program, but the information is considered read-only and does not restrict enrollment processing.

To define a scheduled enrollment period for a program:

1. Query a program in the Program Enrollment Requirements window. Choose the Timing tab, and then the Scheduled tab.

2. Select an Enrollment Type for the scheduled enrollment period that you are defining for this program.

3. Select a Year Period that applies to the scheduled enrollments for the plans in this program.

4. Enter the enrollment start date in the Persons May Enroll During the Period From field.

5. Enter the enrollment end date in the To field.

6. For Advanced Benefits users, enter a Defaults Will be Assigned on date to specify the date on which default benefits assignments are made when participants fail to make their choices as part of this scheduled enrollment.

7. Choose a No Further Processing is Allowed After date to specify the latest date on which the plan sponsor can apply elections applicable to this enrollment period.

   Important: Typically, a third party administrator's requirements for receiving elections information determines this date.

8. Select a Close Enrollment Date To Use code that defines the enrollment closing date based on one of three factors:
   - Processing End Date
   - When Elections Are Made
   - When Enrollment Period Ends

9. Select a Period Determination code to control how the application establishes a start and end date for an enrollment period in the following situations:
   - You back-out and reprocess an event
   - The event occurs within the enrollment window of another event
   - A colliding life event occurs

10. Choose the Overrides alternate region to override any enrollment period or activity rate start and end dates for this program.

11. Choose an Enrollment Start Date Code or Rule to specify the date from which an override to an enrollment date applies to this scheduled enrollment for this program.

12. Choose an Enrollment End Date Code or Rule to specify the final date on which an override to an enrollment date applies to this scheduled enrollment for this program.

13. Choose a Rate Start Date Code or Rule to specify the date from which an override to an activity rate applies to this scheduled enrollment for this program.

14. Choose a Rate End Date Code or Rule to specify the final date on which an override to an activity rate applies to this scheduled enrollment for this program.

15. Choose the Reinstate alternate region.

16. Select a Reinstate Code to control how the application reinstates elections when a benefits administrator reprocesses a backed out life event.

17. Select an Override Code to control how the application reinstates previously overriden activity rates for reinstated elections.

18. Select the Reopen LifeEvent on Reprocess check box to ensure the life event remains open even when backed out elections are reinstated.

19. Save your work.

Setup Close Enrollment for Use in Self-Service

To enable employees to close their enrollments using Self-Service, complete the following steps:

1. Navigate to the Program Enrollment Requirements window.

2. Select the Timing tab.

3. Select the Life Event Sub Tab. You can also access this from the Scheduled Tab, if you select the period.

4. Click in the Life Event field.

5. Select When Elections are Made from the Close Enrollment Date to Use list. In order for a life event to be closed via self-service, when elections are made, the Close Enrollment Date to Use must be When Elections are Made.

6. Save your work.

7. Log into Oracle Self-Service and use personalization to display the Close Enrollment button on the Confirmation page. Employees can now use this button to close their enrollments.

Defining Requirements for a Life Event Enrollment for a Program (Advanced Benefits)

You define a life event enrollment schedule to establish temporal parameters for enrollment, de-enrollment, or changes to elections following a given life event, regardless of when that life event occurs during the plan year.

To define life event enrollment requirements for a program:

1. Query a program in the Program Enrollment Requirements window. Choose the

Timing tab and then the Life Event tab.

2. Select the Enrollment Type of Life Event.

3. Select a Life Event for which you are defining enrollment requirements.

   Note: To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

4. Enter the number of Days After Enrollment Period to Apply Defaults if you define a default enrollment for this program.

5. Enter the number of days persons can fail to respond in the Days After Enrollment Period for Ineligibility field.

   Important: After this number of days, the person is no longer eligible to enroll in benefits for which this life event made them eligible.

6. Enter the number of Additional Processing Days allowed.

7. Select a Close Enrollment Date to use code that defines the enrollment closing date based on one of three factors:

   - Processing End Date
   - When Elections Are Made
   - When Enrollment Period Ends

8. Choose the Overrides alternate region to override any life event enrollment period or activity rate start and end dates based on this life event.

9. Select an Enrollment Start Date Code or Rule to specify the date from which an override to an enrollment date applies to this life event enrollment for this program.

10. Select an Enrollment End Date Code or Rule to specify the last date on which an override to an enrollment date applies to this life event enrollment for this program.

11. Select a Rate Start Date Code or Rule to specify the date from which an override to an activity rate applies to this life event enrollment for this program.

12. Select a Rate End Date Code or Rule to specify the last date on which an override to an activity rate applies to this life event enrollment for this program.

13. Choose the Reinstate alternate region.

14. Select a Reinstate Code to control how the application reinstates elections when a benefits administrator reprocesses a backed out life event.

    Note: Select the Reinstate Unless New Explicit Elections Exist code to reinstate elections made for a backed out event unless explicit elections have been made within the plan type for an intervening event.

15. Select an Override Code to control how the application reinstates previously overriden activity rates for reinstated elections.

16. Select the Reopen LifeEvent on Reprocess check box to ensure the life event remains open even when backed out elections are reinstated. The enrollment period is determined based on the Period Determination code of the life event.

17. Save your work.

Defining Enrollment Periods for Life Event Enrollments for a Program (Advanced Benefits)

You can define an enrollment period for a life event so that a participant experiencing this life event has a defined period in which to take an enrollment action.

When you select an enrollment period start date code, the system calculates the start date as of the effective date of the Participation batch process that detected the life event. The enrollment end date is calculated based on the Life Event Occurred on Date which is displayed on the Maintain Potential Life Events window.

To define an enrollment period for life event enrollment for this program:

1. In the Program Enrollment Requirements window, with the Timing tab and then the Life Event tab chosen, choose the Periods region.

2. Select Life Event in the Enrollment Type field to specify that you are defining a life event enrollment.

3. Select the Life Event for which you are defining an enrollment period.

4. Select an Enrollment Period Start Date and End Date Code or Rule to specify the enrollment period for this life event.

   You can set the enrollment period to a specific number of days from the event by selecting one of the following codes:

   - Number of Days from Event

- Number of Days from Notified
- Number of Days from later Event or Notified

Choose Event or Notified based on whether you set the enrollment period from the Date Event Occurred or the Date Event Recorded.

5. Select a Period Determination code to control how the application establishes a start and end date for an enrollment period in the following situations:
   - You back-out and reprocess an event
   - The event occurs within the enrollment window of another event
   - A colliding life event occurs

   See: Enrollment Period Determination for Life Events, page 5-79

6. Save your work.

Defining Coverage and Activity Rate Periods for a Plan in a Program

You use the Enrollment Period for Plan window to define start and end dates for enrollment coverage and activity rates for a plan in a program. You can define enrollment periods for scheduled or life event enrollments.

To define an enrollment period for a plan in a program:

1. Select the plan for which you are defining coverage and activity rate start and end dates.
2. Choose an Enrollment Coverage Start Date code or rule to specify when coverage begins for participants who enroll in this plan.
3. Choose an Enrollment Coverage End Date code or rule to specify when coverage ends for participants who lose eligibility for this plan.
4. Select a Rate Start Date Code or Rule to specify the date on which activity rates apply to this plan.
5. Select a Rate End Date Code or Rule to specify when activity rates end for participants in this plan.
6. Save your work.

Associating an Enrollment Rule with a Program

You can associate an enrollment rule with a program. You can also associate such rules with overrides for enrollment or activity rate start and end dates.

To define an enrollment rule for a program:

1. Navigate to the Enrollment Rules window.
2. Enter a Seq (sequence) number for the enrollment rule you are defining for this enrollment or override for this program.
3. Select this Rule.
4. Save your work.

Defining Life Event Enrollment Requirements

You use the Life Event tabbed region of the Program Enrollment Requirements window to define life event requirements for a program, plan type in program, or a plan in program.

Your life event enrollment requirements restrict a participant's enrollment changes based on their current enrollment status.

To define life event enrollment requirements for a plan type or a plan in program:

1. Query the program for which you are defining enrollment requirements.
2. Choose the Program, Plan Type, or Plan tabbed region based on whether you are defining life event enrollment requirements for a program, plan type in program, or a plan in program.
3. Select the plan type or plan in program for which are defining life event requirements if you selected the Plan Type or Plan tabbed region.
4. Select the Life Event for which you are defining enrollment requirements.

> **Note:** To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

Only Life Events of the Personal and Work types are displayed in the list of values.

General Change of Life Requirements

5. Choose the General alternate region to define enrollment restrictions based on whether the participant is currently enrolled in this compensation object.

6. Check the Current Enrollment Precludes Change field if a participant who is currently enrolled in this compensation object cannot change elections based on this life event.

7. Check the Still Eligible, Can't Change field if a participant who is still eligible for this compensation object after this life event cannot change their current elections.

8. Select a factor in the Enrollment Change field that limits the compensation objects a participant can change when this life event occurs.

9. Choose the Enrollment alternate region.

10. Select an Enrollment Method code:

    Explicit: An eligible person can choose from available offerings following the occurrence of this life event.

    Automatic: The system automatically enrolls an eligible person in a given offering following the occurrence of this life event.

11. Select an Enrollment Code or Rule to indicate if the participant can alter elections based on if they are newly or currently enrolled in this compensation object.

    See: Enrollment Codes, page 5-77

12. Select a Default Enrollment code to specify the default treatment when a person who experiences this life event fails to make an election.

13. For a plan in program, check the Assign on Default field if this plan in program is the default plan for those persons who do not enroll as a result of this life event.

14. Save your work.

Defining Dependent Coverage Enrollment Requirements for a Program or a Plan Type in Program

You can define how participants designate dependents for a program. Then, all plan types and plans in this program inherit these dependent coverage enrollment requirements unless you specify otherwise at the plan type or plan in program level.

> **Important:** Unless otherwise noted, the dependent coverage requirements you define for a program apply to all compensation objects in this program's hierarchy, regardless of the dependent designation level (plan type or plan) you define.

To define dependent coverage requirements for a program:

1. Query a program in the Program Enrollment Requirements window.
2. Choose the Dependent Coverage tab then choose the Program or Plan Type tab.
3. Select a Designation Level code to specify at what level of the compensation object hierarchy dependent information is recorded for this program or plan type in program.
4. Select the Plan Type in this program for which you are defining dependent coverage enrollment requirements if you choose the Plan Type tab.
5. Select a Program or Plan Type Dependent Designation code to specify whether you require participants to designate dependents when enrolling at any level in this program or plan type.
6. Select a Dependent Coverage Start Code or Rule to specify how the system determines the date on which coverage for dependents in this program or plan type takes effect.
7. Select a Dependent Coverage End Code or Rule to specify the date on which coverage for dependents in this program or plan type ends.
8. Deselect the Suspend Enrollment check box if failure to provide required information does not result in election suspension for the participant.

   By default, Advanced Benefits suspends an election if the participant does not provide required information for a dependent, such as a certification or date of birth. For Standard Benefits, the application does not suspend elections.
9. Check the No Certification Needed field to specify that you do not require the participant to submit certification for a dependent to qualify that person as a dependent.
10. In the following fields, select whether you require the participant to provide dependent information.
    - Social Security Number/Legislative ID
    - Date of Birth
    - Address

      Note: Failure of the participant to provide this information results in election suspension if you require the information.

11. Check the Derivable Factors Apply field to alert the system to the fact that a derived factor is associated with a dependent coverage eligibility profile for this program or plan type.

    The system uses this information to determine whether to calculate derived factors. If you do not check this field, then no dependent coverage in any plan types or plans in this program can have any derived factors associated with them.

12. Save your work.

Defining Dependent Coverage Certifications for a Program

You use the Dependent Certifications window to date effectively define the certifications necessary to enroll dependents in a program.

To define a dependent coverage certification for a program:

1. Select the dependent coverage Certification Type for this program.
2. Select a Certification Required by value to specify when you require this certification type in order for a participant to enroll in this program.
3. Select a Relationship Type to indicate the kinds of dependents who must provide this certification.
4. Check the Required field if this dependent coverage certification type is required.
5. Check the Preferred field if this dependent coverage certification type is preferred for this program, but not required.
6. Check the Lack of Certification Suspends Designation field if failure to provide this dependent coverage certification type suspends the dependent's enrollment in this program.
7. Save your work.

Defining Dependent Coverage Eligibility Profiles for a Program

You use the Dependent Eligibility Profiles window to link a dependent coverage eligibility profile to a program.

To define a dependent coverage eligibility profile for a program:

1. Select a dependent coverage eligibility profile or a coverage eligibility rule to associate with this program.

2. Check the Mandatory field if a person must meet criteria in this eligibility profile in order to qualify as a dependent for the plans in this program.

   Note: If multiple dependent coverage eligibility profiles are attached to the program, a person must satisfy all profiles marked as Mandatory and at least one profile that is not marked Mandatory.

3. Save your work.

Defining Dependent Coverage Eligibility Profiles for a Plan Type in a Program

You use the Dependent Eligibility Profiles window to date effectively maintain dependent coverage eligibility profiles for a plan type in program.

To define eligibility profiles for dependent coverage for a plan type in a program:

1. Select a Profile.

2. Check the Mandatory checkbox if a person must meet criteria in this dependent coverage eligibility profile in order to qualify as a dependent in this plan type in this program.

   Note: If multiple dependent coverage eligibility profiles are attached to the plan type in program, a person must satisfy all profiles marked as Mandatory and at least one profile that is not marked Mandatory.

3. Select a Coverage Eligibility Rule if you are using a rule to define the dependent coverage eligibility for this plan type in program.

4. Save your work.

Defining Dependent Coverage Change of Life Event Enrollment Requirements

You use the Dependent Change of Life Event window to maintain enrollment requirements for dependents based on life events for a plan type or a program.

Note: For Standard Benefits, you must link the Unrestricted life event to

the compensation object at the dependent designation level.

To define dependent coverage change of life event enrollment requirements:

1. Select a Life Event for which you are defining life event enrollment requirements for dependent coverage in this plan type or program.

   Note: To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

2. Select a Change Dependent Coverage Code or Rule that limits how a participant can change their dependent coverage when this life event occurs.

3. If this life event results in adding dependent coverage, select a Coverage Start Date code or Rule to specify how the system determines when that coverage begins following the occurrence of this life event.

4. If this life event results in removing dependent coverage, select a Coverage End Date Code or Rule to specify how the system determines when that coverage ends following the occurrence of this life event.

5. Deselect the Suspend Enrollment check box if failure to provide required certification for this life event does not result in election suspension for the participant.

6. Save your work.

Defining Dependent Coverage Certifications for Change of Life Event Enrollment Requirements

You use the Dependent Change of Life Event Certifications window to maintain the certifications that you require to enroll a dependent in a plan type or a program after a given life event.

Select a life event in the Dependent Change of Life Event window and choose the Change of Life Event Certifications button.

To define dependent coverage certifications for a change of life event enrollment requirement:

1. Select a Certification Type for this life event.

2. Select a Certification Required By value to specify the date when you require this

certification type in order for a dependent to receive coverage following this life event.

3. Select the Relationship Type for which this certification type is generated based on this life event.

4. Check the Required field to specify that this dependent coverage certification type is required.

5. Check the Lack of Certification Suspends Enrollment field if failure to provide this dependent coverage certification type suspends the dependent's enrollment.

6. Save your work.

Defining an Enrollment Method for a Plan

You define enrollment requirements for a plan or the options in a plan using the Plan Enrollment Requirements window. Enrollment methods restrict when a participant can enroll in a plan.

To define an enrollment method for a plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see: Defining a Benefits Plan, page 1-94.

2. With the General tab and the Plan tab selected, choose the Enrollment tabbed region.

3. For Advanced Benefits customers, select an Enrollment Method to specify the type of enrollment this plan uses.

   Explicit: An eligible person can choose from available offerings in this plan.

   Automatic: The system automatically enrolls an eligible person in a given offering in this plan (Advanced Benefits customers only).

4. For Advanced Benefits users, select an Automatic Rule to define the circumstances under which automatic enrollments apply for this plan.

5. Select a Post-election Edit Rule if you have defined a special post-election processing rule for this plan.

6. Check the Allows Unrestricted Enrollment field if enrollment in this plan is unrestricted.

Important: You must check this field if you have not purchased an Advanced Benefits license. If you license Advanced Benefits, you cannot combine unrestricted and life event processing in the same program. If a plan does not require a life event for electability, attach the plan to a separate, unrestricted program or set up a plan not in program.

7. Check the Enroll in Plan and Option field if this plan requires or allows simultaneous enrollment in both a plan and one or more options in plan.

   Important: You should check this field if you define a savings plan where a participant can elect the plan and one or more investment options in the plan.

8. Deselect the Suspend Enrollment check box if failure to provide required information does not result in election suspension for the participant.

   By default, Advanced Benefits suspends an election if the participant does not provide required certification. For Standard Benefits, the application does not suspend elections.

9. Select a Code that controls when you require certification for enrollment in this plan.

10. Select an Enrollment Code that defines whether a participant can keep, lose, or choose elections based on if they are currently enrolled in this plan or newly enrolling.

    See: Enrollment Codes, page 5-77

11. Save your work.

Defining Enrollment Coverage Requirements for a Plan

You use the Plan Enrollment Requirements window to define enrollment coverage requirements for a plan.

To define enrollment coverage for a plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see: Defining a Benefits Plan, page 1-94.

2. With the General tab and the Plan tab selected, select the Coverage tabbed region.

3. Choose an Enrollment Coverage Start Date Code or Rule to specify when coverage begins for participants in this plan.

4. Choose an Enrollment Coverage End Date Code or Rule to specify when coverage ends for participants in this plan.

5. Check the Dependent Covered by Other Plans field if you do not allow a participant to designate a dependent for this plan if the dependent is already covered under another plan.

6. Save your work.

To define coverage restrictions for a plan:

1. Query the plan for which you are defining coverage restrictions.

2. Choose the Coverage Restrictions button.

3. Select a value in the Restrict Change Based On field if you want to limit changes in coverage to a plan or an option.
   - **Benefit Restriction Applies** limits changes in coverage to a plan.
   - **Option Restriction Applies** limits changes in coverage to an option in a plan.

4. Select a value in the Change Restrictions field that limits a participant's ability to decrease or increase coverage in this plan.

   In the Values block:

5. Define the minimum coverage level a participant may elect. Choose one of the following options:
   - enter the minimum coverage amount
   - select a Min Rule that determines the fixed minimum coverage amount
   - check the No Min field if the plan defines no minimum coverage amount

6. Define the maximum coverage level a participant may elect. Choose one of the following options:
   - enter the maximum coverage amount
   - select a Max Rule that determines the fixed maximum coverage amount

- check the No Max field if the plan defines no maximum coverage amount.
- enter the maximum coverage amount a person may elect if they provide certification in the Max with Certification field.

7. Enter the maximum multiple coverage value available with certification in the Max with Certification field.

In the Increases block:

8. Define the maximum flat amount increase for a participant who is already enrolled in this plan. Choose one or both of the following options:
   - enter the maximum coverage increase amount in the Max field
   - enter the maximum coverage increase amount available with certification in the Max with Certification field

In the Multiple Increases block:

9. Define the maximum multiple coverage increase level for a participant who is already enrolled in this plan. Choose one or both of the following options:
   - enter the maximum multiple increase amount in the Max field
   - enter the maximum multiple increase amount available with certification in the Max with Certification field

> **Note:** Increase levels are based on the options attached to the plan. For example, to restrict a maximum level increase from 1x salary to 3x salary, enter a maximum increase of 2.

In the Interim to Assign block:

10. Select an Assign Code or rule that determines the interim coverage to assign in those cases where a participant's election of this coverage has been suspended pending the completion of an action item.

See: Interim Coverage, page 5-131 for an explanation of the codes.

> **Note:** Set the profile BEN: Carry Forward Certification profile option to Yes to carry forward interim and suspended coverage created due to coverage restrictions for a life event when there are no coverage restrictions configured for the plan or subsequent life events.

11. Select an Unsuspend Code that defines the enrollment coverage start date to use

when a suspended enrollment becomes unsuspended.

> **Note:** If you do not select an unsuspend code, the coverage start date is the date on which the enrollment is unsuspended.

12. Save your work.

13. For Advanced Benefits customers, choose the Life Event Reason button if the available coverage for a plan varies based on a life event.

14. Select the Life Event that causes the available coverage to vary.

> **Note:** The remainder of the fields on the Life Event Reason window function in the same manner as the fields on the Coverage Restrictions window. Complete these fields as necessary to restrict the available coverage for this plan based on this life event.

15. For Advanced Benefits customers, choose the Certifications button if a certification is required to elect coverage at a particular level.

16. Select an Enrollment Certification Type.

17. Select a Certification Required When rule.

18. Check the Required field if this certification is required to receive this coverage amount for this plan.

> **Note:** If you do not check the Required field, the certification is considered preferred.

19. Save your work.

Defining Activity Rates Requirements for a Plan

You use the Plan Enrollment Requirements window to define when activity rates start and end for a plan.

To define activity rate requirements for a plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see Defining a Benefits Plan, page 1-94.

2. With the General tab and the Plan tab selected, select the Rates tabbed region.

3. Choose a Rate Start Date Code or Rule to specify when activity rates start for participants in this plan.

4. Choose a Rate End Date Code or Rule to specify when activity rates end for participants in this plan.

5. Save your work.

Defining Enrollment Limitations for a Plan

You use the Plan Enrollment Requirements window to define the minimum and maximum number of options in which a participant can be enrolled in a plan. You can also define the required period of enrollment for a plan.

To define enrollment limitations for a plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see Defining a Benefits Plan, page 1-94.

2. With the General tab and the Plan tab selected, select the Limitations tabbed region.

3. Check the No Minimum field if there is no minimum number of options in this plan in which a participant must be enrolled.

   - Or, enter the Minimum number of options in this plan in which a participant must be enrolled.

4. Check the No Maximum field if there is no maximum number of options in this plan in which a participant must be enrolled.

   - Or, enter the Maximum number of options in this plan in which a participant must be enrolled.

   In the Required Period of Enrollment block:

5. Enter a Value that represents the length of time in which a person must be enrolled in this plan.

   To define a required period of enrollment for an option, see: Defining Options, page 1-109.

6. Select the unit of measure of this value in the UOM field.

7. Select a rule if you use a formula to determine the required period of enrollment for this plan.

8. Save your work.

Defining Designation Enrollment Requirements for a Plan or Option in Plan

You use the Designation Requirements window to date effectively define a group relationship for a plan or an option in plan depending if you navigate to the window from the Plan or Option tab. A group relationship limits the relationship types that can be covered under a plan. You can also limit the number of dependents that a plan covers.

To define designation requirements for a plan or option in plan:

1. Query the plan for which you are defining enrollment requirements in the Plan Enrollment Requirements field.

2. Choose the Plan or Option tab.

3. Choose the Designation Requirements button.

4. Select a Group Relationship for which you are defining designation requirements.

5. Select Beneficiaries or Dependents in the Type field to indicate the designee type covered by this designation requirement.

6. Enter the minimum and maximum number of designees that can be covered under this plan.

   - Check the No Minimum or No Maximum field if there is no minimum or maximum number of designees for this plan.

   - Check the Cover All Eligible field if there is no minimum or maximum number of designees for this plan and you want to provide coverage to all designees who meet the eligibility profile.

     Note: You enter 0 in the Minimum and Maximum fields if the plan allows no designees.

7. Select one or more Relationship Types to include with this group relationship.

8. Repeat steps 4-7, page 5-108 for each group relationship you are defining for this plan.

9. Save your work.

Defining Enrollment Requirements for Not in Program Plans

You use the Plan Enrollment Requirements window to define special enrollment requirements for plans that you do not associate with a program.

To define enrollment requirements for a not in program plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see Defining a Benefits Plan, page 1-94.

2. With the General tab and the Plan tab selected, select the Not in Program tabbed region.

3. For Advanced Benefits users, select a Default Enrollment Code or Rule to define how the system processes enrollments when a participant fails to make an election.

   See: Enrollment Codes, page 5-77

   > **Note:** If an option in this plan is the default option, you must still select this plan as the default plan.

4. Save your work.

Defining Enrollment Requirements for Options in a Plan

You can specify whether an option is ever a default for a plan, and the circumstances under which that option is the default in the Plan Enrollment Requirements window. A life event reason can override this information.

To define general enrollment requirements for an option in a plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see Defining a Benefits Plan, page 1-94.

2. Select the General tab and then the Option tab.

3. Select an Option in this plan for which you are defining enrollment requirements.

4. Select a Post-Election Edit Rule if you have defined a special post-election processing rule for this option.

5. For Advanced Benefits users, check the Automatic Enrollment field if an eligible participant is automatically enrolled in this option.

6. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for that participant to be eligible for this option.

   Note: Family members are recorded in the Contacts window.

7. For Advanced Benefits users, select an Automatic Rule to define the circumstances under which automatic enrollments apply for this plan.

To define default enrollment requirements for an option:

You run the Default Enrollment Process from the concurrent manger to create default enrollments based on your plan design and eligibility requirements. Default enrollment processing is only available for Advanced Benefits customers.

1. Choose General -> Option-> Default in the Plan Enrollment Requirements window.

2. Select a Default Enrollment Code or Rule to specify when this option is the default based on a new or existing enrollment.

   - Or, check the Assign on Default field if a participant who fails to specify an election is enrolled in this option as the default.

   See: Enrollment Codes, page 5-77

   Note: If this is the default option for the plan, you must also define the plan as the default plan.

3. Save your work.

Defining Enrollment Limitations for an Option in a Plan

You can define when a participant is required to enroll in an option and the required period of enrollment for an option.

To define enrollment limitations for an option in a plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

2. With the General tab and the Option tab selected, select the Limitations tabbed region.

In the Option is Required block:

3. Check the Required field if enrollment in this option is required.
   - Or, select a Rule to limit the conditions under which enrollment in this option is required.

   In the Required Period of Enrollment block:

4. Enter a Value that represents the length of time in which a person must be enrolled in this option.

5. Select the unit of measure of this value in the UOM field.

6. Select a rule if you use a formula to determine the required period of enrollment for this option.

7. Save your work.

Defining a Scheduled Enrollment for a Plan

You use the Plan Enrollment Requirements window to define a scheduled enrollment so that eligible persons can enroll in a plan or change their elections during a specified time period each year.

For example, you could schedule quarterly enrollment periods for a plan from 1 January to 15 January, 1 April to 15 April, 1 July to 15 July, and 1 October to 15 October of each year.

Standard Benefits customers can define a scheduled enrollment period for a plan or program, but the information is considered read-only and does not restrict enrollment processing.

To define an enrollment period for a plan:

1. Query a plan in the Plan Enrollment Requirements window. Choose the Timing tab, and then the Scheduled tab.

2. Choose an Enrollment Type code for the scheduled enrollment period you are defining for this plan.

3. Select a Year Period to specify the plan year for which this scheduled enrollment applies to this plan.

4. Enter the date on which participants can begin to enroll in this plan in the Persons May Enroll During the Period from field.

5. Enter the last date on which participants can enroll in this plan in the To field.

6. For Advanced Benefits users, choose a Defaults Will be Assigned on date to specify the date on which default assignments are made when participants fail to make their choices as part of the scheduled enrollment for this plan.

7. Choose a No Further Processing is Allowed After date to specify the latest date on which the plan sponsor can apply elections applicable to this enrollment period for this plan.

   Typically, a third party administrator's requirements for receiving elections information determines this date.

8. Select a Close Enrollment Date to use code that defines the enrollment closing date based on one of three factors:

   - Processing End Date
   - When Elections Are Made
   - When Enrollment Period Ends

9. Select a Period Determination code to control how the application establishes a start and end date for an enrollment period in the following situations:

   - You back-out and reprocess an event
   - The event occurs within the enrollment window of another event
   - A colliding life event occurs

10. Choose the Overrides alternate region to override any enrollment period or activity rate start and end dates.

11. Choose an Enrollment Type code for the override scheduled enrollment period you are defining for this plan.

12. Choose an Enrollment Start Date Code or Rule to specify the start date from which an override to an enrollment date applies to this scheduled enrollment for this plan.

13. Choose an Enrollment End Date Code or Rule to specify the last date on which an override to an enrollment date applies to this scheduled enrollment for this plan.

14. Choose a Rate Start Date Code or Rule to specify the date from which an override to an activity rate applies to this scheduled enrollment for this plan.

15. Choose a Rate End Date Code or Rule to specify the last date on which an override to an activity rate applies to this scheduled enrollment for this plan.

16. Choose the Reinstate alternate region.

17. Select a Reinstate Code to control how the application reinstates elections when a benefits administrator reprocesses a backed out life event.

18. Select an Override Code to control how the application reinstates previously overriden activity rates for reinstated elections.

19. Save your work.

Associating Enrollment Rules with a Plan

You use the Enrollment Rules window to associate a scheduled or life event enrollment rule with a plan.

Navigate to the Enrollment Rules window from the Scheduled or Life Event tab depending if you are defining an enrollment rule for a scheduled or life event enrollment.

To associate an enrollment rule with a plan:

1. Enter a Seq (sequence) number for the enrollment rule you are defining for this plan.

2. Select an enrollment Rule.

3. Save your work.

Defining Requirements for a Life Event Enrollment for a Plan (Advanced Benefits)

You define a life event enrollment schedule to establish temporal parameters for enrolling, de-enrolling, or changing elections following a given life event, regardless of when that life event occurs during the plan year.

For example, you could allow newly hired employees 30 days to enroll in a plan before requiring that they wait until the next open enrollment period.

To define requirements for a Life Event Enrollment for a plan:

1. Query a plan in the Plan Enrollment Requirements window. Choose the Timing tab and then the Life Event tab.

2. Select the Enrollment Type of Life Event.

3. Select a Life Event for which you are defining enrollment requirements.

Note: To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

4. Enter the number of Days After the Enrollment Period to Apply Defaults if you define a default enrollment for this program.

5. Enter the number of days persons can fail to respond in the Days After Which Becomes Ineligible field.

   Important: After this number of days, the person is no longer eligible to enroll in benefits for which this life event made them eligible.

6. Enter the number of Additional Processing Days allowed.

7. Select a Close Enrollment Date to Use code that defines the enrollment closing date based on one of three factors:

   - Processing End Date
   - When Elections Are Made
   - When Enrollment Period Ends

8. Choose the Overrides alternate region to override any life event enrollment period or activity rate start and end dates based on this life event.

9. Select a life event for which you are defining enrollment override information.

10. Select an Enrollment Start Date Code or Rule to specify the date from which an override to an enrollment date applies to this life event enrollment for this plan.

11. Select an Enrollment End Date Code or Rule to specify the last date on which an override to an enrollment date applies to this life event enrollment for this plan.

12. Select a Rate Start Date Code or Rule to specify the date from which an override to an activity rate applies to this life event enrollment for this plan.

13. Select a Rate End Date Code or Rule to specify the last date on which an override to an activity rate applies to this life event enrollment for this plan.

14. Choose the Reinstate alternate region.

15. Select a Reinstate Code to control how the application reinstates elections when a benefits administrator reprocesses a backed out life event.

16. Select an Override Code to control how the application reinstates previously overriden activity rates for reinstated elections.

17. Save your work.

Defining a Life Event Enrollment Period for a Plan (Advanced Benefits)

You define an enrollment period for a life event to limit the time when a qualifying participant can make a benefit election based on a life event.

Use the Plan Enrollment Requirements window.

To define a life event enrollment period for a plan:

1. Choose the Timing tab and the Life Event tab and then choose the Periods region.

2. Select a life event for which you are defining an enrollment period.

3. Select an Enrollment Period Start Date and End Date Code or Rule to specify the enrollment period for this life event.

   You can set the enrollment period to a specific number of days from the event by selecting one of the following codes:

   - Number of Days from Event
   - Number of Days from Notified
   - Number of Days from later Event or Notified

   Choose Event or Notified based on whether you set the enrollment period from the Date Event Occurred or the Date Event Recorded.

4. Select a Period Determination code to control how the application establishes a start and end date for an enrollment period in the following situations:

   - You back-out and reprocess an event
   - The event occurs within the enrollment window of another event
   - A colliding life event occurs

   See: Enrollment Period Determination for Life Events, page 5-79

5. Save your work.

(Advanced Benefits)

You use the Life Event Certifications window to maintain the certifications that you require to enroll a participant in a plan or option in plan after a given life event.

To define life event enrollment certifications for a plan or option in plan:

1. Select a life event for which you are defining an enrollment certification.

   Note: To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

2. Deselect the Suspend Enrollment check box if failure to provide required information does not result in election suspension for the participant.

   By default, Advanced Benefits suspends an election if the participant does not provide required certification. For Standard Benefits, the application does not suspend elections.

3. Select a Determination Code that controls when you require certification for enrollment in this plan or option.

4. Select a Certification Required By Rule to specify when you require certification to support enrollment in this plan or option.

5. Select an Enrollment Certification Type that you require or accept for enrollment in this plan or option in plan after this life event.

6. Select a Certification Required By Rule to specify when you require this certification type.

7. Check the Required field to specify that the receipt of this certification type is required before an enrollment is valid after this life event.

8. Save your work.

Defining Life Event Enrollment Requirements for a Not in Program Plan

You use the Plan Enrollment Requirements window to define life event enrollment requirements for a not in program plan and to determine when a participant can enroll or change elections in a not in program plan based on the occurrence of a life event.

Important: You define enrollment requirements for plans in program using the Program Enrollment Requirements window.

To define life event enrollment requirements for a not in program plan:

1. Query a plan and choose the Life Event tab.
2. Choose the Plan tab and then choose the General alternate region.
3. Select the Life Event for which you are defining general enrollment requirements.

   Only Life Events of the Personal and Work types are displayed in the list of values.

   > **Note:** To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

4. Check the Current Enrollment Precludes Change field if a participant who is currently enrolled in this plan cannot change elections based on this life event.
5. Check the Still Eligible, Can't Change field if a person who experiences this life event and is still eligible for this plan cannot change his or her current enrollment elections.

   > **Important:** You can set the Still Eligible, Can't Change checkbox at the plan in program, not in program plan, and option in plan levels.

6. Select an Enrollment Change code to specify the degree to which a participant can change enrollment in a plan.
7. Choose the Enrollment alternate region.
8. Select the Life Event for which you are defining enrollment requirements.
9. Select an Enrollment Method code for this life event enrollment for this plan.

   Explicit: An eligible person may choose from available offerings in this plan following the occurrence of this life event.

   Automatic: The system automatically enrolls an eligible person in a given offering in this plan following the occurrence of this life event.

10. For Advanced Benefits users, select an Automatic Rule to define the circumstances under which automatic enrollments apply for this plan.
11. Select an Enrollment Code for a life event enrollment you are defining for this plan.

    See: Enrollment Codes, page 5-77

12. Choose a Default Enrollment Code to specify for this plan the default treatment when a person experiencing this life event fails to make a choice among available

choices.

13. Check the Assign on Default field if this plan is the default plan for those persons who fail to make an election as a result of this life event.

14. Save your work.

Defining Life Event Enrollment Requirements for an Option in a Plan

You use the Plan Enrollment Requirements window to define enrollment requirements for a life event for an option in a plan. These enrollment requirements override those you define for the plan associated with the option.

For example, you could define enrollment requirements for an Employee Plus Spouse option in a medical plan when the life event Marriage occurs for the participant.

To define life event enrollment requirements for an option in plan:

1. Query a plan and choose the Life Event tab.

2. Choose the Option tab and then choose the General alternate region.

3. Select the option in this plan for which you are defining enrollment requirements.

4. Select the Life Event for which you are defining enrollment requirements.

   Only Life Events of the Personal and Work types are displayed in the list of values.

   > **Note:** To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

5. Check the Current Enrollment Precludes Change field if a participant who is currently enrolled in this option cannot change elections based on this life event.

6. Check the Still Eligible, Can't Change field if a person who experiences this life event and is still eligible for this option may not change his or her current enrollment elections.

   > **Important:** You can set the Still Eligible, Can't Change checkbox at the program, plan in program, and not in program plan levels.

7. Choose the Enrollment alternate region.

8. Select the Life Event for which you are defining enrollment requirements for this option in this plan.

9. Select an Enrollment Code based on whether the participant is currently enrolled in this option.

   See: Enrollment Codes, page 5-77

10. Select a Default Enrollment Code to specify for this option in this plan the default treatment when a person experiencing this life event fails to make a choice among available choices.

11. Check the Assign on Default field if this option in this plan is the default for those persons who fail to make an election as a result of this life event.

12. Check the Automatic Rule field if you use a rule to determine if this life event results in automatic enrollment of this option.

13. Select the Automatic Enrollment rule.

14. Save your work.

Defining Dependent Coverage Requirements for a Plan

You can define how participants designate dependents for a plan. Then, all options in this plan inherit these dependent coverage enrollment requirements.

To define dependent coverage requirements for a plan:

1. Query a plan in the Plan Enrollment Requirements window.

2. Choose the Designations tab and then the Dependent tab.

3. Select a Dependent Designation Code to specify whether you require participants to designate dependents when enrolling in this plan.

4. Deselect the Suspend Enrollment check box if failure to provide required information does not result in election suspension for the participant.

   By default, Advanced Benefits suspends an election if the participant does not provide required information for a dependent, such as a certification or date of birth. For Standard Benefits, the application does not suspend elections.

5. Check the No Certification Needed field to specify that you do not require the participant to submit certification for a dependent to qualify that person as a dependent.

6. In the following fields, select whether you require the participant to provide dependent information.

   - Social Security Number/Legislative ID

- Date of Birth
- Address

Note: Failure of the participant to provide this information results in election suspension if you require the information.

7. Select a Dependent Coverage Start Code or Rule to specify how the system determines the start date for coverage for dependents in this plan.
8. Select a Dependent Coverage End Code or Rule to specify how the system determines the end date for coverage for dependents in this plan.
9. Check the Derivable Factors Apply field to alert the system that a derived factor is associated with a dependent coverage eligibility profile for this plan. (The system uses this information to determine whether to calculate derived factors or proceed.)

   Note: If you do not check this field, then no dependent coverage in this plan may have any derived factors associated with it.

10. Click the Certifications button to open the Dependent Certifications window and to define the certifications necessary to enroll dependents in a plan.
11. Select a dependent coverage Certification Type you require or prefer in order for participants to designate dependents for participation in this plan.
12. Select the Relationship Type for which this certification type is required for this plan.
13. Select a Certification Required by value to specify when you require this Certification Type in order for participants to designate dependents for participation in this plan.
14. Check the Required field to specify that this dependent coverage certification type is required.
15. Save your work.

Defining Dependent Coverage Eligibility Profiles for a Plan

You use the Dependent Eligibility Profiles window to link a dependent coverage eligibility profile to a plan.

To define a dependent coverage eligibility profile for a plan:

1. Select a dependent coverage eligibility profile or a coverage eligibility rule to associate with this plan.

2. Check the Mandatory field if a person must meet criteria in this eligibility profile in order to qualify as a dependent for this plan.

3. Save your work.

Defining Dependent Coverage Change of Life Event Enrollment Requirements for a Plan

You use the Dependent Change of Life Event window to limit dependent designations for a plan based on a life event.

To define dependent coverage change of life event enrollment requirements for a plan:

1. Query a plan in the Plan Enrollment Requirements window.

2. Choose the Designations tab and then the Dependent tab.

3. Choose the Dependent Change of Life Event button.

4. Select a Life Event for which you are defining dependent coverage enrollment requirements.

   Note: For Standard Benefits, you must link the Unrestricted life event to the compensation object at the dependent designation level.

   Note: To query a life event, enter a wildcard, a string, or a combination to view those life events that meet the entered criteria.

5. Select whether the system adds or removes coverage for a dependent as a result of this life event in the Change Dependent Coverage Code or Rule field.

6. Select a Coverage Start Date Code or Rule if this life event results in adding dependent coverage.

7. Select a Coverage End Date Code or Rule if this life event results in removing dependent coverage.

8. Deselect the Suspend Enrollment check box if failure to provide required information does not result in election suspension for the participant.

9. Choose the Change of Life Event Certifications button to maintain the certifications that you require to enroll a dependent in a plan after a given life event.

10. Select the Certification Type for this life event.

11. Select a Certification Required By value to specify when you require this certification type in order for a dependent to receive coverage following this life event.

12. Select the Relationship Type for which this certification type is required for this life event.

13. Check the Required field to specify that this dependent coverage certification type is required.

14. Save your work.

Defining Certifications for Enrollment in a Plan

You use the Certifications window to define a certification that is required or preferred for enrollment in a plan.

1. Select the Certification Type you require or prefer in order for a participant to enroll in this plan.

2. Select a Certification Required to specify when you require this Certification Type in order for a participant to enroll in this plan following this life event.

3. Check the Required field if failure to provide this Certification Type suspends enrollment in this plan.

4. Save your work.

Defining Beneficiary Designation Requirements for a Plan

You can define beneficiary designation requirements for a plan. Then, all options in this plan inherit these beneficiary designation requirements.

To define beneficiary designation requirements for a plan:

1. Query a plan in the Plan Enrollment Requirements window.

2. Choose the Designations tab and then the Beneficiary tab.

3. Select the Beneficiary Designation Code to specify whether beneficiary designations for the plan are optional or required.

4. Select the Default Beneficiary Code to specify the type of person (such as a spouse) who is the beneficiary in those cases when the participant fails to designate a beneficiary for the plan.

   Note: This field is information-only and does not effect system processing. You must manually designate a person's beneficiaries.

5. Deselect the Suspend Enrollment check box if failure to provide required information does not result in election suspension for the participant.

   By default, Advanced Benefits suspends an election if the participant does not provide required information, such as a certification or date of birth. For Standard Benefits, the application does not suspend elections.

6. Check the No Certification Needed field to specify that you do not require the participant to submit certification for a beneficiary to qualify that person as a beneficiary.

7. In the following fields, select whether you require the participant to provide beneficiary information.

   - Social Security Number/Legislative ID
   - Date of Birth
   - Address

   Note: Failure of the participant to provide this information results in election suspension if you require the information.

8. Select a Measures Allowed code to define if amounts to be distributed to beneficiaries should be specified by percent only or by percent and amount.

9. Select an Increment Amount and Increment Percent to specify how the system expresses benefit amount increments.

10. Select a Min Designatable Amount and/or Percent to specify the smallest monetary amount that a participant can designate to a beneficiary according to the terms of the plan.

11. Check the appropriate fields in the Restrictions block, as needed.

    - **Minor Designee Requires Trustee** if you require participants to identify a

trustee for any beneficiary the governing regulatory body defines as a minor.

- **May Designate Organization as Beneficiary** if this plan allows participants to designate an organization such as a charity as a beneficiary.

- **Qualified Domestic Relations Rule Applies** if you require the participant to designate a qualified domestic partner as primary beneficiary, or obtain the consent of a qualified domestic partner to name another individual.

- **Additional Instruction Text Allowed** if participants can provide a textual description of how benefits are to be distributed to beneficiaries in those cases when the instructions are complex.

- **Contingent Beneficiaries Allowed** if this plan allows participants to identify one or more contingent beneficiaries in addition to any primary beneficiaries.

- Exclude Participant if this plan does not allow participants to designate themselves as beneficiaries. If you select this check box, then the participant cannot be the default beneficiary. Pre-existing participant designations carry forward. In the future, when you run an electable choice exists or the default process, the application displays a message indicating that the participant designation should be removed.

12. Choose the Certification button to open the Beneficiary Certifications window.

13. Select the Certification Type you require or prefer in order for participants to designate beneficiaries for this plan following this life event.

14. Select a Certification Required by value to specify when you require or prefer this Certification Type in order for participants to designate beneficiaries for this plan following this life event.

15. Select a Relationship Type to indicate if this plan limits beneficiary designations to a person who is of a particular relationship to the participant.

16. Select a Beneficiary Type to indicate if this plan limits beneficiary designations to either persons or organizations.

17. Check the Required field if this certification is required from a beneficiary.

18. Save your work.

Activity Rates and Coverage Calculations

Activity Rates

You define an activity rate calculation to determine the **contribution** that an employee (and, in some cases, an employer) spends to purchase a benefit on a recurring or non-recurring basis. Activity rates also determine the monetary **distribution** paid from a plan such as a savings plan or a flexible spending account.

The process of defining contribution and distribution activity rates varies depending on the complexity of your calculations. These activities include defining:

- Standard contributions and distributions
- Prorated partial month contributions
- Variable activity rates
- Employer matching rate contributions
- Imputed income calculations for plans subject to imputed income regulations in the US

As part of your activity rate definition you can also define deduction schedules and payment schedules for contributions and distributions that do not process each pay period.

You can use the Total Compensation Setup Wizard, page 5-4 to update multiple standard and variable activity rates simultaneously. You can:

- correct existing rates or change rates from an effective date onwards
- update rates for a combination of rate type, plan type, and plan
- make updates on the page or by way of Web ADI-enabled spreadsheet loaders

Activity Rates and Element Definitions

When you define an activity rate definition, you select the element to which the activity rate corresponds. That way, when the system calculates an activity rate for a person and a benefit plan or option, the result can be captured in the element and transferred to payroll and other areas of your HR system as necessary.

> **Note:** Set up your elements as a prerequisite to defining your activity rates. If your element definition changes, you must re-attach the

element to the rate.

If your plan design allows a participant to enroll in more than one plan at a time in a plan type or more than one option in a plan, you create an element for each plan and each option. If you define activity rates at the plan level that cascade to each option in the plan, you must define an element for each option.

You use eligibility profiles, instead of element links, to determine benefits eligibility. Create an *open element link* for each benefits-related element. Query the benefits element in the Element Link window and save the record without selecting any assignment criteria to create an open link. If necessary, you can set up several links with assignment criteria for costing purposes. However, you must ensure that these links do not conflict with your eligibility profiles.

Normally, you define one input value per activity rate. However, you can select a formula in the Extra Inputs Rule field and map the formula outputs to input values by choosing the Extra Inputs button.

When a participant enrolls in a benefit, the activity rate result is written to the element. You can view the result in the Element Entries window and the Entry Values window. You cannot manually add or edit an entry for an element associated with an activity rate. These entries are maintained by the system when you make an election change or an enrollment override.

See: Defining and Linking an Element for Standard and Advanced Benefits, page 1-38

See: Elements: Building Blocks of Pay and Benefits, page 1-8

Standard Contributions and Distributions

You define a standard contribution or distribution as a calculation that determines the amount a person must pay to participate in a benefit (a contribution) or the amount that is paid to a participant (a distribution).

You associate a standard calculation with a plan or an option in plan so that when a participant makes an election, the contribution or distribution amount is determined.

Standard calculations are used for a variety of plan types, such as medical plans and savings plans. Other plan types require special activity rate calculations, these include flex credit plans and plans subject to imputed income taxes.

Defining a standard contribution or distribution involves:

- Defining general characteristics of the activity rate
- Defining the activity rate calculation method
- Defining prorated activity rates
- Defining payroll processing requirements

- Defining variable rate calculations, if applicable

General Characteristics of Activity Rates

For all activity rates, you indicate if the activity type is a contribution or distribution made by the participant or the employer. Examples of activity types include:

- Employee Individual Contribution
- Employer Matching Plan Contribution
- Employer Distribution

You specify the tax basis on which the contribution or distribution is made, such as pretax or aftertax.

If you are defining a calculation for a non-monetary distribution, you can define the unit of measure in which that distribution is expressed, such as Options for stock options.

Activity Rate Calculation Methods

You define an activity rate calculation method to determine the rate of contribution or distribution for a plan or option. In addition to flat rates, the system supports a range of calculation methods including multiple of actual premium and multiple of compensation.

Calculation methods can also set boundaries for the result of the standard calculation. You can define a minimum and maximum contribution or distribution amount for the result of an activity rate calculation.

You can set the increment by which activity rates are expressed and the default activity rate value.

Prorated Activity Rates

For a participant whose enrollment coverage date falls within the month, you can define if the system prorates the activity rate. For prorated activity rates, you can define the date range within the month that is subject to the prorated rate. For example, you may only want to prorate activity rates for participants who enroll between the 5th and the 25th of the month.

You specify the percentage of the standard activity rate used to calculate the prorated activity rate for participants who enroll mid-month.

Activity Rate Payroll Processing

As part of defining an activity rate calculation for a benefit, you define your payroll processing system, such as Oracle Payroll. Then, you define whether the calculation is

recurring or non-recurring. For recurring calculations, you can define a schedule for deductions or payments depending if the calculation is for a contribution or a distribution.

You can also define when the activity rate value should be entered. Typically this is at the time of enrollment, but the system also supports automatic rate entry.

Rate Certification (Advanced Benefits Only)

You can enforce certification requirements for a standard rate attached to a plan or option in plan when the plan is not in a program. The element associated with the standard rate is not entered for the participant until you mark the certification as having been received, on the Person Enrollment Certification window. The element is entered based on the rate start date code specified on the Plan Enrollment Requirements window.

When you define the standard rate, you can select a certification type from the lookup type BEN_ENRT_CTFN_TYP.

Variable Rates

You can associate a variable rate profile with a standard calculation if the activity rate may vary by participant.

See Variable Rate Profiles, page 5-129

Employer Matching Rates

Note: This feature is reserved for future use.

If you define a plan where the employer matches a percentage of the employee's contribution, such as for a savings plan, you can define how the system calculates the matching rate.

Because employer matching percentages may vary based on the employee's contribution percentage, you may need to define more than one matching rate for an activity rate.

If the benefit plan sets a maximum employee earnings amount or a maximum contribution percentage beyond which a matching rate should not be calculated, you can define this maximum earnings amount or contribution percentage. That way, if the employee's earnings or contribution percentage exceeds the limit, the system calculates the matching rate based on the maximum amount or percentage that you define.

You define the matching contribution percentage based on the employee's contribution percentage. However, you can also define minimum and maximum employer contribution limits.

Period-to-Date Limits

Note: This feature is reserved for future use.

For those plans with contribution limits, you can associate a period-to-date limit with the activity rate that determines the contribution amount. Period-to-date limits are often used with 401(k) plans in the US.

Variable Rate Profiles

You can define an activity rate for a benefit that varies based on some factor. You group together the factors that cause an activity rate to vary into a *variable rate profile*. You then associate the variable rate profile with an activity rate which, in turn, you associate with a particular benefit plan or option.

As with participant eligibility profiles, variable rate profiles may consist of employment factors, personal factors, derived factors, and other factors such as participation in a particular benefits plan.

You can use a participant eligibility profile that you have defined as a criteria set in a variable rate profile. This lets you define your criteria once, then reuse the criteria set to control both eligibility and variable rates. Oracle recommends attaching eligibility profiles to variable rates--as opposed to individual criteria--to improve system performance.

Note: You can only attach one participant eligibility profile to a variable rate profile. You cannot attach an eligibility profile to a variable rate profile if you have already attached existing criteria to the profile. However, you can remove any existing criteria, then attach an eligibility profile.

Most variable rate profiles are defined so that participants who meet certain criteria are eligible to receive the variable rate. However, you can also define a variable rate profile so that persons who meet the criteria become *excluded* from receiving the variable rate. In such cases, the standard activity rate for the benefit applies to these persons.

FastFormula Rules in Variable Rate Profiles

If you use a FastFormula rule as part of your variable rate profile, the participant must meet the criteria of the rule and one value from any other criteria that you include in the profile. If you use more than one FastFormula rule, by default the participant must meet the criteria of all the rules. If you change the user profile option BEN:VAPRO Rule from AND to OR, the participant need only meet the criteria of one rule.

You can associate a variable rate profile with the following kinds of activity rates:

- Standard contributions and distributions
- Flex credit calculations
- Imputed income calculations
- Actual premiums
- Reimbursement plan rates (for flexible spending accounts)

Coverage Calculations

A coverage calculation defines the level of benefits coverage a participant receives under plans such as a group term life insurance or accidental death & dismemberment insurance plan.

Typical business requirements allow a participant to choose either a flat coverage amount or an amount that is a multiple of the participant's salary. The system also supports many other coverage calculation methods.

Here are several of the aspects of a coverage calculation that you can define:

- Minimum and maximum coverage amounts
- Maximum coverage amount available with certification (Advanced Benefits)
- Maximum coverage increases for flat amounts and coverage amounts that are a multiple of a given value
- Prorated coverage for employees who enter flexible spending accounts at any time other than the beginning of the plan year

When you define a coverage calculation method you define if the coverage level amount is entered at the time of enrollment or during the definition of the coverage calculation. You can choose from the following calculation methods depending on the requirements of the plan:

- Flat fixed amount
- Flat range
- Flat amount plus multiple of compensation
- Flat amount plus multiple of compensation range
- Multiple of compensation
- Multiple of compensation plus flat range

- Multiple of compensation range
- No standard value
- Same as annualized elected activity rate
- Post Enrollment Calculation Rule

If necessary, you can associate a variable rate profile with a coverage calculation when the calculation may vary by participant.

You can define a life insurance plan where spouse or dependent coverage is a percentage of the participant's elected coverage. Write a FastFormula with a rule type of Coverage Amount Calculation and attach the rule to the coverage calculation using the Post Enrollment Calculation Rule.

This formula executes both when you run the Participation Process to determine electable choices and when you save an enrollment or choose the Recalculate button on the Flex Enrollment window, Non-Flex Enrollment window, or the Benefits Selection page in Self-Service.

> **Note:** Since the formula executes when you run the Participation Process, the coverage amount selected by the employee may not be available. Therefore, the formula should contain a default coverage value.

Coverage Across Plan Types

For those benefit programs that restrict the amount of coverage that a participant can elect across plan types in a program, you can group the plan types in the program to which a minimum or maximum coverage amount applies.

Cross plan type coverage limits work in conjunction with coverage limits you define at the plan level. If you define a maximum coverage limit at the plan level, the cross plan type coverage limit must not have a maximum coverage level that is *less than* the maximum you set for a plan in that plan type.

For example, suppose your organization defines a Group Term Life Insurance plan type. Within that plan type, you offer the Employee Group Term Life Insurance plan that provides coverage equal to two times earnings up to a maximum of $200,000.

You also maintain a corresponding plan type for Non-Group Term Life Insurance plans. In this plan type, you define a plan that has a maximum coverage level of $120,000.

You could define an across plan type coverage limit called "All Life Insurance Maximum" that limits the maximum coverage a participant can elect across these two plan type to $300,000.

Interim Coverage (Advanced Benefits)

As part of your plan design, you can define the interim coverage assigned to a participant when a participant's enrollment in a benefit is suspended pending the completion of an action item.

For example, you might require a certificate of good health from a participant who is currently enrolled in a life insurance plan with a coverage level of 1x compensation if the participant newly elects a coverage of 3x compensation during an open enrollment period. If you suspend the new election pending receipt of the certification, you can provide interim coverage until the certification is provided.

Interim Coverage Determination

You can qualify the conditions under which interim coverage is provided based on the participant's current enrollment and the new suspended election. You can either use an interim to assign code or an interim to assign rule to determine the interim electable choice.

Interim to Assign Code

Each interim to assign code contains two parts.

- The first part identifies if the suspended election is current or new. Current means that the suspended enrollment is for the Same Option in Plan, Same Plan, or Same Plan Type as the participant's current enrollment.

- The second part defines the interim coverage that is provided. You have the following options:

    - *Same*: The system assigns the person's current election as interim coverage.

    - *Next Lower*: The system assigns as interim coverage the plan in plan type, option in plan, or coverage amount of a range that is the next lower sequence that will not be suspended based on your plan or option definitions. You assign a sequence number when you define a plan or option.

    - *Default*: The system assigns as interim coverage the default compensation object or coverage amount defined for the plan, based on the default enrollment codes.

    - *Min*: The system assigns as interim coverage the minimum option in plan, plan in plan type, or coverage amount within a range defined for the plan.

    - *Nothing*: The system assigns no interim coverage in place of the suspended coverage.

    Example: *Current Same Plan Type, Default; New, Nothing*--This code means that if the participant is currently enrolled in a plan of the same plan type, they are assigned

the default coverage; if they are not currently enrolled in a plan of the same plan type, they receive no interim coverage.

Interim to Assign Rule

The interim to assign rule provides greater flexibility in interim cover determination. You configure an interim to assign rule to return one of the following parameters that meets your business requirements:

- An interim to assign code
- An electable choice ID within the plan type of the suspended enrollment
- An electable choice ID within the plan type of the suspended enrollment, and a benefit amount, which must be less than the amount for the suspended enrollment.

  Note: Return a benefit amount only if the interim coverage calculation method is:

  - Flat range
  - Flat amount, and the Enter Value at Enrollment option is selected

For more information about the Default to Assign Pending Action formula type, see Oracle HRMS FastFormula Reference Guide available on My Oracle Support (Note ID 218059.1).

Unsuspended Enrollments (Advanced Benefits)

For those cases where a suspended enrollment is unsuspended, you define the enrollment coverage start and end dates and the activity rate start and end dates for the unsuspended enrollment.

If you assign interim coverage when an enrollment is suspended, the interim enrollment is ended one day before the coverage start date of the unsuspended enrollment.

You select an *unsuspend enrollment code* that controls the enrollment coverage start date of the unsuspended enrollment if the unsuspended date is equal to or later than the original enrollment coverage start date. Select from the following codes:

- *As of Completed Date* This code sets the enrollment coverage start equal to the effective date on which the enrollment is unsuspended.
- *Use Existing Enrollment Start Date* This code uses the original enrollment coverage start date, even if this date is before the suspension end-date.

- *Recalculate Using Completed Date and Enrollment Start Date Code*This code recomputes the enrollment coverage date using the un-suspended date as the life event occurred on date or notification date (depending on your life event definition) if the computed coverage start date is less than the effective date of the un-suspension.

The activity rate start and end dates are re-calculated based on the enrollment coverage start date of the unsuspended enrollment.

Imputed Income Calculations (US only)

Section 79 of the US Internal Revenue Service code defines imputed income as certain forms of indirect compensation termed *fringe benefits*, and taxes the recipient accordingly. You define *imputed income calculations* to calculate the amount of a benefit that is taxable as imputed income.

For example, if you offer a group term life insurance plan that provides coverage in excess of $50,000 to a participant or in excess of $2,000 to a spouse or dependent, you can define an imputed income calculation that determines the amount of coverage that is subject to imputed income tax regulations.

You can select the payroll system that processes the imputed income calculation and the manner in which the calculations are processed. If your payroll system calculates imputed income on a basis other than every pay period, you can associate one or more payment schedules with the imputed income calculation.

> **Note:** By default, the imputed income calculation assumes that the employer pays 100% of the benefit, and the benefits system does not subtract employee contributions from the calculation. However, you can set the BEN:Imputed Income Post Tax Deduction profile to Y so that the imputed income process deducts the sum of all standard rates defined as Subject to Imputed Income with a Tax Type of After Tax and an Activity Type of either Employee Payroll Contribution, Employee Individual Contribution, or Employee Plan Contribution.

For employees whose participation in an imputed income plan begins mid-month, you can define partial month treatment rules.

You can also restrict the calculation to a subset of people according to assignment type or types (such as Employee, Benefits, or Employee then Benefits).

You associate a variable rate profile with an imputed income calculation because imputed income taxes vary based on a person's age.

See: Imputed Income Plans (US), page 1-78

Actual Premium Calculations

Premiums are the amount paid by a benefit plan sponsor to the supplier of a benefit. Typically, premiums are calculated on a per-participant basis, but the system also

supports premium calculation based on the total participants enrolled in a plan or the total volume of elected coverage.

You can think of premium determination and processing as divided into the following areas:

- Premium calculation setup
- Premium determinations that occur during enrollment
- Recalculation of premiums based on life events (Advanced Benefits)
- Premiums and credits are determined by the Premium Calculation batch process at month end
- Manual adjustment of calculated premiums by participant or by plan and review of monthly premium totals

Premium Calculation Setup

You setup premiums calculations to define how the system calculates, costs, and administers premiums. The system supports the administration of the following premium types:

- regular premiums that are calculated on a per-participant basis
- premiums based on the total number of participants covered in a plan or option in plan
- premiums based on the total coverage volume elected in a plan or option in plan

You can calculate premiums *prospectively* (in advance of the period of coverage) or *retrospectively* (as a result of coverage previously received). Premium are calculated on a monthly basis in accordance with the most common business practices of benefit suppliers. The system supports pro-rated premium calculations for benefits participants who gain or lose coverage mid-month. You can also define a *standard wash rule* so that participants who are covered by a plan for less than a full month have no premium obligation.

You can choose how to cost a participant's premium so that the contribution is distributed to the appropriate general ledger account. A single plan or option can have multiple premiums so that, for example, you could calculate one premium for an employee contribution and a second premium for the employer contribution.

Premium setup also includes defining the calculation method you use to determine the premium, including any variable rates. You link premium calculations to the benefit supplier organization so that premiums can be remitted to the appropriate source.

Premiums Based on Total Participants or Total Coverage Volume

For premiums that are determined based on the total number of participants or the total coverage volume elected by all participants in a plan or option in plan, you use variable rate profiles to calculate the premium.

You select a variable rate criteria of Total Participants or Total Coverage Volume and then define a variable rate calculation that determines the premium based on the number of participants or the coverage volume that you specify.

> **Note:** Variable rates for actual premiums must have a tax type of Not Applicable.

Enrollment Based Premium Determination

Premiums that are calculated on a per-participant basis are determined when a participant elects a plan or option in plan.

At month end, you run the Premium Calculation batch process from the Concurrent Manager to select the participants for whom you want to write a premium result.

You can then view monthly premium results by participant in the Monthly Participant Premium window or by plan and option in the Monthly Plan or Option Premium window.

> **Note:** Premiums that vary based on the total number of participants or the total coverage volume elected by all participants for a plan or option in plan are determined only when you run the Premium Calculation batch process.

Premium Changes Based on Life Events (Advanced Benefits)

You can define premiums that vary based on life events.

You link a life event reason that you have defined to a premium definition so that when a participant experiences this life event the premium is recalculated.

> **Note:** You can define a life event such that its impact only effects a participant's premium, and not their eligibility for benefits.

Calculation of Monthly Premiums and Credits by Batch Process

You run the Premium Calculation batch process from the Concurrent Manager to calculate monthly premiums. By selecting parameters, you can control the plan or option in plan for which premiums are calculated. You can also select the processing month and year and the participant or participant groups for whom a premium is

calculated.

The batch process uses your premium definition to determine the per participant premium or the total premium for the compensation object depending on your premium type.

> **Note:** You cannot select parameters that limit the results of the Premium Calculation process by person criteria for calculations that allocate premiums to participants based on the total number of participants in a plan or option.

For premiums that have been paid but which *should not* have been paid (due to retroactive changes or an error in processing), the Premium Calculation process allocates credits to offset the result of the previously paid premium. Credits are applied against the premium due for the current month.

Your *credit lookback processing rules* determine how credits are applied to a premium. If you restrict the application of credits to the current plan year or you restrict credit lookbacks to a particular length of time, the system does not apply credits to the current premium if the month from which the credits are due is outside the boundary of the credit lookup period.

Credits can only be applied to premiums that are calculated on a per-participant basis. In all cases, the applied credits cannot exceed the premium due.

Manual Premium Adjustments

The product lets you manually adjust a premium result both for a participant and for the premium total for a plan or option in plan. Use this feature if making a manual adjustment to a premium result is a more efficient means of correcting a premium error than recalcuating the premium.

Period-to-Date Limits

For those plans where there is a regulated maximum contribution amount (such as a 401(k) plan in the US) or where a participant has discretion over the amount contributed into the plan, you can define period-to-date maximum contributions.

These maximums are specified either by the plan itself or, as is true in the US, by regulations. In addition to straightforward limits in which the period-to-date amount, once reached, stops subsequent contributions for the remainder of the period, other, more complex, limits must be enforced.

Benefit Balances

You use the Benefit Balances window to create a benefit balance that you can then associate with a person or a formula.

For example, you might define a benefits balance for use when calculating how many

flex credits an employee can be given to spend on benefits as part of a flex program.

Benefit balances are useful in transitioning data from a legacy benefits system to Oracle HR.

Variable Rate Factors

You can define from one to dozens of variable factors for a variable rate profile. A participant must meet all the criteria in your variable rate profile in order to receive the variable rate.

Personal Factors

You select personal factors by choosing the Personal tab in the Variable Rate Profiles window.

Uses the first three enabled segments defined for the Competency Key Flexfield for the business group as criteria.

Disabled Uses an employee's disability category as criteria.

Gender Uses a person's gender as a variable factor to associate with an activity rate.

Leaving Reason Uses an employee's termination reason as criteria. This criteria is often used for continuing benefits eligibility, such as for COBRA in the US.

Opted for Medicare Uses whether an employee is enrolled in the US Medicare program as criteria.

Person Type Uses a person's person type(s) as a variable factor to associate with an activity rate.

Postal Zip Uses individual zip/postal codes or ranges of zip/postal codes as a variable factor to associate with an activity rate.

Qualification Title Uses a person's qualification title, such as an advanced education degree, as criteria.

Service Area Uses a person's service area, such as a city or other geographical area, as a variable factor to associate with an activity rate.

Tobacco Use Uses whether or not a participant uses tobacco as a variable factor to associate with an activity rate. In countries where it is illegal to hold information about a person's tobacco usage, for example, Italy, this personal factor is unavailable.

Employment Factors

You select employment factors by choosing the Employment tab of the Variable Rate Profiles window.

Assignment Set Uses an employee's assignment or a set of assignments as a variable factor to associate with an activity rate.

Assignment Status Uses a person's state of employment (Active, Inactive, or On Leave) as a variable factor to associate with an activity rate.

Bargaining Unit Uses an employee's bargaining unit (local union group) as a variable factor to associate with an activity rate.

Full/ Part-time Uses whether an employee works full-time or part-time as a variable factor to associate with an activity rate.

Grade Uses an employee's grade as a variable factor to associate with an activity rate.

Hourly/Salaried Uses whether an employee is hourly or salaried as criteria.

Job Uses an employee's job classification as criteria.

Labor Union Member Uses whether an employee is a labor union member as a variable factor to associate with an activity rate.

Leave of Absence Uses an employee's leave of absence reason as a variable factor to associate with an activity rate.

Legal Entity Uses an employee's legal entity (GRE) as a variable factor to associate with an activity rate (US only)

Organization Unit Uses an employee's organization as a variable factor to associate with an activity rate.

Pay Basis Uses an employee's pay basis as a variable factor to associate with an activity rate.

Payroll Uses an employee's payroll as a variable factor to associate with an activity rate.

People Group Uses a participant's people group as a variable factor to associate with an activity rate.

Performance Rating Uses an employee's performance rating as criteria.

Position Uses a person's position as criteria.

Quartile in Grade Uses an employee's pay range for a grade, divided by four, to determine the quarter into which the person's salary amount falls.

Range of Scheduled Hours Uses the number of hours an employee is scheduled to work as a variable factor to associate with an activity rate. This is taken from the Working Hours field on the assignment. For employees with more than one assignment, the hours are totaled across all assignments if you check the 'Use All Assignments for Eligibility' check box on either the Programs or Plans window. If you define multiple scheduled hours ranges, the Participation Process evaluates each range as an 'Or' condition.

Work Location Uses an employee's work location as a variable factor to associate with an activity rate.

Derived Factors

You select derived factors by choosing the Derived Factors tab of the Variable Rate

Profiles window.

Age Uses an employee's age as a variable factor to associate with an activity rate.

Combined Age and Length of Service Uses an employee's combination age and length of service factor as a variable factor to associate with an activity rate.

Compensation Level Uses an employee's compensation level as a variable factor to associate with an activity rate.

Full Time Equivalent Uses an employee's percent of full-time employment as a variable factor to associate with an activity rate.

Hours Worked in Period Uses an employee's hours worked in a given period as a variable factor to associate with an activity rate.

Length of Service Uses an employee's length of service as a variable factor to associate with an activity rate.

Other Factors

You select other factors by choosing the Other tab in the Variable Rate Profiles window.

Benefits Group Uses a person's benefits group as a variable factor to associate with an activity rate.

COBRA Qualified Beneficiary Uses whether a person is considered a qualified beneficiary under COBRA regulations to determine the variable rate (US only).

Continuing Participation Used to set the date on which an ex-employee's payment for a continuing benefit must be received.

Health Coverage Selected Uses the plan and option in plan in which the participant is enrolled as a variable factor to associate with an activity rate.

Participation in Another Plan Uses a person's participation in a particular plan as a variable factor to associate with an activity rate. You can use this factor to define special rates when two plans are elected in conjunction with one another.

Rule Uses a FastFormula rule that you define to determine a variable factor to associate with an activity rate.

Total Coverage Volume Uses the total coverage elected for a plan or option in plan by all participants as a variable factor in determining the actual premium owed by a plan sponsor to the benefits supplier.

Total Participants Uses the total number of participants covered by a plan or option in plan as a variable factor in determining the actual premium owed by a plan sponsor to the benefits supplier.

Related Coverages

The criteria available under the Related Coverages tab are designed primarily for COBRA administration in the US but, you can use them for other purposes.

Calculation Methods: Values, Increments, and Operations

You select a **calculation method** to help you define the contribution or distribution activity rate for a plan or option. Calculation methods are composed of values that you define, operations that you perform on those values, and, in some case, values from the results of other calculations that you have defined.

The following list describes the components that you can include in an activity base rate calculation.

- **Flat Amount:** A standard rate that does not vary or an amount you enter as part of a more complex calculation.
- **Minimum Value:** The smallest amount a participant can elect to contribute or receive as a distribution.
- **Maximum Value:** The largest amount a participant can elect to contribute or receive as a distribution.
- **Increment:** The units participants must use to specify elected amounts during enrollment. For example, if the increment value is 100, participants must specify amounts in whole hundreds of currency.
- **Default Value:** The value assigned to the participant during a default enrollment or when a participant fails to specify an explicit value when one is required during enrollment.
- **Operation:** A mathematical operator that is applied to a value, such as Multiplied by or Percent of.
- **Actual Premium:** The per-participant amount paid by a plan sponsor to the benefits supplier.
- **Coverage:** The amount of coverage available under the plan or option for which you are defining the activity rate.
- **Coverage Operation:** A mathematical operator that is applied to a coverage amount.
- **Compensation Level:** The participant's salary.
- **Rounding Code/Rule:** Specifies how the system rounds the result of the calculation when the value is not a fixed amount.
- **No Standard Values Used:** The calculation always uses a variable rate.
- **Post Enrollment Calculation**: This method calculates a person's standard rate or

coverage amount based on election information entered during enrollment. It requires that you write a FastFormula rule type of Rate Value Calculation (for rates) or Coverage Amount Calculation (for coverages) and attach the rule to the activity rate definition.

The Participation Process evaluates this rule when first determining electable choices and rates and again after you choose the Recalculate button on the enrollment window. Therefore, your rule must use default electable choice information or return values that will not cause the formula to error when you run the Participation Process.

- **Rule:** Uses a FastFormula rule to structure the calculation.

Activity Rate Calculations

The tables below contain sample activity rate calculations for the various calculation methods that you can use with a standard contribution/distribution or a flex credit calculation.

Flat Amount

Calculation	Value
Example	5

Result = 5

Flat Amount Entered at Enrollment

Calculation	Minimum Value	Maximum Value	Increment	Default Value
Example	1,000	10,000	by 1	5,000

Result = 5,000 (can be changed at enrollment to value between 1,000 and 10,000)

Multiple of Compensation or Balances

Calculation	Value	Operation	Compensation

Example	1	Per 10,000	25,000

Result = 2.5 (1/10,000) x 25,000

Multiple of Compensation or Balances, Enter Value at Enrollment

Calc	Min Val	Max Val	Increment	Default	Operation	Comp Lvl
Example	1	3	1	2	Per 10,000	25,000

Result = 2.5 (1/10,000) x 25,000

*5.0 (2/10,000) x 25,000

7.5 (3/10,000) x 25,000

Multiple of Compensation or Balances and Coverage

Calc	Value	Operation	Compensation	Coverage Operation	Coverage
Example	(0.0001	Multiplied by	25,000)	Per 10,000	100,000

Result = 25.0 ((.0001 x 25,000) / 10,000) x 100,000

Multiple of Coverage

Calculation	Value	Operation	Coverage
Example	5	Per 100,000	200,000

Result = 10 (5 / 100,000) x 200,000

Multiple of Coverage, Enter Value at Enrollment

Calc	Min Val	Max Val	Increment	Default	Operation	Coverage
Example	2	6	2	4	Per 100,000	200,000

Result = 4 (2/100,000) x 200,000

*8 (4/100,000) x 200,000

12 (6/100,000) x 200,000

Multiple of Parent Rate

Calculation	Value	Operation	Activity Base Rate (Parent Rate)
Example	1	Multiplied by	2.5

Result = 2.5 (1 x 2.5)

Multiple of Parent Rate and Coverage

Calc	Value	Operation	Parent Activity Rate	Coverage Operation	Coverage
Example	(1	Multiplied by	8)	Per 100,000	100,000

Result = 8.0 ((1 x 8) / 100,000) * 100,000

Multiple of Actual Premium

Calculation	Value	Operation	Actual Premium
Example	50	Percent	8

Result = 4 (50 / 100) x 8

Multiple of Actual Premium and Coverage

Calc	Value	Operation	Actual Premium	Coverage Operation	Coverage
Example	(10	Percent of	8	Per 10,000	100,000

Result = 8.0((10 / 100 * 8) / 10,000) x 100,000

Coverage Calculations

You use the Coverages form to calculate the coverage amount available for a plan or an option. You can set the contribution rate necessary to purchase this coverage using the Standard Rates window.

The tables below contain sample coverage calculations for the various calculation methods that you can use in defining coverage for a benefit.

Flat Amount

Calculation	Value
Example	50,000

Result = 50,000

Flat Range

Calculation	Minimum Value	Maximum Value	Increment	Default Value
Example	30,000	50,000	by 10,000	40,000

Result = 30,000

*40,000

50,000

Multiple of Compensation

Calculation	Value	Operation	Compensation Level

Example	2	Multiplied by	25,000

Result = 50,000 (2 x 25,000)

Multiple of Compensation Range

Calc	Min Val	Max Val	Increment	Operation	Comp Lvl	Default
Example	2	6	2	Multiplied by	25,000	4

Result = 50,000 (2 x 25,000)

*100,000 (4 x 25,000)

150,000 (6 x 25,000)

Flat Amount Plus Multiple of Compensation

Calc	Value		Min Val	Operation	Comp Lvl
Example	50,000	Plus	(2	Multiplied by	25,000)

Result = 100,000 50,000 + (2 x 25,000)

Flat Amount Plus Multiple of Compensation Range

Calc	Val		Min Val	Max Val	Increment	Operation	Comp Lvl	Default
Example	50,000	Plus	(2	6	2	Multiplied by	25,000)	4

Result = **100,000** 50,000 + (2 x 25,000)

***150,000** 50,000 + (4 x 25,000)

200,000 50,000 + (6 x 25,000)

Multiple of Compensation Plus Flat Range

Calc	Val	Operation	Comp Lvl		Min Val	Max Val	Increment	Default
Example	(2	Multiplied by	25,000)	Plus	30,000	50,000	10,000	40,000

Result = **80,000** (2 x 25,000) + 30,000

***90,000** (4 x 25,000) + 40,000

100,000 (6 x 25,000) + 50,000

Actual Premium Calculations

You use the Calculation Method tabbed region of the Actual Premiums window to define the calculation that determines the actual premium rate per participant for a plan or an option.

The tables below contain sample actual premium calculations for the various calculation methods that you can use with an actual premium calculation.

Flat Amount

Calculation	Value
Example	5

Result = 5

Multiple of Coverage

Calculation	Value	Coverage Operation	Coverage
Example	5	Per 100,000	200,000

Result = 10 (5 / 100,000) x 200,000

Multiple of Total Coverage

Calculation	Value	Operation	Total Coverage
Example	1	Per 1,000	1,000,000

Result = 1000 (1 / 1000) x 1,000,000

Multiple of Total Participants

Calculation	Value	Operation	Total Participants
Example	5	Multiply By	50,000

Result = 250,000 5 x 50,000

Defining Activity Rates for a Standard Contribution/Distribution

You create a separate contribution or distribution activity rate calculation for each plan or option in your benefits offering that requires a contribution or distribution. After you link the calculation to the plan or option, you define the calculation.

You date effectively maintain standard contributions and distributions using the Standard Rates window. You can also use Total Compensation Setup Wizard, page 5-4 to update multiple rates simultaneously.

To define an activity rate for a standard contribution/distribution:

1. Enter or query the standard contribution or distribution that you are defining in the Name field.

2. Select the Status of this activity rate.

   Pending: This plan or option in plan currently does not use this calculation, but could in the future if you change the Status of this calculation to Active. Select the Pending status when setting up a standard contribution/distribution calculation that possibly may not become Active.

   Active: The system currently calculates this standard contribution/distribution for this plan or option in plan.

   Inactive: The system currently does not calculate this standard contribution/distribution for this plan or option in plan.

Closed: The system currently does not calculate this standard contribution/distribution, nor will it do so in the future.

3. Choose the General tabbed region if it is not already selected.

4. Select the Level in the compensation object hierarchy at which you are defining the activity rate.

5. Select the Compensation Object for which you are defining the activity rate.

6. Select an Activity Type code that identifies the business function this calculation performs, such as an Employee Contribution or an Employer Payroll Distribution.

7. Select the Tax Type indicating the tax impact of this calculation to participants.

   You select this Tax Type primarily for classification purposes; the payroll system is primarily responsible for processing taxability.

8. Select a Usage code that limits the use of this activity rate to a particular kind of contribution or distribution.

9. Select a UOM (unit of measure) to express the result of this calculation if this activity rate is for a non-monetary distribution.

10. Select an Element Determination Rule. The application uses this rule to determine an employee's currency for the worksheet amount rate if you choose a Determination Code of Automatic or do not choose a determination code.

    See: Defining Processing Information for a Standard Contribution/Distribution, page 5-153

11. Select the Element you defined that corresponds to this activity rate definition.

    Note: Set up your elements as a prerequisite to defining your activity rates. If your element definition changes, you must re-attach the element to the rate. For an absence plan, you must also re-select the Extra Input Rule and re-map the input values to formula results.

12. Check the Element and Input Value Required field.

13. Select the Input Value for the activity rate, such as pay value.

14. If you are defining a rate for an absence plan and you need to associate more than one input value with the activity rate, select the Extra Input Rule. This is a formula that calculates the values to be returned to the other input values. When you have finished defining the rate, choose the Extra Inputs button to associate the formula

results with the appropriate input values.

15. Check the Uses Variable Rate field if the result of this calculation varies due to some factor or other piece of discreet data about the participant and you associate a variable rate profile with the calculation.

    To associate a variable rate profile to this activity rate, see Associating a Variable Rate Profile with a Standard Contribution/Distribution Calculation, page 5-156

16. Select the Parent/Child code to specify whether this calculation is a parent activity rate (the primary activity rate) or a child activity rate (dependent upon the parent activity rate).

17. Check the Subject to Imputed Income field if the activity rate for this compensation object is governed by US imputed income regulations.

18. Save your work.

Defining a Calculation Method for a Standard Contribution or Distribution

You use the Calculation Methods region of the Standard Rates window to define how a standard activity rate is calculated.

See Also

Calculation Methods: Values, Increments, and Operations, page 5-141

Example: Activity Rate Calculations, page 5-142

To define a calculation method for a standard activity rate:

1. Query the activity rate for which you are defining a calculation method in the Name field.

2. Select the method you are using to calculate the activity rate in the Calculation Method field.

   Important: The window changes based on the calculation method you select.

3. Complete your calculation definition based on the calculation method you select.

4. Save your work.

Defining Proration for a Standard Contribution or Distribution Calculation

You can specify how the system prorates a calculation (usually a contribution) when a

participant's enrollment coverage date falls within a month, and the plan requires that activity rates be prorated based on the date during the month when the participant's coverage starts.

To define proration for a standard contribution/distribution calculation:

1. Enter or the query the standard activity rate for which you are defining a prorated value in the Standard Rates window.

2. Select the Partial Month Determination tabbed region.

3. Select a Partial Month Determination Code or Rule to specify how the system calculates this standard contribution/distribution when a participant's enrollment coverage date falls within a month.

   All: The system calculates this activity rate as if the participant was enrolled for the entire month.

   None: The system calculates this activity rate as if the participant was not enrolled at all for the entire month.

   Prorate Value: The system prorates this standard contribution/distribution based on the percentage of the month the participant was enrolled. Use the Proration window to define your proration method for this calculation.

   Rule: If special circumstances apply, select a rule that the system uses to calculate this activity rate when a participant's enrollment coverage date falls within a month.

   Wash Rule: If special circumstances apply, select a wash rule that the system uses to calculate the day on which to apply the wash rule day for this activity rate.

4. Select an Effective Date Code or Rule to specify how the system calculates the effective date from which the partial month is calculated.

5. Enter a Wash Rule Day if participants whose activity rate start date begins *after* the wash rule day do not receive a contribution or distribution for that month.

   - Conversely, participants whose activity rate end date is *before* the wash rule day do not receive a contribution or distribution for that month.

6. Choose the Proration button to open the Proration window if you select a partial month determination code of Prorate Value.

7. Select the Prorate on day/month basis check box to base your proration calculation on the day/month ratio, instead of a flat percentage value.

   Basing the proration calculation on the day/month basis prevents you from having to set up different proration calculations for months with different numbers of days.

8. Enter the From and To days within the month that represent the starting and ending dates for this proration calculation.

   Set the From day equal to the To day to prorate the calculation for a single day.

9. Enter a value specifying the Percent of the total standard contribution or distribution that the system uses to calculate the prorated activity rate for those persons whose enrollment coverage dates fall within these From and To days.

10. Select a Proration Rule if you created a formula of the type Partial Month Proration Rule to calculate prorated activity rates.

    See: *Oracle FastFormula Reference Guide for Standard and Advanced Benefits*, My Oracle Support Note 218059.1.

11. In the Applies to Month with Days field, select the value that represents the months with that number of days (31, 30, 29, 28) to which this calculation applies.

12. Select whether this proration calculation starts or stops on this date range in the When to Use field.

13. Select a Rounding Code or Rule to specify how the system rounds the result of this calculation.

14. Save your work.

Defining Characteristics of Annual Rates

For those plans where a participant enters an annual contribution rate during enrollment, you can define how the system prorates the minimum and maximum contribution amounts for those participants who enter the plan mid-year.

> **Note:** The annual rate value is calcuated based on a 12-month period regardless if the plan year is for a period of 12 months or less.

If you use Self-Service Benefits, your employees can enter annual rates duing enrollment if you complete the fields on the Annual Rate tab and you check the Enter Value At Enrollment check box on the Calculation Method tab of the Standard Rates window.

To define the characteristics of an annual rate:

1. Enter or the query the standard activity rate for which you are defining a prorated value in the Standard Rates window.

2. Choose the Annual Rates tab.

In the Comparison Balances block:

3. Select whether this annual rate is compared to the claims submitted against the annual amount or the amount contributed to the plan.

4. For those plans where you prorate the annual contribution amount based on the days or pay periods remaining in the plan year, select:
   - A Prorate Minimum Annual Value Code or Rule
   - A Prorate Maximum Annual Value Code or Rule

5. Save your work.

Defining Processing Information for a Standard Contribution/Distribution

You use the Processing Information tabbed region of the Standard Rates window to define the system (such as Oracle Payroll) that processes the contribution deduction or distribution payment. You may also select, from a range of choices, the point in the enrollment process when a contribution amount is entered.

To define processing information for a standard contribution/distribution:

1. Complete the Processing Information check boxes by selecting from a range of choices that define when and how a contribution or distribution amount is entered for this plan or option in plan.

   Important: These checkboxes are important, because they determine whether an election results in a payroll deduction for a participant.

   - Check the **Value Override Allowed** field if the participant may override the default rate at the time of enrollment.
   - Check the **Assign on Enrollment** field to automatically enter the calculated amount during enrollment.
   - Check the **Display on Enrollment** field to display the activity rate on the enrollment form.
   - Check the **Process Each Pay Period Default** field if the system calculates this standard contribution/distribution each pay period unless otherwise specified.

     Note: Checking this field disables use of the Schedule Information

button.

2. Select the system that processes this calculation in the Processing Source field.

3. Select a Recurring code. Choose from:

   - **Once:** the contribution or distribution occurs once for a participant in this plan or option in plan.

   - **Recurring:** the contribution or distribution occurs on a defined periodic basis for an indefinite period of time.

   - **Either:** the contribution or distribution can either occur once or on a recurring basis.

4. In the Value Passed to Payroll field, select the amount that you want to pass to a participant's element entry on enrollment.

   - Select Estimated Per Pay Period to calculate the element entry based on a fixed number of pay periods, 52 for weekly and 26 for bi-weekly pay periods.

     Note: If you select no value, the application passes the per pay period amount. You can only prorate per pay period amounts.

5. Select a Compensation Category.

6. Select a Currency Determination Code to indicate how the application processes the source of currency for each employee. Choose from:

   - **Automatic** - this is the default value. If you select this, then the application first looks at the element determination rule to determine the currency. If you do not define an element determination rule, then the application determines the currency based on the standard rate element. If you do not define a currency at the standard rate element level, then the application determines the currency based on the salary basis element. If you do not define a currency at the salary basis level, then the application uses the currency you define for the plan.

   - **Plan** - if you select plan, then the application determines the currency you defined for the plan on the not in program tab.

   - **Salary Basis Element** - if you select this, then the application determines the currency based on the input currency of the element type associated with the salary basis definition linked to the employee's assignment.

   - **Standard Element Rate** - if you select this, then the application determines the

input currency of the element type associated with the CWB worksheet amount standard rate.

7. Save your work.

To define rate certification requirements:

1. Choose the Rate Certification button, which is visible for plans that are not in a program.
2. Select a Rate Certification Type.
3. Save your work.

Defining Deduction and Payment Schedules for a Standard Contribution/Distribution

You can define a deduction or payment schedule to specify how frequently the system calculates a contribution (for deductions) or distribution (for payments) if you are using Oracle Payroll and you do not check the Process Each Pay Period Default field in the Processing Information region.

You date effectively define deduction and payment schedules in the Schedule Information window.

To define scheduling for a standard contribution:

1. Select a Deduction Schedule for this standard contribution.
2. For this Deduction Schedule, select a Pay Frequency to specify how frequently the system deducts this standard contribution.
3. Check the Default field if this Pay Frequency is the default pay frequency for this Deduction Schedule.
4. If you associate more than one Pay Frequency with this Deduction Schedule, repeat steps 2 and 3 for each Pay Frequency.
5. Save your work.

To define Payments for a standard distribution:

1. Select a Payment Schedule for this standard distribution.
2. For this Payment Schedule, select a Pay Frequency to specify how frequently the system makes this standard distribution.

3. Check the Default field if this Pay Frequency is the default pay frequency for this Payment Schedule.

4. If you associate more than one Pay Frequency with this Payment Schedule, repeat steps 2 and 3 for each Pay Frequency.

5. Save your work.

Defining a Non-Oracle Payroll System to Process Benefit Earnings and Deductions

You use the Payroll Information tabbed region of the Standard Rates window if a non-Oracle payroll system calculates this contribution or distribution.

To define a non-Oracle payroll system to process earnings and deductions:

1. Enter the Name of the foreign payroll system.

2. Select if this payroll system processes earnings or deductions in the Type field.

3. Save your work.

Associating a Variable Rate Profile with a Standard Contribution/Distribution Calculation

If a standard contribution or distribution can vary based on a derived factor or a discrete piece of data, you can use the Variable Rates window, accessed from a button on the Standard Rates window, to associate a variable rate profile or rule with the activity rate calculation to specify how the result can vary.

To associate multiple conditions that must all be satisfied, you must attach all the conditions to a single variable rate profile. Specifying them in a sequence in the Variable Rates window instructs the application to find only the *first* satisfying condition and then stop.

> **Important:** You must define a variable rate profile or rule before you define a standard contribution or distribution that uses a variable rate.

To associate a variable rate profile or rule with a standard contribution/distribution calculation:

1. Enter a Seq (Sequence) number to specify the order in which the system processes this variable rate profile relative to any other profiles you associate with this

standard contribution/distribution calculation.

2. Select the Name of a variable rate profile you are associating with this standard contribution/distribution calculation.

3. Choose the Rules tab if you are associating a variable rate rule with this calculation. Enter the Seq (sequence) number and select the name of this variable rate rule.

4. Save your work.

Defining Matching Rates for a Standard Contribution Calculation

> **Note:** The matching rates feature is reserved for future use. It is currently not operational.

If you define an employer matching contribution that is a percentage of the employee contribution (in contrast to a fixed employer contribution), you can define how the system performs such matching. Multiple instances of a matching contribution may be necessary if the employer match varies according to the amount the employee contributes.

You define matching rates in the Standard Rates window. Choose the Matching Rates button.

To define matching rates for a standard contribution calculation:

1. If special circumstances apply, select a matching rate calculation rule.

2. Enter a Seq (sequence) number to specify the order in which the system processes this matching rate for this contribution.

3. Enter a From % and To % to specify the lowest and highest employee contribution percentage to which this matching contribution applies.

   In the Matching Values block:

4. Enter a Match % to specify the matching percentage for this matching rate.

5. Enter a Minimum and Maximum Amount to specify the boundaries of the employer match, regardless of the value the system calculates.

   Check the No Maximum Amount field if the match has no Maximum Amount defined for it.

   In the Maximum Pay to Consider block:

6. Enter an Amount to specify the maximum amount of employee earnings against

which the system calculates this match.

Check the No Maximum Amount field if the match is not limited by the Maximum Amount of employee earnings.

7. Enter a Percent to specify the maximum percentage of employee earnings against which the system calculates this match.

   Check the No Maximum Percent field if the match is not limited by a Maximum Percent of employee earnings.

8. Check the Continue Matching after Maximum field if employer matching contributions continue up to the maximum percentage or amount, even though the worker has met the limit of worker contributions.

   Note: This is particularly useful for US 401(k) plans as workers may choose high salary percentages in order to contribute as much as possible as soon as possible. When employer contributions match each pay period, it may occur that the worker is contributing too much each pay period to receive the employer's highest matching amount. For example, a worker could contribute 15% of pay up to the worker maximum contribution limit of $9,000, but the employer matches only 50% up to 6% of what the worker contributes. As Oracle Payroll performs the actual calculation, checking this field only alerts the system to activate the proper calculation process.

9. Save your work.

Associating a Period-to-Date Limit with a Standard Contribution/Distribution Calculation

You can associate period-to-date limits for a calculation or a distribution. You typically define period-to-date limits for savings plans.

Choose the PTD Limits button in the Standard Rates window to select a period-to-date limit.

To define a period-to-date limit for a calculation:

1. Select a Period-to-Date Limit to associate with this calculation.

2. Save your work.

Defining General Information for a Variable Rate Profile

You use the Variable Rate Profiles window to define a variable rate when an activity

rate for a plan can vary for each participant based on one or more factors.

To set up variable rate profiles for use in Grade/Step Progression criteria sets, use the Variable Rate Profiles using the Eligibility Profiles window and set your effective date to 01-JAN-1951

To define general information for a variable rate profile:

1. Enter the Name of the variable rate profile you are defining.

2. Select its current Status.

   Pending: This variable rate profile is currently proposed, but not yet associated with an activity rate.

   Active: This variable rate profile is currently associated with an activity rate.

   Inactive: This variable rate profile is currently not associated with an activity rate.

   Closed: This variable rate profile was once Active or Proposed, but is no longer associated with an activity rate.

3. Choose the General tab if it is not already selected.

4. Select an Activity Type code to specify the type of activity rate to which this variable rate applies.

   If you are setting up a variable rate profile for use in Grade/Step Progression, the Activity Type code must be Grade Step Progression Salary Amount.

5. Select a Tax Type code to specify the tax status of the activity rate.

   Note: The system displays only those tax types that are valid based on the activity type you select.

   Note: Variable rates for actual premiums must have a tax type of Not Applicable.

6. Select a Reference Period code to specify the time period applicable to the activity rate.

7. Select a Treatment code to specify the type of calculation the system performs on the activity rate.

8. Select a Usage that limits the kind of activity rate to which this variable rate can apply.

9. Select an Assignment to which this variable rate profile applies. For example, you can define a variable profile of Benefits Assignment Only if you use this profile to

determine continuing eligibility.

10. Save your work.

Defining a Calculation Method for a Variable Rate Profile

You use the fields in the Calculation Methods region of the Variable Rate Profiles window to define how a variable activity rate is calculated.

To define a calculation method for a variable rate profile:

1. Query the variable rate for which you are defining a calculation method in the Name field.

2. Click the Calculation Method tab.

3. Select the method you are using to calculate the variable activity rate in the Calculation Method field.

   Important: The window changes based on the calculation method you select.

4. Complete your calculation definition based on the calculation method you select.

5. Select Always Sum All Participants or Always Sum All Coverage if you are defining a variable rate profile for an actual premium based on the total coverage volume for all participants or the total number of participants.

   - Conversely, do not select Always Sum All Participants or Always Sum All Coverage if you want the variable rate determined based *only* on the number of participants who meet the criteria of the variable rate profile.

6. Save your work.

Defining the Criteria in a Variable Rate Profile

You define the criteria that compose a variable rate profile so that participants who meet the criteria receive the variable rate you have defined. You can also define a variable rate profile so that participants who meet the criteria are specifically *excluded* from receiving the variable rate.

Note: You can use a participant eligibility profile that you have defined as a criteria set in a variable rate profile. This lets you define your criteria once, then reuse the criteria set to control both eligibility and

variable rates. Oracle recommends attaching eligibility profiles to variable rates--as opposed to individual criteria--to improve system performance.

If you use a FastFormula rule as part of your variable rate profile, the participant must meet the criteria of the rule and one value from any other criteria that you include in the profile. If you use more than one FastFormula rule, by default the participant must meet the criteria of all the rules. If you change the user profile option BEN:VAPRO Rule from AND to OR, the participant need only meet the criteria of one rule.

To define the criteria in a variable rate profile:

1. Enter or query the variable rate in the Variable Rate Profiles window.

   If you are attaching an Eligibility Profile for a Grade/Step Progression criteria set, use the Variable Rate Profiles using the Eligibility Profiles window and set your effective date to 01-JAN-1951. For a Grade/Step Progression criteria set, you can only attach Eligibility Profiles to your Variable Rate, but not individual criteria.

2. Choose the Eligibility Profiles button to open the Eligibility window if you want to link a participant eligibility profile to the variable rate profile.

3. Select an Eligibility Profile Name.

4. Select the Required check box if the participant must satisfy this eligibility profile to receive the variable rate.

   Note: Currently, you can attach only one criteria set to a variable rate profile, so the set is automatically required.

5. Close the Eligibility window.

6. If you want to use variable rate criteria--instead of an eligibility profile--choose the Criteria button to open the Variable Rate Criteria window.

7. Choose a tabbed region that contains a criteria element you want to include in your variable rate profile.

8. Select a criteria element.

   For example, in the Other Factors region you could select Participation in Another Plan as a criteria element if you want to define a special rate for when two plans are elected in conjunction with one another.

   If you are attaching an Eligibility Profile for a Grade/Step Progression criteria set, you can use the following criteria only:

- Bargaining Unit
- Full Time/Part Time
- Job
- Location
- Organization
- Performance Type
- Person Type
- Rating Type
- Rule
- Service Area

9. Enter a Seq (sequence) number specifying the order the system processes this criteria element relative to any other criteria in the variable rate profile.

   Important: You must assign a sequence number of a higher priority to all criteria that are used to exclude eligibility in a variable rate profile.

10. Select a value for the criteria element you have selected.
11. Check the Exclude field if a person who meets the value of this criteria element is excluded from receiving the variable rate associated with this profile.
12. Repeat steps 7-11, page 5-161 for each criteria element you include in this variable rate profile.
13. Choose the Display All tabbed region to view the criteria elements in this variable rate profile.
14. Save your work.

Defining Matching Rates for a Variable Rate Calculation

Note: The matching rates feature is reserved for future use. It is currently not operational.

The process for defining a matching rate for a variable rate calculation is the same as defining a matching rate for a standard contribution.

From the Variable Rate Profiles window, choose the Matching Rates button.

To define a matching rate for a variable rate calculation:

1. Query the variable rate for which you want to define a matching calculation rate.
2. Choose the Matching Rates button to display the Matching Rates window.
3. Define the matching rate calculation.

   See: Defining Matching Rates for a Standard Contribution Calculation, page 5-157
4. Save your work.

Defining a Coverage Calculation

You use the Coverages window to define the amount of coverage available for a plan or an option in plan. Coverage calculations are typically used to determine the coverage offered by an insurance plan but may also include other benefit offerings, such as stock options.

To define a coverage calculation for a plan:

1. Enter or query the coverage calculation you are defining in the Name field.
2. Select the Type of benefit provided by this plan or option in plan, such as Coverage or Time Off.
3. Choose the General tabbed region if it is not currently selected.
4. Select the Level at which you are creating a coverage calculation.
5. Select the plan or option in plan for which you are defining a coverage calculation in the Compensation Object field.
6. Select a UOM for non-monetary coverage amounts, such as options or shares.
7. Select a Boundary Period that restricts any lower or upper limit coverage amount that you specify to a specific length of time.
8. Check the Max Overridable field if the user can override the maximum coverage amount.
9. Save your work.

Defining a Coverage Calculation Method

You define a coverage calculation method to define how the coverage amount is calculated for a plan or an option in plan.

See: Calculation Methods: Values, Increments, and Operations, page 5-141

See: Coverage Calculations, page 5-145

To define a coverage calculation method:

1. Enter or query the coverage calculation you are defining in the Name field.
2. Choose the Calculation Method tabbed region.
3. Select the Calculation Method you are using to define this coverage calculation.
4. Check the Enter Value at Enrollment field if you enter the coverage amount at the time of enrollment.
5. Complete the remaining fields based on the calculation method you select.
6. Enter a Lower Limit value or rule to define the minimum amount of coverage available under this plan or option regardless of the result of the coverage calculation.
7. Enter an Upper Limit value or rule to define the maximum amount of coverage available under this plan or option regardless of the result of the coverage calculation.
8. Save your work.

Associating a Variable Rate Profile with a Coverage Calculation Method

You use the Benefit Variable Rates and Rules window to associate a variable rate profile with a coverage calculation if the calculation can vary for each participant.

To associate a variable rate profile with a coverage calculation:

1. Enter the Seq (sequence) number in which the system should process this variable rate profile relative to any other variable rate profiles that you associate with this coverage calculation.
2. Select the variable rate profile in the Profile Name field.
3. Select another profile if you use more than one variable rate for this calculation.

4. Alternatively, choose the Rule tab and select a variable rate rule to associate with this calculation.

5. Save your work.

Defining a Coverage Limit Across Plan Types

You use the Coverage Across Plan Types window to define the minimum and maximum coverage amount that a participant can elect across plan types in a program.

You can place a plan type in only one across plan type group. You can also set coverage limits at the plan level.

To define a coverage limit across plan types:

1. Select the program for which you are defining cross plan type coverage limits.

   Note: The system displays the plan types in this program in the Coverage Plan Types block.

2. Enter a name that identifies this cross plan type coverage limit.

3. Enter the minimum amount of coverage that a participant must elect across the plan types in this grouping.

4. Enter the maximum amount of coverage that a participant must elect across the plan types in this grouping.

   In the Coverage Plan Types block:

5. Select a plan type for which you are defining a cross plan type coverage limit.

   - Check the Applies To field if you are placing this plan type into this cross plan type grouping.

     Note: The Already Used field appears checked if you have already placed this plan type into another cross plan type grouping.

6. Repeat step 5 for each plan type that you are placing into this cross plan type grouping.

7. Save your work.

Defining an Imputed Income Calculation

You use the Imputed Income window to date effectively define activity rates that calculate the amount of plan income that is considered a "fringe benefit" and subject to Section 79 of the US Internal Revenue Service code.

To define an imputed income calculation:

1. Enter a Name for the imputed income calculation you are defining.

2. Select the imputed income Plan for which you are defining this calculation.

3. Select an Assignment to Use, enabling you to apply this calculation to a subset or sequence of assignment types.

4. Select a Status code for this imputed income calculation.

   Pending: This plan currently does not use this imputed income calculation, but could in the future if you change the Status of this calculation to Active. Select the Pending status when setting up an imputed income calculation that possibly may not become Active.

   Active: This imputed income calculation is associated with an imputed income benefit.

   Inactive: This imputed income calculation is not associated with an imputed income benefit.

   Closed: This imputed income calculation is not associated with an imputed income benefit.

5. Select a processing Source code to identify the system that processes this imputed income calculation.

6. Check the Uses Payment Schedule field if a payroll system uses a payment schedule other than "every pay period" when processing this imputed income calculation.

7. Check the Process Each Pay Period field if a payroll system processes this imputed income calculation every pay period.

8. Enter a Wash Rule Day if participants who start coverage for this plan do not receive imputed income contributions or distributions for the month when their coverage start date is *after* the wash rule day.

   - Conversely, participants who end coverage for the plan will not receive imputed income for the month when their coverage end date is *before* the wash rule day.

   In the Payroll Information block:

9. Select the Element Entry that this calculation creates.

10. Select the Input Value of the element entry.

11. Select a Recurring code to specify whether this imputed income calculation occurs for the participant only Once, Recurs on a periodic basis for an indefinite time period, or Either.

12. Select a Partial Month Determination Code or Rule to specify how the system calculates this imputed income calculation when the employee participates in the imputed income benefit mid-month.

13. Enter a Foreign Earning Deduction ID and Name to identify this payroll system if a non-Oracle payroll system processes this imputed income calculation.

14. Select a Foreign Earning Deduction Type of deduction or earnings to specify how this non-Oracle payroll system processes this calculation.

15. Save your work.

Associating a Variable Rate Profile with an Imputed Income Calculation

You use the Variable Rates window to associate a variable rate profile with an imputed income calculation.

To associate a variable rate profile with an imputed income calculation:

1. Query or enter an imputed income calculation in the Imputed Income window and choose the Variable Rates button.

2. Select a Variable Rate Profile to associate with this imputed income calculation.

   Important: Calculation of imputed income does *not* use the Activity Reference Period from the Variable Rate Profile window; it uses the Activity Reference Period from the Program window. To calculate imputed income at a monthly rate, for example, you must change (or verify) the value in the Program window.

3. If necessary, adjust the From and To dates to specify the dates through which you associate this profile with this calculation.

Associating a Payment Schedule with an Imputed Income Calculation

You use the Payment Schedule window to define a payment schedule for an imputed income calculation if the payroll system uses a schedule other than "every pay period."

To associate a payment frequency schedule with an imputed income calculation:

1. Query or enter an imputed income calculation in the Imputed Income window and choose the Payment Schedule button.
2. Select the Payment Schedule or Rule the payroll system uses to process this imputed income calculation.
3. Select the Pay Frequency code to specify how frequently the payroll system processes this imputed income calculation.
4. Check the Default field if the system assigns this payment schedule to this imputed income calculation when the payroll system does not specify which payment schedule to use.
5. Save your work.

Defining an Actual Premium

You use the Actual Premiums window to maintain the criteria used to calculate an actual premium cost.

To define an actual premium:

1. Enter the premium name or a description of the premium in the Name field.
2. Select the premium type in the Type field.
3. Select the premium payer in the Payer field.
4. Select the plan to which you are associating this premium.
5. Select an option in plan if you are associating this premium to an option.
6. Select the organization to which the premium is paid in the Supplier field.

   Note: The list of organizations is limited to those organizations that you attach to the plan or to the program containing the plan.

7. Select the Currency in which this premium is paid.

   Note: The Activity Reference Period is monthly for all actual premiums. This is a read-only field.

8. Save your work.

General Definitions

Deleting an Actual Premium

You can delete an actual premium that you have created in error if you have not associated the premium with a plan or an option in plan in which a participant is currently enrolled.

Use the end-dating feature of the system to de-activate an actual premium that is no longer valid.

Defining Period-to-Date Limits

You use the Period-to-Date Limits window to date effectively define plan year contribution limits for plans or options in plan. When you define a standard contribution, you can associate a period-to-date limit for those plans or options in plan that require contribution restrictions.

You can base period-to-date limits on a person's accrued activity rate balance, as a percentage of their compensation, or based on a fastformula rule that you define.

To define a period-to-date limit:

1. Enter a Name for this period-to-date limit.

2. Select a Determination Code that defines when the limit is reached.

Balance Region

3. Enter the maximum amount that a participant may accrue during a plan year for this balance in the Max Value field.

4. Select the period-to-date balance Type.

Compensation Region

You use the fields in the compensation region if you are limiting a period-to-date contribution as a percentage of a participant's compensation, or based on a derived compensation factor.

5. Enter the maximum percentage of a participant's compensation that can be accrued in this balance in the Max Percent field.

6. Select a compensation factor in the Factor field if you are using a derived compensation factor to determine the period-to-date limit for this balance.

7. Enter the Max Pay to Consider if you define a maximum compensation amount that the system considers when calculating a period-to-date limit based on a percentage

of compensation or a derived compensation factor.

Rule Region

8. Select a Rule if you are defining a period-to-date limit based on a FastFormula rule that you have written.

9. Save your work.

   You can now use the Standard Contribution/Distribution window to associate your period-to-date limit with the contribution activity rate for a plan or option in plan.

Defining a Benefit Balance

You use the Benefit Balances window to enter and maintain benefit balances that you can link to persons or to formulas.

To define a benefit balance:

1. Enter a Name used to identify the benefit balance.

2. Enter a Description of your benefit balance.

3. Select a Usage code.

   Your system administrator or benefits administrator defines the benefit balance usage codes as part of the system implementation.

4. Select the unit of measure in which this balance is expressed in the UOM field.

5. Select a Non-Monetary UOM for benefits not expressed in currency, such as stock options or shares.

6. Save your work.

   You can now associate this benefit balance with a person benefit balance or a formula.

Flex Credits and Benefit Pools (Advanced Benefits)

Flex Credit Calculations (Advanced Benefits)

Flexible benefit programs offer employees choices among benefits and coverage levels. Participants can receive flex credits for various reasons, such as service credits, health care credits, and credits from vacation sale.

You define flex credits in conjunction with flexible benefit programs so that participants have money to spend on benefits and coverage levels. Flex credits are defined by a special type of activity rate calculation.

You can define flex credits at the following levels in the compensation object hierarchy:

- Program
- Plan type in program
- Plan in program
- Option in plan
- Combination plan type in program
- Combination plans in program

If you are defining a flexible benefits plan, you must create a flex credit program and place the flex credit plan in that program.

Benefit Pools (Advanced Benefits)

Benefit pools define how flex credits are grouped. They restrict the compensation objects that are funded by a flex credit calculation.

You define benefit pools in association with programs that provide flex credits so that when a participant enrolls in a flex program they have flex credits available to spend. You define the amount provided by a benefit pool by creating an activity base rate for the pool object.

Excess treatment codes restrict the distribution of flex credits left unspent by a participant. Excess credits may be rolled over into another compensation object (such as another plan), distributed as cash, or forfeited. You can define minimum and maximum rollover amounts and the order in which excess credits should be distributed.

Benefit pools can be defined at the following levels in the compensation object hierarchy:

- Program

- Plan Type in Program
- Plan in Program
- Option in Plan in Program
- Combination of Plan Types in Program
- Combination of Plans in a Program

Defining Flex Credits (Advanced Benefits)

Regardless of the level at which you define flex credits, you must associate your flex credit definition with a compensation object that is part of a program. You cannot define flex credits for a benefit plan that is not part of a program.

You define the flex credits in a program in the Flex Credits window.

To define general information for flex credits:

1. Enter or query the flex credit calculation you are defining in the Name field.
2. Select the Status of the flex credit calculation.

   Pending: This compensation object currently does not use these flex credits, but could in the future if you change the Status of these flex credits to Active. Select the Pending status when setting up flex credits that possibly may not become Active.

   Active: The system has applied these flex credits to a compensation object.

   Inactive: This compensation object currently does not use these flex credits.

   Closed: The system does not apply these flex credits to a compensation object.

On the General Tab

3. Select the Level of the compensation object hierarchy at which you are defining flex credits.
4. Select the Compensation Object for which are defining a flex credit calculation.
5. Select the Activity identifying the business function this activity rate performs.
6. Select a Tax Type to indicate the tax impact of these flex credits to participants, such as pre-tax or after tax.

On the Calculation Method tab

7. Select the Calculation Method the system uses when determining the flex credit rate for the selected compensation object.

The system redisplays the window based on the calculation method you select.

8. Enter or select one or more values based on your flex credit calculation definition. For example, if you select the Multiple of Compensation method, you might enter a multiplier of 10 with the operator Percent Of, and the compensation factor Pensionable Wages.

9. If you did not select the Flat Amount method, you can:

   - Enter a Lower Limit Value or Rule to define the minimum result of this flex credit calculation.

   - Enter an Upper Limit Value or Rule to define the maximum result of this flex credit calculation.

10. Save your work.

Defining Regular Processing for a Flex Credit Activity Rate (Advanced Benefits)

You use the Processing tabbed region of the Flex Credits window to define the payroll processing of a flex credit calculation. You must define this information in conjunction with your element definition for this activity rate to be processed.

To define regular processing for a flex credit activity rate:

1. Select a Source code to identify the system that processes this flex credit calculation.

2. Select a Recurring code to indicate if this flex credit calculation is processed once or on a recurring basis.

3. Check the Uses Variable Rate field if these flex credits are calculated using a variable rate profile.

   Do one of the following:

   - Check the Process Each Pay Period field if a payroll system processes this flex credit calculation every pay period.

   - Check the Uses Payment Schedule field to specify that one or more payment schedules must be defined if a payroll system processes this flex credits activity rate on a non-pay period basis.

     Note: The Process Each Pay Period and the Uses Payment Schedule check boxes are mutually exclusive.

In the Foreign Earning/Deduction block:

4. If a non-Oracle payroll system processes these flex credits:
   - Select the ID to identify this activity rate
   - Select a Type code of Earning or Deduction to specify how this system processes this calculation
   - Enter a Name to identify this payroll system

Payment Schedule Window

5. Choose the Payment Schedule button to open the Payment Schedule window if you checked the Uses Payment Schedule field.
6. Select the Payment Schedule the payroll system uses to process this activity rate.
   - If no Payment Schedule meets your requirements, select a Rule.
7. Select the Pay Frequency code to specify how frequently the payroll system processes this activity rate for this Payment Schedule.
8. Check the Default field if the system assigns this payment schedule to this activity rate when the payroll system does not specify which payment schedule to use.
9. Close the Payment Schedule window.

Activity Variable Rates and Rules Window

10. Choose the Variable Rates button to open the Activity Variable Rates and Rules window if you checked the Uses Variable Rate field.
11. Choose the Variable Rate Profile tab or the Variable Rate Rule tab depending if you are linking a variable rate profile or rule to this flex credit activity rate.
12. Enter a Seq (Sequence) number to specify the order in which the system processes the variable rate profile or rule.
13. Select a Variable Rate Profile or Rule to associate with this flex credit activity rate.
14. Close the Activity Variable Rates and Rules window.

Period to Date Limits Window

15. Choose the Period to Date Limit button if you limit the number of flex credits a participant can receive during a given time period.
16. Select a Period-to-Date Limit to associate with this flex credit activity rate.

17. Save your work.

Defining Partial Month Processing for a Flex Credit Activity Rate (Advanced Benefits)

You use the Partial Month tabbed region of the Flex Credits window to define how the system calculates a flex credit activity rate when a participant enters the plan mid-month.

To define partial month rate processing for a flex credit activity rate:

1. Select a Partial Month Determination Code to specify how the system calculates these flex credits when the employee participates in this compensation object mid-month.

   - If special circumstances apply, select a Partial Month Determination Rule instead of a Partial Month Determination Code.

2. Select the Partial Month Effective Date Determination Code to specify how the system determines the effective date it uses to calculate a partial month contribution/distribution proration.

   - If the Partial Month Effective Date Determination Code values do not meet your requirements, select a Partial Month Effective Date Determination Rule.

3. Enter the Wash Rule Day if participants who enter this plan do not receive a flex credit allocation for the month when their coverage start date is *after* the wash rule day.

   - Conversely, participants who end coverage for the plan will not receive a flex credit allocation for the month when their coverage end date is *before* the wash rule day.

4. Choose the Partial Month button.

5. Select if this partial month activity rate starts or stops for this partial month period in the Start or Stop field.

6. Select a From day and a To day within the month that represent the starting and ending dates for the partial date range.

   Set the From day equal to the To day to prorate the flex credit calculation for a single day.

7. Select a Percent specifying the percentage of the total activity rate that the system uses to calculate the prorated rate for those persons whose enrollment coverage

dates fall within these From and To days.

- Or, select a Proration Rule that you have defined to calculate the prorated rate.

8. Select a Rounding Code to specify how the system rounds the result of this flex credit calculation.
9. If a Rounding Code does not meet your requirements, select a Rounding Rule.
10. Save your work.

Defining the General Characteristics of a Benefits Pool (Advanced Benefits)

You define benefit pools to limit how a participant can spend flex credits and how excess flex credits can be rolled over, distributed as cash, or forfeited.

Benefit pools are always associated with a program, but you can also create pools at other levels within a program.

You can specify the percentage or amount of credits that can be distributed as cash based on the number of excess credits.

You use the Benefits Pools window to date effectively maintain benefit pools for your flex credit programs.

To define the general characteristics of a benefits pool:

1. Enter a name for the benefit pool you are defining in the Name field.
2. Select the program to which you are associating this benefit pool.
3. Select the Level at which you are defining flex credits in this program.
4. Select the Compensation Object for which you are defining a benefit pool.

   Note: The list of available compensation objects is limited based on the level you select in step 3, page 5-176.

5. Choose the General tab, if it is not already selected.
6. Check the Include Program Flex Credits field if this is a program level pool.
7. Check the Automatically Allocate Excess field if excess credits from this pool are allocated based on your benefit pool definition and without the explicit choice of the participant.

8. Select a code in the Excess Treatment field that defines how a participant may use excess flex credits from this pool.

   Receive as Cash or Roll to Another Plan: The participant can choose to receive the excess flex credits as cash or roll the excess credits to another eligible plan.

   Roll to Another Plan: The participant can only choose to roll the excess credits to another eligible plan. They cannot receive excess credits as cash.

9. Select a Default Excess Treatment code to define the order in which excess flex credits are either distributed, rolled over, or forfeited.

   In the Percent block:

10. Enter the Minimum percentage of excess credits that can be distributed from this benefit pool as cash or check the No Minimum field if there is no minimum percentage.

11. Enter the Maximum percentage of excess credits that can be distributed from this benefit pool as cash or check the No Maximum field if there is no maximum percentage that can be distributed.

12. Select a Rounding Code or Rule if you are defining a rounding method for the percentage of excess credits that can be distributed from this benefit pool.

    In the Amount block:

13. Enter the Minimum amount of excess credits that can be distributed from this benefit pool as cash or check the No Minimum field to indicate that there is no minimum amount.

14. Enter the Maximum amount of excess credits that can be distributed from this benefit pool as cash or check the No Maximum field to indicate that there is no maximum amount.

15. Select a Rounding Code or Rule if you are defining a rounding method for the amount of excess credits that can be distributed from this benefit pool.

16. Save your work.

Applying a Benefit Pool to a Plan and Option (Advanced Benefits)

You use the Application tabbed region of the Benefit Pools window to apply the benefit pool to a plan and the options in that plan.

To apply a benefit pool to a plan and option:

1. Select the Plan to which you are associating this benefit pool. The system displays:

- The option or options associated with this plan
- The activity rate for each option
- The taxability of the option
- The effective dates for the association of this plan and option with this benefit pool

2. Repeat step 1, page 5-177 for each plan you are associating with this pool.

   Note: A credit pool can be applied to more than one plan. Likewise, a plan can be linked to more than one pool.

3. Save your work.

Defining Rollover Rules for a Benefit Pool (Advanced Benefits)

You use the Rollover tabbed region of the Benefit Pools window to set up rollover rules that define how the system processes excess credits for a benefit pool. A credit pool can have different rollover requirements for different plans, and a plan that decrements more than one pool can be subject to multiple rollover requirements.

To define the rollover rules for a benefit pool:

1. Select the Plan and Option to which flex credits from this pool rollover. The system displays:
   - The pretax activity rate for this option
   - The effective dates for the association of this plan and option with this benefit pool
2. Enter the Default Order in which the system rolls over credits into the plans and options in this pool.
3. Enter the increment by which flex credits can be rolled over as a percent or an amount in the Increment Percent and Increment Amount fields.
4. Select a Participant Eligibility Rollover Rule if you define a formula that limits the circumstances under which the credits from this pool can be rolled over.

Defining Benefit Pool Rollover Percentages and Amounts (Advanced Benefits)

You use the fields in the Percent and Amount blocks to define minimum and maximum rollover amounts and percentages for this credit pool.

1. Enter the Minimum rollover percentage for this benefit pool or check the No Minimum field if there is no minimum rollover percentage.

2. Enter the Maximum rollover percentage for this benefit pool or check the No Maximum field if there is no maximum rollover percentage.

3. Select a Rounding Code or Rule if you are defining a rounding method for the rollover percentages for this benefit pool.

In the Amount region:

4. Enter the Minimum amount or check the No Minimum field to indicate that there is no minimum amount.

5. Enter the Maximum amount or check the No Maximum field to indicate that there is no maximum amount.

6. Select a Rounding Code or Rule if you are defining a rounding method for the amounts for this benefit pool.

7. Save your work.

Communications

Communications

You send communications to potential, current, and former benefits participants to inform them about available benefits, rates, scheduled enrollment periods, and other information that you need to communicate.

You create a *communication type* to define:

- The conditions that trigger a communication
- The data that is extracted from the database which you can merge into a communication
- The communication delivery method and medium

You run the Participation batch process (in either of its four modes: Life Event, Scheduled, Selected, or Temporal) from the Concurrent Manager to extract data based on your communication type definition. Using the System Extract feature, this data can be extracted to a text file and then merged into the body of your communication.

Communication Type Definitions

You can create definitions for communications that control different aspects of the communication.

For example, you can:

- Specify the date a communication is to be sent to a participant relative to a qualifying life event or a point in the enrollment cycle
- Indicate if the communication is a stand-alone item, or a piece in a kit
- Select a *usage type* that categorizes the communication, such as Reminder to Act or Confirmation of Action
- Limit the kinds of recipients who can receive a communication

Communication Triggers

Communication trigger control the data that is extracted from the database when you run the Participation batch process. For example, the Pre Enrollment Literature trigger extracts a person's electable choices based on your *communication usage definition* and the parameters you select when you run the Participation process.

Communication triggers are seeded with the product.

Communication Usages

As part of your plan design, you can define the condition or combination of conditions that must be present in order for a communication to be sent to a person. The conditions that you associate with a communication are called *usages*.

You select from the following criteria to limit when a communication is generated:

- Life Event
- Program
- Plan
- Plan Type
- Enrollment Period
- Action

Selecting more criteria for a communication limits the usage of the communication.

Delivery

You can specify the method by which a communication is delivered, such as home mail delivery or email. You can also specify a delivery medium, such as paper or diskette.

Employees can specify a preferred delivery method and medium. This information is maintained on the People window. You can choose to override this information for a particular program or plan. Or, you can specify a default delivery method or medium for employees who do not specify a preference.

Person Communications

You use the Person Communications window to maintain information about the communications that are requested by a participant or that are sent automatically as events occur in the plan year.

A participant can request to have a communication re-sent which has already been sent. Each time a communication is requested, the system tracks the request by generating a sequence number for that request. You can define the maximum number of requests that a person can make for a particular communication.

You can categorize communications into those that can be requested by a participant and those that can only be requested by a benefits specialist. A benefits specialist can select communications with a trigger type of Online Participant Based Literature Requests and Online Participant Service Representative (PSR) Based Requests. Participants are limited to making selections from communications with a trigger type of Online Participant Based Literature Requests.

When you define a communication type, you select the Always Send checkbox to indicate that the communication is sent whenever it is requested. If the box is unchecked, you must create a *communication usage* that specifies the program, plan, action type, or enrollment period to which this communication applies.

The participant's address appears on the window as it is entered in the Address window. You can override this address by selecting another address that exists in the database or by using the Address window to enter the address as a secondary address.

You also use the Person Communications window to enter delivery instructions, change the person's default delivery method and media, modify the date on which the communication is sent, and to specify if the communication requires inspection.

See Also

Determine Communications Batch Process, page 6-102

Defining Communication Types

You define, update, and delete communication types in the Communication Types window. You complete your communication type definition by defining communication triggers, usages, and delivery information.

To define a communication type:

1. Enter a Name for the communication type you are defining.

2. Optionally, enter a Short Name for this communication type.

   Note: Short names are also used to maintain instruction text for regions of self-service enrollment web pages. You must enter the short name in the following format: **PREFIX.REGIONNAME**. Exclude the **PREFIX** prefix from the regionname portion of short name.

   See: Benefits Enrollments, page 5-17 for a list of the required short names for each web page region.

3. Select a To Be Sent code or rule that defines when the communication should be sent relative to a life event or a given point in the enrollment cycle.

4. Select a kit code in the Part of Kit field to specify whether this communication is a single item (a piece), or one of several communication items in a kit.

   - Select the kit to which this piece belongs in the Kit Name field if this communication is one piece in a kit.

   - View the communication pieces that make up a kit by choosing the View

Children button when you have selected a kit.

5. Check the Inspection Required field or select an Inspection Required Rule if this communication must be inspected before it is delivered.

6. Check the Always Send field if this communication should always be sent whenever it is requested or triggered.

   Alternatively, enter the maximum number of times this communication can be sent in the Max Number Available field.

7. Check the Track Mailing field if the system should track the delivery status of this communication.

8. Select the Inactive Flag check box to determine if the communication is no longer used and should not be assigned to persons, even if the usage and trigger requirements are met.

9. Enter the maximum number of communication that a person can receive of this communication type in the Max Number Available field.

10. Select a Communication Type Rule that further refines the definition of this communication type.

11. Select a Usage type that categorizes this communication.

    Example usage types include Reminder to Act and Confirmation of Action.

    Note: Select a usage type of Self Service Instruction Text if you are configuring a self-service web page.

12. Select a Recipient Code that limits the type of benefits participant to whom this communication is being sent, such as a dependent.

13. Enter a Description of this communication.

14. Save your work.

Defining When to Use a Benefits Communication

You use the Communication Type Usages window to define the conditions that generate an extract of communications data.

You also use this window if you are implementing web-based self-service enrollments and you want to write instruction text that appears in a region of a self-service window.

To define a communication usage:

1. Enter or query a communication type in the Communication Types window.
2. Choose the Usages button.
3. Select a value for one or more of the following parameters to limit the conditions under which communications data is generated.
   - Life Event
   - Program
   - Plan
   - Plan Type

     US Users Only

     Note: : To suppress the communication type HIPAA Letter when the person drops HIPAA coverage but gains electability within a program for another plan type subject to HIPAA, include all Plan Types that are subject to HIPPA for the usages.

   - Enrollment Period
   - Action
4. Select a Usage Rule if your criteria for determining the conditions under which communications data is generated cannot be fully accommodated by the usage criteria on this window.
5. Enter instructional text in the Self Service Description field that corresponds to the region of the self-service web page that you are configuring.
6. Save your work.

Defining a Communication Trigger

You use the Communication Type Triggers window to link a trigger to your communication type definition. A trigger controls the kind of data that is extracted from the database when you run the Participation batch process.

For example, the Final Confirmation Literature trigger extracts a participant's benefit elections after the enrollment is closed.

To define a communication trigger:

1. Enter or query a communication type in the Communication Types window.
2. Choose the Triggers button.
3. Select one or more triggers that you are linking to this communication type definition in the Type of Trigger field.

   Note: You select a trigger type of Online Participant Based Request or Online PSR Based Request to provide a list of communications that can be requested through the Person Communications form.

4. If special circumstances apply, select a trigger rule instead of a trigger type.
5. Save your work.

Defining a Communication Delivery Method

You use the Communication Type Delivery Methods window to define the method and media by which a communication is delivered. A typical communication delivery uses the postal service as the delivery method and paper as the delivery medium.

1. Enter or query a communication type in the Communication Types window.
2. Choose the Delivery button.
3. Select the Delivery Method for this communication item, such as Email or Postal Service.
   - Check the Default field if this delivery method is the default to use when you do not know a person's preferred way to receive communications.
   - Check the Required field if you must always deliver this communication using this delivery method, regardless of a person's preference.
4. Select a Delivery Medium for this communication item, such as Paper or Diskette.
   - Check the Default field if this delivery medium is the default you use when you do not know a person's preferred medium for communications.
   - Check the Required field if you must always use this delivery medium for this communication, regardless of a person's preference.
5. Repeat step 4 for each delivery medium you associate with this delivery method.

6. Save your work.

Associating Eligibility Profiles with Communication Types

You associate eligibility profiles with Communication Types to determine if the application should trigger the associated communication for the person.

To associate eligibility profiles with communication types:

1. On the Communication Types window, query the communication type name.
2. Click the Eligibility Profiles button to associate eligibility profiles with communication types.
3. On the Eligibility window that displays, select a predefined participant eligibility profiles to associate it with the communication type. Required and Optional functionality is the same as with participation.

   Note: The application evaluates the criteria in associated eligibility profiles based on the date on which the life event causing the communication type occurs. Only if the person experiencing the usages and triggers for the communication type meets the criteria of the eligibility profiles, then the application detects the life event will the communication type be triggered. If you do not associate eligibility profiles, then the application deems the person eligible.

4. Click Save.

Online Benefit Services (Advanced Benefits)

Online Benefits Administration (Advanced Benefits)

The system is designed with features that enable you to perform a variety of tasks from a central form called the Benefits Service Center.

You use the Benefits Service Center window if the requirements of your organization include the need to perform various benefits and HR-related functions in a real-time environment.

Common requests that you can process include changing a person's address or phone number, adding a dependent or beneficiary, or changing a person's marital status. These and other changes may trigger a life event that enables enrollment, change in enrollment, or de-enrollment in one or more benefits.

Using this window you can:

- Authenticate a caller's identity
- Perform a variety of desktop activities, such as viewing current enrollments, sending communications, and entering personnel changes
- Evaluate changes to a person's record for enrollment impact
- Enroll eligible participants in benefit plans

You can link the Benefits Service Center to the Oracle TeleService Quick Menu, if you use this customer service application.

See: Setting Up Quick Menu, *Oracle TeleService Implementation Guide*

Caller Authentication

You can verify the identity of a caller using your organization's authentication criteria. You query the person's record based on the authentication criteria provided by the caller. If the caller's information is authentic, the query displays information about the person such as their address and any life event that is currently active for the person.

If necessary, you can use the results of the query for further caller authentication.

Desktop Activities

The action you take after you authenticate a caller's identity depends on the caller's request, the status of any open life events, and the person's electable benefit choices, if applicable.

You can select an action or form from a list of desktop activities based on the caller's

request. For example, you select the People form if the person needs to change their address. You select the Person Communication form if the person is requesting literature about a benefit plan that you offer.

During implementation, a system administrator can configure the desktop activities available to users of the Benefits Service Center. If you configure the People window (PERWSHRG) with custom workflows or taskflows, you can restrict access to the customized form by user responsibility.

A system administrator links the customized Person form function to the menu for the appropriate responsibility. Then, in the Maintain Online Activities window, the administrator selects the version of the Person form available from the Desktop Activities list.

Online Life Event Management

A special feature of online benefits administration is the ability to process a life event in real-time. When you query a person's record, the system indicates if the person has an open life event.

When you process the life event, the system determines if the life event results in the creation of electable benefit choices for the person. You can then enroll a person in one or more benefit plans for which they are eligible based on this life event.

Maintaining Online Activities (Advanced Benefits)

You use the Maintain Online Activities window to select the forms and functions that are available to the user in the Desktop Activities list of the Online Benefits Services form.

> **Note:** You use this form to override the default list of activities. Activities that you select in this form completely replace the default list.

If you configure the People window (PERWSHRG) with custom workflows or taskflows, you can restrict access to the customized form by user responsibility.

To add an activity to the desktop activities list:

1. Query the current list of desktop activity functions.
2. Enter the Seq (sequence) number in which the function displays in the desktop activities list.
3. Select the function in the Function Name field.
4. Enter the name of the function as it should appear in the desktop activities list in the User Function Name field.

5. Select if this item is a form or a function in the Type field.

6. Enter the Start Date on which this form should appear in the desktop activities list.

7. Enter the End Date to indicate the last date on which this form should appear in the desktop activities list.

8. Save your work.

Maintaining Pop Up Messages (Advanced Benefits)

You can use the Maintain Pop Up Messages window to customize the messages that appear on certain forms based on particular events that you select.

> **Important:** As a prerequisite, you must first use the Messages window to write the message that you associate with a form and an event. You must name the message with the BEN prefix and select Oracle Advanced Benefits as the application.

To associate a pop up message with a form and an event:

1. Enter a name for the pop up message in the Name field.

   In the Function block:

2. Select the Name of the function with which you are associating this message.

   - Select the Block associated with this message if the message is limited to a particular block in the form.

   - Select the Field associated with this message if the message is limited to a particular field in the form.

3. Select the event that triggers the message in the Event field.

   In the Formula block:

4. Select the Name of the formula with which you are associating this message if the message is limited to a particular formula in the form.

5. Check the No Formula field to indicate that the system should not process any formula that you have defined for this message.

   In the Message block:

6. Select the message in the Name field.

   You can view the message text by scrolling to the Description column of the list of

values for the field.

7. Select the message display type in the Type field.

   For example, you can choose to display the message with a Cancel button or an OK button.

8. Enter the start and end date to limit the time period when the message displays.

9. Save your work.

6

Administration for Health and Welfare Management

Administration for Health and Welfare Management Overview

Use the administration features of Standard and Advanced Benefits to manage your benefits programs.

Use the enrollment windows to process benefits participants into plans and options. You can view monthly premiums for a participant or a compensation object and make premium adjustments if required. Run the system extract batch process to compile enrollment records for transfer to third-party benefits administrators. When you need to update rates and premiums, you can use the Total Compensation Setup Wizard to update multiple rates simultaneously in the wizard or in a spreadsheet.

Advanced Benefits includes all the components of Standard Benefits plus features for pre-enrollment administration, processing default and automatic enrollments, recording expense reimbursements, and modeling benefits eligibility.

See: Advanced Benefits Administration: Overview, page 6-4

Use the implementation features of Standard and Advanced Benefits to set up your benefits programs.

See: Standard and Advanced Benefits Setup: Overview, page 5-1

See: Advanced Benefits Setup: Overview, page 5-3

Features Common to Standard and Advanced Benefits

Standard and Advanced Benefits administration share a number of common features:

- **Enrollment Management**: Enroll participants in plans and options for which they are eligible. It includes enrollments entered by benefits administrators, as well as web-based self-service enrollments. The system provides the following enrollment forms:

- Use the **Non-Flex** enrollment form for most programs that are not funded by flex credits.
- Use the **Savings Plan** enrollment form for plans such as 401(k) plans in the U.S. and stock purchase plans.
- Use the **Miscellaneous Plan** enrollment form for plans you define that are not part of a program.
- Use the **Flex** enrollment form if you are an Advanced Benefits customer and you offer programs that you fund by flex credits.

- **Continuing Benefits Administration**: For benefit plans your enterprise offers to terminated or retired employees, such as COBRA in the U.S., you can control continuing eligibility, enroll participants, and record continuing benefits payments.
- **Premium Calculation**: Run the Premium Calculation process to determine monthly premiums. You can view and adjust premiums for a participant or a compensation object.
- **System Extract**: The product's system extract features let you manage the extract, format, and delivery of benefits data to organizations such as third-party benefit administrators.

Administering Benefits Using SSHR

Your implementation team can set up Oracle HRMS so that employees and other eligible participants process their own enrollments using a web browser. You can configure SSHR so that an HR professional receives a workflow notification when a participant updates an enrollment.

You can also configure SSHR to allow your participants to search through a third party database of primary care providers.

Reporting on Benefits

You can assign programs and plans to reporting groups that you define, then generate reports to meet regulatory or other reporting needs. You can write your own reports, or select from reports delivered with Oracle HRMS.

Various predefined reports let you monitor the enrollment cycle during and after an election period, reconcile premiums, and, for Advanced Benefits, track life events.

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

Key Concepts

To broaden your understanding of Standard Benefits Administration, and administrative features common to both Standard and Advanced Benefits, see:

Running the Maintain Participant Eligibility Process (Standard Benefits), page 6-7

Enrollment Management, page 6-42

Running the Eligibility and Enrollment List Report, page 6-8

Running the Benefits Enrollment and Confirmation Reports, page 6-69

Recalculate Participant Values Overview (Standard Benefits), page 6-90

Running the Premium Reconciliation Process, page 6-92

Advanced Benefits Administration: Overview

Advanced Benefits enables benefits administration based on life events that occur to participants. You can generate enrollment actions, activity rate changes, and communications based on predefined life events or events you define.

Advanced Benefits Features

In addition to the core features available with Standard Benefits, Advanced Benefits comprises several distinct features:

- **Participation Management**: The system lets you trigger enrollments, activity rate changes, and communications based on the occurrence of a life event to a primary participant or dependent.
    - **The Participation Process**: This is the process you run from the concurrent manager to determine eligibility, electable benefit choices, and activity rates for your participants before you process enrollments.
    - **View Participation Information**: Based on the results of the Participation Process, you can view a participant's electable choices, active life events, and current elections.
    - **Potential Life Events**: The application creates a potential life event when the Participation Process detects a database change that you have defined as indicating the occurrence of a life event. You can manually create potential life events for a person and you can void and back-out life events.
- **What-if Eligibility**: This feature lets you model eligibility, electable choices, and pricing information for a person based on a potential life event. Changes that you model do not effect a person's actual record.
- **Online Benefits Administration**: This feature is useful for HR call centers. Using

the Benefits Service Center, you can record a change to a person's HR record, evaluate the change for enrollment impact, and process an election online all from a centralized form. You control the application windows, reports, and processes available to your benefits administrators.

- **Communications**: You send communications to inform employees and other individuals about benefits, enrollment periods, and other information that you need to communicate to a range of potential and former benefits participants.

- **Reimbursement Requests**: If you define a flexible spending account plan or a plan that offers reimbursable goods and services, you can record a participant's reimbursement request as part of the process of managing expense reimbursements.

Key Concepts

To learn more about Advanced Benefits Administration, see:

Participation Batch Processes, page 6-11

Participation Management, page 6-19

Running the Life Events Summary Report, page 6-26

Modeling a Person's Benefits Eligibility, page 6-37

Online Benefits Administration, page 6-39

Standard and Advanced Benefits Administration

Oracle HRMS provides a complete solution for Total Compensation management. Your Oracle Human Resources license includes the Standard Benefits feature set that enables you to manage your enterprise's benefit offerings.

The Oracle Advanced Benefits license provides the Standard Benefits feature set plus additional functionality enabling you to design flexible benefit programs and to administer benefits based on life events.

See: Advanced Benefits Administration, page 6-5

Standard Benefits Administration

Standard Benefits provides the functionality you need to administer benefit programs that do not offer flex credit based benefits. The Standard product is also useful if you outsource a significant portion of your benefits administration.

How do I enroll a person in a plan?

If your organization favors a centralized form of benefits administration, you can have your benefits practitioners or other personnel record participant elections. A more distributed method of enrollment is available with web-based self-service enrollment

forms.

Can you override eligibility and enrollment results?

You can enroll participants in plans for which they have been found ineligible and you can override a participant's benefit elections. You can also define whether or not a person can elect to waive participation in a benefit for which they are eligible.

Can you administer benefits-related court orders with the application?

For US users, Standard Benefits supports the administration of Dependent Coverage Orders and Qualified Domestic Relations Orders (QDROs). For Dependent Coverage Orders, you can require that a participant cover a dependent named in a court order (typically for health coverage). For QDROs, you can define a payment amount or percentage that is withheld from an individual and any benefit distribution restrictions.

How do you export benefits records to a third party administrator?

Because many plan sponsors outsource at least a portion of their benefits administration, the system enables you to extract and format benefits data for transmission to a third party. You can limit the records that are extracted based on a variety of factors, including only extracting records that have changed since the last system extract.

Advanced Benefits Administration

By licensing Advanced Benefits, you can also fulfill the following business requirements.

How do I automate benefits administration?

In your plan design, you define the qualifying life events that generate enrollment actions and participant communications. Batch processes that your system administrator can schedule to run on a nightly basis detect when a life event has occurred to a participant. Enrollment opportunities are then generated for the participant based on the life event and the rules of your plan design.

You can also define automatic and default enrollments to reduce the time you spend processing enrollments.

Can you model enrollment eligibility?

You can use the product for "what-if" eligibility modeling. For a given person, you can view what their benefit eligibility results would be if a particular life event occurred. The system does not save these results.

Can you automate when benefit communications are delivered?

You can send a communication to a person in conjunction with a life event. For example, you can run the *communications batch process* to send an enrollment kit to a group of employees in advance of a scheduled enrollment period. You can also automatically send a communication when an action item must be completed before an enrollment is valid.

Participant Eligibility Management (Standard Benefits)

Maintain Participant Eligibility (Standard Benefits)

If you use Standard Benefits in Oracle HRMS, you can determine eligibility and ineligibility for current and potential benefits participants through the Maintain Participant Eligibility batch process.

If the eligibility process finds a person *newly eligible* for one or more compensation objects, the process creates or updates the person's eligibility record. Typically, a gain in eligibility indicates an enrollment opportunity.

If the eligibility process finds a currently enrolled participant ineligible, the process de-enrolls the participant from the newly ineligible compensation object and ends the participant's coverage and rate.

> **Note:** You can define an Oracle Alert to notify a benefits administrator, participant, or other personnel when the process detects a change in eligibility status. For example, you can send an alert to an administrator indicating that the process has de-enrolled a participant. The administrator can then process an unrestricted enrollment to determine if the participant has any new enrollment opportunities, such as for continuing coverage.

Schedule this process before your payroll run so that deductions are not calculated for coverages which should be ended. You should also run the process before writing system extracts to transmit coverage changes to third party carriers.

See: Running the Maintain Participant Eligibility Process, page 6-7

Running the Maintain Participant Eligibility Process (Standard Benefits)

As a Standard Benefits user, you run the Maintain Participant Eligibility Process on a regular basis to manage eligibility for your employer-sponsored benefits programs.

You run this process from the Submit Requests window.

To run the Maintain Participant Eligibility Process:

1. Select the Maintain Participant Eligibility Process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Enter the Effective Date on which you are running the process.

4. Select one or more parameters to limit the eligibility determination to a segment of your employee and benefits participant population.

   For example, you can determine eligibility for participants currently enrolled in a particular benefits plan or for employees in an organization you select.

5. Select a Person Selection rule to restrict the process to persons who need to be de-enrolled. For example, persons who are newly terminated or deceased and currently enrolled in an active program.

   Reducing the number of persons selected by the Maintain Participant Eligibility Process improves application performance by reducing the number of records written to the eligibility tables.

6. Choose the OK button.

7. Complete the batch process request and choose Submit.

Running the Eligibility and Enrollment List Report

Run the Eligibility and Enrollment List to display the total number of eligible and enrolled participants in plans used for Standard and Advanced Benefits and Individual Compensation Distribution. The report also lists recently ineligible and de-enrolled participants.

Recently ineligible persons are those people found ineligible in a compensation object for which they were previously eligible.

This report enables you to:

- Reconcile total participant counts with third-party providers
- Determine the effectiveness of a plan by comparing the number of eligible people to the actual number of enrolled participants
- Monitor trends in changes to the volume of currently enrolled participants
- Analyze the impact of potential changes to plan offerings on participants
- Generate a mailing list of currently enrolled participants

You run reports from the Submit Requests window.

To run the Eligibility and Enrollment List:

1. Select Eligibility and Enrollment List in the Name field.

2. In the Parameters window, enter the Reporting Start Date and the Reporting End Date to limit the eligibility and enrollment list to this period.

To view eligibility results, enter the eligibility start and end dates. Or, enter coverage start and end dates for enrollment results.

3. You can also select other criteria to limit the results of the report:

   - Person, Person Type
   - Program
   - Plan Type, Plan: limits the report to the selected plan type or the plan.

     Note: You must select either the Plan Type or the Plan.

   - Plan Not in Program
   - Option
   - Enrollment Method (select a value of **Generated** for enrollments processed through data conversion or IVR transaction)
   - Person Selection Rule
   - Organization
   - Location
   - Benefits Group
   - Reporting Group
   - Payroll
   - Person Identifier: the report displays the selected identifier.
   - Sort Order 1 to Sort Order 3: sorts the report based on your selection.

4. Indicate if you want to view report results such as:

   Note: The default value for the following is Yes:

   - Display Eligibility and Enrollment Summary: lists people who are Eligible, Currently Enrolled, Enrolled by each Enrollment Method Type, Newly De-enrolled, and Newly Ineligible.
   - Display Enrolled Participants by Plan: lists people enrolled for the selected plan.

- Display All Enrolled Plans by Participant: lists all plans in which the selected participant is enrolled.
- Display Mailing Address: displays participant address details in the Enrolled Plans by Participant Section.
- Display Email Address: displays participant email addresses in the Enrolled Plans by Participant Section.
- Display Date of Birth: displays participant date of birth in the Enrolled Plans by Participant Section.
- Display Gender: displays participant gender in the Enrolled Plans by Participant Section.

5. Choose OK.
6. In the Submit Request window, verify the parameters you selected, set the schedule and the options for running the report.
7. Choose the Submit button.

Participation Management (Advanced Benefits)

Participation Batch Processes (Advanced Benefits)

The Participation batch process uses your plan design to determine eligibility and enrollment information for the persons and benefit plans that you select. When you run the batch process, the system performs the following actions:

- It determines how system-triggered life events impact a person's eligibility, electability, enrollment, de-enrollment, activity rates and coverage.
- It creates related person life events based on these system-triggered life events.
- It determines when automatic enrollment is appropriate for benefits, and then automatically enrolls those eligible persons.
- It de-enrolls participants who lose their eligibility in programs, plans or options and cancels any of their related current enrollment events.

How often you run the Participation batch process depends on the size of your employee population and the timing of your payroll run. Typically, plan sponsors with large employee populations will run the Participation process daily. Because temporal life events (such as birthdays and length of service anniversaries) occur each day for employees of such large enterprises, these events impact employees' eligibility and electability on a daily basis.

On the other hand, a small employer using a single, biweekly payroll run for all of its employees might find running the Participation batch process before each payroll run sufficient.

When the system encounters multiple active life events, it processes the one with the earliest effective date first. A person can have more than one potential life event at a time, but only one active life event at any point in time.

The Participation process produces a user log file that details what operations took place and what database objects the system updated.

Running the Participation Process for Terminated Employees

After processing employee terminations, Advanced Benefits customers run the Participation Process in life event mode to de-enroll a person from any compensation objects.

> **Note:** You should set up the application to detect a life event based on termination. Standard Benefits users can de-enroll a terminated

employee by processing an unrestricted enrollment or by running the Maintain Participant Eligibility process.

Because you define all benefits elements with a termination of Final Close, the HR termination process end-dates the person's benefits element entries based on the Final Process Date. However, the Participation process recalculates the element entry end date based on the activity rate end date code for a compensation object according to the following rules.

- If the Participation process derives an element entry end date that is earlier than the date derived by the termination process, the Participation process resets the element entry end date to the new date.
- If the Participation process derives an element entry end date that is earlier than the date of an existing payroll run result, the Participation process sets the element entry end date to the run result date.
- If the Participation process derives an element entry end date that is later than the date derived by the termination process, the Participation process errors for that person. In this instance, an HR professional must reverse the termination and set the Final Processed Date to a future date.

Note: The Participation process only updates the end dates of element entries for elements attached to standard activity rates.

Modes of the Participation Batch Process (Advanced Benefits)

You select a run mode for the Participation process based when you are determining eligibility for a scheduled enrollment or an enrollment based on a life event. You can run the process so that results are not saved or so that results are saved to the database.

The following table describes the different batch process modes.

Batch Process Modes

Batch Process Mode	Description
Selection	Determines eligibility for selected persons for selected compensation objects, but does not create electable choices. You can use Selection mode when determining how many persons are eligible for a compensation object. You can choose to commit the eligibility results to the database or rollback the results of the batch process and not update the database.

Scheduled	Determines eligibility, electable choices, and enrollment information for selected persons for selected compensation objects based on a scheduled enrollment event. This mode also determines eligibility for the dependents and beneficiaries of eligible participants.
Life Event	Determines eligibility, electable choices, and enrollment information for selected persons for selected compensation objects based on a life event. This mode also determines eligibility for the dependents and beneficiaries of eligible participants. **Note:** The Date Earned context for the formula type, Rate Value Calculations has changed from life event occurred date to either the life event occurred date or effective date which ever is later.
Temporal	Determines temporal life events based on the derived factors of compensation level, percent of full-time employment, hours worked in period, age, length of service, and combination age and length of service. **Note:** Life events created by the temporal process must be processed in life event mode.

Purging Batch Related Tables (Advanced Benefits)

Each time you run one of the following batch processes the system creates an audit log if you set the Audit Log parameter to Yes:

- Close Action Items Process
- Close Enrollments Process
- Default Enrollment Process
- Participation Process: Life Event
- Participation Process: Scheduled
- Participation Process: Selection
- Participation Process: Temporal
- Temporal Communications (Action Item Reminder)
- Temporal Communications (Emerging Events)

- Temporal Communications (Enrollment Reminder)
- Temporal Communications (Mass Mailing)

Audit log files accumulate until you purge them. You should periodically purge batch related tables to help the system run more efficiently.

If the audit logs become full, the application prevents you from running any of the processes which create an Audit log. Run the purge process, then restart the process which was interrupted when the log became full.

Note: By default, the application sets the Audit Log parameter to No.

The Participation Audit Activity Purge process protects ongoing activities by purging data only from completed batch processes. Purging the audit logs does not affect life event or election information.

You can purge the log associated with a single concurrent request ID or purge all logs that were created for a Business Group on a date you select.

The process purges data from the following tables:

- BEN_REPORTING
- BEN_PERSON_ACTIONS
- BEN_BENEFIT_ACTIONS
- BEN_BATCH_RANGES

Life Event Back-out in Batch Mode

You run the Life Event Back-out process from the Concurrent Manager when a life event has been started for a group of persons in error. For example, you might run this process if a salary increase is incorrectly applied to a group of persons, or if a transfer has been incorrectly processed for an organization.

You can back-out all kinds of life events, including:

- Temporal life events (such as number of hours worked)
- Scheduled life events (such as an open enrollment period)
- Explicit life events (such as an address change or assignment transfer)

When you back-out a life event, the system marks all electable choices and related information, such as payroll contributions, dependent designations, and communications, with a status of *backed-out*.

Life events can be backed out that have a status of *started* or *processed*; you can only

back-out a person's most recent life event.

You select run-time criteria to control the persons for whom you are backing out a life event. If you use *person selection criteria*, such as organization, the person must meet *all* the criteria you specify.

If you do not select person criteria, the process backs out the life event for all persons who experience the event within the date range you specify.

> **Note:** Enter the same date in the From Occurred Date and To Occurred Date fields to run the life event back-out process for a single date.

You can view the results of the Life Event Back-out process in the Process Report. The Summary Report identifies the run-time parameters you selected and provides the total number of persons for whom the selected life event was backed-out.

> **Note:** Use the Person Life Event window to back-out a life event for a single person.

You can purge person data associated with backed-out and voided life events to reduce the volume of data that you store.

See: Purging Person Data for Backed-Out and Voided Life Events, page 6-30

Benefits Batch Processes (Advanced Benefits)

After you run the Participation batch process to determine eligibility and electable choices for your benefits participants, you use the following batch processes to help you process your enrollments:

- Default Enrollment Process
- Close Unresolved Action Items Process
- Close Enrollments

Default Enrollment Process (Advanced Benefits)

You run the Default Enrollment batch process to enroll a participant into a plan when the participant fails to make an election by a certain date and you have defined a default enrollment for a plan or option.

You also use this process to enroll a participant in a plan or option that you define as mandatory if the person fails to elect this required plan or option by a certain date.

As a prerequisite, you run the Participation batch process before you run the default enrollment process so that eligible participants can be identified.

The Default Enrollment process also determines any action items that must be

completed before the enrollment is considered valid.

> **Note:** If a participant is currently enrolled in a plan or option that is not a default for this enrollment period, the default enrollment process will **de-enroll** the participant from the compensation object if the participant has not made an explicit election.

Close Unresolved Action Items Process (Advanced Benefits)

As part of your plan design, you define the action items that are required for an enrollment to be valid. You can also define action items as optional.

For example, you may require that a person must provide the date of birth for all dependents covered by a plan if the participant enrolls in the Employee Plus Family option of a medical plan.

You use the Close Unresolved Action Items batch process to close any required or optional action items that have not been completed by the participant. This process also deletes any suspended enrollments for the persons who meet the criteria you specify.

You run this process before you run the close enrollment process.

Interim Enrollments

If a plan that you include as a parameter in this process provides interim coverage to a participant with a suspended enrollment, the process closes the suspended enrollment and preserves the interim coverage. The interim coverage is effective until the interim coverage end date that you define in your plan design.

Close Enrollments Batch Process (Advanced Benefits)

You run the Close Enrollments batch process to close a person's enrollment after elections have been made and to resolve any incomplete election information. This process marks a person's qualifying life event reason as *processed*.

Use one of the following close modes when you run the Close Enrollments process:

- **Force Close** closes a person's life event regardless of the enrollment period or any pending workflow approvals.
- **Normal Close** closes a person's life event only after the enrollment period has passed for all unenrolled choices.
- **Preserve Pending Transactions** performs a force close if the process finds no pending workflow approvals.

Maintain Designee Eligibility (Advanced Benefits)

Some benefit plans require that dependents covered under the plan meet certain eligibility criteria in order to receive coverage. For those plans that require dependents to be under a certain age, you need to run the Maintain Designee Eligibility batch process to determine when a dependent becomes *ineligible* for benefits coverage based on an age change.

This change in age is called *aging out* of a benefit.

Activity Summary Reports (Advanced Benefits)

Each time you run an enrollment batch process or the Maintain Designee Eligibility batch process, the system automatically generates the Activity Summary Report. You can also run this report directly from the Concurrent Manager.

The activity summary report groups information about a batch process into four main categories:

Processing Summary

- Number of participants successfully processed
- Number of participants processed in error
- Number of participants unprocessed
- Total number of participants selected

Successful Processing Summary- By Event Type

- Number of participants with a life event created
- Number of participants without a life event created
- Number of participants with a temporal life event created
- Total number of participants successfully processed

Successful Processing Summary- By Action

- Number of participants without a life event created
- Number of participants with a **new**life event created
- Number of participants with a **replaced** life event
- Total number of participants successfully processed

Error Summary

- The activity summary report also lists the total number of errors in the batch

process categorized by error type.

- This report also includes standard report header information such as the Business Group for which the report was run, the execution start and end times, and the number of people selected and processed in the batch run.

Audit Log Report (Advanced Benefits)

Each time you run an enrollment batch process, the system automatically generates the Audit Log Report. You can also run this report directly from the Concurrent Manager.

The audit log identifies each person in the report by personal and assignment information such as their name, social security number or national identifier, job title, grade level, and organization.

For an audit log report that you generate against a Participation batch process that is run in Life Event mode, the audit log displays information about the life events processed in the batch run.

This report also includes standard report header information, such as the Business Group for which the report was run, the execution start and end times, and the number of people selected and processed in the batch run.

Errors By Error Type and Errors By Person (Advanced Benefits)

Each time you run an enrollment batch process, the system automatically generates the Errors By Error Type Report and the Errors By Person Report. You can also run these error reports directly from the Concurrent Manager.

Both reports return the same error data but format the data in different ways. The Errors By Error Type Report lists all the errors that occurred for the batch process you select. For each error type, the report lists all the persons with this error and their social security number or national identifier.

The Errors By Person Report lists all the errors that occurred for each person with an error in the batch process you select.

Both reports also include standard report header information such as the Business Group for which the report was run, the execution start and end times, and the number of person selected and processed in the batch run.

Restart Process (Advanced Benefits)

If a batch process stops processing before it is complete due to errors or other reasons, you can restart the batch process. The following benefits batch processes can be restarted:

- Participation Process

- Default Enrollment
- Close Unresolved Action Items
- Close Enrollments

> **Note:** You use the Batch Process Parameters window to specify the maximum number of errors that can occur for a batch process before the process is aborted.

Participation Management (Advanced Benefits)

You run the Participation batch process from the Concurrent Manager to determine eligibility and electable choices for those persons who meet the batch process selection criteria that you specify.

The results of the Participation process contain participation information that you can review before you record any participant's benefit elections.

For each person included in the Participation process results, you can review the compensation objects for which the person is eligible or ineligible, activity rate amounts, the life event reason that determined the electable choice, and other enrollment related information.

You can manually generate a life event for a person, or void a life event that was created in error, if you need to supplement the results of the Participation process.

The system also provides a "what-if" eligibility modeling feature that lets you enter proposed data changes to a participant's record and then view the eligibility results that would occur. The eligibility modeling feature is useful for helping a participant understand how a potential life event, such as a marriage or a work re-location, will effect their benefits eligibility.

Participation Information (Advanced Benefits)

You use the View Participation Information window to display, by person, the eligibility results of the Participation batch process. The following data is displayed according to the structure of the compensation object hierarchy:

- All programs, plans, and options in plan for which a person is eligible
- All programs, plans, and options in plan for which a person is *ineligible* if you check the Track Ineligible Person field for that compensation object in your plan design
- Standard activity rates and actual premiums for plans and options in which a person is enrolled

Important: In order to ensure that the information you display for a person is current, you must first run the Participation batch process for that person.

Life Events and Electable Choices (Advanced Benefits)

After you run the Participation process, you can use the Person Life Event window to view any active life event or potential life events that were created for a person. You can also manually create or void a potential life event.

Active Life Events

For active life events, you can view the status of the life event, including when the event occurred, when it was processed, and when it was closed.

You can also view any enrollment opportunities that were created for a person and any elections made by the participant in association with the active life event. This information includes:

- Enrollment period dates
- Enrollment coverage dates
- Assignment dates for default and automatic enrollments
- Benefit limitations such as required certifications or earliest de-enrollment dates
- Activity rate information

Potential Life Events

Potential life events are database changes that the system detects based on your life event reason definitions. You can review potential life events for a person to ensure that life events are correctly defined, detected, evaluated, and processed.

The system displays the following information for each potential life event detected for a person:

- Status
- Enrollment period start date, if applicable
- Processing dates, such as the date the event occurred and the date it was detected

Person Life Event Security

You can define a user role that restricts which participant life events display on the Person Life Events window when accessed by various HR professionals within your

enterprise.

For example, you can restrict employees in your Benefits department from viewing life events related to compensation. Similarly, you can ensure that a Compensation Administrator sees only compensation-related life events.

See: Setting Up a Role Based on a Life Event, page 6-25

Manually Created Life Events and Voided Life Events (Advanced Benefits)

You can manually create a life event for a person if the system fails to detect a life event based on your life event definitions. You then run the Participation batch process to create a potential or active life event from the manual life event.

You can void potential life events that the system detects in error. Invalid potential life events may be created if your life event definitions do not fully account for situations where the system detects multiple life events.

What-if Eligibility (Advanced Benefits)

You can model eligibility for benefits based on proposed changes to a person's HR record. When you model eligibility, changes are not saved to the database, so you can view different eligibility scenarios without having to manually rollback data.

For example, you can inform an employee of the benefits impact of a re-location or a change in weekly hours worked. You can view eligibility, electable choices, and a plan or option's enrollment rate.

When you model eligibility, the system ignores current life events that are in progress for a given person. What-if eligibility is based only on the data changes you elect to model.

Prerequisites

- Define the life events for your benefits program and link one or more person changes to each life event

  Note: You cannot model eligibility for scheduled life events.

When you define a person change for a life event, you enter a What-if Label that appears as the field label for the data changes you can model.

Runtime Parameters for the Participation Batch Process (Advanced Benefits)

You select runtime parameters to limit the persons and compensation objects that the system processes when determining eligibility, electable choices, and enrollment

information. The parameters that the system displays for selection depend on the mode you select for your batch run. Effective date, derived factor, and validate are required parameters. Some parameters contain default values that you can override if necessary.

> **Note:** A person or compensation object must meet all of the criteria, based on the parameters you select, in order to be included in the batch process run result.

> **Note:** The Participation batch process only processes compensation objects with an active status.

An alphabetical listing of all possible runtime parameters follows.

Benefits Group Select a Benefits Group to specify that the system process persons assigned to this Benefits Group.

Comp Object Select Rule Select a formula to limit the compensation objects that are processed in the batch run.

Derived Factors This parameter is required. Select Yes (default) to instruct the system to calculate derived factors (such as age and length of service) in order to determine participation eligibility and activity rates for a compensation object.

Select No if you do not use derived factors to determine participation eligibility or activity rates for the compensation objects you are processing in this batch run.

Effective Date This parameter is required. Enter the date to use for the Participation process. It is used for determining eligibility, electability, and as a reference point for determining other dates such as start and stop dates for enrollment/coverage and rates.

If you select a mode of Life Event, the Effective Date refers to the date the life event occurs.

If you select a mode of Scheduled or Selection, the Effective Date refers to when this person's elections take effect, such as 1 Jan 2000.

Eligibility Profile This parameter is only used for the Selection mode. Select an Eligibility Profile to specify that the system process all persons for all active compensation objects that use the selected eligibility profile.

Enrollment Start Date This parameter is only used for the Scheduled mode. Enter the enrollment start date to specify that the system process only persons with this enrollment start date.

Legal Entity Select a Legal Entity (GRE) to specify that the system process all active employees (and their related persons) whose primary assignment is to the Legal Entity (US only).

Life Event This parameter is only used for the Life Event mode and Temporal mode. Select a Life Event to specify that the system process persons experiencing this Life Event.

Life Event Occurred on Date This parameter is only used for the Scheduled mode. Enter the life event occurred on date to specify that the system process only persons experiencing a life event that occurred on this date.

LocationSelect a Location to specify that the system process all employees (and their related persons) assigned to that Location.

Only Programs Select Yes to specify that the system process all persons for all programs.

Plans Not in Programs The system does not determine eligibility, electable choices, or enrollment information for any plans in programs or options in plans.

Select Yes to specify that the system process all persons for all not in program plans.

Option Name This parameter is only used for the Selection mode. Select the name of the option whose participants and eligible persons the system processes during this batch run.

OrganizationSelect an Organization to specify that the system process all employees (and their related persons) whose primary assignment is to the Organization.

PayrollSelect a Payroll to specify that the system process employees (and their related persons) whose primary assignment is to this Payroll.

Person Name Select one person for processing.

Person Selection Rule Select a FastFormula rule designed to limit which persons are processed by the batch run. The Person Selection Rule and the Person Name parameters are mutually exclusive.

Person Type Select one person type for processing.

Plan Name Select the name of the plan whose participants and eligible persons the system processes during this batch run.

Plan Type Select the Plan Type whose participants and eligible persons the system processes during this batch run. This includes all active plans and options in plan of the selected plan type.

Postal Zip Range Select a Postal Zip Range to specify that the system process employees (and their related persons) whose primary assignment is located within or is equal to this postal or zip code (US) range.

Program Name Select one program for processing. The system processes all participants and eligible person for the specified program, plans in that program, and options in plan in that program.

Reporting Group Select a Reporting Group to specify that the system process all persons for all active programs and plans associated with this Reporting Group.

Validate This parameter is required. Selecting a value of Rollback lets you view the results of this batch run but prevents the system from making any changes to database data.

Running the Participation batch process first with a Validate value of Rollback is a good

idea. After the batch run is processed, you can view the results in the log. When you are satisfied with the results, rerun the batch process using a Validate value of Commit.

Variable Rate Profile This parameter is only used for the Selection mode. Select a Variable Rate Profile to specify that the system process all persons for all active compensation objects that use the selected variable rate profile.

Defining Batch Process Parameters (Advanced Benefits)

You use the Batch Process Parameters window to set the parameters for a batch process *before* you run the process. Based on your processing needs, you can define the number of processing threads, the chunk size, and the maximum number of errors allowed in a batch run.

To define parameters for a batch process:

1. Select the batch process for which you are defining parameters in the Name field.
2. Enter the number of Threads to use for this process.
3. Enter the number of persons who can be processed per thread in the Chunk Size field.
4. Enter the maximum number of errors to allow per thread in the Max Errors field.
5. Save your work.

Running the Participation Batch Process (Advanced Benefits)

You run the Participation Batch Process from the Submit Requests window. Select runtime parameters as needed. The parameters of effective date, derived factor, and validate are required each time you run the process.

To run the Participation batch process:

1. Check the Single Request field.
2. Select a Participation batch process in the Request Name field. Choose one of the following:
   - Participation Process: Selection
   - Participation Process: Scheduled
   - Participation Process: Life Event

   See: Modes of the Participation Batch Process, page 6-11

3. Select one or more runtime parameters in the resulting Parameters window to limit the group of persons the system will process during this batch run.

   See: Runtime Parameters for the Participation Batch Process, page 6-21

   Important: If you select more than one runtime parameter for a batch run, the system only returns persons who satisfy **all** the criteria you specify.

4. Choose the Submit Request button to submit this batch run for system processing.

Monitoring Batch Processes (Advanced Benefits)

You use the Monitor Batch Process window to view information about a batch process that you have started, including the percentage of completion of that process.

To monitor a batch process:

- Query the process you want to view by its request ID.

  The system displays the:

  - Request ID
  - Batch Process name
  - process Status
  - % Complete

Setting Up a Role Based on a Life Event Type

You can restrict the display of participant life events based on the role of an HR professional in your enterprise. Choose from the following windows that enable this restriction:

- Person Life Events
- View Enrollment Results
- Enrollment Override

For example, you can restrict employees in your Benefits department from viewing enrollment results related to compensation. Similarly, you can ensure that a Compensation Administrator sees only compensation-related life events.

1. Navigate to the Information Types Security window.
2. Select the Information Type of BEN_LER_TYP_CD and attach the type to the required Responsibility.
3. Save your work and close the Information Types Security window.
4. Navigate to the Roles window.
5. Create a new Role and select a Role Type.
6. Choose the Extra Information tab.
7. Select a Life Event Type based on the kind of life events you want to display to this user. You can have multiple types for the same user.

   Choose one or more:

   - Benefits
   - Compensation (for Compensation Workbench)
   - Absence (UK only)
   - Grade Step Progression

   > **Note:** Selecting **Benefits** restricts the view to life events you define with a type of Work, Personal, or Unrestricted or to any of the seeded life events for Advanced Benefits.

8. For each type, indicate if the person has Read/Write access.

   Employees with Write access can void and back out life events.
9. Choose the Users tab.
10. Select the person to whom you are assigning this role.

    If you do not define a role for a user with specific life event types, the user can access all the life event types with no restrictions.

Running the Life Events Summary Report

Run the Life Events Summary Report to analyze life events that occur to your compensation and benefits participants.

The report enables administrators to monitor changes to the employee population. This helps you to:

- Determine the number of participants with detected life events so you can resource for upcoming administrative needs
- Analyze the frequency of a given life event among your employees
- Analyze the status of a life event for participants during a specified period
- Compare the number of events occurring during two periods

The report provides:

- A summary total of the number of potential and active life events that occur within the reporting and comparison periods
- All life events by life event status, life event name, and by the person's assignment location
- Life Events by plan with person details, such as name, Social Security Number, and location, and other life event information such as status, type, and the life event occurred on or notification date
- A summary of all benefit life events in detected or unprocessed status.

You run reports from the Submit Requests window.

To run the Life Events Summary Report:

1. Select Life Events Summary Report in the Name field.
2. In the Parameters window, select the Report Module. Choose from:
    - Summary Totals – select this to display a summary of total of potential and active life events.
    - Life Events by Plan with Person Details – select this to display life events by plan with person details.
    - Detected and Unprocessed Life Events with Person Details – select this to report on detected and unprocessed life events with person details.
    - All Modules – select this to display details of all modules.
3. Enter the Report Run Date.
4. Select other criteria to limit the results of the report to a specific person:
    - Person Name, National Identifier
5. Enter the Reporting Period Start Date and the Reporting Period End Date to limit

the report to this period.

6. You can also select other criteria to limit the results of the report:
   - Comparison Period Start Date, Comparison Period End Date

     Note: If you specify one of these dates, you must also specify the other.

   - Location
   - Assignment Type
   - Organization
   - Reporting Group: limits the report to all plans attached to the selected reporting group.
   - Benefit Group
   - Plan: limits the report to the selected plan.

     Note: You cannot process the report if you select a plan that is not attached to the selected reporting group.

   - Life Event
   - Life Event Type

7. Select the Sort Order:
   - Sort Order 1: The default value is Person Name
   - Sort Order 2: The default value is Life Event Status
   - Sort Order 3: The default value is Life Event Name
   - Sort Order 4: The default value is Life Event Occurred Date

8. The default value for Display Flexfields is No. Select Yes to report on information contained in the flexfields.

9. Choose OK.

10. In the Submit Request window, verify the parameters you selected, set the schedule and the options for running the report.

11. Choose the Submit button.

Running the Reopen Life Events Process

You use the Reopen Life Events Process to reopen a large volume of life events as a batch. You do this using the Submit Requests window.

To run the Reopen Life Events Process:

1. Enter Reopen Life Events Process in the Name field. Click the Parameters field to open the Parameters window.

2. In the Parameters window, enter the following details:

   - Effective Date
   - Validate
   - Life Event
   - From Occurred Date
   - Organization
   - Location
   - Person Benefit Group
   - Legal Entity
   - Person Selection Rule

3. Click OK and submit your request.

Running the Participation Audit Activity Purge Process (Advanced Benefits)

The Participation Audit Activity Purge process purges data that accumulates in the audit tables when you run the Participation batch process--or any Advanced Benefits process which creates an audit log-- with the audit log turned on.

You run reports from the Submit Requests window.

See: Purging Batch Related Tables, page 6-13

To run the Participant Audit Activity Purge Process:

1. Select the Participation Audit Activity Purge process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Do *one* of the following:
   - Enter a Concurrent Request ID to purge the audit logs associated with a single batch process.

   Or

   - Select a Business Group to purge all the audit logs for the business group on a date you specify, then
   - Enter the Effective Date for which you want to purge all audit logs for the Business Group.
4. Choose the OK button.
5. Complete the batch process request and choose Submit.

Purging Person Data for Backed-Out and Voided Life Events

With the exception of unrestricted life events, you can back out or void any type of life event for a person. You should periodically purge this backed-out and voided data to reduce the volume of person data stored in your database.

You can purge person data related to backed-out and voided life events for Advanced Benefits and Compensation Workbench plans. The purge process removes a variety of data such as enrollment rates, premium results, and electable choice information.

You run processes from the Submit Requests window.

To purge person data for backed-out and voided life events:

1. Select Purge Backed-out Or Voided Life Events in the Name field.
2. Enter the Effective Date of the process.
3. Select the Life Event for which you want to purge backed-out or voided person data.

   Or, select a Life Event Type to purge all backed-out or voided instances of that life event type.
4. Enter a From and To Occurred Date to limit the purge to events that occurred

within that date range.

5. You can select from a variety of parameters that limit the purge to a specific group of persons:
   - Person Name
   - Person Selection Rule
   - Organization
   - Location
   - Benefits Group
   - Legal Entity
   - Payroll

6. Select a Backed Out Status of Voided or Backed Out.

   If you select Backed Out, the process purges data related to both backed-out and voided life events.

7. Select Yes in the Audit Log field to generate a results log for this process that indicates the number of rows deleted.

8. Select Yes in the Delete Life Events field to remove potential life events with a status of Voided.

   Selecting Yes does not remove potential life events with a status of Unprocessed.

9. Click OK.

10. Complete the batch process request and click Submit.

    The purge process deletes data from the tables listed below. To improve system performance, a database administrator should optimize these tables through sizing, indexing, and standard performance tuning after purging data.

    Ben_elig_per_f

    Ben_elig_per_opt_f

    Ben_enrt_rt

    Ben_enrt_prem

    Ben_enrt_bnft

    ben_elctbl_chc_ctfn

    ben_elig_per_elctbl_chc

ben_pil_elctbl_chc_popl

ben_elig_dpnt

ben_prtt_rt_val

ben_prtt_enrt_actn_f

ben_prtt_prem_f

ben_prtt_enrt_ctfn_prvdd_f

ben_elig_cvrd_dpnt_f

ben_prtt_enrt_rslt_f

ben_pl_bnf_f

Viewing a Person's Participation Information (Advanced Benefits)

You use the View Participation Information window to display information that the Participation batch process generates for a person.

> **Important:** In order to ensure that the information you display for a person is current, you must first run the Participation batch process for that person.

To display participation information for a person:

1. Query a person whose participation information you want to view.

   The system displays the hierarchy of compensation objects for which this person is eligible or ineligible and the participation start and end dates.

   See: Navigating the Program Structure Hierarchy, page 1-111

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

Viewing a Person's Life Event Information

You use the Person Life Events window to date effectively view information about a life event that occurs to a person. Although a person can have more than one *potential* life event at a time, the system only displays information about the *active* life event.

To view a person's life events:

1. Find the person for whom you are viewing life event information.

The system displays a list of current potential life events for this person with the status and date of occurrence of each life event.

Event is the name of the life event experienced by this person as of the effective date.

Status indicates the degree to which the system has processed this life event.

Detected: The Participation batch process has detected the change in data as a potential life event.

Processed: The Participation batch process has determined whether this potential life event is an actual life event.

Unprocessed: You have created this life event manually. (The next time you run the Participation batch process, this process will change its status to Detected.)

Voided: You have specified that this potential life event is not an actual life event.

> **Important:** Only the Participation batch process can set the status of a potential life event to Detected or Processed. You can manually set the status of a potential life event to Unprocessed or Voided; the system cannot set the status to Unprocessed or Voided.

*Life Event Occurred On Date*indicates the date the potential life event occurred.

2. Check the Show Backed Out Events check box to view life events with a status of Backed-Out.

3. Select a life event and do one of the following:

   - Choose the Enrollment Opportunities button to view enrollment information based on this life event, such as the enrollment period start and end dates.

   - Choose the Close Event button to prevent any further processing of the life event.

   - Choose the Back Out Event button to roll back any updates generated by the Participation Process (such as updates to eligibility, rates, automatic de-enrollments, and so on)

     You can only back out the latest life event.

   - If the life event is related to an absence, choose the View Absence Details button to see the absence record.

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

Viewing Electable Choices for a Person Based on a Life Event (Advanced Benefits)

You use the Display Enrollment Information window to view any electable choices a person has based on an active life event.

You navigate to this window by querying a person's record in the View Person Life Event Information window and then choosing the Enrollment Opportunities button.

To view a person's electable choices based on a life event:

1. Select a program or plan from the list of electable choices.

   The system displays information about the program or plan.

   Status indicates the status of the program or plan.

   UOM is the unit of measure in which the benefit is expressed.

   Enrollment Period Start Date is the date on which this person can enroll in this program or plan.

   Enrollment Period End Date is the last date on which this person can enroll in this program or plan.

   Default Enrollment Date is the date on which this person is enrolled in this program or plan if they fail to make an election.

   Enrollment Type Cycle indicates the type of enrollment cycle (open, unrestricted, administrative, or life event) that resulted in the electable choice for this person and this program or plan.

   Election Made Date is the date this person elected this benefit.

   Processing End Date identifies the latest date on which the plan sponsor can apply elections for this enrollment period.

   Close Enrollment Date to Use is the date on which enrollments are considered closed for this program or plan.

   Activity Reference Period identifies the time period in which activity rates are expressed.

   Default Assigned Date identifies the date on which this program or plan was assigned as the default if the person failed to make an election.

   Automatically Assigned Date is the date on which this program or plan was automatically assigned to this person.

Manually Creating a Potential Life Event for a Person (Advanced Benefits)

When the system fails to detect a change to a person's record as a potential life event,

you can use the Person Life Event window to create that potential life event manually.

After you create a potential life event for a person, you run the Participation batch process to determine eligibility and electable choices based on the life event.

To manually create a potential life event for a person:

1. Query the name of the person for whom you are manually creating a potential life event.

   The list of current potential life events for this person is displayed.

2. Create a new row in the Potential Life Events block.

3. Select the nameof this potential life event in the Life Event field.

4. Select a Statusof Unprocessed to indicate that this potential life event has been created manually.

5. Enter the Occurred Dateto indicate the date the potential life event occurred.

6. Save your work.

Manually Voiding a Potential Life Event for a Person (Advanced Benefits)

When the system improperly identifies a data change as a potential life event, you can manually void that potential life event using the Person Life Event window.

To manually void a potential life event for a person:

1. Query the name of the person for whom you are manually voiding a potential life event.

   The list of current potential life events for this person is displayed.

2. Select the potential life event.

3. Select a Statusof Voided to indicate that this potential life event has been manually voided.

4. Save your work.

Re-opening a Processed Life Event for a Person (Advanced Benefits)

You can use the Person Life Events window to re-open the most recently processed life event for a person by changing the life event status from *Processed* to *Started*.

After you re-open a person's life event, you can make election changes, dependent

designation changes, or changes to the participant's enrollment window. Use this feature when you do not want to back-out and re-process life events or override enrollments.

Re-opening a person's life event does not cause the application to re-evaluate eligibility or electability. However, if the initial processing of the person's life event caused an eligibility loss to one or more COBRA qualified beneficiaries, re-opening the life event forces the application to re-evaluate eligibility for COBRA qualified beneficiaries.

The application does not re-calculate activity rates--other than those rates you or the participant enter during enrollment--when you re-open a processed life event.

> **Note:** You cannot re-open a life event when a future-dated life event exists with a status of Started or Processed.

To re-open a processed life event for a person:

1. Query the name of the person for whom you are re-opening a processed life event.
2. Choose the Life Events tab.
3. Select the person's most recent life event.
4. If the application allows you to re-open this life event, the Close Event button changes to read *Re-open*.
5. Choose the Re-open button.

   Verify that the application changed the life event status from Processed to Started.
6. Save your work.

   You can now navigate to the appropriate enrollment window and re-process elections for the person as necessary.

Setting Up What-if Modeling

To set up What-if Modeling, you need to do the following:

1. In the Person Change window, add the What-if label to person data changes. You must do this for data changes to display in Self-Service Benefits What-if.

   See: Defining Person Changes, page 5-65
2. Attach the Benefit Compensation Objects EIT to the Responsibility. Your EIT setup determines the compensation objects you want to include or exclude from the compensation object hierarchy.

   See: Setting Up Extra Information Types Against a Responsibility, *Oracle HRMS*

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3. Define Roles from the Maintain Roles window. This is optional, and you can configure this if you want to restrict which plans display based on the role of the self-service user.

   See: Associating Transaction Workflow Roles to Users, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

4. Save your work.

Modeling a Person's Benefits Eligibility (Advanced Benefits)

You use the Determine What-If Eligibility/Ineligibility Participation window to model the impact of an HR change to a person's eligibility and electability for benefits.

> **Note:** The system automatically rolls back the proposed data changes and eligibility results when you clear or exit the window.

To model a person's benefits eligibility:

1. Query the Name of the person for whom you want to model benefits eligibility.

   > **Note:** The person's current eligibility and electability for benefits is displayed in the Eligibility and Electability tabbed regions.

2. Choose the Data Changes tabbed region.

3. Enter the data change or changes for which you want to model eligibility by clicking into the appropriate field and entering or selecting a value.

   > **Note:** The available data change fields are limited to the data changes associated with your life event definitions and to derived factors such as salary and hours worked.

4. Enter the Effective Date of the proposed data changes.

5. Choose the Process Events button to determine eligibility and electability for benefits.

   The system displays the hierarchical structure of compensation objects for which the person is eligible based on the data changes you selected.

6. Choose the Eligibility or Electability tabbed region to view the results of the

eligibility modeling.

7. You can view rate information for a plan or option by highlighting the rate in the Eligibility or Electability tabbed region and choosing the traffic light button.

Online Benefits Services (Advanced Benefits)

Online Benefits Administration (Advanced Benefits)

The system is designed with features that enable you to perform a variety of tasks from a central form called the Benefits Service Center.

You use the Benefits Service Center window if the requirements of your organization include the need to perform various benefits and HR-related functions in a real-time environment.

Common requests that you can process include changing a person's address or phone number, adding a dependent or beneficiary, or changing a person's marital status. These and other changes may trigger a life event that enables enrollment, change in enrollment, or de-enrollment in one or more benefits.

Using this window you can:

- Authenticate a caller's identity
- Perform a variety of desktop activities, such as viewing current enrollments, sending communications, and entering personnel changes
- Evaluate changes to a person's record for enrollment impact
- Enroll eligible participants in benefit plans

See: Processing a Request Using the Benefits Service Center, page 6-40

Caller Authentication

You can verify the identity of a caller using your organization's authentication criteria. You query the person's record based on the authentication criteria provided by the caller. If the caller's information is authentic, the query displays information about the person such as their address and any life event that is currently active for the person.

If necessary, you can use the results of the query for further caller authentication.

Desktop Activities

The action you take after you authenticate a caller's identity depends on the caller's request, the status of any open life events, and the person's electable benefit choices, if applicable.

You can select an action or form from a list of desktop activities based on the caller's request. For example, you select the People form if the person needs to change their address. You select the Person Communication form if the person is requesting

literature about a benefit plan that you offer.

Online Life Event Management

A special feature of online benefits administration is the ability to process a life event in real-time. When you query a person's record, the system indicates if the person has an open life event.

When you process the life event, the system determines if the life event results in the creation of electable benefit choices for the person. You can then enroll a person in one or more benefit plans for which they are eligible based on this life event.

Processing a Request Using the Benefits Service Center (Advanced Benefits)

The participant's request determines how you use the Benefits Service Center window. You can authenticate a caller's identity, change a person's HR record, process an active life event, enter enrollment elections, and send communications, among other tasks.

> **Note:** Use of the Benefits Service Center assumes that you have familiarity with the HR system and the tasks performed by a benefits administrator. Refer to the other areas of your user documentation for more specific help on forms that you can access from this window.

To process a request using the Benefits Service Center:

1. Verify the caller's identity by entering a query in the Person block.

   If the query is correct, the system displays:

   - The person's name and other identifying information
   - The person's address
   - The name and status of the active life event associated with the person, if applicable

2. Choose the Details button to view details about the person's assignment.

3. Select a form or action from the Desktop Activities list depending on the participant's request.

   People Form- You use this form to enter changes to a person's record such as change of name, address, or marital status.

   Process Life Events- Select this action if the person has an active life event that you want to process.

View Person Life Events- Select this desktop activity to open the Display Person Life Event Information window and view information about a person's active life event.

View Person Participation- You use this desktop activity to view the benefit program, plans, and options for which a person is eligible, including the activity rate for the benefit.

Dependent/Beneficiary- You select this option to view a person's dependents and beneficiaries and to add dependents and beneficiaries for a benefit.

Person Communication- You use this feature to send communications to a person.

Override Plan Enrollment- You use this feature to override eligibility results.

Person Participation Override- You use the Person Participation Information window to override eligibility criteria for a person *before* you run the Participation batch process to determine eligibility and electable choices.

Flex Enrollment form- You use this form to enroll a person in a flexible benefits program.

Non Flex Enrollment form- You use this form to enroll a person in a program that does not use flex credits for participation.

Miscellaneous Enrollment form- You use this form to enroll a person in a plan that is not part of a program.

Savings form- You use this form to enroll a person in a savings and investment plan.

Summary of Enrollment- You select this form to view a person's benefit elections

4. Complete the form based on the desktop activity you select.

Enrollment Management

Enrollment Management

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

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

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

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

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

Enrollment Forms

The system is delivered with four enrollment forms:

- Flex Enrollment (Advanced Benefits)
- Non-Flex Enrollment
- Savings Plan Enrollment
- Miscellaneous Plan Enrollment

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

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

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

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

program.

Flex Program Enrollment (Advanced Benefits)

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

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

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

- View the flex credits an eligible person can spend
- Distribute excess flex credits, as allowed by your flex program definition
- Record receipt of certifications required for enrollment in the program
- Record completed enrollment action items
- Enter plan dependents and beneficiaries
- Record a participant's primary care provider

Non-Flex Program Enrollment

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

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

- Record completed enrollment action items (Advanced Benefits)
- Record receipt of certifications required for enrollment in the program (Advanced Benefits)
- Enter plan dependents and beneficiaries
- Record a participant's primary care provider

Savings Plan Enrollment

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

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

- Record completed action items (Advanced Benefits)
- Record receipt of certifications required for enrollment in the program (Advanced Benefits)
- Enter plan dependents and beneficiaries

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

Miscellaneous Plan Enrollment

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

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

- Record completed action items (Advanced Benefits)
- Record receipt of certifications required for enrollment in the program (Advanced Benefits)
- Enter plan dependents and beneficiaries
- Record a participant's primary care provider

Special Plan Rates

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

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

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

Action Items and Certifications (Advanced Benefits)

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

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

- Person Enrollment Certification
- Dependent/Beneficiary Designation
- People

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

Action Items and Subsequent Life Events

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

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

- **Scenario 2**: If you process a subsequent life event before the action item due date, the application creates a new action item. Suspended elections and interim coverage carry forward, and you can complete the action item when you receive the required certification. If you want to close the action item prior to processing the subsequent life event, you must back out the life event; however, if the action item completion date is on or after the subsequent life event, you do not need to back out the life event.

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

- **Scenario 4**: If the participant makes an election change based on a subsequent life

event, the application retains the action item and suspended election for the original life event. If necessary, the application creates a new action item with a new due date for the new enrollment based on the subsequent life event.

Dependents and Beneficiaries

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

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

You use the Dependent/Beneficiary Designation form to:

- Enter and modify dependent or beneficiary designation information
- Assign a benefit to a beneficiary as a percentage or an amount
- Monitor certification requirements (Advanced Benefits)

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

Primary Care Providers

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

> **Note:** A person can have only one primary care provider of each provider type within the a plan.

Enrollment Results

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

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

- An electable choice is saved on an enrollment form

- A default or automatic enrollment is processed
- The close enrollment process has completed

Participation Overrides (Advanced Benefits)

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

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

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

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

Waive Participation Management

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

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

When you waive a person's participation in a plan type, the person waives the ability to enroll in all plans in that plan type. You cannot override a plan type waiver for any plans in that plan type.

Retroactive Enrollments

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

- Enrollments based on retroactive life events, including enrollments that replace existing coverage
- Enrollment coverage and activity rates that start based on the life event occurred date as opposed to the life event notification date

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

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

- Participant election changes within an enrollment period
- Participant elections that replace automatically assigned coverage
- Administrative changes to current enrollments

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

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

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

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

Court Orders

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

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

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

You can use the product to:

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

- Specify the benefit plan or plan type that is subject to the provisions of the court order
- Enter the names of the claimants eligible to receive benefit coverages based on the court order
- For QDROs, enter the benefit amount or benefit percentage due to each applicable claimant or designee

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

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

Enrolling a Person in a Flex Program (Advanced Benefits)

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

- Selecting the plan and option in which the person is enrolling
- Entering coverage levels for those plans that provide coverage
- Entering the contribution value per activity period for those plans that allow a participant to choose their contribution amount
- Entering the annual contribution amount for those plans that allow a participant to specify the annual contribution to a plan
- Saving the person's election
- Completing dependent and beneficiary designations

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

To enroll a person in a flex program:

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

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

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

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

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

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

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

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

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

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

Flex Credit Summary:

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

Provided: The total flex credits provided for the plan type

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

Excess: The amount of flex credits left unspent.

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

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

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

General Tab:

1. Choose the General tab. The system displays the following view-only information:
   - The Coverage Start and End date for this plan or option

- The Start Code used to calculate the coverage start date
- The Original Start date that this person enrolled in this plan
- The effective date of the enrollment

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

Amount Tab:

1. Choose the Amount tab.
   - The tax type of this activity rate appears in the Taxability field.
2. Enter the annual coverage amount that can be elected for this plan or option in the Annual Amount field.

   Use this field if the participant can elect an annual amount to contribute to a plan. The system displays the minimum and maximum annual contribution amounts based on your plan definition.
3. Enter the Defined Amount of the contribution or distribution, if applicable. The system displays the following view-only information:
   - The Increment by which a contribution or distribution can be increased or decreased.
   - The Minimum and Maximum contribution or distribution amount.

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

Rate Tab:

1. Choose the Rate tab. The system displays the following view-only information:
   - The activity rate Start and End date and the unit of measure in which the rate is expressed
   - A checkbox indicating if the activity rate has been overriden for this plan or option and the date through which the rate is overriden

Benefit Tab:

1. Choose the Benefit tab.

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

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

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

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

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

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

Limitation Tab:

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

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

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

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

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

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

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

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

Note: This field is reserved for future use.

- The Override Through date indicates the date through which the enrollment has been overriden.
- The Override Reason indicates the reason given for the override.

Manually Deleting an Enrollment

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

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

To manually delete an enrollment:

1. Open the form in which you entered the enrollment. Choose from:
   - Flex Program Enrollment form
   - Non-Flex Program Enrollment form
   - Savings Plan Enrollment form
   - Miscellaneous Plan Enrollment form
2. Set the effective date.
3. Query the Name, Social Security number, or other standard identifying information for the person whose enrollment you are deleting.
4. Select the plan and option you are deleting.

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

5. Choose the Delete Record icon on the toolbar.
6. Save your work.

Viewing a Person's Flex Credits (Advanced Benefits)

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

To view a person's available flex credits:

- Query a participant in the Flex Enrollment window then choose the Flex Credits button. The system displays:
  - The flex credits available for various compensation objects
  - The benefit pool providing the flex credits

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

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

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

To allocate excess credits:

- Choose the Excess Credits button. The system displays:
  - The benefit pool that provides the flex credits for the plans and options that the participant has elected
  - The plan types, plans, and options that the participant has elected
  - The amount of flex credits provided based on elected plans and options
  - The amount of flex credits used by the participant for each electable plan or option
  - The amount of flex credits to be distributed as cash, if applicable
  - The amount of flex credits to be forfeited if the participant does not elect to use them
  - A check box indicating the credits were rolled over into this plan or option

Enrolling a Person in a Non-Flex Program

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

- Selecting the plan and option in which the person is enrolling
- Entering coverage levels for those plans that provide coverage
- Entering the contribution value per activity period for those plans that allow a participant to choose their contribution amount
- Entering the annual contribution amount for those plans that allow a participant to specify the annual contribution to a plan
- Saving the person's election
- Completing dependent and beneficiary designations

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

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

To enroll a person in a non-flex program:

1. Set the effective date.
2. Query the Name, Social Security number, or other standard identifying information for the person you are enrolling.
3. Select the Program in which the person is enrolling.

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

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

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

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

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

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

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

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

General Tab:

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

   - The Coverage Start and End date for this plan or option
   - The Start Code used to calculate the coverage start date
   - The Original Start date that this person enrolled in this plan
   - The effective date of the enrollment

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

Amount Tab:

1. Choose the Amount tab.

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

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

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

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

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

- The Minimum and Maximum contribution or distribution amount.

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

Rate Tab:

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

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

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

Benefit Tab:

1. Choose the Benefit tab.

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

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

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

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

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

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

Limitation Tab:

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

   - The Certification Alert field appears checked if the participant is required to

provide certification before being enrolled in this benefit.

- The Suspended field appears checked if enrollment in this benefit has been suspended pending the completion of an action item, such as providing required certification.
- The Interim field appears checked if this plan or option has been assigned to the participant as interim coverage pending the completion of an action item.
- The Automatic field appears checked if the participant has been automatically enrolled in this plan or option.
- The Dependents field indicates if dependents are required or optional for this plan.
- The Earliest De-enroll field indicates the earliest date on which a participant can de-enroll from this plan or option.
- The Must Also Enroll In field displays any plan or option in which a participant must be enrolled in order to make this election.

  Note: This field is reserved for future use.

- The Override Through date indicates the date through which the enrollment has been overriden.
- The Override Reason indicates the reason given for the override.

Enrolling a Person in a Savings Plan

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

- Selecting the plan and option in which the person is enrolling
- Entering the contribution amount or percentage per activity period for those plans that allow a participant to choose their contribution level
- Saving the person's election
- Completing dependent and beneficiary designations

  Important: For Advanced Benefits users, you must run the Participation batch process before you use this window to 1) ensure that the list of

eligible persons for this enrollment cycle is up-to-date, and 2) create available enrollment choices for those persons.

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

To enroll a person in a savings plan:

1. Set the effective date.
2. Query the Name, Social Security number, or other standard identifying information for this person.
3. Select the savings plan in which the person is enrolling in the Name field.

   The system displays the following view-only information:

   - The Life Event reason prompting this savings plan enrollment

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

   - The Coverage Start and End date for this savings plan
   - The Start Code used to calculate the coverage start date
   - The Original Start date that this person enrolled in this plan

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

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

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

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

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

- The Interim field appears checked if this plan has been assigned to the participant as interim coverage pending the completion of an action item
- The Certification Alert field appears checked if the participant is required to provide certification before enrolling in this plan
- The Earliest De-enroll field indicates the earliest date on which a participant can de-enroll from this plan
- The Currency field indicates the currency in which this benefit is paid.
- The Must Also Enroll In field displays any plan in which a participant must be enrolled in order to make this election

  Note: This field is reserved for future use.

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

Entering Investment Rates

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

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

1. Query the Name, Social Security number, or other standard identifying information for this person in the Savings Plan window.
2. Select the savings plan in which the person is enrolling in the Name field.
3. Choose the Rates button.

General Tab

4. Choose the General tab. The system displays the following view-only information:
   - The Name of the activity rate definition
   - The Activity Type, for example Employee Contribution or Employer Contribution

- The unit of measure (UOM) for the currency of the activity rate
- The activity rate Start and End dates

Types Tab

5. Choose the Types tab. The system displays:
   - The Tax Type of the activity rate, such as pre-tax or aftertax
   - The Calculation method used to derive the activity rate
6. Check the Stop Contribution field if the employee's participation in this investment plan has ended.

Defined Amount Tab

7. Choose the Defined Amount tab.
8. Enter the Amount or percentage of the contribution or distribution. The system displays the following view-only information:
   - The activity rate Period
   - The Minimum and Maximum contribution or distribution amount
   - The Increment by which a contribution or distribution can be increased or decreased

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

Communicated Amount Tab

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

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

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

based on your savings plan definition.

11. Save this person's elections.

Entering Investment Options

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

1. Query the Name, Social Security number, or other standard identifying information for this person in the Savings Plan window.
2. Select the savings plan in which the person is enrolling in the Name field.
3. Choose the Investment Options button.

General Tab

4. Choose the General tab.
5. Select a savings plan investment option in the Name field.

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

   The system displays the following view-only information:

   - The Coverage Start and End date for this option
   - The Start Code used to calculate the coverage start date
   - The Original Start date that this person enrolled in this option

Amount Tab

6. Choose the Amount tab.
7. Select a savings plan investment option in the Name field.
8. Check the Stop Contribution field if the employee's participation in this investment option has ended.
9. Enter the annual amount or percentage that is contributed to the investment option in the Amount field.

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

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

    - The Increment by which a contribution or distribution can be increased or decreased.
    - The Minimum and Maximum contribution or distribution amount.

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

Rate Tab

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

    - The Taxability of this activity rate
    - The activity rate Start and End date and the unit of measure (UOM) in which the rate is expressed
    - A checkbox indicating if the activity rate has been overriden for this option and the date through which the rate is overriden

Enrolling a Person in a Miscellaneous Plan

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

- Selecting the plan and option in which the person is enrolling
- Entering coverage levels for those plans that provide coverage
- Entering the contribution value per activity period for those plans that allow a participant to choose their contribution amount
- Entering the annual contribution amount for those plans that allow a participant to specify the annual contribution to a plan
- Saving the person's election
- Completing dependent and beneficiary designations

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

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

To enroll a person in a miscellaneous plan:

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

General Tab

3. Choose the General tab.
4. Select the not in program Plan and Option in which the person is enrolling.

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

The system displays the following view-only information:

- The Status of the enrollment
- The Plan Type of the electable plan
- The Life Event reason prompting this enrollment
- The Frequency of the benefit distribution or contribution
- The Certification Required Alert field appears checked if the participant is required to provide certification before being enrolled in this benefit.
- The Pending Approval field appears checked if enrollment in this benefit has been suspended pending the completion of an action item, such as providing required certification.
- The Currency in which this benefit is paid

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

- The Amount of the contribution or distribution and its currency (in the UOM field).
- The Coverage Start and End date for this plan
- The Original Start date that this person enrolled in this plan

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

Benefit/Coverage Tab

6. Choose the Benefit/Coverage tab.

   The system displays the following view-only information:

   - The tax Type of this benefit
   - The Calculation Method used to derive the activity rate for this benefit
   - The Start Date Code used to calculate the coverage start date

   In the Amount Limitations region, the system displays:

   - The coverage limits for this participant this plan and option
   - The increments in which coverage can be increased or decrease

Enrollment Tab

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

   - The Automatic Enrollment field appears checked if the participant has been automatically enrolled in this plan or option.
   - The Dependents field indicates if dependents are required or optional for this plan.
   - The Must Also Enroll In field displays any plan or option in which a participant must be enrolled in order to make this election.

     Note: This field is reserved for future use.

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

has been overriden.

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

8. Save this person's elections.

Viewing Special Rates for a Plan or Option

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

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

See: Defining the Criteria in a Variable Rate Profile, page 5-160

To view special rates for a plan or option:

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

2. Choose the Special Rates button. The system displays:

   - The plan type, plan, and option that must be elected by the participant to receive the special rate on the related compensation object

   - The related plan type, plan, and option for which a special rate is available

   - The standard rate for the related plan if the selected plan is not elected

   - The special rate for the related plan if the selected plan is elected

Maintaining a Participant's Primary Care Provider

You date effectively enter, update, and delete a person's primary care providers in the Primary Care Providers window.

To select a primary care provider for a person:

1. Query the Person whose primary care provider you are entering.

2. Select the Plan Type and Plan for which you are entering the person's primary care provider.

The available plans are limited to the plans in which the participant or their dependent is currently enrolled.

3. Select a provider in the Identifier, Name, and Type fields.

   If you enter the provider's identifier, the system fills in the Name and Type fields if a provider exists with the same identifier for this plan.

4. If necessary, select providers of a different service provider type in this plan, or select providers for different plans.

5. Save your work.

Running the iRecruitment Create Enrollment Process

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

Using this program, you can create enrollment records for:

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

You run this process from the Submit Request window.

To run the iRecruitment Create Enrollment process:

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

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

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

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

   If you leave these fields blank, then the application creates enrollment records for

all the new hires in the business group.

5. Click Submit, and then OK.

What's Next

After you run the process, you can view the enrollments in the View Enrollment Results window. For more information, see: Displaying Enrollment Results, page 6-68

Displaying Enrollment Results

You use the View Enrollment Results window to display a person's enrollment information. This is a read-only form.

You can display enrollment information after an enrollment result is created by one of these means: an electable choice is saved on an enrollment form, a default enrollment is processed, or the close enrollment process has completed.

Enrollment information is date effectively displayed so that you can also view historical information.

To display enrollment results for a person:

1. Set the effective date to the date for which you want to view enrollment results.

2. Query the person for whom you want to view enrollment results.

   The system displays enrollment information for the compensation objects in which the person is enrolled.

3. Check the View By Coverage Date field to view the person's enrollment information as of their coverage start date.

   - Or, check the View By Session Date to view the person's enrollment information as of the system's effective date.

4. Choose from the available tabbed regions and task flow windows to view enrollment results.

   The system displays the windows that can be accessed from this form in read-only mode.

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

Running the Benefits Enrollment and Confirmation Reports

Run the Benefits Enrollment Kit Report to view electable choices for one or more persons. The report also displays enrollment deadlines and indicates any default plans that will be in effect if the person makes no election.

Run the Benefits Confirmation and Summary Report to view enrollment results for one or more benefits participants. The report displays results for participants who are enrolled in:

- Plans in program
- Plans not in program
- Multiple programs

Use the Submit Request window to run either report. You need a postscript viewer to see the results of the report.

To run the benefits enrollment or confirmation report:

1. Select Benefits Reports Wrapper Process in the Name field.
2. Enter the Parameters field to open the parameters window.
3. In the Report Name field, select either the Benefits Enrollment Kit Report or the Benefits Confirmation and Summary Report.
4. Enter the Effective Date of the report.
5. Select from a variety of criteria to limit the results of the report, such as a:
    - Compensation object
    - Life event
    - Type of assignment
    - Coverage start and end date
6. Indicate if you want to report on results such as:
    - Dependents and beneficiaries
    - Action items and certifications
    - Flexfield data

7. Choose the OK button.

8. Complete the batch process request and choose Submit.

Running the Manage Open Enrollment Window Process

You use the Manage Open Enrollment Window Process to modify an existing Open Enrollment window's enrollment period end date, processing end date, default enrollment date, and provide a certain number of days of extension. You can run this process for more than an employee at a time. You do this using the Submit Requests window.

To run the Manage Open Enrollment Window Process:

1. Enter Manage Open Enrollment Window Process in the Name field. Click the Parameters field to open the Parameters window.

2. In the Parameters window, enter the following details:

   - Validate
   - Person Name
   - Person Selection Rule
   - Program Name
   - Plan Name
   - Life Event Occurred Date
   - Life Event
   - New Enrollment End Date
   - New Processing End Date
   - New Default Enrollment Date
   - Number of Days to Extend
   - Organization
   - Benefits Group
   - Location

- Postal Zip Range

3. Click OK and submit your request.

Viewing Dependent Information

You use the Dependent/Beneficiary Designation window to view enrollment information for the dependent of a participant, including the following:

- The plan and option in which the dependent is enrolled
- The name of the dependent and their relationship to the participant
- Coverage dates

> **Note:** You can only view dependent information when your effective date is between the dependent coverage start and end date for the compensation object.

To view dependent information:

1. Query the name of the participant for whom you are viewing dependent designations.
2. Choose the View Dependents tab.
3. Highlight a Plan:Option in which the participant is enrolled.

   The system displays the dependents that have been designated for that plan or option.
4. Choose the Designate Dependents tab or the Designate Beneficiaries tab to create a designation.

Maintaining Dependent Designations

Use the Dependent/Beneficiary Designation window to designate a participant's dependents.

The participant must have an open life event to designate a dependent if you are using Advanced Benefits. Standard Benefits customers, or Advanced Benefits customers using the Unrestricted enrollment type, may designate dependents at any time.

> **Note:** As a prerequisite, you must enter the participant's contacts into

the system before you can designate a contact as a dependent. Check the Personal Relationship field for each potential dependent on the Contact window. The dependent must also meet the designation requirements defined for the plan and option and the requirements of any dependent eligibility profiles linked to the compensation object before becoming an eligible dependent.

See: Entering Next of Kin and Other Contacts, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

To enter or modify a participant's dependent designation:

1. Query the name of the participant for whom you are entering or modifying dependent designations.
2. Select the plan and option for which the participant is designating a dependent in the Plan:Option field.
   - Any eligible dependents for this plan and option are displayed in the Eligible Dependents field.
   - The Employee field appears checked if this dependent is also an employee.
   - The Start and Through dates indicate the dependent coverage start and end dates for this plan.
3. Check the Covered field to indicate that this person is a dependent for this benefit.

   Uncheck the Covered field to undesignate a dependent previously covered by this benefit.
4. Choose the Certifications button to open the Dependent Certifications window.

   The system displays any certifications that must be submitted for this dependent.
5. Enter the Date Received to record receipt of a certification.
6. Save your work.
7. Close the Dependent Certifications window.
8. Choose the Care Providers button to specify a primary care provider for a dependent.

   See: Maintaining a Participant's Primary Care Provider, page 6-66
9. Choose the Contacts button to open the More Contacts window where you can view the dependents who were found ineligible for the selected plan or option.

10. Select a dependent from the list and choose the Designate button to have the system check for this dependent's eligibility.

    If the dependent is found eligible, the dependent will be added to the list of designees in the Eligible Dependents field, the Covered field will appear checked, and the record will automatically be saved.

11. Choose the Contacts button to open the Contact window where you can add a new contact for this primary participant.

Maintaining Beneficiary Designation Information for a Participant

You can designate a person or an organization as a beneficiary for plans that allow or require beneficiary designation using the Dependent/Beneficiary Designation window.

You can designate a beneficiary at any time, even after a life event or enrollment period is closed. However, for Advanced Benefits customers, beneficiary certifications only restrict designations when the participant's life event is open.

Beneficiary designation restrictions are based on your plan design.

See: Maintaining Beneficiary Designation Requirements for a Plan, page 5-122

To enter or modify a participant's beneficiary designation:

1. Query the name of the participant for whom you are entering or modifying beneficiary designations.

2. Choose the Designate Beneficiaries tab.

3. Select a Plan for which you are entering or modifying beneficiary designation information for this participant.

4. Select a beneficiary name in the Beneficiaries field to designate a person or charitable organization as this participant's beneficiary.

5. Select this beneficiary's Type, either Primary or Contingent.

6. If the participant is assigning a percentage of the benefit to the beneficiary, enter the % value of the total value of this benefit.

   While you do not need to need to enter an Amount value, you must enter at least one % value. The sum of all % values for a plan must equal 100%. If you specify a monetary Amount, the system pays this Amount value before it pays out any % values. In such a case, the % values refer to the paid benefit following the deduction of the Amount value.

7. If the participant is assigning a monetary amount from this benefit to this beneficiary, enter this monetary Amount.

8. Choose the Details button to open the Details window if you want to enter trustee information or special instructions regarding this beneficiary designation for this participant for this plan.

9. If appropriate, select a Trustee to oversee the benefits the participant assigns to this beneficiary.

   The trustee is the person you identify for a designated beneficiary who is a minor. During implementation, your system administrator can configure the application to require a participant to identity a trustee for beneficiaries who are minors. You can generate an action item that suspends the election pending the assignment of a trustee.

10. If appropriate, enter Instructions regarding this beneficiary designation.

11. Close the Details window.

12. Choose the Certifications button to open the Beneficiary Certifications window.

    The system displays any certifications that must be submitted for this beneficiary.

13. Enter the Date Received to record receipt of a certification.

14. Save your work.

Adding a New Beneficiary for a Participant

To add a new beneficiary for a participant:

1. From the Dependent/Beneficiary Designation window, choose the Designate Beneficiaries tab then choose the Contacts or Organizations button depending on whether the beneficiary is a person or an organization.

2. Complete the Contacts or Organizations window, as appropriate.

3. Save your work.

See Also:Entering Next of Kin and Other Contacts, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

Recording Enrollment Actions Items for a Person (Advanced Benefits)

You use the Person Enrollment Action Items window to view and complete enrollment action items that have been created for a person. Action items are based on the enrollment requirements for the compensation objects in which the person is enrolling or de-enrolling. The following action items can be completed using this form:

- Beneficiary address
- Beneficiary date of birth
- Beneficiary social security number
- Beneficiary requires spousal consent certification
- Dependent date of birth
- Dependent social security number
- Enrollment certifications

To complete an action item for a person:

1. Query the Name, Social Security number, or other standard identifying information for this person.
2. Select the action item that the person is requested or required to complete in the Action Items field. The system displays:
   - A description of this action item
   - The compensation object in which the person is enrolling, de-enrolling, or changing elections
   - The life event prompting this enrollment, de-enrollment, or change in elections
   - The Due Date by which the action item is to be completed
   - Whether the action item is Required
3. Use the task flow buttons to navigate to the Certifications, People, or Designee window and complete the missing information, depending on the action item to be completed.
4. Check the Completed field when the action item is complete.

   Note: If the action item is for a missing certification, the Completed field appears checked when you enter the certification received date and save.

5. Select the Show Completed Action Items check box to display all completed and open action items for a person.
6. Save your work. You cannot save in this form unless the action item is complete.

Note: When a required action item is completed, the system unsuspends the participant's election if there are no other incomplete required action items and there is no more than one optional action item left incomplete. If a required action item is not completed, the enrollment is end-dated as of the effective date of the Close Enrollment process if the action is due before the close of enrollment.

For more information on how the application processes action items, see: Action Items and Certifications (Advanced Benefits), page 6-45

Recording Receipt of Enrollment Certifications (Advanced Benefits)

You record the receipt of enrollment certifications for a person using the Person Enrollment Certifications window.

You can also add and delete certifications or mark a received certification as denied.

Note: Use the Dependent/Beneficiary Designation window to record receipt of enrollment certifications for dependents and beneficiaries.

To record receipt of an enrollment certification for a person:

1. In the Find Person window, enter the Name, Employee Number, or Social Security number for this person and choose the Find button.
2. Select the certification type submitted by the participant in the Certifications field. The system displays:
   - The compensation object and life event that generated the certification
   - The due date by which the certification must be completed
   - A check box indicating if certification is required for enrollment in this compensation object
   - A check box indicating if the participant's enrollment in this compensation object has been suspended pending the completion of any action items.
3. Check the Received field to indicate that this certification has been received.

   Note: You can un-check the Received field after you save, if necessary.

4. Check the Denied field if this certification has been rejected.

To add a certification for a person:

1. Select a new certification from the list of certification types to add a certification to this participant's election.
2. Check the Required field to indicate that failure to provide this certification results in a suspended election.
3. Select the reason for the certification in the Due To field.
4. Save your work.

To delete a certification for an election:

1. Select the certification type and choose the delete icon from the toolbar.
2. Save your work.

To record receipt of a certification required by an activity rate:

1. Choose the Rate Certification button.

   This button appears for enrollments in compensation objects that have standard rates that require certification.

2. Do one of the following:

   - Mark the certification as Received. This enters the element associated with the standard rate on the date calculated by the rate start date code. (This code is specified on the Plan Enrollment Requirements window.)
   - Mark the certification as Denied. The Rate Certification Required check box remains checked on the View Enrollment Results window.

     Note: Once the certification is marked as Received, you cannot change it to Denied. Instead, you can delete the rate on the Miscellaneous Plan enrollment window or set the rate to zero on the Enrollment Override window. You can always update a certification from Denied to Received.

3. Save your work.

Overriding Enrollment Results for a Plan (Advanced Benefits)

You use the Enrollment Override window to override election information *after* you have used the Participation Overrides window to specify that a person can enroll in a plan or option for which they have been found ineligible.

You can also override the rate and coverage amounts for a given benefit. If the participant designates a dependent for the plan, you can override the dependents that are covered by the plan.

> **Caution:** You can set your effective date to any date and override enrollment information without backing out subsequent life events. You do not need to reprocess life events after you correct data. However, you must not compromise data integrity when processing an override. The application does not validate data, such as activity rates, that you enter in the Enrollment Override window.

To override enrollment results for a plan:

1. Set the effective date.
2. Query the Name of the person for whom you want to override enrollment results.

   > **Note:** The system displays the programs, plans, and options in which the person is currently enrolled.

General Tab

3. Choose the General tab if it is not already selected.
4. Select the plan and option you want to override.
5. Do one of the following:
   - Delete the enrollment by choosing the delete icon on the toolbar. Then, add a new row to the enrollment and select the plan and option in which you are enrolling the participant.
   - Or, override the enrollment by selecting a new plan and option from the list of values in the Plan field.

     > **Note:** The list of electable plans is based on the plan type of the plan in which the participant is currently enrolled.

Note: The Overridden field appears checked if this plan is an overriding plan and not a plan in which the participant was enrolled under normal circumstances.

Override Tab

6. Check the Overridden field to override this plan or option.

7. Enter the date through which the system overrides the otherwise ineligible person's participation in this plan or option in the Thru field.

   Note: You enter the override through date if you only want the override to be in effect for a limited period of time. The override through date cannot be later than the coverage end date.

8. Select the reason you are allowing this overriding enrollment in the Reason field.

Coverage Tab

9. Enter the following dates, as applicable:

   - Coverage Start date
   - Coverage End date

     Note: When you override a plan in which a person is enrolled, the new enrollment begins as of the coverage start date you enter. If you do not enter a coverage end date, coverage for the plan ends based on the coverage end date code defined for the plan.

   - Original Start Date
   - Earliest De-enrollment date

Benefit Tab

10. Enter the new coverage amount for this plan or option in the Value field.

11. Select the unit of measure of the benefit in the UOM field.

12. Enter the tax type of this benefit in the Type field.

13. Save your work.

Overriding Dependent Coverage Designations for a Plan

You use the Override Dependents window to override a participant's dependent designations for a plan.

> **Note:** You use the Dependent/Beneficiary Designation form to enter a participant's beneficiaries for an overriding plan.

Overriding Participation Information for a Person

You use the Participation Overrides window to maintain override information for a potential benefits participant who is otherwise ineligible to participate in a particular program.

To override participation information for a person:

1. Query the Name of the person for whom you are overriding participation information.
2. Check the View By Session Date field to view the person's participation information as of the system's effective date.

   Or, check the View By Participation Date to view this information as of the person's participation start date.
3. Select the Level in the compensation object hierarchy at which you are defining override information.
4. Select the Compensation Object for which you are overriding participation eligibility information for this person.
5. Check the Eligible field if this person is eligible for this benefit.
6. Choose the General tab if it is not already selected.
7. Select the Life Event Reason explaining why you are overriding this person's eligibility/ineligibility for this program or plan.
8. Enter the Waiting Period Completion Date if the participant must wait until a certain date before enrolling or de-enrolling in this compensation object.
9. Enter the Participation Start and End Dates through which this person participates in this program or plan.
10. Check the Restricted Distribution field if some organization (typically a court) has placed a restriction on the distribution of benefits to this participant.

For example, a QDRO (US) specifies a portion of the participant's retirement benefits must be paid to that person's prior spouse.

11. Check the Highly Compensated field if this person is highly compensated according to the terms of the plan.

12. Check the Key Employee field if this person is a key employee according to the terms of the plan.

13. Check the Dependents Only field if this plan only covers this person's dependents.

14. Save your work.

Overriding Eligibility Participation Information for a Person

You can override the run results of the Participation batch process for a person in the Participation Overrides window.

You can also freeze the future calculation of derived factors, such as age or length of service, for a person in a program or plan. The ability to freeze derived factors is useful when you want to exempt a participant from the eligibility rules that are linked to a particular derived factor.

To override eligible participation information for a person:

1. Query the Name of the person for whom you are overriding participation information.

2. Choose the Eligibility tab if it is not already selected.

Age and Length of Service

3. Choose the Age/Length of Service alternate region.

4. If you want the person's age to differ from that shown in the Age field, modify or enter that number.

5. If you want the person's age UOM to differ, modify or enter the unit of measure.

6. If you want the person's length of service to differ from that shown in the LOS field, modify or enter that number.

7. If you want the person's length of service UOM to differ, modify or enter that unit of measure.

8. If you want the person's number of hours worked to differ from that shown in the Hours Worked field, modify or enter that number.

9. If you want to modify the period in which the Hours Worked are measured, select a new value in the In Period field.

10. Enter the person's age and length of service in the Age & LOS field if you are overriding this derived value.

Compensation

11. Choose the Compensation alternate region.

12. If you want the person's computed compensation level to differ from that shown in the Compensation Reference field, modify or enter that number.

13. If you want the person's compensation currency to differ, enter that Currency.

14. If you want the calendar date the system uses to determine this person's length of service to differ from that shown in the Override Service Date field, modify or enter that date.

15. If you want the person's percent of full-time employment to differ from that shown in the Percent Full Time field, modify or enter that percentage.

16. Enter or modify the Hours Worked Qualification value if the system calculates the hours worked once (for a life event or an open enrollment period) or on a continuing basis each time you run the Participation batch process.

Freeze

17. In the Freeze block, check the derived factors you do not want the system to recalculate the next time it calculates derived factors for this person.

18. Save your work.

Overriding Waive Participation Information for a Person (Advanced Benefits)

You can use the Participation Overrides window to override the certifications required to enroll in a waive plan.

To override waive participation information for a person:

1. Query the Name of the person for whom you are overriding participation information.

Waive

2. Choose the Waive tab if it is not already selected.

3. Check the Waive Plan field if this person is waiving this program or plan.

4. Select the Certification Type that this person is waiving for this program or plan.

5. Select a Reason explaining why this person is being allowed to waive this certification type for this program or plan.

Override

6. Choose the Override tab.

7. Check the No Maximum Participation field if special circumstances dictate that this person is eligible or ineligible for this plan or program.

   Checking this field indicates that this person's eligibility/ ineligibility for the specified compensation object remains in force for an indefinite period of time, regardless of changes to this person's derivable or temporal information.

8. Check the Override field to override the otherwise ineligible person's participation in this plan.

9. Enter the date through which the system overrides the otherwise ineligible person's participation in this plan in the Through Date field.

10. Select a Reason explaining why you are overriding the otherwise ineligible person's participation in this plan.

11. Save your work.

Overriding Participation Information for a Person for an Option in a Plan (Advanced Benefits)

You can override eligibility results for a person enrolling in a plan option by using the Participation Overrides window.

Choosing to override eligibility results for one or more options in a plan is useful when you do not want to override the eligibility results for all options in a plan.

To override participation information for a person for an option in a plan:

1. Query the Name of the person for whom you are overriding participation information.

2. Select the program and plan that contains the option to override.

3. Choose the Options button.

4. Select the name of the option in this plan for which you are overriding participation

information in the Eligible Options field.

5. Check the Eligible field if you want this otherwise ineligible person to be eligible to participate in this option in this plan.

   Conversely, do not check the Eligible field if you want this otherwise eligible person to be ineligible to participate in this option in this plan.

6. Enter a Waiting Period Completion Date to change the date that must pass before a person is eligible for this benefit.

7. Enter the Start and End Dates through which this person is eligible/ineligible to participate in this option in this plan.

8. Check the Override field if special circumstances dictate that this person is deemed eligible or ineligible for this option in this plan.

9. Check the No Maximum Participation Override Through field if this person's eligibility or ineligibility for this option in plan remains in force for an indefinite period of time regardless of changes to this person's derivable or temporal information.

10. Select an Hours Worked Qualification code to indicate if the participant must meet the hours worked in period eligibility criteria once or on a recurring basis to qualify for this benefit.

11. Enter the date through which this override remains effective for this person's participation in the Override Through Date field, and select the Override Reason.

12. Save your work.

Managing Eligible Person Waivers (Advanced Benefits)

You use the Waive Participation window to enter waive information for plan types and plans in a program.

To manage eligible person waivers for a plan type in a program:

1. Query the Person who is eligible to receive the participation waiver.

2. Select the Program associated with the plan type or plans that this person is electing to waive.

3. Choose the Plan Type tab or the Plan tab depending if you are waiving all the plans in a plan type or only selected plans.

4. Select a Plan Type or Plan in this program that this person is electing to waive.

5. Select the Waive Reason that supports why this person is waiving participation in this plan type or plan.

6. Select the Certification Provided code that indicates this person provided the certification required to waive participation in this plan type or plan.

7. Check the Preferred field if this waive Certification is preferred, but not required.

8. Save your work.

Maintaining Court Orders for a Participant

You use the Court Orders window to record a Qualified Medical Child Support Order or a Qualified Domestic Relation Orders for participants in the US who are subject to either of these court orders.

When a participant enrolls in a plan type or plan that is subject to a court order, the system determines if the participant's dependents that are named in the court order are covered by the plan type or plan in question. A warning message is issued at the time of enrollment notifying the benefits administrator of the court order.

To maintain a court order for a participant:

1. Query the person for whom you are entering a court order.

2. Select a court order type in the Type field.

3. Enter a court order identifier in the Order ID field.

4. Do one of the following:
   - Select the plan subject to the court order in the Plan field.
   - Or, select the Plan Type if the court order applies to all plans in the plan type.

5. Enter the name of the court that issued the order in the Issuing Court field.

6. Complete these date-related fields.
   - *Issued Date*- the date the court issued the order
   - *Received Date*- the date your organization received the order
   - *Qualified Date*- the date you validated that the order satisfies the criteria of a qualified order

7. Enter a Description of the court order.

In the Period in Effect block:

8. Enter the dates on which dependent coverage starts and ends based on this court order.

In the QDRO Payment block:

9. Specify the QDRO payment amount in either the Amount field or the % (Percent) field.
   - Enter the unit of measure of this payment, if the order is for an amount.
   - Select a distribution method in the Distribution field.
   - Enter the Number of Payments that must be made Per Period

In the Cited block:

10. Select the name of the dependent or other person cited as a recipient of this benefit based on the court order.
    - Choose the Contacts button if you need to add a dependent for this participant.

11. Save your work.

Recording a Continuing Benefits Payment

You use the Record Continuing Benefits Payment window to enter the amount paid by a participant for participation in a continuing benefits plan, such as US COBRA plans.

To record a continuing benefits payment:

1. Query the person for whom you are recording a continuing benefits payment.

   The system displays all plans in which the participant is currently enrolled.

2. Select the plan and option for which you are recording a payment.

   The system display the activity rate for the plan you select and the Expected Payment Amount.

3. Enter the participant's payment amount in the Current Payment Amount field.

4. Save your work.

Recording a Contribution or Distribution

You use the Record Contributions or Distributions window to enter an amount paid by

or paid to a participant in association with a plan or an option.

To record a contribution or distribution:

1. Query the person for whom you are recording a contribution or distribution.
2. Choose the Activities tab.
3. Select the activity rate for which you are recording a contribution or distribution in the Activity field.
4. Enter the Amount of the participant's payment or distribution.
5. Choose the Compensation Objects tab to view the plans and options associated with the activity rate for which you are recording a contribution or distribution.
6. Choose the Display Payments button to display the Payments window. You can view the element associated with an activity rate and any payments recorded by the element in this window.
7. Save your work.

Continuing Benefits Eligibility

Continuing Benefits Eligibility

Oracle HRMS uses benefits assignments to maintain eligibility for continuing benefits. The application creates a benefits assignment as a copy of the employee's primary assignment when certain events occur, such as the termination of the employee or a qualifying reduction in hours.

See: Continuing Eligibility: Benefits Assignments, page 1-130

You can view, update, manually create, and end a person's benefits assignment. For example, special circumstances may dictate that you want to change an ex-employee's payroll. If so, you can update the payroll on the person's benefits assignment.

You can update or delete a benefits assignment without affecting the original employee assignment.

See: Maintaining a Benefits Assignment, page 6-88

Maintaining a Benefits Assignment

You use the Benefits Assignment window to view, update, and manually create a person's benefits assignment.

The application automatically creates benefits assignments based on certain events, such as an employee termination, if you set up the auto-generation of benefits assignments when you define the default payroll for a business group.

See: Defining Benefits Defaults Monthly for a Business Group, *Oracle HRMS Enterprise and Workforce Management Guide*

See: Continuing Eligibility: Benefits Assignments, page 1-130

To maintain a benefits assignment:

1. Query the person for whom you are maintaining a benefits assignment.
2. Select the person's location and organization.
3. Insert the person's assignment status in the Status field.

   Note: You can only manually insert a person's assignment status. You cannot update an assignment status that the system copies from the person's assignment record.

4. Update other assignment information as necessary.
   - Enter the person's people group in the Group field.
   - Select a Job, Position, and Grade.
   - Select a payroll.

     Note: US and Canadian users must select a payroll with a monthly periodicity.

5. Save your work.
6. Choose the Entries button if you want to add, purge, or end element entries for this assignment.

   You cannot manually enter or edit entries for elements attached to an activity base rate. These entries are updated by the system when you make an election change or enrollment override.

To delete a benefits assignment:

1. Query the person's benefits assignment and choose the Delete icon from the toolbar. You can choose to purge or end-date the record.

   Note: Deleting a benefits assignment does not affect the employee assignment.

Rates, Premiums, Balances, and Reimbursements

Recalculate Participant Values Overview (Standard Benefits)

You can update activity rates for currently enrolled participants based on plan design changes--such as yearly rate increases--or after a salary review period. You can also recalculate rates if you change the Value Passed to Payroll. For selected persons, you run the Recalculate Participant Values process to calculate:

- Participant rates
- Coverages
- Actual premiums
- Imputed income rates (US)

The process provides for a participant to continue coverage in their current benefits elections without the need for re-enrollment or a manual change in rates.

By running the Recalculate Participant Values process close to when plan design changes take effect, you can minimize the impact on currently enrolling participants. Most often, a system administrator schedules the process to run after the end of an annual enrollment period.

As a prerequisite to running the process you should:

- Update your plan design (defining the new rate calculations)
- Ensure that person records are current
- Run the Maintain Participant Eligibility process to update eligibility records and derived factors such as age and length of service

See: Running the Maintain Participant Eligibility Process, page 6-7

See: Running the Recalculate Participant Values process, page 6-91

> **Note:** You can use Total Compensation Setup Wizard, page 5-4 to update multiple standard and variable activity rates simultaneously.

Updating Activity Rates from Year-to-Year

When activity rates change between plan years, follow these steps to ensure that your rates are updated without any interruption to current enrollments.

Use the Standard Rates window to update activity rates. You can also use Total Compensation Setup Wizard, page 5-4 to update multiple rates simultaneously.

To update activity rates from year-to-year:

1. Set your effective date to the date and year in which the new rate becomes effective.
2. Make any changes that you require, such as updating the calculation to establish a new rate.

   Important: Occasionally, you may want to change the element and input value of a standard rate for business purposes. If so, set the effective date to the date you want the element to begin for participants that you process. The effective date must be later than the existing element entry start date for a person currently enrolled in a compensation object that uses the rate.

3. Save your work.

   When you process an enrollment or run the Recalculate Participant Values Process, the application calculates the rate according to your changes.

Running the Recalculate Participant Values Process (Standard Benefits)

The Recalculate Participant Values process updates activity rates based on changes to plan design.

You run processes from the Submit Requests window.

See: Recalculate Participant Values Overview (Standard Benefits), page 6-90

To run the Recalculate Participant Values process:

1. Select the Recalculate Participant Values process in the Name field.
2. Enter the Parameters field to open the Parameters window.

   You can select from a variety of criteria to limit the participants for whom you are re-calculating activity rates.

3. Select an individual in the Person Name field to run the process for a single person.
4. Select a Person Type if you want to calculate rates only for a particular person type (such as employee) within the compensation objects you select.
5. Select a compensation object--such as a plan or program--for which you are calculating rates.

6. If special circumstances apply, select a Compensation Object Selection Rule or a Person Selection Rule you have defined to limit the application of the rate re-calculation. For example, you can write a rule to restrict person selection to those employees with a recent salary change.

7. Choose the OK button.

8. Complete the batch process request and choose Submit.

   If you run this process in error, you can resubmit the process at a date that is prior to the effective date of the previous run. This will recalculate results using the earlier effective date and remove all future changes.

   Note: Anytime you run this process it will remove any future enrollment changes.

Running the Premium Reconciliation Report

Run the Premium Reconciliation Report to support the monthly benefits billing reconciliation process. This report compares monthly premium amounts to standard rates and element entries by pay period, for all participants enrolled during the reporting period.

Use this report as an error check for employees with no rates, rates that differ from element entries, and rates and element entries that do not equal monthly premium amounts. In addition, you can use this report as an account of monthly premium payments by sending it to the benefits provider.

You run reports from the Submit Requests window.

To run the Premium Reconciliation Report:

1. Select Reconciliation of Premium Contributions to Element Entries in the Name field.

2. In the Parameters window, enter the Reporting Start Date and the Reporting End Date to limit the premium reconciliation to this pay period.

   Note: If you select dates beyond the pay period, the report result will not display the reconciliation details.

3. Select other criteria to limit the report results to a particular employee, such as:

   - Employee Name
   - National Identifier
   - Employee Name Format: this limits the report result to the selected employee.

Note: The default format is the default Employee Name Format you configured during implementation. If you select Japanese, the report result displays the participant details in the full name format as per Japanese legislation requirements.

- Program: this limits the report to the specific program.

  Note: The list of values contains all active programs in the business group.

4. Select the Plan to limit the report results to data elements contained in the plan.

   Note: If you select a healthcare plan, the report displays details of healthcare options. Similarly, if you select an insurance plan, the report displays details of coverage options.

5. You can also select other criteria to limit the results of the report, such as:
   - Person Selection Rule
   - Organization
   - Location
   - Benefits Group
   - Reporting Group
   - Payroll
   - Premium Type

6. The default value for Output Type is Text. Select Comma Separated Values if you have many premium, rate, and element entry values.

7. Indicate if you want to view report results, such as:

   Note: The default value for the following is Yes:

   - Display Plan Reconciliation Report: provides total participant monthly premiums, standard rates, element entries, and discrepancy amounts for each payroll frequency in the reporting period.

- Display Plan Discrepancies Report: lists all participant records with a discrepancy due to monthly premiums, standard rates, or element entries per pay period.
- Display Life Event Report: lists all participants whose life event caused a change to plan premiums in the reporting period. If there are no such participants, the report result does not display this section.
- Display Plan Participant Details Report: lists all the participants enrolled in the plan including option/coverage, monthly premium, and coverage start and end date.
- Display Participant Details: displays the Plan Reconciliation and Plan Discrepancies sections of the report.

8. Choose OK.
9. In the Submit Request window, verify the parameters you selected, set the schedule and the options for running the report.
10. Choose the Submit button.
11. Close the Submit Requests window.
12. Open the Find Requests window.
13. Click Find.
14. Select your Request ID and click View Output.

    The Discrepancy column highlights the amounts that do not reconcile for a person. The following codes indicate the reason for the discrepancy:

    S = Element entries (per pay period) for total contributions subtracted from the standard rate pay period total do not equal zero.

    P = Element entries (per pay period) for total contribution subtracted from the participant monthly premium do not equal zero.

    SP = Both standard rates and the participant monthly premium do not reconcile with element entries for the period.

Viewing and Adjusting Monthly Premiums for a Plan or Option in Plan

You use the Monthly Plan or Option Premium window to view the plans and options for which you have defined a premium calculation.

Use this form if you need to manually adjust the premium result for a plan or an option in plan or if you need to enter or update the costing segment against which the

premium is applied.

To view or adjust a monthly premium for a plan or option in plan:

1. Query the Plan or Option for which you want to view premium information.
2. Select the premium associated with this plan or option in the Premium Name field.

   The system displays the following **read-only** premium information in the **General tabbed region**:

   - The premium *Type*
   - The premium *Payer*
   - The *Supplier* of the coverage
   - The *Calculation method* used to derive the premium.

   The system displays premium calculation results in the **Monthly Activity tabbed region**. The following information is **read-only**:

   - Premium unit of measure
   - the Premium Manually Adjusted field appears checked if you manually adjusted the premium

3. Enter the new premium in the Value field to manually adjust the result of the premium calculation.
   - If necessary, change the month or year for which you are manually adjusting the premium.
4. Enter the Number of Participants included in this premium.
5. Enter or updates the Costing segment against which to apply the premium for this plan or option in plan.
6. Save your work.

Viewing and Adjusting Monthly Premiums for a Participant

You use the Monthly Participant Premium window to view the plans and options in which a participant is enrolled that have an associated premium. Use this form if you need to manually adjust a participant's premium or if you need to enter or update the costing segment against which the participant's premium is applied.

To view or adjust a monthly premium for a participant:

1. Query the Person for whom you want to view premium information.

2. Select the premium associated with this plan or option in the Premium Name field.

   The system displays the following **read-only** premium information in the **General tabbed region**:

   - The *Plan* or *Option* associated with the premium
   - The premium *Type*
   - The premium *Payer*
   - The *Calculation method* used to derive the premium
   - The *Supplier* of the coverage
   - The *Standard Value* and *Unit of Measure* of the premium

   The system displays premium calculation results for the selected person in the **Monthly Activity tabbed region**. The following information is **read-only**:

   - Premium unit of measure
   - Total credits
   - Net premium (the premium paid minus the total credits applied to the premium)
   - the Allocated Value field appears checked if this is an allocated premium
   - the Premium Manually Adjusted field appears checked if you manually adjusted the premium
   - the Credits Manually Adjusted field appears checked if you manually adjusted the credits applied to this premium

3. Enter the new premium in the Value field to manually adjust the result of the premium calculation.

   - If necessary, change the month or year for which you are manually adjusting the premium.

4. Enter or update the Costing segment against which to apply the premium for this person.

5. Save your work.

Defining Person Benefit Balances

You define a person benefit balance using the Person Benefits Balances window by associating a person with a benefit balance you have defined.

To define a person benefit balance:

1. Select a Person for whom you are defining a benefit balance.
2. Select a Benefit Balance that you defined in the Benefit Balances window.
3. Enter a Value for the balance.
4. Save your work.

Recording a Reimbursement Request (Advanced Benefits)

You use the Reimbursement Requests window to date-effectively record a request for reimbursement when the participant incurs a cost that is covered by a plan for which you have defined reimbursable goods and services, such as a spending account plan.

To record a reimbursement request:

1. Query the name of the person who is submitting the reimbursement request.
2. In the From and To fields, record the date range over which the cost was incurred. The Expense Incurred Date defaults to the effective date.

   Note: The application saves future-dated reimbursement requests with a status of Pending and does not create an element entry.

3. Select the Plan against which the submitter is making the reimbursement request.

   Request Details Tab

4. Choose the Request Details tab.
5. In the For field, select the name of the person receiving the reimbursement.

   This person can be the primary participant or a person of a valid relationship type to the primary participant as defined for the reimbursement plan.

6. Select the Status of the reimbursement request.
7. Enter the request Amount and select the Currency type of the expense.

8. Enter the name of the good or service Provider and the Provider's Tax ID.

9. Check the Adjustment field if this reimbursement request is an adjustment to an existing request.

10. Optionally, enter an Approved Amount.

11. Save your work.

    When you save the request, the application automatically:

    - Assigns the request a Request Number
    - Records the effective date as the Submitted Date of the request
    - Assigns the request a status of Goods and Services Required
    - Indicates the Annual Coverage Elected for the current and previous years as well as the previous year's Claims Paid (for spending account plans)
    - In the Total Claims Submitted field, calculates and displays the total amount of the requests this year for this person for this plan

Goods or Services Tab

> **Note:** As a prerequisite, you must define goods and services during your plan design in order to process a reimbursement request.

12. Choose the Goods or Services tab.

13. Select the Good or Service provided.

    The Certification Required field appears checked if you indicated this certification was required during your implementation.

14. Choose the Certification button to open the Reimbursement Certifications window.

    - Record the Received Date or Denied Date of the certification.

15. Save your work.

Changing the Status of a Request

You can change the status of a reimbursement request.

To change the status of a request:

1. Choose the Status Tracking tab.

   The application populates the Status field with the request status you selected in

Step 6 above.

In the Request block:

2. Select a Reason for this request status.

   You can add to the list of Status Reason types by using the Lookup Type BEN_STAT_RSN in the Application Utilities Lookups window.

3. Check the Overridden field if you override the status of this request for some reason.

   Note: This field is reserved for future use.

4. Select a Reason for the request override.

   Note: This field is reserved for future use.

5. Select the Prior Status of the request before you selected the overriding request status.

   Note: This field is reserved for future use.

In the Approved for Payment block:

6. Select the status of the approved payment in the Current field.

   You can add to the list of Approved Payment Status types by using the Lookup Type BEN_APRVD_PYMT_STAT in the Application Utilities Lookups window.

7. Select an approved payment status Reason.

   You can add to the list of Approved Payment Status Reasons by using the Lookup Type BEN_APRVD_PYMT_RSN in the Application Utilities Lookups window.

8. Check the Overridden field if you override the status of this approved payment for some reason.

   Note: This field is reserved for future use.

9. Select a Reason for this approved payment override.

   Note: This field is reserved for future use.

10. Select the Prior Status of the approved payment request before you selected the

overriding status.

Note: This field is reserved for future use.

11. Save your work.

Entering a Reimbursement Payment

When you save an approved request, the application writes the approved amount to the Reimbursement Payment window and updates the standard distribution rate for the reimbursement. If you link an element to the distribution rate, the process updates the element entry.

You can change the approved amount, provided that the new amount is not for a higher value and that your payroll system has not processed the payment.

To enter a reimbursement payment:

1. Choose the Payment button.
2. Modify the Approved Payment amount.
3. Select a payment status and a status reason.
4. Check the Adjustment check box if you are adjusting the approved amount.
5. Save your work.

Running the Process Forfeitures Concurrent Request (Advanced Benefits)

Run the Process Forfeitures concurrent request to calculate and record the total forfeited amount for each participant in a reimbursement plan at the end of a plan year.

Note: As a prerequisite, update the balances to make sure that contribution and distribution totals are current and accurate.

See: Setting Up Reimbursement Plans for Forfeitures (Advanced Benefits), page 1-92

You run processes from the Submit Requests window.

To run the Process Forfeitures concurrent request:

1. Select Process Forfeitures in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Enter the Effective Date of the process.

4. In the Commit field, select whether you want to commit or rollback the results of the process.

5. Select the reimbursement plan for which you are processing forfeitures in the Plan Name field.

6. Choose the OK button.

7. Complete the batch process request and choose Submit.

8. Run the Process Forfeitures Audit Log process or the Process Forfeitures Summary Report for information about errors and process totals.

9. To view forfeiture results for a participant, open the View Enrollment Results window. Query a person, then choose the Rates button.

10. To view total forfeitures for the plan, open the Forfeited Values window. Query a plan. Select the Forfeitures tab, then choose the Forfeiture Values button.

Communications

Determine Communications Batch Process

You use the Determine Communications batch process to generate communications that are not automatically generated based on the rules of your plan design.

You can generate a batch communication for just one person or for all the people who meet your selection criteria. You select the parameters of the batch process to limit the people who receive a communication.

You can generate a batch communication by selecting one of four different kinds of *triggers types.* A trigger is a primary parameter that determines the kind of communication that is delivered. Choose one of the following triggers:

- Enrollment Reminder Letters
- Action Item Reminder Letters
- Emerging Event Literature
- Targeted Mass Mailing

The parameters available for your use vary according to the trigger that you select.

When you select more than one parameter, the system only generates communications for those persons who meet the criteria of all the parameters you select.

> **Important:** If you do not select a communication type as one your parameters, the batch process generates all communications defined for the trigger type you select.

See: Running the Determine Communications Batch Process, page 6-106

Enrollment Reminder Letters

You select this trigger to generate one or more batch communications for all participants who:

- Have an open life event (life event status equals Started)
- Have not made an election as of the effective date of the batch process
- Meet the criteria of all the parameters that you select

For example, you could send an enrollment reminder letter to all persons eligible for a benefit who have not made an election by a certain date.

Action Item Reminder Letters

You select this trigger to generate one or more batch communications for all participants who:

- Have an open action item as of the effective date of the batch process
- Meet the criteria of all the parameters that you select

Emerging Event Literature

You select this trigger to generate one or more batch communications for all participants who:

- Will experience a life event based on the temporal factors of age, length of service, or combination age and length of service as of the date you select
- Meet the criteria of all the parameters that you select

> **Note:** For emerging event communications, the selection of a compensation object as a batch process parameter is optional. If no compensation object is specified, none will be used. For other batch processes, if you do not select a compensation object all compensation objects are included as a parameter.

Targeted Mass Mailing

You select this trigger to generate one or more batch communications for all participants who:

- Are either eligible for a benefit or enrolled in a benefit that you select
- Meet the criteria of all the parameters that you select

Determine Communications Batch Process Parameters

You select batch communication parameters to determine the criteria that a person must meet in order to receive a communication.

When you select more than one parameter, the system generates communications for those persons who meet the criteria of *all* the parameters you select.

The available parameters vary according to the *trigger type* that you select.

A listing of all possible runtime parameters follows.

- **Action Type** Select an action type to specify that the system process persons who

have an open action item effecting their enrollment as of the effective date of the batch process run.

- **Age Factor** Select an age factor to specify that the system process persons who meet the criteria of this derived factor.
- **Combination Age and Length of Service** Select a combination age and length of service factor to specify that the system process persons who meet the criteria of this derived factor.
- **Comp Object Select Rule** Select a user-defined rule to limit the compensation objects that are processed in the batch run.
- **Eligible or Enrolled**Select this parameter to indicate if the system should process persons who are eligible for a benefit or enrolled in a benefit.
- **Enrollment Period**Select an enrollment period.
- **From Date** Select the date from when the derived factor is computed if you use age, length of service, or combination age and length of service as a parameter.
- **Length of Service Factor** Select a length of service factor to specify that the system process persons who meet the criteria of this derived factor.
- **Life Event** Select a life event to specify that the system process persons experiencing this life event.
- **Location** Select a location to specify that the system process all employees assigned to that location.
- **Maximum Age** Enter a maximum age to use as a selection criteria instead of an age factor.
- **Maximum Combination Age and Length of Service** Enter a maximum combination age and length of service to use as a selection criteria instead of a combination age and length of service factor.
- **Maximum Length of Service**Enter a maximum length of service to use as a selection criteria instead of a length of service factor.
- **Minimum Age** Enter a minimum age to use as a selection criteria instead of an age factor.
- **Minimum Combination Age and Length of Service** Enter a minimum combination age and length of service to use as a selection criteria instead of a combination age and length of service factor.

- **Minimum Length of Service** Enter a minimum length of service to use as a selection criteria instead of a length of service factor.
- **Mode** Select Initial if you are submitting this communication batch process for the first time, or select Resend if you are re-submitting this batch process.
- **Organization** Select an organization to specify that the system process all employees whose primary assignment is to the organization.
- **Person Name** Select one person for processing.
- **Person Selection Rule** Select a user-defined rule designed to limit which persons are processed by the batch run. The Person Selection Rule and the Person Name parameters are mutually exclusive.
- **Person Type** Select one person type for processing.
- **Plans Not in Programs** Select Yes to specify that the system process all persons for all plans not in program.
- **Program** Select a program to specify that the system process persons enrolled in or eligible for any plans or options in this program.
- **Trigger Type** This is the main parameter that determines the kind of communication to be sent.

Maintaining Person Communications

You use the Person Communications window to date effectively maintain information about the communications that are sent to a participant. You can define communications so that they are automatically sent to a participant after a qualifying life event, or you can send communications at the participant's request.

To maintain communications for a person:

1. Query the person for whom you want to maintain communications information.
2. Select the Type of communication you are sending.

   Note: The communications listed in the Type field are those defined with a communication trigger type of Online Participant Based Request or Online PSR Based Request.

   The system displays the following read-only information based on the communication you select:

- The life event triggering this communication
- The date sent, if this communication has been sent
- The short name for the communication, if one was defined
- The To Be Sent date code, communication usage, and recipient type

3. Modify the To Be Sent date, if necessary.
4. Check the Inspect field if this mailing requires inspection.
5. Check the Requested field if this mailing does not require inspection, but inspection is requested.
6. Select the Address to which the communication should be delivered.
7. Change the delivery method or media, if necessary.

   You maintain a person's preferred delivery method and media on the People window.
8. Enter any Instructions about the delivery or processing of this communication.
9. Choose the Usages button to navigate to the Communications Usages window where you can associate the communication type to a program, plan, action, or enrollment period.
10. Choose the Resend button to send this communication.
11. Save your work.

Running the Determine Communications Batch Process

You run the Communications Batch Process from the Submit Requests window. Select runtime parameters as needed.

To run the Communications Batch Process:

1. Check the Single Request field.
2. Select the Determine Communications batch process in the Request Name field.
3. Select one or more runtime parameters in the resulting Parameters window to limit the group of persons the system processes during the batch run.

Note: The system determines the available parameters based on the trigger type you select. Further system edits prevent the selection of incompatible parameters.

4. Choose the Submit Request button to submit this batch run for system processing.

Workforce Intelligence for Health and Welfare Administration

Action Items and Certifications Workbook

This workbook enables you to identify a person's outstanding enrollment action items if any. It also enables you to decide whether to unsuspend elections or consider the life events as complete.

Worksheets

This workbook has the following worksheets:

- Action Items
- Certifications

You must supply values for the following parameters of the worksheet:

- Employee Name
- Employee Number
- National Identifier

Action Items Worksheet

This worksheet enables you to display the following details for each person:

- Life event causing the action item
- Program name
- Plan type name
- Plan and option names
- Action type name and description
- Action item required
- Action item due and completed dates
- Enrollment suspended or not suspended

Business Questions

What open action items exist for the employees' enrollment?

Certifications Worksheet

This worksheet enables you to identify the certifications that the participant provides in a plan to satisfy the enrollment certification requirements. It enables you to identify the following details for each person:

- Life event name
- Program name
- Plan name and type
- Option name
- Details about enrollment certification, such as the certification type, required or optional, required and received dates, and denied certification information

Business Questions

What certifications have the employees provided for their enrollment?

Dependents and Beneficiaries Workbook

This workbook enables you to identify the persons or organizations that benefits participants designate as their beneficiaries or dependents.

Worksheets

This workbook has the following worksheets:

- Dependent Designations
- Beneficiary Designations

You must supply values for the following parameters of the worksheet:

- Employee Name
- Employee Number
- National Identifier

Dependent Designations Worksheet

This worksheet enables you to identify the persons that participants designate as dependents. This worksheet displays the following details for each person:

- Life name
- Program name
- Plan name and type
- Option name
- Dependent name and relationship to participant
- Dependent coverage rates
- Certification details such as the type, dates, and requirement status

Business Questions

Who have the employees designated as their dependents?

Beneficiary Designations Worksheet

This worksheet enables you to identify the persons or organizations that participants designate in a plan as beneficiaries of plan benefits. It displays the following details for each person:

- Life event name
- Program name
- Plan name and type
- Option name
- Beneficiary name and type
- Coverage percentage and amount
- Designation dates
- Trustee details
- Additional instructions if any
- Certification details, such as the type, dates, and requirement

Business Questions

Who have the employees designated as their beneficiaries?

Enrollment Rates and Premiums Workbook

This workbook enables you to identify the following information:

- Standard rates
- Total flex credits
- Imputed income for a person enrolled in a plan or option in plan
- Premium values

Worksheets

This workbook has the following worksheets:

- Enrollment Rates
- Premiums

You must supply values for the following parameters of the worksheet:

- Employee Name
- Employee Number
- National Identifier

Enrollment Rates Worksheet

This worksheet displays the following details for each program:

- The participants and the plans or options in which they are enrolled
- Corresponding standard rates and rate types
- Defined, communicated, and annual amounts

Business Questions

What are the enrollment rates for the employees' programs?

Premiums Worksheet

This worksheet displays the participant details, such as the plans or options in which they have enrolled, the corresponding premium amount, currency, and activity period.

Business Questions

What are the premium rates for the employees' programs?

Health Cost Report Workbook

This workbook enables you to identify the existing health plans for a person.

Worksheets

This workbook has the following worksheets:

- Plan
- Person

You must supply a value for the Program Name parameter for these worksheets.

> **Note:** You need an Advanced Benefits licence to obtain meaningful data in these two worksheets.

Plan Worksheet

The Plan worksheet enables you to report on the defined, annual, and communicated amounts for each plan. It provides the sum total of the entire plan and option combinations. For each plan/option combination, the worksheet displays the calculation result in a matrix format.

Business Questions

What are the cost details for the medical plans in which employees have enrolled?

Person Worksheet

This worksheet displays the details of participants enrolled in each plan. It enables you to report on the defined, annual, and communicated amounts for each plan. You can also report the total amount of the plan or option for each individual employee.

Business Questions

How many employees have enrolled in a specific plan?

Life Event Summary Workbook

This workbook enables you to identify the existing life events for a person. You can also identify the potential life events and the ones currently in progress.

Worksheets

This workbook has the following worksheets:

- Person Life Events
- Potential Life Events

You must specify values for the start and end date parameters for both these worksheets.

> **Note:** You need an Advanced Benefits licence to obtain meaningful data in these two worksheets.

Person Life Events Worksheet

This worksheet enables you to report on the total number of processed life events with the following statuses:

- Processed
- Started
- Backed-out
- Voided

This report uses calculations with the following statuses:

- Backed out
- Processed
- Started
- Voided
- Total

Business Questions

What are this person's life events? What is the status of those events?

Potential Life Events Worksheet

This worksheet enables you to report on the total number of processed life events with the following statuses:

- Detected
- Manual override
- Processed
- Unprocessed
- Voided
- Total

Business Questions

What are the potential life events and what is their status?

Person Life Event Details Workbook

This workbook enables you to identify the details of the processed and potential life events for a person.

Worksheets

This workbook has the following worksheets:

- Processed Life Events
- Potential Life Events

You must specify values for the start date, end date, and life event name parameters for both these worksheets.

> **Note:** You need an Advanced Benefits licence to obtain meaningful data in these two worksheets.

Processed Life Events Worksheet

This worksheet enables you to display the details of persons with the following life event information:

- Selected life event

- Date of occurrence
- Status
- Organization
- Job
- Grade
- Position
- Location
- Bargaining unit
- e-mail address

Business Questions

What are the processed life events for an employee? What are the employee details and life event status?

Potential Life Events Worksheet

This worksheet enables you to report on the following:

- Life event name and status
- Persons with the selected life event
- Life event occurrence and processed dates
- Void/manual override dates when applicable

Business Questions

What are the potential life events for an employee? What are the employee details and life event status?

7

Savings and Retirement

Savings and Retirement Overview

In most countries, deductions for savings and retirements receive favorable tax treatment and special rules are applied. You set up these deductions within the Pre-tax or Voluntary Deduction element classifications.

In the UK you can use a pensions template to generate all the elements, balances, and formulas you require to process a range of pension categories, including occupational pension schemes, additional voluntary contributions, stakeholder pension schemes, free standing AVCs, and personal pension plans. There are predefined pension extract definitions to assist you to extract the data you may require to send to third parties.

In the education sector, you can use predefined system extract definitions to create the reports required by the Teachers Pension Agency for teachers in England and Wales. Similarly, in the local government sector, you can use predefined system extract definitions to create files for transfer to Lynx Heywood pension administration systems (Class CPX and AXIS).

Savings and Retirement

How do you set up a pension scheme in Oracle HRMS?

You select options on the Pensions page to determine the sort of pension scheme you require, such as whether it is an occupational scheme, how contributions are calculated (percentage or flat rate), and whether there is an employer contribution. When you save the scheme, the system generates the payroll components you require. You can configure these in the professional user interface if required. Once you have linked the elements, you are ready to enroll employees in the scheme.

What validation does the payroll process provide to ensure that the correct contributions are deducted?

The payroll formulas perform a number of checks, such as verifying opt out dates, age limits, capping limits, and membership of other pension schemes.

What happens if an employee has insufficient earnings to make the full pensions deduction?

When you set up a pension scheme, you can specify whether to create an arrears balance for the scheme, and whether to take a partial deduction if there are insufficient earnings to take the full amount. You can also specify Iterative Processing, to ensure that tax and court orders are paid before the payroll run attempts to deduct the pension contribution.

You can enter an override pension contribution for an employee for any payroll period, and you can also manually adjust the arrears balance if necessary.

How do you transfer pensions data to another agency?

You can use the System Extract feature to retrieve the data you require to a file for transfer to another agency. There are generic predefined extracts that you can configure, as well as specific extracts to retrieve the data required by the Teachers Pensions Agency (for teachers in England and Wales) and for Lynx Heywood pensions administration systems.

Pensions

Pensions and Additional Voluntary Contributions Overview

In Oracle HRMS, you can set up pension schemes within the following categories:

- Occupational Pension Scheme
- Additional Voluntary Contribution
- Stakeholders Pension Scheme
- Free Standing AVC
- Personal Pension Plan

Description of Pension Categories

This section briefly describes each of the categories listed above.

Occupational Pension Schemes

Occupational pension schemes are offered by employers to employees. There are two types of occupational pension schemes, contracted-out salary-related (COSR) and contracted-out money purchase (COMP) schemes. Employees contribute either a percentage of pensionable pay or a flat rate amount to these schemes. In addition to these contributions, employees may contribute an additional lump sum each period. Where an employer also contributes to the employee's pension fund, the employer contribution is usually calculated as a percentage of pensionable pay or possibly a fixed amount.

There is a pension capping limit on the total salary and percentage of pay upon which the Government allows employees to make contributions, including additional voluntary contributions. The Government determines this figure on an annual basis.

Other Contributions to an Occupational Scheme

An employee can opt to make **Additional Contributions** to an occupational scheme in certain circumstances. For example, if an employee has been on strike then they can make a voluntary pension contribution to cover their own normal contributions and the employer contributions that would have been made in normal circumstances.

Employees may also choose to make two other types of extra contributions:

- **Buy Back Added Years**, where an employee is paying contributions to re-instate earlier years of service for which contributions were previously withdrawn

- **Family and Widower Benefit**, where an employee has elected to pay contributions for additional family benefits

Additional Voluntary Contributions

An occupational scheme member can make an extra payment to their pension through an Additional Voluntary Contribution (AVC) scheme. For many occupational pension schemes, an AVC is operated as a separate pension scheme. Employees and employers may choose to make either fixed rate contributions or a percentage of pensionable pay.

Stakeholder Schemes

The stakeholders pension schemes were made available from the 6 April 2001. An employee's contributions to a stakeholder scheme are deducted from the employee's net pay and are classed as voluntary deductions. Scheme administrators reclaim any basic rate tax relief due on contributions and this is added to the employee's pension account.

Free Standing AVC

Free standing AVC schemes are not administered by the employer, however they are conditional on membership of an occupational pension scheme. The employee's deductions can be expressed as a percentage of pensionable pay or as a fixed amount per pay period. An employee may contribute to only one FSAVC in any one tax year.

Personal Pension Plan

All personal pensions are contributory schemes. In some circumstances the employer may deduct personal pension scheme contributions through the payroll. An individual cannot contribute to a personal pension if they are already making payments to an occupational pension scheme.

Pension Providers, Types, and Schemes

In Oracle HRMS, you can set up as many *pension types* as you require, within the categories described above. For each pension type, you can specify a minimum and maximum age, and you can enter default values for contribution rates.

You can also set up *pension providers*, which are external organizations that collect the contributions provided by employees and allocate the money to a particular pension. For each provider, you specify a name, location, and the pension types it offers. You can specify that the payment to the provider should be made through a third party. This classifies the organization as a Payee Organization as well as a Pension Provider.

You set up specific *pension schemes* within a pension type, detailing all the information required for payroll processing and reporting. The objects required for payroll processing (such as elements, formulas, and balances) are generated from a template. You can specify whether there is an employer contribution to the scheme, and you can choose whether to maintain an arrears balance for the deduction. For occupational

pension schemes, you can also select rates for Additional Contributions, Buy Back Added Years, and Family or Widower Benefit, if these apply.

Contributions

Contributions are either a fixed rate or a percentage of superannuable pay, depending on the scheme rules. Contributions are either pre-tax deductions or voluntary deductions.

The generated formulas perform various checks, such as verifying opt out dates, age limits, and membership of other pension schemes. They calculate the appropriate contribution, adding in lump sums, and checking capping limits, if necessary. They perform arrears processing, if this applies to the scheme.

If you need to make a one-time replacement of the usual value of a regular deduction for which you hold an arrears balance, you must use the generated Special Inputs element, not the usual Show Adjustments method on the base element. See: Adjusting Pension Deductions, page 7-14.

Legal Records

Employers must keep legal records that include the employees' names and National Insurance numbers, contribution amounts for employer and employee, and the date contributions start, change, or cease.

Extra Information Types and Global Values for Pension Processing

Each pension scheme requires its own set of payroll entities. You use the Pensions page to enter information about your pension scheme. Using this information, Oracle Payroll automatically creates the elements, input values, balances, formulas, and formula results required to process pension contributions.

Extra Information Types

Information you enter for your pension scheme is stored in the following element extra information type:

- GB Pension Scheme Information (PQP_ GB_PENSION_SCHEME_INFO)

  Warning: You would normally add extra information from the Element window. However, in this case the application enters this information automatically when you save pension details on the Pensions page.

  To stop users from entering the above extra information in the Element window, this EIT is not predefined as a viewable information type for the predefined responsibilities.

If you use the Pension Processing window or the Stakeholder Pension Processing window to set up pension schemes, information is stored in one of the following element EITs instead:

- PQP_GB_PENSION_INFORMATION
- PQP_GB_STAKEHOLDER_INFORMATION

> **Note:** These windows are not available on the delivered menus. We recommend you use the Pensions page to take advantage of additional features such as support for handling arrearage of pension contributions.

Information about pension types supplied by each pension provider that you enter on the Pensions page is stored in the following Organization EIT:

- GB Pension Provider Pension Types (PQP_GB_PENSION_TYPES_INFO)

Information about education establishments, required for teachers' pensions extracts, is stored in the following Organization EIT:

- PQP_GB_EDU_ESTB_INFO

Global Values

Oracle Payroll delivers four global values to store UK pension capping limits and stakeholder pension limits. These global values are used by the formulas that Oracle Payroll creates for your scheme:

- PQP_GB_TOTAL_SALARY_CAP - the total amount of pay on which pension can be deducted.
- PQP_GB_SALARY_PROPORTION_CAP - the percentage amount of salary that can be contributed to a pension.
- PQP_GB_STAKEHOLDER_MAX_CONTRIBUTION - an employee's stakeholder pension contribution limit.
- PQP_GB_PENSION_CAPPING_START_DATE - the start date after which pension capping should be applied. This is set at 01-JUN-1989.

Elements, Formulas, and Balances for Pension Schemes

This topic explains the purpose of the elements, formulas, and balances that are generated when you create a pension scheme.

Elements

When you create a pension type, Oracle Payroll generates a balance initialization element, [Pension Type] Balance Initialisation, which feeds the primary balances for employee and employer contributions.

Oracle Payroll generates the following elements for each category of pension scheme.

> **Note:** Each element name shown in the tables is prefixed with the name you enter when you define the scheme. The element names are suffixed with "Fixed" if you select the Fixed Rate deduction method for that type of contribution.

Elements for Occupational Pension Schemes

Element Name	Description
EES OCP Contribution	This is the recurring element you use to enroll an employee in the occupational pension scheme.
Fixed EES Occupational Pension	This element is created in addition to EES OCP Contribution if you select the deduction method "Percentage and Fixed Rate"
ERS OCP Contribution [Fixed]	This element is created if you selected the Employer Component check box
Additional Contribution [Fixed]	This element is created if you selected one of the Additional Contributions check boxes
Added Years [Fixed]	This element is created if you selected one of the Added Years check boxes
Family Widower Benefit [Fixed]	This element is created if you selected one of the Family or Widower Benefit check boxes

For pension schemes that support arrears, a Special Inputs element and a Special Features element are also created for each of the following contributions:

- Employee Contribution
- Additional Contribution

- Added Years Contribution
- Family Widower

Elements for Occupational Pension Schemes That Support Arrears

Element Name	Description
Special Inputs (such as EES Contribution Special Inputs)	Use this element to enter any one-time changes to the deduction amount. You can enter an additional amount or a replacement amount. You can also enter a new value for the deduction arrears.
Special Features (such as Family Widower Special Features)	Used by the formula to clear the additional and replacement amounts and adjust the arrearage balance

Elements for Other Categories of Scheme

Element Name	Description
EES [category] Contribution	This is the recurring element you use to enroll an employee in the additional voluntary scheme.
Fixed EES [category] Contribution	This element is created in addition to EES Contribution if you select the deduction method "Percentage and Fixed Rate"
ERS [category] Contribution [Fixed]	This element is created if you selected the Employer Component check box

Note: In the element names, [category] can be AVC (Additional Voluntary Contribution), SHP (Stakeholder), FSAVC (Free Standing AVC) or PEP (Personal Pension Plan). Each element name is prefixed with the name you enter when you define the scheme. The element names are suffixed with "Fixed" if you select the Fixed Rate deduction method for that type of contribution.

Using the Elements

You must link the elements you want to use, with the exception of the Special Features elements, which are entered as indirect results by the payroll run.

Elements for Occupational Pension Schemes

You use the elements generated for an occupational pension scheme as follows.

EES OCP Contribution

You enter this element to enroll an employee in an occupational pension scheme. This recurring element has the following input values.

Input Value	Description
Contribution Percent *or* Contribution Amount	The input value depends on the deduction method selected on the Pension Schemes tab. These values are defaulted from the pension type information, but you can override them. The Amount input value is for entering a fixed contribution per pay period.
Override Start Date	Enter a date if the employee joined the pension scheme on a date other than hire date. The formula compares this date with a global value to determine whether capping should be tested.
Additional Lump Sum	An amount that can be contributed to the pension in addition to the regular contribution.
Opt Out Date	Date the employee elects to opt out of the pension scheme (after which no further contributions are taken).
Superannuation Reference	A unique reference for reporting purposes.

Additional Contributions, Family Widower Benefit, and Added Years Elements

You enter these elements to record these contributions for an employee enrolled in an occupational pension scheme. These recurring elements have the following input values.

Input Value	Description
Contribution Percent or Contribution Amount	The input value depends on the deduction method selected on the Pension Schemes tab. These values are defaulted from the pension type information, but you can override them. The Amount input value is for entering a fixed contribution per pay period.
Max Contribution Amount and Final Contribution Date	Optionally, you can enter a maximum contribution, or a final date, or both. The deductions will stop when the maximum is reached or the Final Contribution Date is reached - whichever is earlier.
Reason	The reason why the employee is making contributions in addition to the base pension deduction.

Elements for Other Pension Categories

You enter the appropriate EES Contribution element to enroll an employee in an AVC, Stakeholder, Free Standing AVC, or Personal Pension Plan scheme. These elements have the following input values.

Input Value	Description
Contribution Percent. or Contribution Amount	The input value depends on the deduction method selected on the Pension Schemes tab. These values are defaulted from the pension type information, but you can override them. The Amount input value is for entering a fixed contribution per pay period.
Additional Lump Sum	An amount that can be contributed to the pension in addition to the regular contribution.
Opt Out Date	Date the employee elects to opt out of the pension scheme (after which no further contributions are taken).

Elements that Support Arrears Management

If a scheme supports arrearage, the EES Contribution element (and the Additional Contribution element for an occupational scheme) includes the following input value.

Input Value	Description
Clear Arrears	Enter Y or N. Y means the payroll run attempts to deduct the amount held in arrears. N means the arrears balance is left unchanged.

Formulas

Oracle Payroll creates the following formulas for the schemes you define.

For occupational pension schemes:

- [scheme prefix]_EES_OCP_CONTRIBUTION_FORMULA
- [scheme prefix]_ERS_PENSION_CONTRIBUTION_FORMULA (if you selected the Employer Component check box)
- [scheme prefix]_ADDITIONAL_CONTRIBUTION_FORMULA (if you selected one of the Additional Contributions check boxes)

These formulas perform various checks, such as opt out dates, age limits, and membership of other pension schemes. They calculate the appropriate contribution, adding in lump sums, and checking capping limits, if necessary. They perform arrears processing, if this applies to the scheme. They feed direct results to the Pay Values of the appropriate elements. For example, the [scheme prefix]_EES_OCP_CONTRIBUTION_FORMULA returns a result to the [scheme prefix]_EES Occupational Pension element.

For other categories of pension scheme:

- [scheme prefix]_EES_[category]_CONTRIBUTION_FORMULA (where category can be AVC (Additional Voluntary Contribution), SHP (Stakeholder), FSAVC (Free Standing AVC) or PEP (Personal Pension Plan)).
- [scheme prefix]_ERS_PENSION_CONTRIBUTION_FORMULA (if you selected the Employer Component check box)

Balances

When you create a pension type, Oracle Payroll creates primary balances for employee and employer contributions:

- [Pension Type] EE Contribution
- [Pension Type] ER Contribution

When you create a scheme, Oracle Payroll creates balance feeds from the generated elements to these balances.

When you create a pension scheme within any pension category, Oracle Payroll creates the following balances, where [category] can be OCP (Occupational Pension Scheme), AVC (Additional Voluntary Contribution), SHP (Stakeholder), FSAVC (Free Standing AVC) or PEP (Personal Pension Plan):

- [scheme prefix]_[category]_EES Contribution
- [scheme prefix]_[category]_ERS Contribution (if you selected the Employer Component check box)

For occupational pension schemes, Oracle Payroll also creates the following balances, if you checked the appropriate boxes when you defined the scheme:

- [scheme prefix]_Additional Contributions
- [scheme prefix]_Added Years
- [scheme prefix]_Family Widower Contribution
- [scheme prefix]_Superannuable Salary

Oracle Payroll also creates a [scheme prefix]_Superannuable Salary balance, if you selected this option.

For the appropriate elements, Oracle Payroll creates balance feeds to the following seeded balances:

- Total Pension and AVCs Contribution (only for pre-tax elements, not voluntary deductions)
- Stakeholder Pension Total Contribution
- Total Additional Contributions
- Total Buy Back Contributions
- [pension type] EE Contribution
- [pension type] ER Contribution

Setting Up Pension Schemes

Follow these steps if you want to set up pension schemes, enroll employees in the relevant schemes, and process contributions in the payroll run. Use the Pension pages to create pension schemes and types.

1. **UK only:** If you are setting up an occupational pension scheme, ensure you have recorded the employer's contracted out number (ECON) in the Tax Details References window for the business group. See: Business Groups: Entering Tax Details, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Create a location for each pension provider. See: Setting Up Locations, *Oracle HRMS Enterprise and Workforce Management Guide*

3. Enter your pension types. Choose the Pensions option in the Navigator then click on the Pension Types tab.

4. Enter your pension providers and assign pension types to the providers. Choose the Pensions option in the Navigator then click on the Pension Providers tab.

   Important: Use the Pension pages - *not* the Organization window - to create pension providers, and assign pension types to each provider. The pages provide the required validation.

5. Generate the payroll objects required for your pension schemes. Choose the Pensions option in the Navigator then click on the Schemes tab.

6. Link the generated elements. The names of all generated elements begin with the scheme prefix you entered on the Schemes tab.

   See: Defining Element Links, page 1-40

7. Review the generated formula(s). Formula names begin with the scheme prefix you entered on the Schemes tab. You can configure the formula(s) and the generated formula(s) result rules, if required.

8. If you have set up the pension provider as a Payee organization, create a third party organizational payment method, enter it as a valid payment method against your payrolls, and select it as a personal payment method for your employees. In the Personal Payment Method window, you select the pension provider as the Payee for this payment method. See: Entering Payment Methods for an Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

9. If you are using element link criteria to establish eligibility for pension schemes, your setup is complete and you are ready to enroll employees using BEE or the

Element Entries window.

UK only: If you are using eligibility profiles to establish eligibility, you must set up a pension plan, and related items, following the usual procedures for Standard and Advanced Benefits.

10. **Ireland only:**Before you use your Pension elements and run the Payroll, ensure you specify the balance feeds for the IE Pensionable Pay seeded balance.

Adjusting Pension Deductions

Before a run, you can enter an amount to replace the run result of a pensions contribution deduction. You can also change the arrears balance. For these changes, you use the Special Inputs element.

Use BEE or the Element Entries window.

To adjust a pension deduction:

1. In the Element Entries window, select the Special Inputs element, which has the name *[scheme prefix] Special Inputs*.
2. Choose the Entry Values button.
3. Enter a replacement value in the Replacement Amount field.
4. If you want to override the arrears balance for a pensions deduction, make an entry in the Adjust Arrears input value.
5. Save your work.

Pensions - using old element templates

Company Pension Elements

When you enter information in the Pension Processing window, the application creates the elements, formulas, balances, and formula results you require for pension processing. You must link and enter the elements for your employees.

> **Important:** This topic describes the elements generated when you use the old pension templates. We recommend you use the Pensions page to take advantage of new features such as arrears management. See: Setting Up Pension Schemes, page 7-13

Elements

All the elements that Oracle Payroll automatically creates are classified as pre-tax deductions and have a processing priority of 4500.

The application creates the following elements, where BASE NAME represents the name of the Pension element you entered.

<BASE NAME>

This element calculates the regular contributions payable by the employer and employee. You enter it for the relevant assignments and process it in subsequent payrolls.

This element does not support multiple entries and does not usually have a skip rule. If you enter a Flat Rate as the contribution method, the skip rule is ONCE_EACH_PERIOD.

It has the following input values:

- Pay Value - this database item is the total amount payable by the employee.
- Override Start Date - used if the employee joined the pension scheme on a date other than hire date. The formula compares this date with the PQP_GB_PENSION_CAPPING_START_DATE global to determine whether capping should be tested.
- Additional Lump Sum - an amount that can be contributed to the pension in addition to the regular contribution.
- Opt Out Date - date the employee elects to opt out of the pension scheme (after which no further contributions are taken).

- Percentage Contribution - this required input is the amount of contribution for this period for Final Salary Percentage schemes. You specify the default in the Pension Processing window.

- Flat Rate Contribution - this required input is the amount of contribution for this period for Flat Rate scheme. You specify the default in the Pension Processing window.

- Employers Percentage Contribution - this required input is only set up if you created the Employer Contribution element and selected Percentage as the employer's contribution type. It defaults to the value you input as the Employer rate.

- Employers Factor Contribution - this required input is the factor amount of the employer contribution. It is only set up if you created an Employer Contribution element and selected Factor as the contribution type. It defaults to the value you input as the Employer rate.

- Scheme Member - defaults to Y; not updateable; for system-use only.

<BASE NAME> Employer Contribution

This holds the derived value of the employer's contribution, which it receives as an indirect formula result. It has a classification of employer charges and is only created if you check the Employers Contribution check box on the Pension Processing window.

<BASE NAME> Additional Contribution

Use this element to calculate any additional contributions payable by the employee. You enter it for the relevant assignments and process it in subsequent payrolls.

<BASE NAME> Exceptional Contribution Adjustment

Use this information element to indicate any shortfall in the pension scheme that the employee wants to make up with exceptional contributions.

<BASE NAME> Exceptional Contribution

Use this element to calculate any exceptional contribution payable by the employee.

<BASE NAME> Buy Back Added Years

Use this element to calculate any additional contributions the employee wants to make to buy back any years missed by not paying into the scheme.

<BASE NAME> Family or Widower Benefit

Use this element to calculate the contribution an employee wants to make for their family.

<BASE NAME> AVC Percentage <Provider Type>

Use this element to pay any AVC based on a percentage of pensionable salary.

<BASE NAME> AVC Fixed Rate <Provider Type>

Use this element to calculate the contribution to an AVC for an employee.

<BASE NAME> Life Assurance <Provider Type>

Use this element to pay any life assurance premiums.

Balances

The application automatically creates the following balances:

- <BASE NAME> Employees Pension Contributions
- <BASE NAME> Buy Back Added Years
- <BASE NAME> Life Assurance
- <BASE NAME> AVC Percentage Pension Plan
- <BASE NAME> AVC Fixed Rate Pension Plan
- <BASE NAME> Employers Pension Contribution
- <BASE NAME> Additional Pension Contribution
- <BASE NAME> Voluntary Pension Contribution
- <BASE NAME> Voluntary Pension Outstanding Contribution
- <BASE NAME> Family Or Widower Benefit Pension Contribution
- <BASE NAME> Superannuable Salary
- <BASE NAME> Teachers Superannuable Salary
- <BASE NAME> Teachers Total Days Excluded
- <BASE NAME> Total Additional Contributions

Formulas

The application automatically creates the following formulas:

- <BASE NAME>_REGULAR_CONTRIBUTION

- <BASE NAME>_EXCEPTIONAL_CONTRIBUTION
- <BASE NAME>_ADDITIONAL_CONTRIBUTION
- <BASE NAME>_AVC_CONTRIBUTION

The relevant formula returns the calculated pay value for a contribution.

Stakeholder Pension Elements

When you enter information in the Stakeholder Pension Processing window, the application creates the elements, formula, balances, and formula results you require for pension processing. You must link and enter the elements for your employees.

> **Important:** This topic describes the elements generated when you use the old pension templates. We recommend you use the Pensions page to take advantage of new features such as arrears management. See: Setting Up Pension Schemes, page 7-13

Elements

All the elements that Oracle Payroll automatically creates are classified as voluntary deductions and have a processing priority of 6500.

The application creates the following elements, where BASE NAME represents the name of the Pension element you entered.

<BASE NAME>Stakeholder Pension

This element calculates the regular contributions payable by the employer and employee to the Stakeholder Pension. You enter it for the relevant assignments and process it in subsequent payrolls.

This element does not support multiple entries and has a skip rule of ONCE_EACH_PERIOD.

It has the following input values:

- Pay Value - this database item is the total amount payable by the employee.
- Scheme Name - you enter the name of the stakeholder scheme.
- Percentage Contribution - this required input is the amount of contribution for this period for Final Salary Percentage schemes. You specify the default in the Stakeholder Pension Processing window.
- Flat Rate Contribution - this required input is the amount of contribution for this

period for Flat Rate scheme. You specify the default in the Stakeholder Pension Processing window.

- Employers Percentage Contribution - this required input is only set up if you created the Employer Contribution element and selected Percentage as the employer's contribution type. It defaults to the value you input as the Employer rate.

- Employers Factor Contribution - this required input is the factor amount of the employer contribution. It is only set up if you created an Employer Contribution element and selected Factor as the contribution type. It defaults to the value you input as the Employer rate.

<BASE NAME> Stakeholder Employer Contribution

This holds the derived value of the employer's contribution, which it receives as an indirect formula result. It is only created if you check the Employers Contribution check box on the Stakeholder Pension Processing window.

Balances

The application automatically creates the following balances:

- <BASE NAME> Employees Stakeholder Pension Contributions

- <BASE NAME> Employees Stakeholder Employer Contributions

- <BASE NAME> Superannuable Salary. For this balance you must manually add feeds from all the elements classified as pensionable.

Formula

The application automatically creates the following formula:

- <BASE NAME>_STAKEHOLDER_CONTRIBUTION

The formula returns the calculated pay value for a contribution.

Setting Up Pension Contributions

Follow these steps to set up pension contributions.

> **Important:** This topic describes how to use the old pension templates. We recommend you use the Pensions page to take advantage of new features such as arrears management. See: Setting Up Pension Schemes, page 7-13

1. Enter the pension contribution information into the Pensions Processing window or Stakeholder Pension Processing window.

   This creates the elements, input values, balances, formula, and formula results for the pension contribution.

   See: Creating a Pension Scheme Element, page 7-20

2. Add balance feeds to the Superannuable Salary balance that the application automatically creates.

   You add feeds from all the elements classified as pensionable.

   See: Defining User Balances, page 8-45

3. Create links for the pension scheme elements.

   See: Defining Element Links, page 1-40

4. Enter the pension element for your employees. Enter other elements - such as Additional Contribution or Buy Back Added Years - as appropriate.

   See: Making Manual Element Entries, page 1-53

Creating a Pension Scheme Element

You use the Pension Processing window to create a company pension or the Stakeholder Pension Processing window to create a stakeholder pension. Oracle Payroll automatically creates the elements, input values, balances, formulas, and formula results based on your inputs.

> **Important:** This topic describes how to use the old pension templates. We recommend you use the Pensions page to take advantage of new features such as arrears management. See: Setting Up Pension Schemes, page 7-13

Company Pension

You create a Company Pension using the Pension Processing window. For details of the generated components, see: Company Pension Elements, page 7-15.

To create a pension element:

1. Enter a name for the pension scheme.

2. Enter the employees' default contribution.

3. Choose either Percentage or Flat Rate.

4. Enter the pension element name, reporting name, and a description.

5. Check any of the following boxes that are supported by the scheme:
   - Additional Contributions
   - Exceptional Contributions
   - Employer Contributions

6. If you checked the Employer Contributions box, enter the rate of the Employer Contribution and select the Employer Contribution Type.

7. Check any of the following boxes that are supported by the AVC:
   - Buy Back Added Years
   - Family Or Widower Benefit

8. Check the AVC Percentage check box if the AVC contribution is a percentage contribution.
   - Enter the AVC Provider

9. Check the AVC Fixed Rate check box if the AVC contribution is a fixed rate contribution.
   - Enter the AVC Provider

10. Check the Life Assurance check box if the contribution is a life assurance premium.
    - Enter the Life Assurance Provider

11. Save your work.

Stakeholder Pension

You create a Stakeholder Pension using the Stakeholder Pension Processing window. For details of the generated components, see: Stakeholder Pension Elements, page 7-18.

To create a stakeholder pension element:

1. Enter a name for the pension scheme.

2. Select either Percentage or Flat Rate.

3. Enter the employees' default contribution.

4. Enter the pension element name (limited to 16 characters), reporting name (limited

to 30 characters), and description.

5. Check the Employer Contributions check box if the scheme supports them.
   - Enter the default rate of the Employer Contribution
   - Select the Employer Contribution Type
6. Save your work.

Automatic Enrolment in Pension Schemes

Automatically Enrol in Pension Schemes

Employers can automatically enrol qualifying workers in a pension scheme, with a mandatory contribution made by the employer. The Automatic Enrolment process can handle the quarter, lunar month, bi-week, and semi-year payrolls. This process assesses and enrols the eligible assignments into qualifying pension schemes. One of the criteria to classify an assignment as eligible or not is earnings. The process estimates the earnings prior to payroll run.

However, estimation may not be possible always or there may be situations where the estimations may not be correct. To prevent any incorrect enrolment or incorrect rejections, there is a second level of verification in payroll run. Additionally, Oracle HRMS enables you to handle complex scenarios where estimation is not possible. See: Identifying Qualifying Earning for Automatic Enrolment, page 7-28

To enable automatic enrolment, following are available:

1. GB Pensions Automatic Enrolment Process - This concurrent program performs the task of assessing assignments for automatic enrolment and, if found eligible, it then performs the automatic enrolment into the default qualifying pension scheme specified. GB Pensions Automatic Enrolment concurrent program spawns the following three seeded reports:

   - GB Pensions Automatic Enrolment Report
   - GB Pensions Automatic Enrolment not applied
   - GB Pensions Qualifying Scheme exists

   The output of the 'GB Pensions Automatic Enrolment Process' concurrent program contains a list of assignments which have been successfully processed, a list of assignments which have completed with warnings, and a list of assignments which have encountered errors.

2. 2. Additionally, the following concurrent programs are available:

   - GB Pensions Report (Automatic Enrolment Applied) - Lists the assignments which have been automatically enroled in the period for which the report is run. Generates the GB Pensions Report (Automatic Enrolment Applied) based on the following two input values of the Pensions Information element:

     1. Qualifying Scheme Name - Should be an appropriate scheme name.
     2. 2. Auto Enrolment Date - Should be a date within the period for which the

report is run.

- GB Pensions Report (Automatic Enrolment not applied) - Generates the GB Pensions Report (Automatic Enrolment not applied) based on the input values of the Pensions Information element. The report includes the following three sections:

  1. Eligible job holders subject to postponement

     - Postponement End Date - An appropriate date such that, the postponement prevails throughout the period for which the report is run.

     - Postponement Type - Eligible job holder postponement

     - Auto Enrolment Date - No date, to denote that the assignment has not been automatically enroled yet.

  2. Assignments for which worker postponement is set

     - Postponement Type - Worker postponement

     - Postponement End Date- An appropriate date such that, the postponement prevails throughout the period for which the report is run.

     - Auto Enrolment Date - No date, to denote that the assignment has not been automatically enrolled yet.

  3. Non eligible job holders / workers in the current pension scheme

     - Pension Classification - Non eligible job holder or worker

- GB Pensions Report (Qualifying Scheme exists) - Lists the assignments for which a qualifying scheme exists. Ensure that this qualifying scheme is not attached by automatic enrolment. Generates the GB Pensions Report (Qualifying Scheme exists) based on the following input values of the Pensions Information element:

  - Qualifying Scheme Name - Should be an appropriate scheme name

  - Auto Enrolment Date - Should not have any date, to denote that the scheme was not attached by automatic enrolment.

- GB Pensions Report (Enrolment Opt In) - Lists the assignments which have an opt-in date in the period for which the report is run. Generates the GB Pensions Report (Enrolment Opt In) based on the following input value of the Pensions

Information element:

- Opt in Date - Should be a date within the period for which the report is run.

Setting up Pensions Automatic Enrolment Process

Oracle HRMS enables you to enrol your employees in pension schemes automatically to meet the legislative requirements.

Complete the following steps:

1. Ensure a qualifying pension scheme is available for automatic enrolment.

   You must ensure that at least one qualifying pension scheme is in place to be used for automatically enrolling employees. You then need to register the list of qualifying pension schemes available in your business group using the Configuration Values page. To register the qualifying pension schemes, navigate to the Configuration Values page (Other Definitions > Configuration Values), and choose the Pensions Automatic Enrolment module and GB Qualifying Pension Scheme configuration type.

   For each qualifying pension scheme, record the following information:

   - Configuration Name – Name of the configuration value being created. This is a name given by you for the configuration value and the process does not use it.

   - Qualifying Pension Scheme - Name of the qualifying pension scheme. This name is used in reporting as the pension scheme in which employees have been automatically enrolled.

     Note: If the employer has marked a scheme as 'Defined Benefits Contracted Out Scheme' using the applicable configuration value for GB Pensions Qualifying Scheme, then the application updates the NI Category when the employee gets automatically enrolled into this qualifying pension scheme.

   - Pension Employee Element - Name of the element used for the employee component of the pension deduction relating to this scheme. If separate elements exist for the employee and employer deductions for this pension scheme, then provide the element name for the employee component in this field. If there is only one deduction element to calculate both employee and employer components for this pension scheme, then provide the element name for the pension deduction in this field.

   - Pension Employer Element - Name of the element used for the employer component of the pension deduction relating to this scheme. If separate element

exists for the employee and employer deductions for this pension scheme, then provide the element name for the employer component in this field. If there is only one deduction element to calculate both employee and employer components for this pension scheme, then you can leave this field blank.

Note: Where an information element is used to calculate both employee and employer components for a pension scheme, record the information element name in the Pension Employee Element field only. You must not record the same element name in the Pension Employee Element and Pension Employer Element fields.

2. Specify the default pension scheme.

   You must specify a default pension scheme. Navigate to the Configuration Values page, choose the Pensions Automatic Enrolment configuration module and GB Default Pension Scheme configuration type. Add the following configuration values:

   - Default Pension Scheme - Name of the default qualifying pension scheme. The Pensions Automatic Enrolment process uses this name in reporting as the pension scheme in which employees have been automatically enroled.

   - Default Pension Employee Element - Name of the element used for the employee component of the pension deduction relating to the default scheme. For assignments assessed as being eligible for automatic enrolment, the process adds this element automatically to the element entries of the assignment.

   - Default Pension Employer Element - Name of the element used for the employer component of the pension deduction relating to the default scheme. Leave blank if one element is used for both employee and employer deductions. If this field contains an element name, then the process adds it automatically to the element entries of the assignment if automatic enrolment is applicable. Note: Where an information element is used to calculate both employee and employer components for a pension scheme, record that information element in the Pension Employee Element field only. You must not record the same element name in the Pension Employee Element and Pension Employer Element fields.

   Where there is a requirement to enrol different groups of employees within the same payroll into different default pension schemes, you must record applicable eligibility rule and eligibility value for each pension scheme along with the configuration values. This allows the Pensions Automatic Enrolment Process to select the appropriate pension scheme for each employee from all qualifying pension schemes registered within the application, based on eligibility criteria/rules.

- You can record a maximum of five eligibility rule / eligibility value pairs. Each eligibility rule can take one of the following nine values:
  - Emp Category
  - Grade
  - Group
  - Job
  - Location
  - Organization
  - Payroll
  - Position
  - Salary Basis
- For every eligibility rule that you enter, you must enter a corresponding value in the Eligibility Value field. If multiple values for an eligibility rule are to be considered, then you must enter all in the Eligibility Value field separated by the delimiter '~'.

3. Attach the Pensions Information element to employee assignments. This information element contains all the related information for executing the automatic pensions enrolment requirement. You must attach this element to all the employee assignments by the employer.

4. Record information specific to pensions automatic enrolment for each business group using the UK Pensions additional organization information type. See: Entering UK Pensions Information in the Oracle HRMS Enterprise and Workforce Management Guide (UK).

5. You can override the default pension scheme name set at the business group level (the value recorded in the Configuration Values page which is applicable to the entire business group) using the Default Pension Scheme field in the statutory information stored at the payroll level. This gives additional flexibility to choose a different default pension scheme name for each payroll without the need to introduce eligibility rules. If this value is set, then the application uses this pension scheme for automatic enrolment purposes. If this value is not set, then the application takes the default pension scheme as the one specified on the Configuration Values page or the eligibility rules as appropriate. Ensure that any pension scheme specified here must be a qualifying scheme that has been registered as a qualifying pension scheme on the Configuration Values page. The GB Pensions

Automatic Enrolment Process looks at the default pension scheme defined at the business group level. It then considers whether any over-ride has been set for the payroll for which the process is run and applies this if applicable. If the default pension scheme is to be selected based on eligibility rule and eligibility value pairs, then you must not set the configuration value for the default pension scheme at the business group and payroll levels. See: Defining a Payroll in Oracle HRMS Payroll Processing Management Guide (UK)

Identifying Qualifying Earning for Automatic Enrolment

The GB Pensions Automatic Enrolment Process can only estimate the qualifying earnings for automatic enrolment as it cannot simulate the complete payroll engine. This estimation method is accurate where the payroll formulae for the earnings elements are relatively simple and do not require payroll engine support. For complex scenarios relying on all payroll engine features, the estimation may not be correct. Some of the payroll features which are not currently supported by the enrolment process are:

- Iterative Processing
- Multiple levels of processing - indirect elements
- Skip rules
- Proration

You must ensure that the enrolment process correctly identifies the qualifying earnings for automatic enrolment for complex scenarios relying on all payroll engine features.

To ensure this, the following is recommended:

1. Run Payroll Run UK – Running the payroll ensures that all the relevant elements are processed by the payroll engine and the qualifying earnings balance value is calculated correctly.

2. Run Pensions Automatic Enrolment Process - The process relies on the balance value generated by the payroll run rather than trying to estimate the qualifying earnings. The process then classifies the assignment and if appropriate, then carries out automatic enrolment. If any of the assignments are to be automatically enroled, then the application creates the pensions deduction element entry for the assignment to be processed in the payroll run.

3. Rollback the Payroll Run – You must roll back the payroll run. This leaves intact the results of the Pensions Automatic Enrolment Process (the Pensions Information element retains the updated values and any pensions deduction elements created remain to be processed when the payroll run is resubmitted for the same period).

4. Resubmit the Payroll Run UK - Resubmitting ensures that any pension deductions

are processed by the payroll run. Running Payroll Run UK as a pre-requisite to Pensions Auto Enrolment Process is well suited for all business scenarios and is therefore strongly recommended.

Ensure that you record the following:

1. Members opting in - If an employee has opted into a qualifying pension scheme, then you must ensure to attach the corresponding pension's deduction element or elements. Once this is done, you need to record the following in the Pensions Information element:
   - Qualifying Scheme Name - with the name of the Qualifying Pension Scheme
   - Qualifying Scheme Exists - to 'Yes'
   - Opt- In Date - Date on which the employee has opted in
2. Member opting out - If an employee has opted out of a qualifying pension scheme after automatic enrolment has happened for that employee, then end-date all the pension deduction elements related to the scheme appropriately. Update the Pensions Information element by entering the Opt Out Date - the date on which the employee has opted out.

Performing Actions Post GB Pensions Automatic Enrolment Process

Oracle HRMS enables you to overcome the shortcomings in the 'estimation' approach used by the Pensions Automatic Enrolment concurrent program in assessing the eligibility. For example, if an assignment is expected to be classified as Eligible Job Holder and automatically enrolled into a qualifying pension scheme but the process fails to perform this operation, then Oracle HRMS enables you to resolve it.

To resolve issues with eligibility assessment, you must:

1. Manually attach the corresponding Pension Scheme element.
2. Update the Pensions Information element with appropriate values against the following input values:
   - Qualifying Scheme Name
   - Qualifying Scheme Exists : Yes
   - Pension Classification : Eligible Jobholder
   - Eligible Job Holder Date

- Auto Enrolment Date
- Opt Out Period End Date

The Pensions_Assessment formula is associated with the Pensions Information element and performs re-assessment during the payroll run for the assignments which are marked as not eligible for automatic enrolment by the concurrent program. This additional step is needed to overcome the shortcomings in the 'estimation' approach used by the concurrent program in assessing the eligibility. For further details, please refer to My Oracle Support Note 1462764.1.

Providing Required Information using Standard Letters

Employers can provide the required information to eligible, non eligible jobholders, workers, and other members (using standard letters) as stipulated by the Pensions Regulator.

To enable this, complete the following:

1. 1. The GB Pensions Automatic Enrolment - Employee Communications Generation concurrent program generates the required information and mails them to the employees if required. Run this concurrent program after the GB Pensions Automatic Enrolment Process, which would have completed the task of enrolment. This concurrent program uses the archive data and Pensions Information element to determine the various triggering points for letter generation process. This concurrent program has the following input parameters:
   - Payroll Name
   - Payroll Period
   - Letter
   - Mode
   - Assignment Set
   - Issue Date

   For mailing the letters, the application takes the email id of the person from person record (from per_all_people_f). If no email address exists, then the application reports a warning message that email ID does not exist.

2. Capture the following details in the Configurations Values page for Pensions Automatic Enrolment module and Enrolment Communication Details module type. The letter reports these details:

- Signatory Name: Name of the signatory, which needs to appear on the letter.
- Instruction Details: Insert instructions on where to send the letter/email, or how to find and submit an e-form, as appropriate.
- Contact Person/Email: The contact details whom the employee should contact incase of any query.
- More Information: Any extra information.

For GB Qualifying Pension Schemes (Already Existing) module type, record the name of the pension provider for every qualifying scheme that you have defined.

After running the GB Pensions Automatic Enrolment Process, you must run the GB Pensions Automatic Enrolment Employee Communications Generation program and give the generated letters to the employees within the time limits.

3. Setup to enable emailing of letters - To enable delivering of email, you must create an xml file, whose sample is as follows:

```
?xml version="1.0" encoding="UTF-8" ?
xapi:requestset xmlns:xapi="http://xmlns.oracle.com/oxp/xapi"
xapi:request select="/LETTERS/PYGBPAEIG"
xapi:delivery
xapi:email server="Mail Server" port="Port"
from="mail_id_of_sender" reply-to="reply_mail_id"
xapi:message id="123" to="${EMAIL_ADDR}" cc="email_cc_id"
attachment="true" contenttype="html/text" subject="PAE Standard
Letter"
Dear  ${EMPLOYEE_NAME}, PAE Standard Letter
Attached.This content of the mail can be modified as needed.
/xapi:message
  /xapi:email
  /xapi:delivery
xapi:document output="${EMPLOYEE_NAME}" output-type="pdf"
delivery="123"
   xapi:template type="rtf" location="xdo://PAY.PYGBPAEIG.en.GB/?
getSource=true" /
  /xapi:document
  /xapi:request
/xapi:requestset
```

Navigate to XML Publisher responsibility, query for data definition, Code: PYGBPAEIG, and add the above created xml file to Bursting Control File of this definition. Ensure that the server, port and domain details are correct.

4. Set temporary directory to /tmp - Ensure that system-temp-dir property in xdo.cfg is set to /tmp. Additionally, ensure that in XML Publisher Administrator > Administration > Configuration, the Temporary Directory under General is set to /tmp.

Running the Pensions Automatic Enrolment Process and Reports

The Pensions Automatic Enrolment process performs the task of assessing the assignments for automatic enrolment and, if found eligible, it then performs the automatic enrolment into the default qualifying pension scheme specified. This process spawns the following three reports:

- GB Pensions Automatic Enrolment Report
- GB Pensions Automatic Enrolment not applied
- GB Pensions Qualifying Scheme exists

You can run the following reports as standalone too:

- GB Pensions Report (Automatic Enrolment not Applied) This report has the following sub sections:
  - Eligible Jobholders Subject to Postponement: Lists all assignments for which Eligible Jobholder Postponement is set.
  - Non Eligible Jobholders / Workers in the current period: Lists all assignments, which are Non-Eligible Jobholder or Worker in the current period.
  - Assignments for which Worker Postponement is set: Lists all assignments for which Worker Postponement is set.
- GB Pensions Report (Automatic Enrolment Applied) This report lists all the assignments in the payroll which are automatically enrolled into the qualifying pension scheme in the pay reference period.
- GB Pensions Report (Enrolment Opt In) This report lists all assignments for which the opt-In date falls in the current period.
- GB Pensions Report (Qualifying Scheme exists) This report lists all assignments for which a pension qualifying scheme exists.

Run this process and reports from the Submit Request window.

To run the Pensions Automatic Enrolment process:

1. Select GB Pensions Automatic Enrolment Process in the Name field.
2. Enter the following parameters:
   - Payroll Name - Name of the payroll for which the pensions enrolment assessment is to be carried out

- Pay Period - The pay period (relating to the payroll calendar period defined) for whose Pay Reference period the assessment should be processed

- Mode—Validate Only – Updates Not Applied to the Database, Validate and Commit

Running the Pensions Automatic Enrolment – Employee Communications Generation Process

Employers can provide the required information to Eligible, Non Eligible Jobholders, Workers, and other members (through standard letters) as stipulated by the Pensions Regulator. Use this process to generate the required information and mail them to the employees if required. Run this concurrent program after the GB Pensions Automatic Enrolment Process, which would have completed the task of enrolment. This concurrent program uses the archive data and Pensions information element to determine the various triggering points for letter generation process.

Use the Submit Request window.

To run the Employee Communications Generation process:

1. Select GB Pensions Automatic Enrolment – Employee Communications Generation in the Name field.

2. Enter the following parameters:

    - Payroll – Select the payroll from the list of all payrolls in the organization.

    - Period – Enter the period for which you are generating the communication.

    - Letter –

    - Mode – You can select from the following:

        - Mode 1: Summary of Changes for Review - If Summary of Changes for Review option is selected, this process generates an output with the list of workers, jobholder (both eligible and non eligible) for whom the selected letter is generated. The output contains the employee name and assignment number for whom the letter is generated.

        - Mode 2: Generate - If Generate option is selected, it generates the output along with the required letters in word format. The output specified in Option 1 would be generated. Along with the output, required letters would be generated in word format and stored.

        - Mode 3: Generate and Mail - If Generate and Mail option is selected, this

process generates the output along with the required letters and mails the letters to the employees.

- Assignment Set – Select the assignment set.
- Issue Date – Enter the date of issuing the letter.

What's Next

Additional Reporting

For any additional reporting requirements, you can query the 'Pensions Information' element entry to provide the necessary information.

Examples:

1. To identify the employees who are auto enrolled in a particular pay reference period, query the element entry as on the last date of the pay reference period and look for the filter conditions - Auto Enrolment Date between PRP start date and PRP end date.

2. To identify the employees who are opted in a particular pay reference period, query the element entry as on the last date of the pay reference period and look for the filter conditions - Opt In date between PRP start date and PRP end date.

3. To identify the employees who are opted out a particular pay reference period, query the element entry as on the last date of the pay reference period and look for the filter conditions - Opt Out date between PRP start date and PRP end date.

4. To Identify the assignments who have a Postponement period applied during a Pay Reference period, query the element entry as on the last date of the pay reference period and look for the filter conditions - Postponement period end date equal to or after the PRP end date and Postponement type is not null.

Teachers' Pension Reports

Teachers' Pension Extracts -- Reports

You can use Oracle Payroll to create the reports required by the Teachers Pension Agency (TPA) for teachers in England and Wales. You generate each report by running a predefined system extract. Each extract contains formulas that determine the content and layout of the report.

Teachers' Appointments

To enable the TPA to maintain up to date records, it requires you to send notification of a teacher's appointment as soon as the appointment is made. The following establishments submit reports:

- LEAs should submit appointment details for all teachers, whether members of the scheme or not.
- Sixth Form, Further Education, and Higher Education Establishments should submit an appointment return for all teachers--whether members of the scheme or not--except part-time teachers who have not made a valid part-time election.
- CTC's, voluntary/grant-aided schools, and independent schools should submit an appointment return only where the teacher is a member of the scheme.

You create this report by running the predefined system extract:

- PQP GB TP Type4 -Teachers Appointments (England and Wales)

The report includes the following details:

- DfEE reference number
- Sex digit indicator
- National Insurance number
- Teacher's surname
- Teacher's Initials
- Previous Surname
- Date of Birth
- Number of the LEA

- Establishment Number (School Number/Type of Employment Number)
- Salary scale code
- Full-time/part-time indicator
- Date of appointment

Annual Return

At the end of each financial year (31 March), employers have a statutory requirement to submit an Annual Service Return showing details of teachers' service and salary. The Annual Service Return includes all teachers except:

- Part-time teachers employed in 6000, 8000 and 9000 establishments who have not made a part-time election, and
- Teachers employed in 6000 establishments who have opted out of the scheme

Teachers are included in the report even if their primary assignment is a non-teaching role.

The TPA must receive at least one record for each teacher whose service is recordable under the teachers' pension regulations, including those who are in multiple employment. If the teacher's circumstances have changed during the year--such as a change in salary scale, or a change in location between LEA establishments--the extract process generates a new line of service on the report.

You create this report by running the predefined system extract:

- PQP GB TP Type1 - Teachers Annual Returns (England and Wales)

The report includes the following details:

- Teacher's DfEE reference number
- Sex digit
- National Insurance number
- Surname
- Initials/first name
- Previous surname
- Date of birth
- LEA/area number

- Establishment Number (School Number/Type of Employment Number)
- Salary scale
- Full or Part-time Indicator
- Start Date
- End date
- Withdrawal Confirmation
- Days Excluded
- Annual salary rate

  Note: The Full Time Salary Rate field on the report only accepts five digits. So if a teacher has a salary of £100,000 or greater, an error message is generated and you must manually submit the Salary Rate to Teachers Pensions.

- Part-time salary paid
- Safeguarded salary/Fast Track
- London allowance
- Social priority allowance/Special Education Needs Allowance
- Special Class Allowance
- Other Allowances
- Supplement

Before you process this report, you have the option of either including or excluding leaver information. If you have already submitted leaver information to the TPA on a regular basis throughout the year using the Periodic Returns report, you must exclude leaver information from your annual return.

Periodic Returns (Leavers)

Use this report to submit leavers' pension details to the TPA at periodic intervals throughout the pension year. The format and information contained on this report is the same as the Annual Report.

You create this report by running the predefined system extract:

- PQP GB TP Type1 - Teachers Periodic Returns (England and Wales)

Additional Contributions

This report contains details of any additional contributions deducted and remitted to the TPA.

You create this report by running the predefined system extract:

- PQP GB TP Type2 - Teachers Additional Contributions (England and Wales)

The report includes the following details:

- DfEE reference number
- Sex digit indicator
- National Insurance number
- Teacher's surname
- Teacher's Initials
- Previous Surname
- Date of birth
- LEA/area number
- Additional Contributions
- Additional Contributions Refund Indicator
- Financial Year
- Establishment Number (School Number/Type of Employment Number)

Storing Data For the System Extracts

User defined tables are linked to each extract type. Use these tables to define where you hold key pieces of data on your system:

- PQP_GB_TP_TYPE1_EXTRACT_DEFINITIONS
- PQP_GB_TP_TYPE2_EXTRACT_DEFINITIONS
- PQP_GB_TP_TYPE4_EXTRACT_DEFINITIONS

The predefined system extracts require that you hold teachers' data in specific fields in

Oracle Payroll, as listed in the following table.

Data for Reports	Location Required By Predefined System Extracts	Used by System Extract Type
Additional Contributions	Seeded Total Additional Contributions balance	2
Contract Type	Contract Type field on the Details of Service tab on the Extra Details of Service window	1
Cross Business Group Reporting	Cross Business Group Reporting field in the LEA Information organization extra information type	All
Date of Birth	Birth Date field on the People window	All
Days Excluded	Seeded Teachers Total Days Excluded balance	1
Days Excluded elements	User defined elements for holding Days Excluded information	1
Dfee Reference Number	Recommended: the Membership Number Field, on the Professional Membership tab of the Qualifications window. Alternatively, you can use the Person or Assignment descriptive flexfields. Use the user defined table to indicate your choice of location.	All
Elected Pension	Elected Pension check box of the Teacher's Pension tab of the Extra Details of Service window	All
Establishment Name	Name field of the Location window	All

Data for Reports	Location Required By Predefined System Extracts	Used by System Extract Type
Establishment Number (School Number/Type of Employment Number)	Education Establishment Information location extra information type **Note:** This number is reported in the School Number/Type of Employment Number column on the returns	All
Establishment Type	Education Establishment Information location extra information type	All
Fast Track	Fast Track check box of the Teacher's Pension tab of the Extra Details of Service window	1
Full or Part-Time	Assignment Category field on the Assignment window. If you have added additional employment category values, you must identify these in the employment category user defined table.	1, 4
Head Teacher Group	Head Teacher Group field of the Teacher's Pension tab of the Extra Details of Service window	1
Job Status	Job Status field of the Teacher's Pension tab of the Extra Details of Service window	All
LEA Name	LEA Name field in the LEA Information organization extra information type	All

Data for Reports	Location Required By Predefined System Extracts	Used by System Extract Type
LEA Number	LEA Number field in the LEA Information organization extra information type	All
London Allowance elements	User defined elements for holding London Allowance information	1
Management and Retention Allowance elements	User defined elements for holding Management and Retention Allowance information	1,4
National Insurance Number	NI Number Field on the People window. NOTE: Temporary NI numbers - that is, NI numbers commencing with the letters TN - are not accepted by the teachers pension administrators.	All
Organization	A separate organization is required for each education establishment that does nor report through an LEA.	1
OSLA (Out of School Learning Activities) Payment	User defined elements for holding OSLA Payments	1
Other Allowance elements	User defined elements for holding Other Allowance information.	1
Previous Surname	Previous Last Name Field on the Further Name Tab of the People window	All
Reports Through LEA	Education Establishment Information location extra information type	All

Data for Reports	Location Required By Predefined System Extracts	Used by System Extract Type
Safeguarded Salary elements	User defined elements for holding Safeguarded Salary information.	1
Safeguarded Salary Pay Scale	Safeguarded Salary check box on the Safeguarded Salary region of the Teacher's Pension tab of the Extra Details of Service window. If you choose Grade Rate, provide details in the Grade and Rate Name fields. If you choose Spinal Point, add details in the Grade, Rate Name and Spinal Point Placement fields. If you choose None, the pensionable pay that is paid to the assignment is reported.	1, 4
Salary	User defined elements for holding Salary information.	1
Salary Scale	Grade flexfield. Use the user defined table to record the flexfield name. For some teachers, you record the first letter of the salary scale in the grade flexfield, and the report derives the rest of the code--see *Salary Scale Codes* section below. **Note:** If a safeguarded salary grade is recorded on the Teacher's Pension tab of the Extra Details of Service window, this overrides the salary scale recorded on the grade flexfield.	1, 4

Data for Reports	Location Required By Predefined System Extracts	Used by System Extract Type
School Number	Education Establishment Information location extra information type **Note:** This is the school group number which is used to derive the last two digits of the salary scale code for head teachers	1
Sex Type	Gender Field on the People window	All
Social Priority Allowances elements	User defined elements for holding Social Priority Allowances information.	1
Surname	Last (Name) Field on the People window	All
Superannuable Salary	Seeded Teachers Superannuable Salary balance	1
Working Hours	Working Hours field on the Standard Conditions tab of the Assignment window for part time employees only	1

Salary Scale Codes

For most employees, you enter the salary scale code in a segment of the grade flexfield. However, for some teachers, the reports can partially derive the salary scale code from other information held for the person. This applies to the following teachers in Maintained Schools:

- Qualified Teachers and Post Threshold Teachers--You enter Wxx or Pxx in the grade flexfield and the report derives the last two digits of the code from the management and retention allowance element entries for these employees.
- Advanced Skilled Teachers--You enter Axx in the grade flexfield and the report derives the last two digits of the code from the teacher's progression point (spinal

point).

- Head Teachers--You enter Hxx in the grade flexfield. The report then derives the last two digits of the code from the school number, which is stored on the Location Extra Information Type. If the school number for the head teacher is protected, enter the protected school number in the Extra Details of Service window. The report derives the last two digits from this source rather than the teacher's location. For example, if the number for the school at which the teacher is currently located is different from the school number that should be reflected in the salary code, enter the appropriate number in the Extra Details of Service window.

Supply Teachers

You can include supply teachers in the pension reports. You must assign all supply teachers to an LEA establishment, reporting through the LEA, with the Establishment Number (School Number/Type of Employment Number) 0966. Supply teachers must not have full time assignments.

Multiple Person Records

In some circumstances, you may need to set up multiple person records for employees with more than one teaching role. If both employments are for schools controlled by the same LEA, the Annual and Periodic (Leavers) reports amalgamate these person records, using the NI number. They amalgamate records within and across business groups, but you can exclude particular business groups from this cross-business group reporting. If you are reporting across business groups, you must set up identical information on balance names and rate types in each business group.

> **Note:** If one of the assignments is a full time assignment, the reports handle the person records separately and do not attempt data merging.

You run the extract from within a business group. For an employee with multiple records, the Annual and Periodic (Leavers) reports treat the person record from this business group as the primary assignment. The reports treat all other assignments for this person from the same and other business groups as secondary assignments for all purposes. (This includes new line of service events and all calculations such as Annual FT Salary Rate.)

Setting Up the Teachers' Pension Reports

Follow these steps to set up Oracle Payroll to create the Teachers' Pension reports system extracts for teachers in England and Wales.

1. Ensure that you have set up a separate business group for each Local Education Authority (LEA) region.

2. Add the Education Authority classification to each of your business groups. Use the Organization window to query your business group, then select and enable the organization classification Education Authority for the business group. Enter LEA Information for this organization.

   Note: If you are running Oracle Payroll for establishments that are not members of an LEA, you must enter--in the LEA Information fields--the LEA area in which the establishments are located.

   Important: LEA Name must not exceed 16 characters, or the system extract will fail.

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

3. If you have Non-LEA establishments that do not report under the LEA held at business group level, create an organization (not a business group) for these establishments. Select and enable the organization classification Education Authority, and enter LEA information for this organization.

4. Use the Dynamic Trigger Definition window to enable the required triggers for the Type 1 and 4 reports, if they are not already enabled. Oracle Payroll uses these triggers to identify which employees meet the report criteria. For example, the annual report requires a new line entry for specific changes such as change in salary scale, or change in employment status.

Trigger	Trigger identifies . . .	Used by Type ...
PAY_ELEMENT_ENTRIES_F_ARI (for the Oracle Payroll application)--set the triggering action to Insert	New records of teachers' salary or pensionable allowances, which can generate a new line of service in the Annual Return	1
PAY_ELEMENT_ENTRIES_F_ARU (for the Oracle Payroll application)--set the triggering action to Update	Changes to teachers' salary or pensionable allowances, which can generate a new line of service in the Annual Return	1

PAY_ELEMENT_ENTRIES_F_ARD (for the Oracle Payroll application)--set the triggering action to Delete	Deletion of teachers' salary or pensionable allowances, which can generate a new line of service in the Annual Return	1
PAY_ELEMENT_ENTRY_VALUES_F_ARU (for the Oracle Payroll application)--set the triggering action to Update	Changes to teachers' salary or pensionable allowances, which can generate a new line of service in the Annual Return	1
PAY_GRADE_RULES_F_ARU (for the Oracle Payroll application)--set the triggering action to Update	Changes to grade, which can generate a new line of service in the Annual Return	1
PER_SPINAL_POINT_PLACEMENTS_F _ARU (for the Oracle Human Resources application)--set the triggering action to Update	Changes to spinal points, which can generate a new line of service in the Annual Return	1
PER_ALL_ASSIGNMENTS_F_ARU (for the Oracle Human Resources application)--set the triggering action to Update	Changes in Establishment Number (School Number/Type of Employment Number) for the New Starters report; other changes that can generate a new line of service in the Annual Return	1, 4
PQP_ASSIGNMENT_ATTRIBUTES_F_ARI (for the Oracle Public Sector Payroll application)-- user hook "after insert"	New records on Extra Details of Service, such as Job Status field on Teachers Pensions tab	1,4
PQP_ASSIGNMENT_ATTRIBUTES_F_ARU (for the Oracle Public Sector Payroll application)-- user hook type "after update"	Changes to Extra Details of Service, such as changes to Job Status field on Teachers Pensions tab	1,4

See: Defining Dynamic Triggers, *Oracle HRMS Payroll Management Guide*

5. Register the triggers and each LEA business group in the Incident Register. Use the Dynamic Trigger Functional Area Grouping window to query the Incident Register functional area and enter the triggers listed above, plus your business group as part of this grouping.

   See: Grouping Dynamic Triggers Into Legislative Functional Areas, *Oracle HRMS Payroll Management Guide*

6. Set up your grade flexfield to include one segment that holds the teachers' salary scale code, with the format "ANN".

7. Decide where to hold the teachers' DfEE number. The recommended place is using the Qualifications window. However you could alternatively use the Person descriptive flexfield or the Assignment descriptive flexfield.

8. Do one of the following:

   - If the DfEE number will be entered using the Qualifications window, use the Qualification Types window to create a new qualification type, such as Teaching Award. This new qualification type should be assigned to the category Award.

     Create a new professional body at organizational level. Use the Organization window to create an external organization record for the relevant professional body, such as GTC and select and enable the classification Professional Body Information.

     > **Note:** A teacher's DfEE reference number must be entered as the professional body's Membership Number. If the teacher is not a member of the professional body, the Professional Body Name should not be selected.

   - If the DfEE number will be held on a descriptive flexfield, set up the flexfield.

9. Use the Information Type Security window to add the PQP_GB_EDU_ESTB_INFO (Education Establishment Information) extra information type to the responsibilities that will enter school locations. Ensure that the seeded information types Element Attribute Information and Rate Type Information are assigned to the appropriate user responsibilities.

   See: Setting Up Extra Information Types Against a Responsibility, *Configuring, Reporting, and System Administration Guide*

10. Use the Location window to enter schools and their addresses. You can enter multiple locations for each education establishment, if required. Choose the Extra Information button and enter Education Establishment Information for the school. This includes School Number, which you should enter if you want the reports to

derive the salary scale code for head teachers in Maintained Schools.

If you have supply teachers, you must set up a location that is an LEA establishment, reporting through the LEA, with the Establishment Number (School Number/Type of Employment Number) 0966.

Note: Ensure that the Global check box is NOT checked.

Important: Establishment Name must not exceed 16 characters, or the system extract will fail.

11. Use the seeded lookup type PQP_RATE_TYPE to create lookup codes for your:
    - Salary elements
    - Safeguarded Salary elements
    - London and Social Priority Allowances
    - Management Allowances
    - Retention Allowances
    - Any other pensionable allowance elements

    See: Setting Up Historic Rates, page 8-97

12. Use the Element window to create the elements you require, selecting the rate type, if required, in the Rate Type Information EIT. For pension reporting purposes, the following elements require a Pay Value only:
    - Salary elements
    - Safeguarded Salary elements
    - London and Social Priority Allowances

      Note: Pre 1st April 2004

      The London and Social Priority Allowances are paid using the Allowance elements. If you run the reports for reporting periods earlier than 1st April 2004, you pay the allowance using these elements.

      Note: Post 1st April 2004

London Allowance elements do not carry a pay value but the Annual Service Return uses them to indicate if an employee is in receipt of a London Allowance. London Allowance is no longer paid as a separate allowance but spinal point values are extended to reflect the allowances, so you must stop paying the allowances using these elements and only attach the elements to determine the level of allowance.

- Management Allowances
- Retention Allowances

  As the OSLA Payments are reflected in Annual Full Time Salary Rate, Part Time Salary Paid and Other Allowances, the elements that feed the Teachers OSLA Payments Balance must also feed the Teachers Superannuable Salary.

  Note: Rate Type Information is not required in the EIT of OSLA elements as the actual paid values will be grossed up and added to annual full time salary rate and other allowance figures.

- Any other pensionable allowance elements

  Note: You must create Management Allowance and Retention Allowance elements if you want the reports to derive salary scale codes for Qualified Teachers and Post Threshold Teachers.

13. Use the Input Values window to create Days Absent and Start Date input values for your Absence elements. The Days Absent input value is not required for absence elements that are associated with OSP/OMP schemes because a function identifies " Days Excluded" information for these absence types.

    See: Defining an Element's Input Values, page 1-36

14. Recommended: use the seeded balances Oracle Payroll provides for the Teachers' Pension reports. Alternatively, you can create your own balances for this purpose. You must feed these balances with the elements you have defined to hold additional contributions, days excluded, OSLA payments and superannuable salary. The seeded balances are:

Balance	Fed by	Used by

Total Additional Contributions	All elements holding additional contributions for the Teachers' Pension Scheme. For example, these may include elements for added years and widow's benefit. **Note**: This excludes additional voluntary contributions	Type 2
Teachers Total Days Excluded	All absence elements for members of the Teachers' Pension Scheme	Type 1
Teachers Superannuable Salary	All Teachers' Pension Scheme pensionable elements	Type 1
Teachers OSLA Payments	All elements designated for OSLA payments	Type 1

See: Defining User Balances, page 8-45

15. To enable correct reporting of payments, set up historic rate information for your teachers' pensionable elements using the extra information types: Element Attribute Information and Rate Type Information.:

    See: Setting Up Historic Rates, page 8-97

16. You must record a Part-Time Salary Paid Figure for all part-time employees. This figure is based on the date that salary payments were earned and not on the date when they were paid. For example, if a supply teacher submits a claim for April and it is paid in May, this salary claim must be included in the service line that covers April, not May. Alternatively, an event such as a change in location might result in a service line starting or ending part way through a pay period, for example it ends on 15th May. In this example, salary payment for the period 1st to 15th May must be included in the service line ending 15th May although the full May salary payment might not be paid until the 31st May. Set up RetroPay and Proration to enable the reports to calculate the exact part-time salary value.

    - Proration for Part-Time Employees (Annual Service and Periodic Leavers Returns)

    Set up Proration to enable the report to pro-rate salary payments when a service line either starts or ends part way through a period.

    You can attach the sample proration group PQP_GB_TP_ELE_PRORATION to all

pensionable salary elements to trigger proration in a payroll run.

Note: You should create your own proration group if you need to prorate pay on a different number of events that cause new lines of service for Type 1 reports.

See: Setting Up Proration, page 8-34

Caution: You can choose to disable (and enable) this date earned mode if you prefer to revert to the method of calculating part time salary as of date paid and intend to enable Proration at a later date.

See: Updating the Type 1 Pensions Extract Table, page 7-56

- Backdated Salary Adjustments for Part-Time Employees (Annual Service and Periodic Leavers Returns)

Set up RetroPay by Element to report backdated salary adjustments as of the date they were earned.

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

Caution: You can choose to disable (and enable) this date earned mode if you prefer to revert to the method of calculating part time salary as of date paid and intend to enable Back Dated Salary Adjustments at a later date.

See: Updating the Type 1 Pensions Extract Table, page 7-56

- Termination Payments

When an employee is terminated (including part way through a pay period), a last standard process date and/or a final close date is set for all the assignments and the employee may receive pensionable salary payments up to these dates. The Annual Service Return reports these pensionable salary payments on the line of service ending on the termination date.

17. Update the seeded user defined tables.

See: Updating the Type 1 Pensions Extract Table, page 7-56

See: Updating the Type 2 Pensions Extract Table, page 7-60

See: Updating the Type 4 Pensions Extract Table, page 7-61

Important: If you want to perform cross-business group reporting,

you must enter the same information--such as the same rate types and balance names--for each business group.

18. If you have created your own employment categories for teachers' assignments, update the seeded user defined table PQP_GB_TP_EMPLOYMENT_CATEGORY_TRANSLATION_TABLE.

    See: Updating the Employment Category Translation Table, page 7-63

19. If you want the reports to derive salary scale codes for Qualified Teachers and Post Threshold Teachers, use the following seeded user defined table to map your Management Allowance and Retention allowance elements or rate types to the allowance levels.

    See: Mapping Management and Retention Allowance Elements, page 7-64

20. Use the Grades window to enter the appropriate salary scale code for your employees. In the Salary Scale segment, you enter a code such as V00 for a Deputy Head in a Maintained School. If you want the reports to derive salary scale codes for certain teachers, you can enter their codes as follows:

    - Qualified Teachers and Post Threshold Teachers--You enter Wxx or Pxx in the grade flexfield and the report derives the last two digits of the code from the management and retention allowance element entries for these employees.

    - Advanced Skilled Teachers--You enter Axx in the grade flexfield and the report derives the last two digits of the code from the teacher's progression point (spinal point).

    - Head Teachers--You enter Hxx in the grade flexfield and the report derives the last two digits of the code from the School Number.

21. Use the Teacher's Pension tab of the Extra Details of Service window to record teachers' contract and pension information.

    See: Entering Extra Details for Teachers, page 7-65

22. Run your chosen report.

    See: Running the Teachers' Pension Scheme Reports, page 7-66

Setting Up the Local Government Pension Scheme (LGPS)

Complete the following steps to set up LGPS, enroll employees in LGPS, and process LGPS contributions in the payroll Run:

1. Set up the PQP_LGPS_PENSION_PAY rate type. To do this, add the rate type to the

existing PQP_RATE_TYPE lookup type using the Application Utilities Lookups window. This rate type identifies the earning elements required to calculate contractual pay. Enter PQP_LGPS_PENSION_PAY as the Lookup code, LGPS Pensionable Pay as the Lookup meaning, and 01-APR-2008 as the from date.

See: Adding Lookup Types and Values

2. Attach the rate type to elements. Attach the LGPS Pensionable Pay rate type to the corresponding elements that contribute to the contractual pensionable pay for the assignment using the Extra Element Information window.

   Ensure to enter the Rate Types values against Historic Rate and LGPS Pensionable Pay as the Rate Type Name. Enter the required values against Historic Rate - Element Attribution.

   See: Historic Rates

3. Set up the following User Tables:

   - **PQP_LGPS_TRANSITIONAL_RATE** - This is a transitional arrangement table that stores the year and the corresponding percentage value. The application uses these table values while processing the pension element fast formula for those assignments, which are under transitional arrangements.

     Note: Only the column and row values are predefined for this table. Enter the corresponding percentage value against each row.

   - **PQP_LGPS_PENSIONABLE_PAY_RANGE** - This is a pensionable salary table that stores the contractual pensionable pay range and the corresponding percentage.

4. Define Formula Functions. The application uses these formula functions in the pension element fast formula to fetch the values, such as, transitional flag, contractual pay for the corresponding assignments.

   Create the formula functions as described below:

   - PQP_GB_LGPS_TRANS_FLAG

     Enter the following details:

     - Data Type --> Text
     - Class --> External Function
     - Definition --> PQP_GB_LGPS_PENSIONPAY.GET_PQP_LGPS_TRANSITIONAL_FLAG

- Context Usages --> 1 ASSIGNMENT_ID

  2 DATE_EARNED

  3 Business_Group_Id

- PQP_GB_LGPS_YEAR

  Enter the following details:

  - Data Type --> Number
  - Class --> External Function
  - Definition --> PQP_GB_LGPS_PENSIONPAY.GET_FINANCIAL_YEAR
  - Context Usages --> 1 DATE_EARNED

- PQP_GB_LGPS_CONTRACTUAL_SAL

  Enter the following details:

  - Data Type --> Number
  - Class --> External Function
  - Definition --> PQP_GB_LGPS_PENSIONPAY.GET_PQP_LGPS_PENSION_PAY
  - Context Usages --> 1 ASSIGNMENT_ID

    2 DATE_EARNED

    3 Business_Group_Id

5. Add Lookup Values to the Lookup PQP_LGPS_EXCLUSION_TYPE:
6. Link the predefined element PQP LGPS Additional Pensionable Pay to all payrolls.
7. Modify the Pension Element Fast Formula to get the correct percentage value depending upon the contractual pensionable pay.

   Note: Oracle HRMS provide you with a sample formula. When you create a pension scheme the application creates the pension formula.

   Using the Fast formula window, edit the copies of the following sample formulas to perform the processing you require: You must make the following changes in the Pension formula to process LGPS pension contribution correctly:

```
Under Section : "section (1.1): default interpolation values"

/* For LGPS begin */
  l_lgps_trans_flag     = 'N'
  l_lgps_year           = '2008'
  l_lgps_emp_contr_sal  = 0
/* For LGPS End */

Under section : /* Determine employee contribution amount */
(i.e) after this line  "IF Contribution_Percent WAS NOT DEFAULTED
THEN"
replace the calculation part till ELSE command with the following

/* For LGPS BEGIN */
(
  l_lgps_trans_flag  = PQP_GB_LGPS_TRANS_FLAG()
  IF l_lgps_trans_flag = 'Y'
  THEN
  (
    l_lgps_year = to_char(PQP_GB_LGPS_YEAR())
    Contribution_Percent =  to_number(GET_TABLE_VALUE

('PQP_LGPS_TRANSITIONAL_RATE',
                                        'Rate',
                                        l_lgps_year
                           )
                               )
  )
  ELSE
  (
   l_lgps_emp_contr_sal = PQP_GB_LGPS_CONTRACTUAL_SAL()
   IF l_lgps_emp_contr_sal = -1
   THEN
   (
     l_error = 'Error occurred in fetching the contractual pay for
the
assignment. Please check if the contractual pay is available for the
assignment in Extra details of service'
     RETURN l_error
   )
   ELSE
   (
     Contribution_Percent =  to_number(GET_TABLE_VALUE

('PQP_LGPS_PENSIONABLE_PAY_RANGE',
                                        'LGPS Salary Band',

to_char(l_lgps_emp_contr_sal)
                                        )
                                      )
   )
)
l_ocp_contribution = ROUND((Pensionable_Salary *
                            (Contribution_Percent/100)
                            )
                           ,2
                           )
)
/* For LGPS END */
```

Updating the Type 1 Pensions Extract Table

Oracle Payroll supplies a seeded user defined table called PQP_GB_TP_TYPE1_EXTRACT_DEFINITIONS. Use this table to define where you are storing the DfEE Reference Number, salary scale, additional allowances, days excluded and superannuable balances, to enter an initial extract date, and to enter a location if you are creating an extract for a non-LEA establishment.

Use the Table Values window.

To update the Type 1 Pensions Extract Definitions table:

1. Set your effective date to 1 April of the current pension year.
2. Query the table PQP_GB_TP_TYPE1_EXTRACT_DEFINITIONS.
3. If you are running the:
   - Teachers' Annual report your start date will be 1 April and your end date 31 March of the current pension year.
   - Teachers' Periodic report your start date is normally 1 April of the current pension year. However, if you are running this report for the first time and your initial extract date is more recent than the start of the pension year, the initial extract date will be your start date.
4. In the Column region, click in the Name field. Use the Up and Down arrows to display the column ***Attribute Location Type***.
5. Select the row Criteria and enter the value Leavers.
6. Select the row DfEE Reference Number and enter a value to indicate where you are storing the DfEE Reference Number. If you are using the:
   - Qualifications window, enter Qualifications
   - Additional Personal Details descriptive flexfield, select People
   - Additional Assignment Details descriptive flexfield, select Assignments
7. Select the row Salary Scale and enter the value Grade.
8. Select the row Days Excluded Balance and enter the value Balance.
9. Select the row Superannuable Salary Balance and enter the value Balance.
10. If you pay London or social priority allowances, select the row LARP and SPAP

Allowances and enter the value Rate Type.

11. If you pay other allowances, select the row Other Allowances and enter the value Rate Type.

12. Select the row Safeguarded Salary and enter the value Rate Type.

13. Select the row Salary and enter the value Rate Type.

14. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Attribute Location Qualifier 1***.

15. If you are configuring the Teachers Annual report select the row Criteria and enter:
    - Include to run the report with your leavers information.
    - Exclude to run the report without your leavers information.

    Note: The default selection is exclude.

16. Select the row DfEE Reference. If your attribute location type is Qualifications, enter the name of the Qualification Type, such as Teaching Award. If your attribute location type is People or Assignments, enter the flexfield name (PER_PEOPLE or PER_ASSIGNMENTS) where the DfEE Reference Number is stored.

17. Select the row Salary Scale and enter the code - *not* title - of the grade flexfield in the Value field.

18. If you use London or Social Priority allowances, select the allowance name for each allowance and in the Value field enter the element names.

    Note: The allowance codes required by the TPA for the London and Social Priority allowances are seeded in the Type 1 Pensions Extract Table.

19. If you use London or social priority allowances select the row LARP and SPAP Allowances and enter the rate type name in the Value field.

20. If you use other allowances, select the row Other Allowances and enter the rate type name in the Value field.

21. Select the row Part Time Salary Paid - Enable Date Earned Mode or the row Part Time Salary Paid - Enable Calendar Day Proration. These two rows operate in conjunction with each other depending on the settings you choose.

    Part Time Salary Paid - Enable Date Earned Mode is enabled by default. If you set

this to 'N', then the previous part time salary calculation, based on Date Paid, is enabled.

Part Time Salary Paid - Enable Calendar Day Proration is enabled by default and the Calendar Averaging calculations are performed. If you set this to 'N', then the payments for a Line of Service event with no matching proration event, are reported as Date Paid not Date Earned.

> **Note:** There are three possible combinations of settings for these rows:
>
> - Date earned = 'Y' and Calendar proration = 'Y'
>
> Proration and/or Retro Payments are enabled
>
> - Date earned = 'N' and Calendar proration = 'Y' or 'N'
>
> Payments are added to the Line of Service when it is paid, irrespective of Proration and Retro events existing in the system. If Date earned is set to 'N' then the Calendar proration setting is irrelevant.
>
> - Date earned = 'Y' and Calendar proration = 'N'
>
> The Line of Service will show the paid salary as of date earned for a prorated period. However, there is no Calendar averaging carried out for the payments.

> **Note:** The ASR only accepts 'Yes' and 'Y', and 'No' and 'N', as inputs for the above settings.

22. Select the row Safeguarded Salary and enter the rate type name in the Value field.

23. Select the row Salary and enter the rate type name in the Value field.

24. Select the row Days Excluded Balance and enter the balance you use to store this information.

> **Note:** You are recommended to use the generic seeded balance Teachers Total Days Excluded.

25. Select the row Superannuable Salary Balance and enter the balance you use to store this information.

> **Note:** You are recommended to use the generic seeded balance Teachers Superannuable Salary. If you use a user defined balance then you must define the dimension _ASG_RETROELE_RUN for

the balance. This dimension is for internal Oracle reporting use only and you should not use it for any other purpose.

26. Select the row Teachers OSLA Payments Balance and enter the balance you use to store this information.

    Note: You are recommended to use the generic seeded balance Teachers OSLA Payments. If you use a user defined balance then you must define the dimension _ASG_RETROELE_RUN for the balance. This dimension is for internal Oracle reporting use only and you should not use it for any other purpose.

    As the OSLA Payments are also added to the Part Time Salary Paid, the elements that feed the Teachers OSLA Payments Balance must also feed the Teachers Superannuable Salary.

27. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Attribute Location Qualifier 2***.

28. Select the row DfEE Reference. If your attribute location type is Qualifications, enter the membership body name, for example GTC. If your attribute location type is People or Assignments, enter the name of the flexfield segment where the DfEE Reference Number is stored.

29. Select the row Salary Scale and, in the Value field, enter the name of the flexfield attribute column where the salary scale is stored. The extract process uses this value only for people who are not on a safeguarded salary scale.

30. If you pay London, or other allowances, select the allowance name for each allowance and in the Value field enter the elements' input values.

31. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Location Code***.

32. Select the row Criteria. If you are reporting on a non-LEA establishment, enter the full name of the non-LEA establishment in the Value field. This field is case sensitive and must match the name you defined as a location.

    Note: This is not required if you are running the Type 1 report from the Request *Teachers Pension Extract Process*, which is recommended. With this request you enter the establishment name as a parameter to the request. You must enter the establishment name in the table if you are running the report from the Request *Extract Process*.

If you are reporting for an LEA establishment, ensure the Value field is blank.

33. If you are running the periodic report return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Initial Extract Date***.

34. Select the row Criteria and, in the Value field, enter the run start date for the first extract run. If you do not enter a value, the run start date of the first extract defaults to 1 April of the current financial year.

35. Save your work as a Correction.

Contract Types Table

Oracle Payroll provides a seeded user defined table called PQP_CONTRACT_TYPES. Use this table to hold Contract Types information for the Type 1 Pension Extracts.

See: Entering Contract Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Updating the Type 2 Pensions Extract Table

Oracle Payroll supplies a seeded user defined table called PQP_GB_TP_TYPE2_EXTRACT_DEFINITIONS. Use this table to define where you are storing the DfEE Reference Number and to enter a location if you are creating an extract for a non-LEA establishment.

If you have added to the list of predefined employment categories, you must also update the user defined table PQP_GB_TP_EMPLOYMENT _CATEGORY_TRANSLATION_TABLE.

See: Updating the Employment Category Translation Table, page 7-63

Use the Table Values window.

To update the Type 2 Pensions Extract Definitions table:

1. Set your effective date to a day after the end of the pension year for which you are reporting. When you run the Teachers Additional Contributions extract it will select all teachers' records from the preceding pension year. For example, if your effective date is 01 June 2002, your report will cover the period 01 April 2001 - 31 March 2002.

2. Query the table PQP_GB_TP_TYPE2_EXTRACT_DEFINITIONS.

3. In the Column region, click in the Name field. Use the Up and Down arrows to display the column ***Attribute Location Type***.

4. Select the row DfEE Reference Number and enter a value to indicate where you are storing the DfEE Reference Number. If you are using the:

- Qualifications window, enter Qualifications
- Additional Personal Details descriptive flexfield, select People
- Additional Assignment Details descriptive flexfield, select Assignments.

5. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Attribute Location Qualifier 1***.

6. Select the row DfEE Reference. If your attribute location type is Qualifications, enter the name of the Qualification Type, such as DfEE. If your attribute location type is People or Assignments, enter the flexfield name (PER_PEOPLE or PER_ASSIGNMENTS) where the DfEE Reference Number is stored.

7. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Attribute Location Qualifier 2***.

8. Select the row DfEE Reference. If your attribute location type is Qualifications, enter the membership body name. If your attribute location type is People or Assignments, enter the name of the flexfield segment where the DfEE Reference Number is stored.

9. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Location Code***.

10. Select the row Criteria. If you are reporting on a non-LEA establishment, enter in the Value field the full name of the non-LEA establishment on which you are reporting. This field is case sensitive and must match the name you defined as a location.

    If you are reporting for an LEA establishment, ensure the Value field is blank.

11. Save your work as a Correction.

Updating the Type 4 Pensions Extract Table

Oracle Payroll supplies a seeded user defined table called PQP_GB_TP_TYPE4_EXTRACT_DEFINITIONS. Use this table to define where you are storing the DfEE Reference Number and salary scale, to enter an initial extract date, and to enter a location if you are creating an extract for a non-LEA establishment.

If you have added to the list of predefined employment categories, you must also update the user defined table PQP_GB_TP_EMPLOYMENT _CATEGORY_TRANSLATION_TABLE.

See: Updating the Employment Category Translation Table, page 7-63

Use the Table Values window.

To update the Type 4 Pensions Extract Definitions table:

1. Set your effective date to the day you want your entries to begin. This should be the day after the date of your last Appointment Report (Form TR6) submission. When you run the Appointment Report for the first time, it will select all new teachers' records from this date.

2. Query the table PQP_GB_TP_TYPE4_EXTRACT_DEFINITIONS.

3. In the Column region, click in the Name field. Use the Up and Down arrows to display the column ***Attribute Location Type***.

4. Select the row DfEE Reference Number and enter a value to indicate where you are storing the DfEE Reference Number. If you are using the:

   - Qualifications window, enter Qualifications
   - Additional Personal Details descriptive flexfield, select People
   - Additional Assignment Details descriptive flexfield, select Assignments.

5. Select the row Salary Scale and enter the value Grade.

6. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Attribute Location Qualifier 1***.

7. Select the row DfEE Reference. If your attribute location type is Qualifications, enter the name of the Qualification Type, such as DfEE. If your attribute location type is People or Assignments, enter the flexfield name (PER_PEOPLE or PER_ASSIGNMENTS) where the DfEE Reference Number is stored.

8. Select the row Salary Scale and enter the name - *not* title - of the grade flexfield in the Value field.

9. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Attribute Location Qualifier 2***.

10. Select the row DfEE Reference. If your attribute location type is Qualifications, enter the membership body name. If your attribute location type is People or Assignments, enter the name of the flexfield segment where the DfEE Reference Number is stored.

11. Select the row Salary Scale and, in the Value field, enter the name of the flexfield attribute column where the salary scale is stored. The extract process uses this value only for people who are not on a safeguarded salary scale.

12. Return to the Name field in the Column region. Use the Up and Down arrows to

display the column ***Initial Extract Date***.

13. Select the row Criteria and, in the Value field, enter the run start date for the first extract run. This should be the same as the effective date you set in step 1. If you do not enter a value, the run start date of the first extract defaults to 1 April of the current financial year.

    Note: For subsequent runs, the run start date is set to the effective date of the previous run.

14. Return to the Name field in the Column region. Use the Up and Down arrows to display the column ***Location Code***.

15. Select the row Criteria. If you are reporting on a non-LEA establishment, enter in the Value field the full name of the non-LEA establishment on which you are reporting. This field is case sensitive and must match the name you defined as a location.

    If you are reporting for an LEA establishment, ensure the Value field is blank.

16. Save your work as a Correction.

Updating the Employment Category Translation Table

If you have added to the list of predefined employment categories, you must also update the user defined table PQP_GB_TP_EMPLOYMENT _CATEGORY_TRANSLATION_TABLE. You use this table to indicate which employment categories are full time or part time, and regular or temporary, for Teacher's Pension Reports. You can also use this table to indicate which employment categories are full time, part time, and variable time for Lynx Heywood reports.

Use the Table Structure and Table Values windows.

To update the Employment Category Translation Table Structure:

1. In the Table Structure window, query the table PQP_GB_TP_EMPLOYMENT_CATEGORY_TRANSLATION _TABLE.

2. Choose the Rows button.

3. Create a new row. In the Exact column, enter the meaning of your new employment category.

4. Save your work.

To record lookup codes for new employment categories:

1. In the Table Values window, query the table PQP_GB_TP_EMPLOYMENT_CATEGORY_TRANSLATION _TABLE.

2. In the Column region, click in the Name field. Use the Up and Down arrows to display the column ***Assignment Employment Category Lookup Code.***

3. Create a new row. In the Exact column, select the meaning of the employment category you created. In the Value column, add the two character code.

To add full/part time and regular/temporary indicators for Teachers Pension reports:

1. Return to the Column region, click in the Name field. Use the Up and Down arrows to display the column ***Pension Extract Employment Category Code.***

2. Create a new row. In the Exact column, select the meaning of the Employment Category you created. In the Value column, type P if the employment category is part time. Type F if the employment category is full time.

3. Return to the Column region, click in the Name field. Use the Up and Down arrows to display the ***Pension Extract Working Pattern Code.***

4. Create a new row. In the Exact column, select the meaning of the Employment Category you created. In the Value column, type R if the employment category is regular. Type T if the employment category is temporary.

5. Save your work.

To add part time indicators for Lynx Heywood reports:

1. In the Column region of the Table Values window, click in the Name field. Use the Up and Down arrows to display the column ***Lynx Heywood Employment Category Code***.

2. In the Exact column, select an employment category. In the Value column, enter V if the category is Variable Time or Y if the category is Part Time. Leave this column blank if the category is Full Time.

3. Save your work.

Mapping Management and Retention Allowance Elements

The teachers' pension reports can derive salary scale codes for Qualified Teachers and Post Threshold Teachers using information about the Management and Retention

allowances they receive. If you want the reports to derive these codes, you must set up elements or rate types for management and retention allowances, link the elements, map the elements onto the allowance levels, and enter these elements for the teachers who receive the allowances. The Retention allowance is shown separately in the Supplement field in the Type 1 Annual/Periodic Service Report.

Use the Table Values window to map the elements onto the allowance levels.

To map management and retention allowance elements:

1. Query the table PQP_GB_TP_ALLOWANCE_ELEMENTS_MAPPING_TABLE.
2. In the Column region, click in the Name field. Use the Up and Down arrows to display the column you require. The columns are:
   - Management Allowance Element Type
   - Management Allowance Rate Type
   - Retention Allowance Element Type
   - Retention Allowance Rate Type
3. Select 1, 2, 3, 4, or 5 in the Exact field, and enter the element or rate type name that corresponds to this allowance level in the Value field.
4. If your Type 1 Annual/Periodic Service Report has an effective date of:

   Pre 1st April 2005, then repeat step 3 for up to five allowance levels.

   Post 1st April 2005, you do not need to enter an element or rate type name for all five retention allowance levels. You can enter just an element or rate type name for a single level of Retention Allowance.
5. Repeat steps 3 and 4 for other allowance types, as required.
6. Save your work.

Entering Extra Details for Teachers

Use the Details of Service tab on the Extra Details of Service window to record Contract and Work Pattern Details.

See: Entering Contract Types, *Oracle HRMS Workforce Sourcing, Deployment and Talent Management Guide*

Use the Teacher's Pensions tab to record that the assignment is for a teacher, and to enter other details such as safeguarded salary grade.

The predefined system extract reports use this information to determine which teachers

meet the report criteria.

To enter extra details for teachers:

1. Choose the Teacher's Pension tab on the Extra Details of Service window.

2. Select a value in the Job Status field, to indicate whether the assignment is for a teacher.

   - Select *Non Teaching Role* if an employee transfers from a Teaching to a Non-teaching role.

   - Select *Teacher* for all teachers, except newly qualified teachers

   - Select *Teacher TR6 (TC Exit) Raised* for all newly qualified teachers (that is, teachers who are recruited into their first teaching role). These teachers will not be included in the Appointment Report, as a form TR6 TC EXIT will have been completed when the teacher left training college.

   - Leave the field blank for non-teaching employees.

3. If a teacher has a safeguarded salary, check the Safeguarded Salary box in the Safeguarded Salary Details region. Select a Pay Source Value of None. If you want to report a different pensionable pay than the one being paid to the assignment, then choose either Grade Rate or Spinal Point. If you choose Grade Rate, select the Grade and Rate Name. If you choose Spinal Point also select the Spinal Point Placement.

4. In the Other Details region check the Elected Pension box if the teacher is a member of the Teachers Pension Scheme.

5. Check the Fast Track box if the teacher is on the fast track career path.

6. If the school number for the head teacher is protected, enter the protected school number in the Extra Details of Service window. The report will then derive the last two digits from this source rather than the teacher's location. For example, if the number for the school at which the teacher is located is different from the school number that should be reflected in the salary scale code, enter the appropriate number in the Extra Details of Service window.

7. Save your work.

Running the Teachers' Pension Scheme Reports

You can create the reports required by the Teachers' Pension Agency (TPA) for Teachers in England and Wales using System Extract. You must create a separate report for each LEA, or non-LEA establishment.

If you run a report for an LEA, the report includes all teachers based at LEA establishments within your business group. If you want to run a Type 2 (Additional Contributions) or Type 4 (Appointments) report for a non-LEA establishment, you must select the establishment by entering its location name in the Location Code column of the appropriate user defined table:

- PQP_GB_TP_TYPE2_EXTRACT_DEFINITIONS
- PQP_GB_TP_TYPE4_ EXTRACT_DEFINITIONS

These reports include all teachers who meet the report criteria.

> **Note:** If you have already run the reports for the same LEA/establishment today, the runs process the same set of teachers, plus any additional teachers' data that has been added to Oracle Payroll since the time the last extract was processed.
>
> If you are running the Type 1 (Periodic Returns) and Type 4 reports for the first time, the report includes all teachers who meet the report criteria from the initial extract date entered in the appropriate user defined table.
>
> **Important:** Ensure that all leavers have been processed through Payroll before running your report.

Use the Submit Requests window.

To run the Type 1 (Annual or Periodic Returns), Type 2 (Additional Contributions) and Type 4 (Appointments) reports:

1. Enter Teachers Pension Extract Process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the extract you require. You can choose:
   - PQP GB TP Type 1 - Teachers Annual Returns (England and Wales)
   - PQP GB TP Type 1 - Teachers Periodic Returns (England and Wales)
   - PQP GB TP Type 2 - Teachers Additional Contributions (England and Wales)
   - PQP GB TP Type 4 - Teachers Appointments (England and Wales)
4. Enter an effective date.
   - Type 1 (Periodic Returns) reports include all teachers who meet the report

criteria from the date the extract was last processed (if this is not the initial run) up to and including the day before the effective date.

- Type 1 (Annual) reports include all teachers who meet the report criteria during the current pension year.
- Type 2 reports include all teachers who meet the report criteria during the previous pension year.

5. Do *one* of the following:
   - Select Yes in the LEA field.
   - Select No in the LEA field and select a non-LEA Organization.
6. Select the LEA number.
7. Choose OK then choose the Submit button to run the system extract.
8. View the output in the Extract Results window.

   Important: If you have error and warning messages that need correcting before the file can be sent to the TPA, change the Run Status of the report to Rejected By User. Update the data on Oracle Payroll and rerun the report.

   If you want to send a report with errors to the TPA, you must change the Run Status to Accept. This ensures that you do not submit duplicate entries in subsequent reports.

9. In the following circumstances you must override the values shown in the extracts:
   - If a part-time teacher has been on reduced sickness or maternity pay, you must override the Part-Time Salary Paid figure to show the salary that would have been paid.
   - If an employee's entitlement to occupational sickness or maternity leave has expired, but they are still receiving SSP or SMP, you must reduce the number of days excluded for this period.

Running the PQP LGPS Derive Pensionable Pay Process

Run the PQP LGPS Derive Pensionable Pay process to create the pensionable pay for the pension year using the Submit Request window.

You can run this program once for all assignments at the beginning of the pension year

(preferably after the last process for year end is complete and before the new year's payroll is run). For new starters and new assignments, run this process as required to derive the pensionable pay value.

> **Note:** Ensure that you have set up all details on the LGPS Process Details tab of the Extra Service Details window for all new assignments. For any user defined formula that derives the contractual earnings value, ensure you provide the formula details in the Configuration window.

To run the PQP LGPS Derive Pensionable Pay process:

1. Enter PQP LGPS Derive Pensionable Pay Process in the Name field. Click the Parameters field to open the Parameters window.

2. In the Parameters window, enter the following details:

   - **From Date:** This is a mandatory parameter. This is the date from when the application considers assignments for LGPS contractual Pay. For example, to calculate the contractual pensionable pay for pension year 2008-2009, set the start date to 01-APR-2008.

   - **To date:** This date is an optional parameter. This is the date after which the application does not select assignments for calculating the LGPS contractual pensionable pay. If you do not enter a value, then the process uses 31-Mar-2009 (end of the pension year) as the end date.

   - **Payroll:** This is an optional parameter. Enter the payroll to process.

   - **Assignment Set:** This is an optional parameter. Enter the assignment set ID to process.

   - **Assignment Number:** This is an optional parameter. Enter the assignment number to process.

   - **Employment Number:** This is an optional parameter. Enter the employment number to process.

     > **Note:** If you leave the Payroll, Assignment Set, Assignment Number, and Employee Number fields blank, then the application processes the pensionable pay for all of the employees identified for LGPS processing.

   - **Running Mode:** This is a mandatory parameter. Choose between:

- Incomplete - the process selects only assignments marked as incomplete in the previous run and adds incomplete as the value of the LGPS process flag.

- Reprocess - the process selects only those assignments for which the LGPS process flag is set to Yes (Reprocess).

- New Hires - the process selects only those assignments for which the LGPS process flag has no value (new hires).

- Start of the Year - -use this when running the program at the start of the pension year. The application selects all assignments marked other than NO for LGPS Process flag.

3. Click OK and submit your request.

   Note: If there are any errors or warnings in deriving the contractual pay for assignments, then the application displays the details in the concurrent process log. If the assignment is processed successfully without any errors, then the application displays it in the output file.

School Workforce Census Reporting

Overview of School Workforce Census Reporting

This functionality enables UK Public Sector users to create an XML file as per the requirements detailed in the School Workforce Census (SWFC) technical specification provided by the Department for Children, Schools & Families (DCSF).

The main objective of the functionality is to deliver the following:

- Data capture, where necessary
- Ability to configure user data via a new configuration template
- Validation rules as per the technical specification provided by DCSF
- A process to create XML file(s) ready for submission to the DCSF via their COLLECT system

The census is divided into the following seven categories:

- Basic Staff Details - for all eligible Teachers & school related staff
- Contract details - for school staff reported in the Basic Staff Details module
- Qualifications details - for Qualified Teachers & Teaching Assistants reported in the Basic Staff Details module
- Absence data - for teaching staff
- Curriculum Data - for teaching Staff
- Teacher Vacancies
- Count of Educational Psychologists (LA Level)

Oracle HCM provides five of the above modules, for which the data for the staff is available in the application:

- Basic Staff Details
- Contract details - for staff reported in the Basic Staff Details module for the period as specified in the requirements from the DCSF
- Qualifications details - for Qualified Teachers & Teaching Assistants reported in the Basic Staff Details module, if it is available in the application

- Absence data - for teaching staff, where available in the application
- LA Level count of Educational Psychologists

To create the data files for each of the above modules, you need to configure this data into a specific format to ensure that it can be retrieved for validation and reporting by the SWFC process provided.

Each module has a number of defined fields where you need to report the data with specific values or specific codes in some cases.

You need to create and submit this report to the HMRC once a year in the autumn. To enable this, Oracle HCM provides a new process, School Workforce Census, to help you create the modules required for reporting. This process automatically retrieves the required modules to be created in the XML format.

Census Time and Dates

The School Workforce Census process captures a snapshot for all staff fulfilling the selection criteria at the reference date of the current Academic year.

In addition, the process extracts Continuous Data (contracts & absences) for all staff fulfilling the selection criteria in the previous Academic Year or the time span from last census date to current census date.

The dates for the Academic Year & Census are defined as follows:

- Academic Year - 01 Sept Current Census (Year–1) to 31 Aug Current Census Year
- Previous Academic Year - 01 Sept Current Census (Year–1) to 31 Current Census Year
- Census Reference Date - First Thursday of November each Census Year
- Previous Census Period - Last Census Reference Date to Current Census Reference Date
- Census/Academic Year - 01 Sept Current Census (Year–1) to Current Census Reference Date

Selection Criteria

The extract retrieves records of teachers and staff within the LEA connected to the school.

> **Note:** The extract only retrieves those records that are set up as per the criteria. The extract does not retrieve data that is collected at the school level if the data is not available in the application.

The extract retrieves assignments based on the following criteria:

- Reports the assignment if the contract of the employee is active or the contract has started or ended in the previous academic year.
- The assignment report to the LEA specified in the parameter. The LEA number is derived from the Location EIT, GB Education Establishment Information.
- If you enter the school Establishment Number parameter, the staff reporting to the establishment is considered. If you do not enter this parameter, all staff reporting to the LEA is considered.
- If there is no establishment attached to the assignment's location, the assignment is not retrieved. This is applicable for all types of extracts.
- The Person Extra Information must either have School Staff or Central Staff selected in the Workforce Inclusion field.

  Further checks will be made on Post & Staff Category (as defined by via Configuration mapping) that will determine whether the assignment data should be picked up and reported as there could be multiple assignments that are not all schools related.
- If the staff has not completed 28 days as of the census day, the assignment is not considered for reporting.
- The assignment must be a part of an assignment set (if you enter the Assignment Set parameter).

Common Data Setup and Retrieval

The extract uses the following information available in the application:

- **School & LEA Numbers** - This data is currently used in TPA and held within the Location Extra Information Type (EIT), GB Education Establishment Information. This data is used for SWFC extracts. For Central Staff, Oracle HCM does not report the Establishment number unless it is on the Location EIT.
- **Local Education Authority** - An organization is identified as Local Education Authority if the Education Authority organization classification is attached to it.
  - LEA Number - The Identification Number of the Education Authority
  - LEA Name - The Reporting name of the Education Authority
  - Cross Business Group Reporting - This feature is not supported for SWFC archiving.

Each LEA needs to submit the census collected to the DCSF. All staff reporting to a particular LEA is reported as part of the census. This does not include staff that is not part of the business group for which the extract is generated.

- **Education Establishment** - The Education Establishment is identified by the Location Details. To do this, the application uses the Location EIT, GB Education Establishment Information (PQP_GB_EDU_ESTB_INFO). Any location, which has Extra Information Details against the GB Education Establishment Information EIT is identified as an Establishment. The following attributes are captured using the Location EIT:
  - Reports through LEA - This indicates whether the Establishment reports to an LEA (not used in SWF)
  - Establishment Number - The Identification Number of the Establishment
    - The School Workforce Census Archive concurrent program uses this field to identify staff reporting to a particular establishment.
    - When you enter this parameter for the School Workforce Census Archive concurrent program, the application uses this value to filter the staff.
  - Establishment Name - The Reporting Name of the Establishment
  - Establishment Type - The Type of the Establishment (not used in SWF)
  - School Number - The School Number of the Establishment (not used in SWF)
  - LEA Number - The LEA Number to which it reports to (if it is an LEA Establishment)
    - This is the primary filter criterion for the archive process.
    - The concurrent program parameter 'LEA Number' is mapped to this field to filter staff.
    - For a given location, if you do not enter this value, the staff present in the location is not reported.

Configuring Data for School Workforce Census Reporting

To ensure that the SWFC modules report the correct data, Oracle HCM introduces a new configuration module, School Workforce Census (Navigation: Other Definitions > Configuration Values).

Under this module, there are several templates that enable you to define the source of a particular field and the name of the attribute that needs to be retrieved. These templates

allow you to map your existing data that is stored in the application to the DCSF requirements (e.g. Grade, Hours worked).

You need to complete the templates in a particular sequence: you need to complete the source templates before you can complete the second or third template for a subject. For example, you need to complete the Pay - Regional Spine source template before you can complete the Pay Regional Spine mapping with Payscale or Pay - Regional Spine mapping with Grade template.

The value you select in the source field of a template dictates the fields that you would need to populate for that template. For example, in the Pay - Regional Spine source template, you can select one of the following values as the source:

- Default Value - the Grade Segment Column field is disabled; the Default Value field shows a list of values - Inner London, London Fringe, Outer London, and Rest of England & Wales
- Grade Key Flexfield segment - the Grade Segment Column field is enabled; the Default Value field is disabled
- Pay Scale or Spine Point - both the Grade Segment Column field and Default Value fields are disabled

Running the School Workforce Census Reports

To run the School Workforce Census Report concurrent requests, you must first add these to your request group.

To run the School Workforce Census Archive concurrent program:

1. Navigate to the Submit Request window
2. In the Name field, select the report name.
3. Enter the Parameters field to open the Parameters window.
4. Enter the census year. Must be a year between 2009 and 4712.
5. Enter the LEA number for which the staff is to be reported.
6. Specify the data return type from the following:
   - **Type 1:** Part Returns to supplement data on staff from schools (One file per school)

     A type 1 file should be submitted when data from the payroll or other HR system is necessary to supplement data supplied separately by the school, or by another system in the authority. An LA could be providing one or more of these

type of file for each of their schools.

- **Type 2:** School-type returns (One file per School) - If all data for all staff in one school is supplied from a LA system (either existing or specifically developed for consolidation of School Workforce data).

  A type 2 file should be submitted where an authority is generating a full return on a school's behalf from centrally held data. Authorities should note that this option may not be appropriate because Curriculum data is required in all collections, but Oracle functionality does not support extract for Curriculum data. An LA could be providing one or more of these type of files for each of their schools.

- **Type 3:** Single Return for LA Centrally Employed staff (One file for all Central staff data)

  A type 3 return can be used if an authority produces a single file containing details of all centrally employed staff from their Central system with all the data.

- **Type 4:** Part Returns for central staff

  A type 4 part return can be used when data is being provided on centrally employed staff from more than one LA system. So two or more partial returns may be provided containing data on centrally employed staff, e.g. data from HR and data from Pay Section. An LA could be providing one or more of these for their central return.

7. Specify the establishment number if a return is required for a particular school.
8. Indicate whether absence module must be excluded.
9. Indicate whether qualification module must be excluded.
10. Select the assignment set to run archive process for the particular set of assignments.

To run the School Workforce Census XML Extract:

1. In the Name field, select the report name.
2. Enter the Parameters field to open the Parameters window.
3. Enter the census year.
4. Enter the request ID.
5. Enter the output directory. The application generates the output xml in this

directory.

6. Select the serial number. This is used for the SerialNo tag in the XML file generated. Ensure that this is a unique number (incremented) each time. It does not have to be in a strict sequence (1, 2, 3, 4, etc.).

Lynx Heywood Interface Reports

Lynx Heywood Interface Reports

Lynx Heywood pension administration systems - Class CPX and AXIS - are widely used in UK local government. To transfer data from Oracle HRMS to Lynx Heywood systems, you create the following files:

- Starters File, recording those who have joined
- Hour Change File, containing changes to contractual hours
- Year End File, containing a schedule of *all* scheme members - including leavers - during the year.

You can run the Starters Report and Hour Change Report periodically, such as once each month, to capture the changes since the last time the report was run. The Annual report is submitted once each year, but you can run it as often as you require to check its contents.

The reports include aggregate contribution amounts for employees with multiple assignments.

Predefined System Extracts

Oracle HRMS supplies three system extract definitions, along with the necessary sample formulas to extract the data for the reports. The extract definitions are called:

- PQP GB Lynx Heywood Interface - Starters (Class CPX and AXIS)
- PQP GB Lynx Heywood Interface - PTHRCH (Class CPX and AXIS)
- PQP GB Lynx Heywood Interface - Annual (Class CPX and AXIS)

There is also a user definable table (PQP_GB_LYNX_HEYWOOD_EXTRACT_DEFINITIONS), which you update to configure the seeded extract definitions. This table links fields in the HRMS database to predefined sections of the report. It also contains seeded report criteria information. For example, you use this table to supply the name of:

- The element or balance that identifies the pension scheme(s) you are reporting on
- The input values that hold contribution amount and superannuation reference number
- The balances for Superannuable salary, Additional Contributions and Buy Back

Added Years contributions

The following table lists the data used in the reports and the location from which the extracts take the data. There are formulas attached to some of the data items. If you copy the extract, these formulas are copied too and you can modify your copies if necessary.

Data	Expected Location	Formula to Edit
NI Number	NI Number field of the People window	PQP_GB_LYNX_NI_NUMBER_RULE
Superannuation Reference Number	Input Value of Pension element (input value specified in user defined table)	PQP_GB_LYNX_SUPERANNUATION_REF_NUMBER_RULE
Surname	Last Name field of People window	N/A
Forenames	People window	PQP_GB_LYNX_FORENAMES_RULE
Scheme	Pension element (extra information type and segment name for the scheme number specified in user defined table)	PQP_GB_LYNX_SCHEME_RULE
Sex	Gender field on People window	N/A
Employment Type	Employee Category field on Assignment window (The code you enter on this lookup must correspond with a Class CPX Employment Type, such as 01, A2 and so on.)	PQP_GB_LYNX_EMPLOYMENT_TYPE_RULE
Date of Birth	Birth Date field on People window	N/A
Date Joined Employer	Latest Start Date field on People window	PQP_GB_LYNX_DATE_JOINED_EMPLOYER_RULE

Data	Expected Location	Formula to Edit
Date Joined Fund	Effective start date or Override start date of Pension element entry	PQP_GB_LYNX_DATE_JOINED_FUND_RULE
Employer Start Date	Latest Start Date field on People window	PQP_GB_LYNX_EMPLOYER_START_DATE_RULE
Employer	Pension element (extra information type and segment name for the employer number specified in user defined table)	PQP_GB_LYNX_EMPLOYER_NUMBER_RULE
Date Commenced Pensionable Service	Effective start date of Pension element	PQP_GB_LYNX_DATE_COMMENCED_PENSIONABLE_SERV_RULE
Date Contracted Out	Effective start date of NI elements (contracted out)	PQP_GB_LYNX_DATE_CONTRACTED_OUT_RULE
Title	Title field on People window	N/A
Marital Status	Marital Status field on People window	PQP_GB_LYNX_MARITAL_STATUS_RULE
Spouse's Initials	Contact window	PQP_GB_LYNX_SPOUSES_INITIALS_RULE
Spouse's Date of Birth	Contact window	PQP_GB_LYNX_SPOUSES_DOB_RULE
NI Table Letter	Category input value on NI element entry	PQP_GB_LYNX_NI_CAT_RED_INDICATOR_RULE
Reduced NI Indicator	NI Mapping user defined table for the NI element entry	PQP_GB_LYNX_NI_CAT_RED_INDICATOR_RULE
Part Time Indicator	Employment Category field on Assignment window	PQP_GB_LYNX_PART_TIME_INDICATOR_RULE

Data	Expected Location	Formula to Edit
Contribution Rate	Input value on Pension element (input value specified in user defined table)	PQP_GB_LYNX_CONTRIBUTION_RATE_RULE
Date Left Active Service	Termination Date	N/A
Employment Number	Assignment Number	PQP_GB_LYNX_EMPLOYMENT_NUMBER_RULE
Payroll Number	Employee Number	N/A
Department	Organization field on Assignment window	N/A
Address (Lines 1 - 5 and Postcode)	Primary Address	N/A
PT Hours or Percent	Working hours for the assignment (for part time workers) or contract hours (for full time workers)	PQP_GB_LYNX_PART_TIME_PERCENT_RULE
Date A/R Applicable	Extract effective date	N/A
Actual Remuneration	Gross Pay Balance YTD	PQP_GB_LYNX_ACTUAL_REMUNERATION_RULE
Date P/R Applicable	Extract effective date	N/A
Pens Remuneration	Superannuable Salary Balance YTD (balance name specified in user defined table)	PQP_GB_LYNX_PENS_REMUNERATION_RULE
Total of Data Records	N/A	PQP_GB_LYNX_TOTAL_NO_OF_DETAIL_RECORD_RULE
Contribution Rate	N/A	PQP_GB_LYNX_STARTERS_TOTAL_CONTRIBUTION_RATE_RULE

Data	Expected Location	Formula to Edit
Actual Remuneration	N/A	PQP_GB_LYNX_STARTERS_TOTAL_ACTUAL_REMUNERATION_RULE
Pension Remuneration	N/A	PQP_GB_LYNX_STARTERS_TOTAL_PENS_REMUNERATION_RULE
Date Members Contribution	N/A	PQP_GB_LYNX_DATE_MEMBERS_CONTRIBUTION_RULE
Members Contribution	Pensions Balance YTD/PTD	PQP_GB_LYNX_MEMBERS_CONTRIBUTION_RULE
Date Vol Conts	N/A	PQP_GB_LYNX_DATE_VOL_CONTS_RULE
NI Earnings date	Effective start date of NI element entry	PQP_GB_LYNX_NI_EARNINGS_DATE_RULE
NI Earnings	NI - Earnings balance	PQP_GB_LYNX_NI_EARNINGS_RULE
Act Remuneration Date	Effective date of extract	N/A
Act Remuneration	Gross Pay Balance YTD	PQP_GB_LYNX_ACTUAL_REMUNERATION_RULE

In addition, there are a number of formulas for Filler records. The names of these formulas all begin PQP_GB_LYNX_FILLER_.

Setting Up the Lynx Heywood Interface Reports

Follow these steps if you want to extract data for transfer to Class CPX and AXIS systems.

1. Use the Dynamic Trigger Definition window to enable the required triggers for the reports, if they are not already enabled. Oracle Payroll uses these triggers to identify which employees meet the report criteria. For example, the Hour Change report requires a new line entry for changes to assignment budget values.

   See: Defining Dynamic Triggers, *Oracle HRMS Payroll Management*

Trigger	Identifies
PER_ALL_ASSIGNMENTS_F_ARU	Changes to grade, location, employment category and effective dates of assignment. Set the triggering action to Update.
PER_ASSIGNMENT_BUDGET_VALUES_F_ARU	Changes to assignment budget values and their effective dates Set the triggering action to Update.

2. Register the triggers in the Incident Register. Use the Dynamic Trigger Functional Area Grouping window to query the Incident Register functional area and enter the triggers listed above, plus your business group as part of this grouping.

   See: Grouping Dynamic Triggers Into Legislative Functional Areas, *Oracle HRMS Payroll Management Guide*

3. Use the Copy function within system extract to copy the predefined report templates, user defined tables, and sample formulas. In the Extract Definition window, query the seeded extract definition, enter a prefix in the New Extract Preface field, and choose the Copy Extract button. The seeded extract definitions are:

   - PQP GB Lynx Heywood Interface - Starters (Class CPX and AXIS)
   - PQP GB Lynx Heywood Interface - PTHRCH (Class CPX and AXIS)
   - PQP GB Lynx Heywood Interface - Annual (Class CPX and AXIS)

4. Create your own balances if you are not using the following seeded balances for these reports:

Balance	Fed By
Total Pension Contributions	All elements holding contributions for the relevant pension schemes.
Superannuable Salary	All pensionable salary elements.
Total BuyBack Contributions	All elements holding buy back contributions for the relevant pension schemes.

Balance	Fed By
Total Additional Contributions	All elements holding additional contributions for the relevant pension schemes. For example, these may include elements for added years and widow's benefit. **Note:** This excludes additional voluntary contributions.

5. Update the user defined table PQP_GB_LYNX_HEYWOOD_EXTRACT_DEFINITIONS to indicate:
   - The pension element input value that holds the superannuation reference number.
   - The pension element input value that holds the employee contribution.
   - The balances that hold superannuable salary, additional contributions, and buy back contributions, if you are not using the seeded balances.
   - The pension scheme or schemes for which you want to run the report.

   See: Updating the Lynx Heywood Extract Definition Table, page 7-85

6. Update the PQP_GB_LYNX_HEYWOOD_NI_MAPPING_TABLE to indicate the contribution type of NI elements, such as which elements are contracted out.

   See: Updating the Lynx Heywood NI Mapping Table, page 7-85

7. Update the PQP_GB_TP_EMPLOYMENT _CATEGORY_TRANSLATION_TABLE to record which employment categories are part time or variable time.

   See: Updating the Employment Category Translation Table, page 7-63

8. Check that the sample formulas perform the processing you require. If you need to change them, edit the copies you created.

9. If you have created pension elements manually (rather than generating them from the Pension pages), enter the Scheme Number and Employer Reference number in the Pension Scheme Information element extra information type.

10. Run your chosen report.

    See: Running the Lynx Heywood Reports, page 7-86

Updating the Lynx Heywood Extract Definitions Table

Oracle Payroll supplies a seeded user defined table called PQP_GB_LYNX_HEYWOOD_EXTRACT_DEFINITIONS. Use this table to configure the seeded extracts, such as specifying the pension schemes to report on, the balances to use, and the element input values that hold pension contributions and superannuation reference number. If you have copied the extract definition, you must update your copy of the table.

Use the Table Values window.

To update the Lynx Heywood Extract Definitions table:

1. Set your effective date to the day you want your entries to begin.

2. Query the table PQP_GB_LYNX_HEYWOOD_EXTRACT_DEFINITIONS, or your copy of this table, which will have the same name prefixed with the New Extract Prefix you specified on the Extract Definition window.

   #### To enter the initial extract date for the Starters or Hour Change report

   1. In the Column region, click in the Name field. Use the Up and Down arrows to display the column *Initial Extract Date*.

   2. Select the row Criteria Date and enter the appropriate start date for the reports.

Updating the Lynx Heywood NI Mapping Table

The following NI elements are seeded.

Not Contracted Out:

- NI A
- NI B
- NI C
- NI J

Contracted Out:

- NI D
- NI E
- NI F

- NI G
- NI L
- NI S

If you create your own NI elements or want to change the contribution type of the seeded elements, you must update the seeded PQP_GB_LYNX_HEYWOOD_NI_MAPPING_TABLE.

Use the Table Values window.

> **Note:** If you have created your own NI elements, use the Table Structure window first to create a row in this table for each element.

To update the NI Mapping table:

1. Set your effective date to the day you want your entries to begin.
2. Query the table PQP_GB_LYNX_HEYWOOD_NI_MAPPING_TABLE.
3. In the Column region, click in the Name field. Use the Up and Down arrows to display the column *Contracted Out*.
4. In the rows, select the NI elements that are contracted out. You can leave the Value column blank. This step is required.
5. In the Column region, click in the Name field. Use the Up and Down arrows to display the column *P = Reduced Rate Contributions but now Full Rate*.
6. In the rows, optionally select any NI elements that had reduced rate contributions in the tax year to which the extract relates, but are now full rate. You can leave the Value column blank.
7. In the Column region, click in the Name field. Use the Up and Down arrows to display the column *Y = Reduced Rate Contributions Current*.
8. In the rows, optionally select any NI elements that have reduced rate contributions. You can leave the Value column blank.
9. Save your work.

Running the Lynx Heywood Reports

You can create the interface reports for transfer to Lynx Heywood systems (Class CPX and AXIS) using System Extract. You can create the following reports:

- Starters, recording those who have joined
- Hour Change, containing changes to contractual hours
- Annual, containing a schedule of *all* scheme members - including leavers - during the year.
- test

By default, the reports run for all employees who are members of pension schemes that feed the Total Pension Contributions balance. Employees are members of a pension scheme if they have an element entry for the pension element effective within the extract run dates. If you want to run the reports for a single pension scheme or a different set of schemes, you specify the appropriate pension element or balance in the PQP_GB_LYNX_HEYWOOD_EXTRACT_DEFINITIONS table before you run the reports.

> **Note:** If you are running the Starters and Hour Change reports for the first time, the reports run for employees who are members of the scheme from the initial extract date entered in the Extract Definitions user defined table.

> **Important:** Ensure that all leavers have been processed through Payroll before running the Annual report.

Use the Submit Requests window.

To run the Lynx Heywood interface reports:

1. Select Extract Process in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the extract you require. You can choose:
   - PQP GB Lynx Heywood Interface - Starters (Class CPX and AXIS)
   - PQP GB Lynx Heywood Interface - PTHRCH (Class CPX and AXIS)
   - PQP GB Lynx Heywood Interface - Annual (Class CPX and AXIS)
4. Enter an effective date.
   - The Starters and Hour Change reports run for all employees who are members of the scheme(s) from the date the extract was last processed (if this is not the initial run) up to and including the effective date. They include the appropriate

changes (new starters or changed hours) within that period.

- The Annual report includes all employees who are members of the scheme(s) during the current pension year, which is assumed to end on the effective date.

5. Choose OK then choose the Submit button to run the system extract.

6. View the output in the Extract Results window.

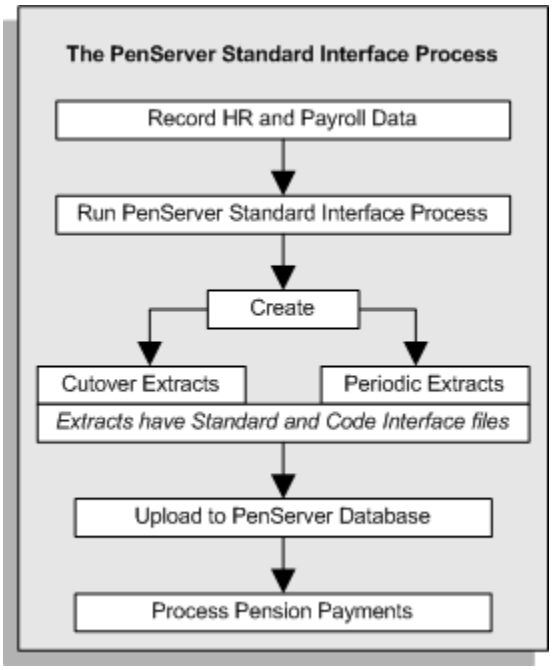
Introduction to the PenServer Standard Interface

The PenServer Standard Interface Process

Authorised Pension Administration Centres (APAC) administer the Principal Civil Service Pension Scheme (PCSPS) using the PenServer database. The PenServer database uses pension related information in the employer payroll to process PCSPS for civil servants. Oracle HRMS enables you to provide pension related information to the PenServer database in the PenServer data sets format. To do this, you must use the standard interface process that Oracle supplies.

The application also enables you to enter your employer code, so that APAC understands where the interface files came from.

The following graphic explains how the PenServer Standard Interface Process enables enterprises and APAC to process employees' pension payments.



PenServer Standard Interface Extracts

The PenServer Standard Interface Process generates extracts containing standard and code interface files that you upload to the PenServer database. Each extract contains formulas that determine the content and layout of the interface files. You can generate the PenServer Standard Interface extracts by running the PenServer Standard Interface Process that enables you to produce either the Cutover or Periodic Change extract type.

- Cutover Extract

  Use this extract type when you change your payroll provider. This is the first extract from the new payroll provider and the file contains all eligible employees and their data as of the cutover date.

- Periodic Changes Extract

  Use this extract to report any changes since your last extract submission on a monthly basis. These files include data for any new members that have joined the pension scheme since the last time you submitted an extract. Existing members details are also included if you have made any changes to their data since the last extract.

  The frequency with which the Periodic Changes Extract is run varies from one implementation to another, determined by the user. The volume of changes at your site will be an important factor in determining the frequency. However, it is anticipated that these interfaces will be run on a monthly basis. The Oracle PenServer Standard Interface does not have any dependence on the run frequency you choose.

You can specify that the extracts contain specific Standard Interface files or all the available files. For example, if there are changes only in address or service history, then you can include only Address and Service History files in your extract. This enables Oracle HRMS to create the extract faster as there is less data to process.

The PenServer Standard Interface Process enables you to create the following cutover Standard Interface files:

- Basic Data
- Address
- Service History
- Salary History
- Allowance History
- Part-time Hours History
- Bonus History
- Earnings History
- WPS Contribution Rate History
- Control Totals

The PenServer Standard Interface process enables you to create the following periodic

Standard Interface files:

- Basic Data
- Address
- Service History
- Part-time Hours History
- Short-time hours history (Single Records)
- Short-time hours history (Accumulated Records)
- Salary History
- Allowance History
- Bonus History
- Earnings History
- WPS Contribution Rate History
- Control Totals

You also create the following Code Interface files, which you must upload into the PenServer database before you upload the Standard Interface data files:

- Allowance Codes
- Bonus Codes
- Grade Codes
- Location Codes

Each interface file contains data from sources within your HRMS application. If you run the extracts and have errors, then you can view the Errors and Warnings section in the Extract Results to see if you have setup or missing information errors. Depending on the error, you can enter the required information using the correct window. For a full list of windows and fields to enter the information, see PenServer Interface Files Information, page 7-94

To provide for the case where the generate process fails for some but not all employees, the PenServer Standard Interface Process provides a Reprocess mode which reprocesses only employees that have previously failed, so avoiding having to run the whole generation process for all employees.

During a generate run, any employees that cannot be processed because of an error are

marked for reprocessing. At the end of the run, you can see what errors there were for each employee in the Extract Results window. When you have fixed the data for those employees, you can run the PenServer Standard Interface Process in Reprocess mode, which processes only those employees marked for reprocessing. If some employees still have errors, you can repeat this cycle until there are no errors remaining.

The third execution mode provided by the PenServer Standard Interface Process is Trace/Debug, which can be used to generate a trace of the extract run. You can use this mode only if the configuration value Debug is set to Y/Yes. Tracing can have major performance impact on the system, so you can use the Trace/Debug execution mode only for a single interface file.

Date Range for Periodic Changes Extract

You can run the Periodic Changes Extract for a date range you specify, or you can allow the start date for the range to be determined automatically by looking at the last successful run. To use the automatic method of determining the start date, you need to set the status of the previous successful run to indicate that it succeeded.

The Periodic Changes Extract reports employees with changes applied during the run date range, that is, for changes for which the application date of the change (not the effective or datetracked date) falls within the run date range. For example, suppose that on 15 August 2005, a user makes a retrospective change of Grade with an effective date of 1 July 2005, this retrospective change will be reported in the August 2005 run and not in the July 2005 run.

Setup for the PenServer Standard Interfaces Process

Before you run the PenServer Standard Interface process, you must set up all the required information such as, the PenServer reporting organization, pension schemes, and others.

See: Running the PenServer Standard Interface Process, page 7-116

PenServer Control Totals Process

Every run of a Cutover or Periodic Interface generates a Control Totals Interface for that run. If you run the PenServer Interface Process for a single file, such as the Salary history, the Control Total file generated during this run will have only the Salary data. You may run each of the separate interfaces several times until the results of all the runs are successful.

To generate a Control Totals Interface accumulating the control totals from previous successful runs, use the PenServer Control Totals Process. You identify the individual requests for the successful runs, and process generates the PenServer Control Totals by merging the results of all the separate runs into one Control Totals file. See: Running the PenServer Control Totals Process, page 7-121

Features Not Supported by the PenServer Standard Interface

The Oracle PenServer Standard Interface does not support the following features:

- **Migration extract**

  This first time initial data migration extract is required only by employers who do not have any form of electronic interface of payroll data to its APAC.

  The following interface files, which would be required for the Migration extract, are also not supported:

  - Dated Event Details
  - AVC History
  - Transfer in and other benefits
  - Beneficiary details

- **Deletion interface files**

  Creation of delete interface files is not supported, but the periodic interface file identifies the date of any delete events so that the user can collate and report this information.

  A delete file is required for any reported event that is subsequently deleted. Delete records may also be required if a reported event is subsequently updated (in HRMS terms). For example, if the effective date of a salary increase is changed from the 10 to 15 October, a delete event must be submitted for the 10 October and a new record for 15 October included in the next standard interface file.

  Similarly, delete records may be required if a change or insert record is entered on HRMS that pre-dates a reported event. For example, on the 27 October an hours change record is entered for an employee, and reported. Then, effective 21 October, a grade change and hours change record is inserted. In this scenario, the hours on the record for the 21 October are the same as the hours on the record effective 27 October. Therefore, a delete record will be required for the service line commencing 27 October and the next standard interface should include a new record for the 21 October.

  To ensure these scenarios are captured, the periodic interfaces identify all delete events for an employee. If a row of data exists for that employee, a data element provides the user with the relevant delete date. This data can be viewed in the Extract Results Detail window against data element PQP GB PenServer First Retro Event Date.

  If a row of data does not exist for the employee, because no other events have been logged, the periodic interface generates a warning message to identify the delete date.

The delete date indicates the date from which any existing record **and all subsequent records** must be deleted before applying the standard file. The standard interface will then include all relevant records from the deletion date to the end of the reporting period. It is the responsibility of the user to collate these delete details and submit them in a valid format.

- **Global Values and values held on User Definable Tables**

  Changes to values which are held either as a Global Values or on a User Definable Table, such as salary or allowances, are not supported. For example, if an allowance is held as a Global Value it can be identified and reported in the cutover files. However, if the Global Value is increased or decreased this will not trigger an entry on the periodic interfaces. The same applies to values held on a User Defined Table.

Deleted Records Information

If pension information is reported then subsequently deleted, details of the deleted records must be submitted via a Deletes interface. Delete records may also be required if a reported event is subsequently updated (in HRMS terms), for example, if a change or insert record is entered on HRMS that pre-dates a reported event. As an example, suppose that on the 27 October an hours change record is entered for an employee and is reported. Then, effective 21 October, a grade change and hours change record is inserted. In this scenario, the hours on the record for the 21 October are the same as the hours on the record effective 27 October. Therefore, a delete record will be required for the service line commencing 27 October and the next standard interface should include a new record for the 21 October.

To ensure these scenarios are captured, the periodic interfaces identify all delete events for an employee and record the earliest of these delete dates.

If a row of data exists for that employee, a warning message provides the user with the relevant delete date. You can view the data in the Extract Results Detail window against data element PQP GB PenServer First Retro Event Date.

If a row of data does not exist for the employee, that is, no other events have been logged, the periodic interface generates a data element error message to identify the delete date. You can view this data in the Extract Results Detail window against data element PQP GB PenServer First Retro Event Date.

The delete date indicates the date from which you must delete any existing record **and all subsequent records** before applying the standard file. The standard interface will then include all relevant records from the deletion date to the end of the reporting period. You need to collate these delete details and submit them in a valid format.

PenServer Interface Files Information

You can create a flat file of each of your interface files. Each interface file contains PenServer information which is extracted from a range of sources within Oracle HRMS.

If you run the extracts and have errors, then you can view the Errors and Warnings section in the Extract Results to see if you have setup or missing information errors.

PenServer Interface File Common Fields

The common fields in the following table are included on several interface files.

PenServer Interface File Common Fields

Field and Content	Location of Information	Mandatory
Altkey Identifies a member by a code combining Payroll Code and Staff Number.	1. Payroll Code: Configuration Values, Paypoint and Cutover Information , Payroll Code. 2. Staff Number: People window, Employee number. If you re-hire an employee, you need to change the assignment ID back manually to the original number.	Yes on Basic Data interface. No otherwise.
Member's National Insurance Number	People window, NI Number.	Yes.
Employer code	Pension Scheme Employee Contributions element, GB Pension Scheme Information, Employer Reference Number.	No for Basic Data interface. Yes otherwise.
Payroll code	Configuration Values, Paypoint and Cutover Information , Payroll Code.	Yes

Basic Data Interface

The Basic Data interface contains the fields shown in the following table.

Basic Data Interface Fields

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	Yes
Member's surname	People window, Last.	Yes
Member's previous surname	People window, Further Name, Previous Last Name.	No
Member's first forename	People window, First.	Yes. At least an initial is required.
Member's second forename	People window, Middle.	No
Member's third forename	People window, Middle, additional name in this field.	No
Member's title	People window, Title.	No
Member's sex	People window, Gender.	Yes
Member's marital status	People window, Status. Marital Status mappings to PenServer Marital Status Codes: Configuration Values, Basic Data - Marital Status Mapping.	Yes
Member's date of birth	People window, Birth Date.	Yes
Spouse or partner's date of birth	Contact window, Birth Date.	No
Employer code	See PenServer Interface File Common Fields, page 7-95	No

Field	Location of Information	Mandatory
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Location code for the Payroll code	Location window, GB-Penserver Location Information extra information type.	No
Age verified indicator	People window, Other tab, Date Last Verified.	No
The officer's decoration	People window, Further name tab, Honors.	No
Member's bank account sort code	Required when the member leaves service or retires. Personal Payment Method window, Bank Details.	No
Member's bank account number	Required when the member leaves service or retires. Personal Payment Method window, Bank Details.	No
Original date of entry to the Civil Service even if member has since left and rejoined	People window, Benefits tab, Date First Hired.	No
Bank account type	Required when the member leaves service or retires. Personal Payment Method window, Account Type.	No
Multiple appointment indicator, indicating that another record exists for concurrent employment	Y or N.	No
Building society roll number, if bank account details are for a building society	Personal Payment Method window, Bld Society Account Number.	No

Address Data Interface

The Address Data interface contains the fields shown in the following table.

Address Data Interface Fields

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Name code	The characters MB	Yes
Address code	Configuration Values, Address Data - Address Type Mapping. Home address: HM Office address: OF	Yes
Address line 1	Address window, Personal Address Information, Address Line 1.	Yes
Address line 2	Address window, Personal Address Information, Address Line 2.	No
Address line 3	Address window, Personal Address Information, Address Line 3.	No
Town	Address window, Personal Address Information, Town.	No
County	Address window, Personal Address Information, County.	No
Post code	Address window, Personal Address Information, Post Code.	Yes for UK addresses. No otherwise.

Field	Location of Information	Mandatory
Country	Address window, Personal Address Information, Country.	Yes for UK addresses. No otherwise.
Telephone number	Address window, Personal Address Information, Telephone.	No
Secondary telephone number	Address window, Personal Address Information, Telephone2.	No
Address effective date	Address window, Date From.	No
Mail sort code	People window, Office Details tab, Mailstop.	No
Email address	People window, Office Details tab, Email.	No

Service History Interface

The Service History interface contains the fields shown in the following table.

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Start date: the date of joining or date of change	People window, Latest Start Date or People window, Benefits tab, Date First Hired.	Yes

Field	Location of Information	Mandatory
Start reason: the PenServer Start Reason Code	Absence Type mappings to PenServer Start Reason Codes: Configuration Values, Service History - Event Mapping.	Yes
End date: the date period of service terminated or a transfer took place	Terminate window, Actual termination date.	No
End Reason: the PenServer Reason for Leaving Code	Terminate window, Leaving Reason. Leaving Reason mappings to PenServer Reason for Leaving Codes: Configuration Values, Service History - Leaving Reason Mapping.	No
Pension scheme	Value PCS: eligible to join. Value N: not eligible to join.	Yes See: Mapping PenServer Configuration Values, page 7-113
Category of pension scheme membership	PenServer Pension Scheme Categories mapping: Configuration Values, Service History - Event Mapping.	Yes
Scheme status	PenServer Pension Scheme Categories Status mapping: Configuration Values, Service History - Event Mapping.	Yes
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes

Part-Time Hours History Interface

The Part-Time Hours History interface contains the fields shown in the following table.

Part-Time Hours History Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Start date: the date of joining or date of change	People window, Latest Start Date or People window, Benefits tab, Date First Hired. For a change in contract from part-time to full-time or vice versa: the change date.	Yes
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes
End date: date part-time service ceased	Assignment window, Standard Conditions tab.	No
Part-time hours	Assignment window, Standard Conditions tab, Working Hours.	Yes
Full-time hours equivalent	Contract Type or FTE.	Yes
Hours type	Contract Type: G = Gross - includes lunch break. N = Net - excludes lunch break.	No

Short-Time Hours History (Single Records) Interface

The Short-Time Hours History (Single Records) interface contains the fields shown in the following table.

Short-Time Hours History (Single Records) Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Effective date: the day on which the adjusted hours were worked	Overtime elements, Claim Date.	Yes
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes
Hours variation, which can be positive or negative	Overtime elements, Adjusted Hours. The Adjusted Hours input value should use the Hours Decimal Types, and the value should be rounded to the nearest 0.25 hrs.	Yes

Short-time Hours History (Accumulated Records) Interface

The Short-Time Hours History (Accumulated Records) interface contains the fields shown in the following table.

Short-time Hours History (Accumulated Records) Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No

Field	Location of Information	Mandatory
Start date: start date of the payroll period over which the adjusted hours have been worked.	Payroll Period Start Date.	Yes
End date: end date of the payroll period over which the adjusted hours have been worked	Payroll Period End date.	Yes
Hours variation, which can be positive or negative	Sum of Overtime elements, Adjusted Hours. The Adjusted Hours input value should use the Hours Decimal Types, and the value should be rounded to the nearest 0.25 hrs.	Yes
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes

Salary History Interface

The Salary History interface contains the fields shown in the following table.

Salary History Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Salary start date	Person window, Start Date or Date of Change to salary.	Yes
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes

Field	Location of Information	Mandatory
Salary end date: date when salary ended, for example termination date	Not normally supplied. Normally, the date used is the day before the next change event such as assignment status changes.	No
Notional pay: the Full Time Equivalent salary	Derived from Historic Rates.	Yes
Contract type	Always M, for Monthly Paid.	No
Uniformed grade indicator	Blank unless overriding Configuration Values, Salary History - Uniformed Grade Mapping.	No
Substantive grade	Assignment window, Grade. Grade codes: Grades window, Further Information, Grade Code.	No
Actual pay: pay the employee should receive as per their FTE	Derived from Historic Rates, then applying the stored FTE factor.	No

Allowance History Interface

The Allowance History interface contains the fields shown in the following table.

Allowance History Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No

Field	Location of Information	Mandatory
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes
Start date: date when allowance element is added or effective start date of change	For spread bonuses: the week starting date (Sunday) from the Claim Date input value. For all other allowances: Effective From date from element entries or Date of Change to allowance.	Yes
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Allowance code	Allowance element, Extra Information, Penserver - Allowance Information, Allowance Code.	Yes
Pensionable flag: whether the allowances are pensionable or not	Always Y	No
Notional allowance rate: the Full Time Equivalent. For Spread Bonuses, the total amount paid between the start and end dates.	Derived from Historic Rates. For retro elements, one parent element gathers the retro value. For this reason, you should not hold allowance codes on the retro elements.	Yes
Industrial flag	Allowance element, Extra Information, Penserver - Allowance Information, Industrial Flag.	No
End date: date allowance ceased	For spread bonuses: the week ending (Saturday) date. For all other allowances: the period end date or the end date prior to next change on the allowance.	No

Field	Location of Information	Mandatory
Actual rate of allowance	Derived from Historic Rates, then applying the stored FTE factor.	No

Bonus History Interface

The Bonus History interface contains the fields shown in the following table.

Note: You should not hold allowance codes on the retro elements.

Bonus History Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Effective date of change	Bonus element, Claim Date	Yes
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Bonus code	Bonus element, Extra Information, Penserver - Bonus Information, Bonus Code.	Yes
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes
Bonus amount	Bonus balance value.	Yes
Industrial flag	Bonus element, Extra Information, Industrial Flag.	No

Field	Location of Information	Mandatory
Pensionable flag: whether the allowances are pensionable or not	Always Y	No

Earnings History Interface

The Earnings History interface contains the fields shown in the following table.

Earnings History Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Start date	Always 01/04/nnnn where nnnn is the current pension year.	Yes
End date	Pay Period, End Date or Terminate window, Actual Termination date if earlier.	No
Employer code	See PenServer Interface File Common Fields, page 7-95	Yes

Field	Location of Information	Mandatory
Extract Code	PQP GB PenServer Service Period Number - Earnings History PQP GB PenServer EARNINGS Contributions - Earnings History PQP GB PenServer APAVC Contributions - Earnings History PQP GB PenServer APAVCM Contributions - Earnings History	
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
National Insurance Contribution letter	Assignment window, Tax Information tab, NI Details tab, NI Category.	No
Contracted out earnings	Payroll Balances: NI category Lower Limit Earnings – NI category Upper Limit Earnings.	No
WPS contributions	Employees Contributions Year to Date (YTD) balance value for the Classic Scheme (Occupational pension scheme).	No
Added years contributions	Total Added Years Contribution YTD balance value for all schemes.	No
Money purchase contributions: contributions for money purchase AVCs	AVC Employee Contribution [associated with Occupational pension scheme that is of type Contracted out Money Purchase (COMP)] YTD balance value.	No

Field	Location of Information	Mandatory
Pension scheme	Value PCS: eligible to join.	Yes
	Value N: not eligible to join.	See: Mapping PenServer Configuration Values, page 7-113
Category E contracted out earnings	Difference between the upper limit and lower limit of the NI Category E balance.	No
Added years family benefits contributions	Added Years Buy Back FWB Contribution YTD balance value.	No
Scheme contributions	Total Pensions Contribution Balance (Employees only).	No
Employer contributions (partnership)	Stakeholder Employer Contribution Balance.	No
Employee contributions (partnership)	Stakeholder Employee Contribution Balance.	No

WPS Contribution Rate History Interface

The WPS Contribution Rate History interface contains the fields shown in the following table.

WPS Contribution Rate History Interface

Field	Location of Information	Mandatory
Member's National Insurance Number	See PenServer Interface File Common Fields, page 7-95	Yes
Altkey	See PenServer Interface File Common Fields, page 7-95	No
Start date of paying WPS/WCPS contributions at a particular rate	Element Entry Effective Start Date.	Yes

Field	Location of Information	Mandatory
Percentage contribution	Classic Scheme (Occupational pension scheme) Employees Contributions element, Input Value (Contribution Percent).	No
End date	Pension Template WPS contribution element, Element Input Value, Final Contribution Date.	No

Allowance Codes Interface

The Allowance Codes History interface contains the fields shown in the following table.

Allowance Codes Interface

Field	Location of Information	Mandatory
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Allowance code	Allowance element, Extra Information, Penserver - Allowance Information, Allowance Code.	Yes
Code description	Allowance element, Extra Information, Penserver - Allowance Information, Allowance Description.	No
Pensionability indicator: whether the allowance is pensionable or not.	Allowance element, Extra Information, Penserver - Allowance Information, Pensionable Allowance.	Yes
Industrial flag	Allowance element, Extra Information, Penserver - Allowance Information, Industrial Flag.	No

Field	Location of Information	Mandatory
Spread bonus indicator	Allowance element, Extra Information, Penserver - Allowance Information, Spread Bonus.	No
Basic pay reckonable indicator	Allowance element, Extra Information, Penserver - Allowance Information, Basic Pay Reckonable.	No
Pre 75 reckonable indicator	Allowance element, Extra Information, Penserver - Allowance Information, Pre 75 Reckonable.	No

Bonus Codes Interface

The Bonus Codes History interface contains the fields shown in the following table.

Bonus Codes Interface

Field	Location of Information	Mandatory
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Bonus code	Bonus element, Extra Information, Penserver - Bonus Information, Bonus Code.	Yes
Code description	Bonus element, Extra Information, Penserver - Bonus Information, Bonus Description.	No
Pensionability indicator: whether the allowance is pensionable or not.	Bonus element, Extra Information, Penserver - Bonus Information, Pensionable Bonus.	Yes

Field	Location of Information	Mandatory
Industrial flag	Bonus element, Extra Information, Penserver - Bonus Information, Industrial Flag.	No
Basic pay reckonable indicator	Bonus element, Extra Information, Penserver - Bonus Information, Basic Pay Reckonable.	No
Pre 75 reckonable indicator	Bonus element, Extra Information, Penserver - Bonus Information, Pre 75 Reckonable.	No

Grade Codes Interface

The Grade Codes History interface contains the fields shown in the following table.

Field	Location of Information	Mandatory
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Grade code	Grades, Further Information, Grade Code.	Yes
Grade description	Grades, Further Information, Grade Code.	No
Industrial flag	Grades, Further Information, Industrial Flag.	No
Uniformed grade indicator	Grades, Further Information, Uniformed Grade.	No

Location Codes Interface

The Location Codes History interface contains the fields shown in the following table.

Location Codes Interface

Field	Location of Information	Mandatory
Payroll code	See PenServer Interface File Common Fields, page 7-95	Yes
Location code	Location window, Extra Information, Penserver Location Information, Location Code.	Yes
Location name	Location window, Name.	Yes

Mapping PenServer Configuration Values

You must provide information regarding your Oracle HRMS implementation so the PenServer Standard Interface can map your various data sources to the relevant entries in the interface files. You store this information using the Configuration Values module. You enter details regarding:

- Address Data
- Basic Data
- Bonus History
- Employment Types
- Marital Status
- Paypoint and Cutover
- Pension Schemes
- Process Definition
- Rate Types
- Salary History
- Service History
- Short-Time Hours

You enter these details using the Configuration Values window.

Entering PenServer Configuration Values

1. Select Penserver Interface module.

2. Enter information for each of the available configuration types:

   - Address Data - Address Types Mapping

     Enter your address fields that correspond to the Office Address and Home Address.

   - Basic Data - Marital Status Mapping

     Map your marital status codes to the appropriate Penserver marital status codes.

   - Basic Data Configuration

     Indicate whether or not you want to provide employee bank account details.

   - Bonus History - Bonus Balance Type

     Enter the name of the Bonus Balance Type Name used for bonus values.

   - Employment Type Mapping

     Map your assignment category types to either casual, fixed term, or permanent PenServer employment types. The mapping decides the employee selection criteria during the PenServer Interface process, which picks up:

     - Casual employees, only if they have been enrolled into the Partnership Scheme and have an element entry of the Partnership Scheme Pensions Template element.

     - All employees for the PenServer fixed term employment type.

     - All permanent employees for the PenServer permanent employment type.

   - Paypoint and Cutover Information

     Provide your payroll code and the cutover date.

     Enter the NUVOS start date.

     Select Yes or No in the Maintain Service Period Number list to enable or disable the API hooks to derive the SPN for assignments.

   - Pension Scheme Eligibility Configuration

     Enter context and column details for the flexfield that indicates whether or not an assignment is eligible to the pension scheme and therefore should be included in the PenServer interfaces. If the flexfield is left blank , the employee

will be classed as ineligible and not included in the interfaces. If any other value is held on this flexfield, the employee will be included in the interfaces.

- Pension Scheme Mapping

  Map your template pension schemes to the appropriate PenServer pension schemes. If you choose Partnership as the PenServer Pension Scheme, then you must also select an appropriate Partnership Scheme.

- Rate Type Mapping

  Enter a rate type for Salary History. Optionally, you can enter custom functions for Salary History and Allowance History. Rate Type is not applicable for Allowance History.

  Using the Rate Type Mappings configuration value, you must indicate whether you have enabled FTE within your Historic Rates configuration. The Salary History interface should report the full notional value and not apply FTE. Therefore, if FTE has been enabled within historic rates, you need to indicate this using this configuration value, to enable the full value to be reported.

- Salary History - Uniformed Grade Mapping

  Enter context and segment column details of the flexfield that holds the Uniformed Grade Override flag. This flag may be held on the Assignment flexfield or the People Group flexfield.

- Service History - Event Mapping

  Map the absence and assignment statuses to PenServer Service History events.

- Service History- Leaving Reason Mapping

  Map each of your leaving reasons to the appropriate PenServer Leaving Reason.

- Short-Time Hours (Accumulated)

  Select the Adjusted Hours Source option to be used for accumulated short-time hours. The Balance option will report the value of short-time hours based on the value of a balance. If you have multiple input values on their Short Time Hours element, it is recommended that you use the Balance solution. The Element Input Value solution will sum the value of the input values.

  For a Balance solution, enter the Balance Name.

  To use the Element Entry Input Value option, your element must have an Adjusted Hours / Claim Date input value. The data type for the input value should be HH:MM format.

- Process Definition Configuration (Optional)

Do the following:

- Enable Trace/Debug to generate PYUPIP trace of PenServer processes. You need to use this option if Oracle Support or HRMS Development have requested for a PYUPIP trace for troubleshooting problems.

- Enter the Rolling Period Duration in months. The periodic changes interfaces use this value to determine the start date from which events should be fetched. The end date is the effective date entered when submitting the periodic changes run. This is the effective date range. The PenServer Interface process reports only those events that have the effective date between the effective date range. If you do not enter the process definition configuration, then the application uses a default value of 6 months.

Setting up the PenServer Interface Information

The PenServer Interface Files reference in information from various sources within your HRMS application. You must ensure that this information is available before you run the PenServer Standard Interface Process.

To set up the PenServer Interface Information:

1. Associate the PenServer Extra Information Types (bonus, allowance, and location) with the responsibility that will be setting up the PenServer Interface information, so that those Extra Information types are visible.

2. Enter the employer code to indicate the PenServer reporting organization using the Penserv Reporting Info organization extra information type.

   See: Setting up PenServer Reporting Organization, page 7-120

3. Enter the employee's location code using the GB Penserver - Location Information location extra information type to indicate the administrative zone of the employee.

   Enter the SPN for each assignment using the EIT PQP_GB_PENSERV_SVPN extra information type.

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

4. Enter grade code information to enable the PenServer Interface process to display the grade code details in the Grades Code Interface files.

   See: Entering Grade Code Information, page 7-120

5. Using the Pension Scheme Setup template, set up your pension schemes and contribution elements for the following Civil Service Pension Schemes:

- Classic Scheme
- Premium Scheme
- Classic Plus Scheme
- Partnership Scheme

See: Setting Up Pension Schemes, page 7-13

6. Create element sets for the following, and map them to the PenServer Event Group:
   - Bonus History Interface
   - Short-Time Hours Interface
   - Allowance History Interface
   - WPS Contribution Rate Interface
   - Salary History Interface
   - Service History Interface
7. Add a new column in the table PQP_CONTRACT_TYPES for Penserver P/T Hours Type, and add values to define the Part-Time Hours Type for Gross and Net.
8. Create a Flexfield for Pension scheme status.
9. Set up your salary and allowance rates, and your contracts, using Historic Rates.

   See: Setting Up Historic Rates, page 8-97
10. Use the Dynamic Trigger Definition window to enable the following triggers for the PenServer Interface process, if they are not already enabled. Oracle Payroll uses these triggers to identify which employee meets the PenServer reports criteria.
    - PER_ALL_PEOPLE_F_ARU
    - PER_ADDRESSES_ARI
    - PER_ADDRESSES_ARU
    - PER_ALL_ASSIGNMENTS_F_ARI
    - PER_ALL_ASSIGNMENTS_F_ARU
    - PER_ALL_ASSIGNMENTS_F_ARD

- PAY_PERSONAL_PAYMENT_METHODS_F_ARI
- PAY_PERSONAL_PAYMENT_METHODS_F_ARU
- PAY_PERSONAL_PAYMENT_METHODS_F_ARD
- PQP_ASSIGNMENT_ATTRIBUTES_F_ARI
- PQP_ASSIGNMENT_ATTRIBUTES_F_ARU
- PER_ASSIGNMENT_BUDGET_VALUES_F_ARI
- PER_ASSIGNMENT_BUDGET_VALUES_F_ARU
- PER_ASSIGNMENT_BUDGET_VALUES_F_ARD
- PAY_ELEMENT_ENTRIES_F_ARI
- PAY_ELEMENT_ENTRIES_F_ARU
- PAY_ELEMENT_ENTRIES_F_ARD
- PAY_ELEMENT_ENTRY_VALUES_F_ARU
- PER_PERIODS_OF_SERVICE_ARU
- PER_ABSENCE_ATTENDANCES_ARI
- PER_ABSENCE_ATTENDANCES_ARU
- PER_ABSENCE_ATTENDANCES_ARD
- PQP_GAP_DURATION_SUMMARY_ARI
- PQP_GAP_DURATION_SUMMARY_ARU
- PQP_GAP_DURATION_SUMMARY_ARD

See: Defining Dynamic Triggers, *Oracle HRMS Payroll Processing Management Guide (UK)*

11. Set up the assignment budget value for non-monetary measures such as full-time equivalent.

    See: Business Groups: Entering Budget Value Defaults, *Oracle HRMS Enterprise and Workforce Management Guide (UK)*

12. Enter your configuration information to enable the PenServer Interface process to map your various data sources to the relevant entries in the interface files.

See: Mapping PenServer Configuration Values, page 7-113

13. Generate the PenServer Interface files.

    See: Running the PenServer Standard Interface Process, page 7-121

To set up the NUVOS Scheme:

If you use the NUVOS Scheme, you must complete the following steps:

1. Register the EIT.

   Enter the following parameters in the Register Extra Information Types (EITs) concurrent program:

   - Table Name - PER_ASSIGNMENT_INFO_TYPES
   - Information Type - PQP_GB_PENSERV_SVPN
   - Multiple Rows - No
   - Legislation Code - United Kingdom

   See: Running the Register Extra Information Types (EITs) Process, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

2. Optionally, attach the EIT to the responsibility. Attach the EIT to the corresponding responsibility to view the SPN for assignments. To attach the EIT to the responsibility, add the PQP_GB_PENSERV_SVPN EIT to the responsibility.

3. Set the Maintain SPN flag as follows:

   1. Click Other Definitions > Configuration Values
   2. Select Penserver Interfaces as the module name and PayPoint And Cutover Information as the configuration type.
   3. Select No in the Maintain Service Period Number field. This disables the user hooks and enables the concurrent program to set the SPN for all assignments.
   4. Once the Penserver Service Period Generation concurrent program runs successfully and the SPN for all assignments is set correctly, set the Maintain Service Period Number field to Yes.

4. Feed the predefined balances to support the APAVC and APAVCM contributions

   - Pensrv APAVC Contribution - Feed this balance with the corresponding APAVC element
   - Pensrv APAVCM Contribution - Feed this balance with the corresponding

APAVCM element

When you create a Nuvos scheme through the pension template, the application creates a Superannuable balance with scheme prefix. Feed this balance with the Pensionable Earnings element attached to the employee enrolled in the particular NUVOS scheme.

5. Run the Penserver Service Period Generation concurrent program to derive the SPN for all eligible assignments.

   See: Running the PenServer Service Period Generation Process, page 7-122

Setting up PenServer Reporting Organization

You must enter your employer code to enable the Authorised Pension Administration Centre to understand where the PenServer interface files came from. The PenServer Interface process identifies an organization as the PenServer reporting organization using the employer code.

To set up the PenServer reporting organization:

1. In the Organization window, query the HR organization if it does not already appear there. In the Organization Classifications region, select HR Organization, choose the Others button, and select Penserv Reporting Info.

2. Click in a field of the Additional Organization Information window to open the Penserv Reporting Info window.

3. Enter the employer code.

4. Save your work.

Entering Grade Code Information

You must record the grade code to enable the Authorised Pension Administration Centre to process pension payments according to the employees' grade. The Grade Code Interface files reference in the PenServer grade code information.

Use the Grades window to record the grade code details as additional information for the grade.

To enter grade code information:

1. Click in the Further Information field to display the Additional Grade Details window.

2. Select GB Penserver Grade Information as the context value to indicate that the Penserver Interface process uses the grade code information.

3. Enter the grade code and a description. The Grade Code Interface file displays this information.

4. Indicate whether or not the grade code relates to an industrial allowance.

5. Indicate whether or not the grade code relates to an uniformed code.

6. Save your work.

Running the PenServer Standard Interface Process

You run the process in the Submit Request window.

To run the PenServer Standard Interface Process:

1. In the Name field, select the report name.

2. Enter the Parameters field to open the Parameters window.

3. Select the Execution Mode.

4. Select the Extract Type.

5. Choose the Interface File for which you want to run the process or select All.

6. Enter the Effective Date for the process.

   The end date applies only for the Periodic Changes extract type.

7. For a Periodic Changes Extract, when you have examined the results of the run, set the status of the run as follows, so that the last successful run date range is known. Use the Extract Results window.

   - For a successful run, set the status to Successful Completion or Approved by User.

   - For an unsuccessful run, set the status to Rejected by User.

8. Select Yes or No from the Year-End Close list to enable or disable the year-end close field. By default, this is No.

Running the PenServer Control Totals Process

With every run of a Cutover or Periodic Interface, the process automatically generates

the Control Totals Interface. However, you can choose to generate a separate control totals file using the Penserver Control Totals process. You do this using the Submit Requests window.

To run the PenServer Control Totals Process:

1. Enter PenServer Control Totals Process in the Name field. Click the Parameters field to open the Parameters window.

2. In the Parameters window, select the Extract Type and enter the Request IDs of previous successful runs:

   - Extract Type
   - PenServer Interface Process Request ID
   - Basic Data Interface Request ID
   - Address Data Interface Request ID
   - Service History Interface Request ID
   - Salary History Interface Request ID
   - Earnings History Interface Request ID
   - Allowance History Interface Request ID
   - Bonus History Interface Request ID
   - WPS Contribution Rate History Interface Request ID
   - Part-time Hours History Interface Request ID
   - Short-time Hours History (Single Records) Request ID
   - Short-time Hours History (Accumulated Records) Request ID

3. Select Yes or No from the Year-End Close list to enable or disable the year-end close field. By default, this is No.

4. Click OK and submit your request.

Running the PenServer Service Period Generation Process

Use the PenServer Service Period Generation process to derive the service period number (SPN) for all eligible assignments. Run the process using the Submit Requests

window.

To run the PenServer Service Period Generation process:

1. Enter PenServer Service Period Generation Process in the Name field. Click the Parameters field to open the Parameters window.

2. In the Parameters window, enter the effective date. This is the date until which the application processes employees (assignments). For example, if you enter 31-Dec-07, the application processes all active assignments between NUVOS Start Date (31-July-2007) and 31-Dec-2007.

3. Select the Execute Mode. By default, this is Validate. You can choose between:

   - **Validate:** When you select this, the application processes the eligible assignments (per the effective date) and calculates the SVPN but does not update the record. The application prints employee details (NI Number, Employee Number and Assignment Number) in the output log with their corresponding SPN.

   - **Commit:** When you select this, the application processes the eligible assignments (per the effective date), calculates the SVPN, and updates the EIT (Service Period Number) for each assignment.

     Note: First run the process using the validate mode to check if the results are as expected, and then run it in commit mode to update the assignments. Once you run the process in commit mode, you cannot revert the SPN.

4. Click OK and submit your request.

Running the Update Pension Scheme Types of Additional Voluntary Contributions Elements

Use the Update Pension Scheme Types of Additional Voluntary Contributions Elements Process. You do this using the Submit Requests window.

To run the Update Pension Scheme Types of Additional Voluntary Contributions Elements:

1. Enter Update Pension Scheme Types of Additional Voluntary Contributions Elements in the Name field. Click the Parameters field to open the Parameters window.

2. In the Parameters window, select the execution mode to use. You can choose from:

- Report Existing Pension Scheme Type Information - use this to display a report with the list of elements and pension types. If you run this execution mode, then you must manually update the Code, Meaning and the Description details in the Application Utilities Lookup window.

- Update Pension Scheme - use this execution mode to after you have run the Report Existing Pension Scheme Type Information execution method and updated the Application Utilities window.

3. Click OK and submit your request.

8

Payroll Earnings and Deductions

Payroll Earnings and Deductions Overview

Many earnings and deductions - such as salary, pension deductions, and taxes - are discussed under specific functional headings, such as *Salary and Grade Related Pay*, or *Savings and Retirement*, or *Payroll Statutory Deductions*. In this area, we look at payroll earnings and deductions, such as wage attachments, that have not already been covered under other functional headings.

We also focus on additional setup required by Oracle Payroll for processing earnings and deductions. This setup includes the creation of formulas and balances. In some localizations, and for certain types of earnings and deductions, you can select template elements in the Configuration Workbench, or you can use the Element Design Wizard or template windows to generate all the components required for payroll processing, including elements, formulas, balances, and formula result rules.

Certain types of earnings and deductions require additional setup to enable special processing such as net-to-gross and proration, where this is enabled for your localization. Such setup is also discussed in this section.

> **Note: Mexico only**: Oracle HRMS for Mexico does not support net-to-gross processing.

Key Concepts

To get the most out of the earnings and deductions functionality of Oracle HRMS, you need to understand the following key concepts:

- Pay values
- Formulas
- Frequency rules

- Payroll balances
- Earnings and deductions templates
- Proration
- Net-to-gross processing
- Third party payments

Payroll Earnings and Deductions

Oracle HRMS provides an integrated solution for Human Resources and Payroll. Therefore your setup of compensation and benefits supports both compensation management and payroll management.

Can Oracle Payroll handle complex calculations?

Yes it can, through its use of formulas to specify calculations for each earnings or deduction. These formulas use values from the HRMS database and can include conditional logic to perform different calculations for different groups of employees. For example, they can check balances or employee status to control how to process the earning or deduction. Many of the formulas you need, for example for tax calculations, are supplied with Oracle Payroll.

How do you control when each earning or deduction is processed?

The sequence of processing in a payroll run is determined by classifications, such as Pre-tax Deductions and Tax Deductions. You can also prioritize the processing for an individual employee, for example to determine the order in which deductions are processed for wage attachments.

You control whether any value is processed just once, in every payroll run, or periodically (such as once a quarter). Your formulas can also change or stop the processing of an earning or deduction during a run, based on employee status.

How do you accumulate and review balances?

The system can accumulate balances of payroll run results or values entered before the run. You can accumulate a balance over different time dimensions such as current run, month, and year to date. You can review balances after payroll processing and use balances to control the processing performed in the payroll run.

Can I set up new balances, for the values that are important to my company?

Yes, you can define whatever additional balances your enterprise requires. For example,

you may require a Pensionable Earnings balance for a defined benefit pension plan your enterprise offers employees.

How do you enter compensation values for the payroll run?

Some values, such as salary, can be entered once and used in every payroll run (or periodic runs) until you need to update them. Other values, such as hours worked, need to be entered or calculated fresh for each run.

You can do one of the following:

- Use default values (which may be different for groups of employees)
- Enter values employee-by-employee
- Enter values in a batch
- Leave it to the system to enter values based on calculations performed during the payroll run

You can define validation rules to minimize data entry errors.

Wage Attachments

What wage attachments can I process using Oracle Payroll?

The wage attachments that you can process depend on the specific payments that apply to your legislation. Examples of payments include child support payments, educational loans, taxes to local authorities, alimony, and bankruptcy orders.

See: Third Party Payments Overview, page 8-62

US Only:

When the court issues a release notice for a wage attachment, or if you receive a Form 668-D for a federal tax levy, you must end the employee's wage attachment. Oracle Payroll also stops processing wage attachments when the total owed is reached.

Oracle Payroll supports electronic funds transfer (EFT) of state child support garnishments for the state of Illinois. However, all states accept the Oracle EFT format, but normally require different data dependent upon individual state requirements. You can use the Illinois EFT format to send support payments electronically to all states. You need to include only the information required by the state in the file. You create a separate file for each state containing different routing and account numbers, so you need to set up a separate third party payment method for each state.

Can I recoup my enterprise's costs automatically?

Yes, if you operate in the US, you can use the Wage Attachment Fee Administration process to recoup costs. This process recoups costs in administering alimony,

bankruptcy orders, employee requested attachments, and tax levies.

Can I determine the earnings types and amounts that are liable for wage attachment deductions?

Using Wage Attachment Earnings Rules you can determine which earnings types are considered disposable income and liable for wage attachment deductions.

Can I prioritize payment of wage attachments?

You can determine the overall priority of a wage attachment compared to other deductions, and you can also determine sub priorities. For example, if an employee has multiple court orders against them, you can ensure that Oracle Payroll deducts the most important order first.

The standard processing priority order for processing the various categories of attachment is the following:

- Child Support orders
- Bankruptcy orders
- Federal tax levies
- Debt Collection Improvement Act orders
- Student loan garnishments
- State tax levies (not supported by Oracle Payroll)
- Local tax levies (not supported by Oracle Payroll)
- Creditor garnishments
- Employer deductions

Once deducted from an employee's wage, how is the wage attachment made?

If enabled for your localization, you can use Oracle Payroll's Cheque Writer features to produce cheques for either organizations or individuals. Localizations that do not have Oracle Payroll's Cheque Writer features available can make payments by credit transfer.

Can I use another system to manage the wage attachments?

You can use an external system to manage your wage attachments. If you want to make entries from that system into Oracle Payroll for payroll processing, you can use predefined deductions that come with Oracle Payroll.

Can Oracle properly calculate overtime according to FLSA guidelines?

Oracle Payroll fully supports the federal overtime calculation rule. The new functionality performs calculations for periods that are longer than a single workweek. You can configure the product to handle either Federal FLSA or State FLSA. You can also configure alternative overtime calculations as specified by selected states or by union contract.

Oracle Payroll uses the term Augments to refer to amounts paid which are in addition to the employee's regular rate of pay and which are considered to be non-discretionary, such as a commission or bonus. The new functionality prorates the augment across all periods during which it was earned.

Additional Element Setup for Payroll

Formulas and Payroll Run Results

Elements are processed during payroll runs according to the business rules for each element that you define at setup. Many of these rules are defined in formulas, written using Oracle FastFormula. Formulas specify how the payroll run should perform calculations for the element.

Example

This is a basic formula for the calculation for the element Wages:

Wages = Hours Worked in Week * Wage Rate

The processed results for each element are called the *run results*. They become *balance feeds* for different balances. Some balance feeds are predefined to feed required statutory balances, and you can create your own balance feeds to your own user defined balances.

Formula Inputs from Input Values or Database Items

Formulas obtain some of the data they need from entries to their element's input values. The Wages formula above, for example, could locate each employee's hours worked as an entry to the input value Hours of the Wages element.

Formulas can also obtain information from *database items*. Much of the information in the Oracle HRMS database, including extensive information on employees and their assignments, is available to formulas as database items. For example, the Wages formula can locate each employee's wage rate as a database item.

Varying the Processing by Employee Group or Statuses

There are several ways to vary the processing performed by formulas:

- You can use conditional logic (IF..THEN) within a formula to perform different calculations depending on any information taken from input values or database items (such as length of service).
- You can associate more than one formula with an element, each triggered by a different assignment status (such as Active Assignment or On Sabbatical).
- You can use one formula but associate different formula results with each assignment status.
- You can associate a skip rule formula with an element. This formula can check balances, other element entries, the assignment status or any other database items

to determine whether the payroll run should process the element for an assignment.

Mexico only: Mexican implementations do not support skip rules by default. They must be enabled manually.

Types of Formula Results

Formulas can produce different types of run results:

- The *direct result* is the amount of an earnings or deduction, for example, the dollar amount of wages an employee has earned that week. As well as calculating the amount to be paid, direct results can be used for costing purposes and analysis (such as tracking hours of overtime).

- *Indirect results, updates,* and *stops.* A formula result can make an entry to the input value of another element for its formula to use. An indirect result is an entry to a nonrecurring element. An update is an entry to a recurring element. A stop puts an end date on a recurring entry of another element, to prevent it being processed in the run.

- *Order indirect*. This result updates the subpriority of an element that has not yet been processed.

- *Messages*. For example, you can write a formula that checks the length of a text string, and have it issue a message for payroll users if the string is too short or too long.

You set up *formula result rules* to determine the type of each result, and the names and input values of any other elements the result may affect.

Formulas Included in Oracle Payroll Startup Data

Oracle Payroll comes with formulas specific to your legislation. Generally, you receive all the calculations required for employee tax withholding and employer taxes. When there are changes to taxes, you receive updates. You may also receive formulas for other earnings and deductions, depending on your legislation.

Pay Values

When you have occasion to look at the structure of an element online, you may see an input value named *Pay Value* at the top of its input value listing.

The Pay Value is different from other input values. Its purpose is to store an element's *run result*. For example, suppose the formula for the Wages element is:

Wages = Hours Worked * Wage Rate

If an employee whose wage rate is $10/hour works 40 hours in a week, the payroll run

produces a run result of $400 for this assignment's Wages element. It stores this result in the element's Pay Value.

If you give an entry to a Pay Value *before* a run, this entry becomes the element's run result. For example, suppose you enter 40 in the Time Worked input value of the Wages element for an employee who earns $10/hour, but also enter $100 in the element's Pay Value. The run ignores the entry of hours worked and the Wages formula, and simply produces a run result of $100 for this employee.

You must define a Pay Value as one of the inputs for the element if you want Oracle Payroll to process an element for pay. You can have only one Pay Value for each element and it must have the name 'Pay Value'.

Predefined Elements

The following table lists the predefined elements that are specific to Oracle HRMS for the United Kingdom.

Element Name	Description
PAYE	Tax deduction element
PAYE Refunds	PAYE Refunds
PAYE Details	Holds Tax information and Fires PAYE calculation
GAYE	Give As You Earn
GAYE Taxed	GAYE Taxed
Fee	Fee
NI	National Insurance Details
NI A	NI A
NI B	NI B
NI C	NI C
NI D	NI D
NI E	NI E

Element Name	Description
NI F	NI F
NI G	NI G
NI J Deferment	NI J Deferment
NI L Deferment	NI L Deferment
NI S Deferment	NI S Deferment
NI Y	Employer's NI Car contribution
NI Y Last Year	NI Y for last year
NI Arrears	NI Arrears
NI Employer	NI Employer
NI Employer Arrears	NI Employer Arrears
NI Employee Arrears	NI Employee Arrears
NI Person	Firing element for multiple assignments National Insurance
NI COMP	Firing element for COMP category NI initiated from the NI formula
NI Setup Test	NI Setup Test
NI COSR	Firing element for COSR Category NI initiated from the NI formula
NI Employers Rebate	NI Employers Rebate
NI D Employees Rebate	Negative Employer Charge for Employees' Earnings between LEL and EET
NI F Employees Rebate	Negative Employer Charge for Earnings between LEL and EET

Element Name	Description
NI D Rebate to Employee	Element to pay the EES rebate due to D EET earnings
NI F Rebate to Employee	Element to pay the EES rebate due to F EET earnings
NI Car Primary	Employer's NIC for primary company cars
NI Car Secondary	Employer's NI Class 1A for employee's second car
NI Car Payment	Receives the result of the NICAR formula that is the annual amount the employee contributes for the company car
NI Car Payment Secondary	Receives the payments for private use of a secondary car
NI Director	Firing element for Director's NI initiated from the NI formula
Court Order	English court orders of type CTO, AEO, CCAEO, DEO
Court Order Arrears	Records the arrears balance for a court order
Court Order Non Priority	Non priority AEO
Court Order NTPP	Non third party payment for English court orders of type CTO, AEO, CCAEO, DEO
Court Order Non Priority NTPP	Non third party payment for non priority AEO
EAS Scotland	EAS Court Order
EAS Scotland Payments	Indirect element for holding payments of EAS orders
EAS Scotland NTPP	Non third party payment for EAS Scotland

Element Name	Description
CMA Scotland	CMA Court Order
CMA Scotland NTPP	Non third party payment for CMA Court Order
CAO Scotland	CAO Court Order
CAO Scotland Payments	Indirect element for holding payments of EAS orders
CAO Scotland NTPP	Non third party payment for CAO Court Order
Setup Court Order Balance	Element for initializing seeded court order balances
Setup Tax Balance	Element for initializing seeded balances
Setup NI Car Balance	Element for initializing seeded NI car and other balances
Setup NI Balance 1	Element for initializing seeded NI Balances
Setup NI Balance 2	Element for initializing seeded NI Balances
Setup NI Balance 3	Element for initializing seeded NI Balances
Setup NI Balance 4	Element for initializing seeded NI Balances
Setup NI Balance 5	Element for initializing seeded NI Balances
Setup NI Balance 6	Element for initializing seeded NI Balances
Setup NI Balance 7	Element for initializing EET and EES Rebate Balances
Setup NI Balance 8	Add input values for NI Able AUEL
Setup NI Balance 9	Add input values for NI AUEL (contributions)
Setup NI Balance 10	Add input values for NI Category J

Element Name	Description
Setup NI Balance 11	Add input values for NI Category L
Setup NI Balance 12	Add input values for NI Category S
Setup COMP Minimun Payment	Add input values for COMP minimum payment
BACS Entry Date	Payment date for assignments paid on BACS multiday
BACS Process Date	Processing date for assignments under BACS multiday
SSP Corrections	Oracle SSP Corrections to processed Statutory Sick Pay payments
Statutory Sick Pay	Oracle SSP Statutory Sick Pay payments
SMP Corrections	Oracle SSP Corrections to processed Statutory Maternity Pay payments
Statutory Maternity Pay	Oracle SSP Statutory Maternity Pay payments
NIC able Benefits	NIC able Benefits liable for Class 1A contributions
NIC Holiday	Reclaim of employer's charge for qualifying employees
Advance Clearup	Post tax advancement clearup
Advance Indicator	Element to identify advanced pay period
Advance Period	Element used to identify assignments to be advanced pay
Deferred Payments	Defer payments element during advanced period
Advance Recovery	Post tax advancement recovery

Element Name	Description
Advance Payment	Post tax advance payment
Average Earnings Period	Number of payments made within period, if not equal to one
COMP Minimun Payment	Element to hold employee and employer minimum payments for COMP pensions
Student Loan	Student Loan Repayment
Student Loan Adjust	Student Loan Adjust
Student Loan Protected Pay	Student Loan Protected Pay
Student Loan Arrears	Student Loan Arrears
Setup Student Loan Balance	Element for initializing seeded Student Loan balances
Setup Tax Credit Balance	Element for initializing seeded tax credit
Tax Credit	Working Family or Disabled Persons Tax Credit
ITIP Details	Element used to hold tax details and fire ITIP calculation
ITIP	Element used for holding ITIP results
Class 1A Non Car	Class IA NI Non Car Contributions
Setup Car Mileage Odd Balance	Element for initializing seeded car and mileage odd balances
Setup Car Mileage Even Balance	Element for initializing seeded car and mileage even balances
Setup Car Mileage Addl Balance	Element for initializing seeded additional car and mileage balances
Assets Transferred	Assets Transferred

Element Name	Description
Assets at Emp Disposal	Assets at Employee Disposal
Expenses Payments	Expenses Payments
Int Free and Low Int Loans	Interest Free and Low Interest Loans
Living Accommodation	Living Accommodation
Other Items	Other Items
Payments Made For Emp	Payments made on behalf of Employee
Pvt Med Treatment or Insurance	Private Medical Treatment or Medical Insurance
Relocation Expenses	Relocation Expenses
Services Supplied	Services Supplied
P11D Shares	P11D Shares
Vans 2002_03	Vans for year 2002 - 2003
Vouchers or Credit Cards	Vouchers or Credit Cards
Car and Car Fuel	Car and Car Fuel
MARORS	MARORS
Mileage Allowance and PPayment	Mileage Allowance and Passengar Payments
PAYE Agreement	Dispensation or PAYE Settlement Agreement
P45 Taxable Pay	Aggregate earnings amount after P45 is issued
P45 PAYE	PAYE amount after P45 is issued

Proration

Oracle HRMS enables you to calculate proportionate earnings amounts whenever

payroll-relevant data is changed during a payroll period, for example, if an employee joins or leaves the company during a payroll period or if an employee's pay grade changes during a payroll period. Oracle HRMS performs a proration calculation to ensure that the employees' earnings are calculated correctly after taking account of these changes.

If you want to prorate an earnings element, such as basic salary, assign an event group to it. An event group is a collection of proration points that share similar characteristics. You can create an event group to group together all proration points that affect an employee's salary, for example. This event group could contain proration points such as salary increases, assignment changes, and pay rate changes.

You then process the element using a formula that handles proration. You can either use a payroll formula that handles proration, or create a separate proration formula that runs after the main payroll formula only in payroll periods when a proration event occurs.

See: Sample Payroll Formulas Enabled for Proration (UK), *Oracle HRMS FastFormula User Guide*, Sample Proration Formula, *Oracle HRMS FastFormula User Guide*, and Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

When you define the event group, you select the events that will activate proration calculation, such as:

- An employee joining or leaving the enterprise
- Changes to pay grades or grade rates
- Changes to pay scales and progression points
- Changes to hourly or annual pay rates
- Changes to working hours
- Changes to allowances or deductions

> **Note:** The proration unit can be periods, days, or hours. Proration can be applied to a monetary, time-based, or numeric amount.

Net-to-Gross Processing of Earnings

Oracle Payroll supports net to gross processing of earnings elements. For example, you can define a bonus payment that is a fixed net amount. Oracle Payroll calculates the gross amount needed to meet the net pay. You define which taxes and other deductions the employer is willing to pay by selecting the balances that can be used in the net-to-gross processing.

The following formulas are used in net-to-gross processing:

- DEFAULT_GROSSUP

  This is the iterative formula that calculates the amount that the employer must pay in addition to the desired net amount.

- CALC_GROSSUP_PAY_VALUE

  This formula adds the additional amount returned by the iterative formula to the desired net amount to return the payment amount. Create a formula result rule to return this payment amount as a direct result to the element's pay value.

Net-to-gross elements are always processed separately, after the main payroll run has processed.

For details of how to set up a net-to-gross element, see Setting Up Elements for Net-to-Gross Processing, page 8-28

Balances for Net-to-Gross Processing

When you define the element for net-to-gross processing, you select which balances to exclude from the gross-up calculations. The employer pays all deductions *except* the ones you exclude.

We recommend that you exclude balances as follows:

If you are running net to gross for:	You should exclude these balances:
PAYE and NI (PRSI for Ireland) only	Total Deductions, Superannuation Total
PAYE, NI (PRSI for Ireland), and Superannuation	Total Deductions

If these balances do not appear in the list of values in the Name field on the Exclude Balances window, they are not enabled for net-to-gross processing and so you do not need to exclude them.

See Excluding Balances from an Element's Grossup Calculation, page 8-48

Processing for Net-to-Gross Calculation

The formulas for net-to-gross processing do the following:

- The iterative formula takes as input the desired net amount (Amount input value), the amount by which net can diverge from the desired amount (To Within input value), and the method of calculation (Method input value).

- In the first run it sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount. Then it runs a function to provide the first

guess of the gross. The formula returns three values--low gross, high gross, and additional amount--to the element's input values.

- The element's payroll formula runs (CALC_GROSSUP_PAY_VALUE). It adds the additional amount to the desired amount to create the gross and returns this value to the element's pay value for the payroll run to process.

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

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

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

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

Arrears Management

When you define a pretax or voluntary deduction, you can specify how it should be processed when an employee has insufficient funds to take the full deduction. You can use an element Extra Information Type called Arrearage Options (PQP_GB_ARREARAGE_INFO) to specify whether arrears are held for the element and whether partial deductions can be taken. There are four possibilities, as shown in the following table:

Automatic Arrears Processing	Enable Partial Deductions	Result when there are Insufficient Funds	Clearing Arrears
Yes	Yes	Take partial amount and put the rest in arrears	Clear as much arrears as funds allow.
Yes	No	Put entire deduction amount into arrears (deduction is zero).	Only clear arrears is there are sufficient funds to clear all arrears.

Automatic Arrears Processing	Enable Partial Deductions	Result when there are Insufficient Funds	Clearing Arrears
No	Yes	Take partial amount and nothing goes into arrears.	N/A
No	No	Deduction amount is zero and nothing is considered for arrears.	N/A

Note: If you change the Arrearage Options for the seeded GAYE element, this will *not* affect its processing. Partial deductions are not allowed for GAYE, and an arrearage balance is not maintained. This is controlled by the GAYE formula.

When you use the pensions element template, it creates two element level balances, To Arrears and Not Taken, and an information element (<scheme prefix> Special Features) to manage arrearage. If you are defining your own pre-tax or voluntary deduction in the Element window, you must create these balances and element too. The formula associated with your deduction element must feed these balances with the amount to be added to, or subtracted from, arrears in each payroll run.

For the full sequence of setup steps, see: Setting Up Deductions for Arrearage, page 8-37.

Pre-tax Deductions

When there are insufficient earnings to pay a pre-tax deduction and leave enough to pay all taxes, court orders, and positive or zero net pay, the pre-tax deduction must be reduced. The payroll run performs iterative processing to ensure that the maximum deduction is taken while allowing taxes, court orders, and positive or zero net pay to be paid.

If you enable partial deductions for the element (using the Arrearage Options EIT), the payroll run takes the maximum deduction possible. If you disable partial deductions, the payroll run takes no pre-tax deduction when there are insufficient funds. You also specify whether to hold the arrears in a balance so that the payroll run can try to deduct this amount in a subsequent payroll period. See: Arrears Management, page 8-17.

Multiple Pre-tax Deductions

If an employee has multiple pre-tax deductions, the payroll run reduces first the

element with the lowest processing priority (that is, the highest priority number) when there are insufficient earnings. You can also set an *iterative priority* on the Advanced tab of the Element window. The element with the highest iterative priority (that is, the lowest priority number) is reduced first.

Important: You must ensure that the iterative priority sequence follows the element processing priority sequence, but in reverse order. The following table lists some of the elements that are created by the pensions template, plus the seeded GAYE element. Based on these values, the GAYE element would be processed last, but during iteration it would be the first one to be reduced. The element priority should be in the range of 4000 to 5000 and the Iterative priority should be in the range of 1 to 1500.

Name	Processing Priority	Iterative Priority
Occupational Pension Scheme	4100	400
Family & Widower Benefit	4150	350
Buy Back Years	4200	300
Additional Contributions	4250	250
AVC	4300	200
Stakeholders	4350	150
FSAVC	4400	100
Personal Pension	4450	50
GAYE	4500	10

Iterative Formula

Oracle Payroll uses an iterative process to calculate the highest pre-tax deduction it can take while still allowing taxes and court orders to be paid in full, and net pay plus an *Iterative Exclude Amt* to be greater than or equal to zero. The Iterative Exclude Amt is a balance that you can feed with voluntary deductions so that the payroll run stops

iterating if net pay has only been pushed into negative because of a voluntary deduction.

When you define a pre-tax deduction, you must associate an iterative formula (such as the seeded formula PQP_GB_ITERATIVE_ARREARAGE) with the generated element, along with an iterative rule (L_STOPPER), which stops the iterations. You can view or create rules on the Iterative Rules window, which opens from the Element window.

Deductions you create using the Pensions template automatically support iterative processing and arrearage. The seeded GAYE element also supports iterative processing, although it does not allow partial deductions nor does it maintain an arrears balance. The formula attached to this element contains comments to assist you in creating your own formulas, if required.

Adjust To Within Amount

By default, the iterations stop when net pay plus the Iterative Exclude Amt is between 0 and GBP 1. You can change the precision of the iterative calculation by changing from GBP 1 to another figure in the Adjust To Within Amount field. Changing this figure to zero increases the number of iterations the calculation must perform. The Adjust To Within Amount field is present at business group level in an organization information type called Iterative Rules. In this flexfield, you can also select an iterative method; it defaults to interpolation but you can change it to binary.

Iterative Processing for Pre-tax Deductions

The calculation of the pre-tax deduction iterates as follows:

- If all taxes and court orders can be paid and leave a positive or zero net pay when the full pre-tax deduction plus any arrears is taken, the formula stops after the first iteration.

- No Partial Deductions and No Arrearage:

  The formula stops after one iteration with the pre-tax deduction amount = 0. The amount not taken is discounted.

- No Partial Deductions and Arrearage Held:

  If there are no arrears, the processing stops as in the case when there is no arrearage. If there are arrears, there is one more iteration to see if the run can take the deduction amount without the arrears. If not, the deduction is zero as in the previous case.

- Partial Deduction Allowed:

  The formula iterates to find the highest level of the pre-tax deduction that it can take to permit all taxes and court orders to be paid and net pay plus the Iterative Exclude Amt to be equal to zero or greater than zero by no more than the Adjust To

Within Amount.

You can set the maximum number of iterations in Payroll Action Parameters. By default this is 25.

> **Important:** The iterative process will not work efficiently if payroll is trying to process both iteration and the grossing up of an element for a particular assignment. If the process does not achieve the result within the maximum number of iterations (set in Payroll Action Parameters), it will fail.

Setting Up Total Compensation Elements for Payroll

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

- Salaries for Salary Administration

  See: Setting Up Salary Administration, page 2-9

- Absence elements and PTO accrual plans

  See: Setting up Absence Management, page 4-11

  See: Setting Up PTO Accrual Plans, page 4-49

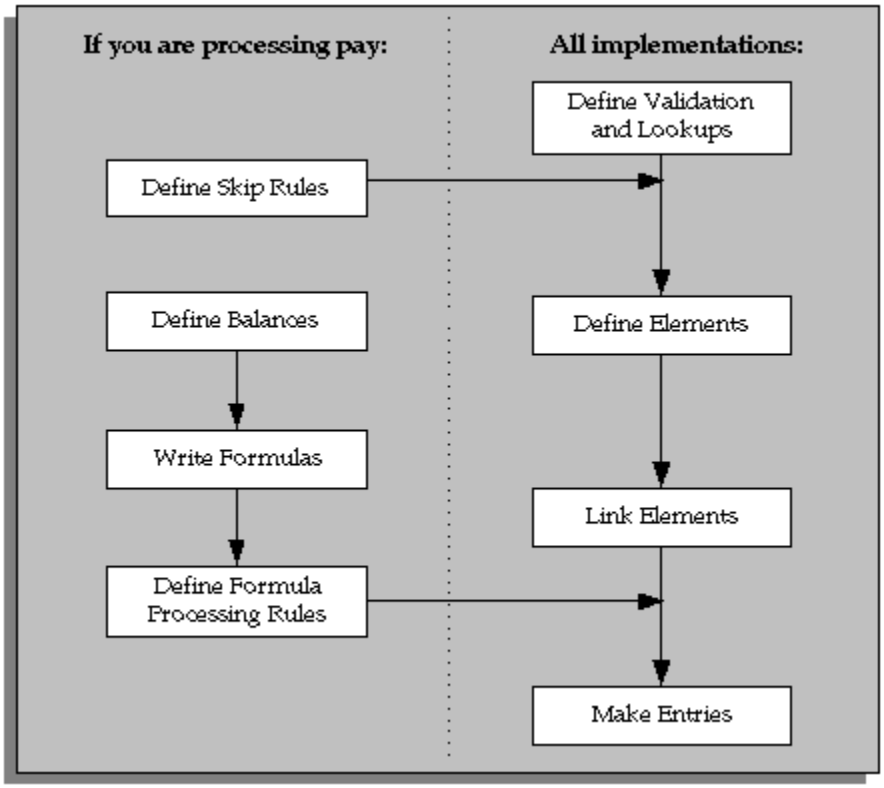
- Benefits

  See: Standard and Advanced Benefits Setup: Overview, page 5-1

- Items subject to collective agreements

  See: Setting Up a Collective Agreement, *Oracle HRMS Enterprise and Workforce Management Guide*

Compensation and Benefits Setup



Define Validation and Lookups

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

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

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

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

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

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

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

Define Element Skip Rules

4. If some elements should not be processed in every payroll run, write formulas for element skip rules defining the conditions when the run should process these elements.

   See: Writing Formulas for Element Skip Rules, *Oracle HRMS FastFormula User Guide*

Set Up Proration

5. If you have earnings or deductions that should be prorated if relevant factors (such as pay rates, grades, or working hours) change during a pay period, make sure you have completed the basic proration setup steps.

   See: Setting Up Proration, page 8-34

Set Up Historic Rates

6. If you want to calculate your employees' arrears payments at the rate that existed when the work was done, rather than at the current rate, make sure you have completed the basic historic rates setup steps.

   See: Setting Up Historic Rates, page 8-97

Define Elements

7. Define elements and element input values:

   - To record information about employee compensation, benefits, and equipment
   - For processing earnings and deductions. (Note that some elements for legislative deductions are predefined.)

     See: Defining an Element, page 1-27.

     See: Defining an Element's Input Values, page 1-36

     See also: Deleting an Element, page 1-39

8. Define frequency rules, if necessary, to determine the periods in which the element should be processed.

   See: Defining Frequency Rules, page 8-25

Define Links for Predefined and User-defined Elements

9. If the payroll costs of an element should be distributed over other elements, define a distribution set.

   See: Defining an Element or Distribution Set, page 1-45

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

See: Defining Element Links, page 1-40

See also: Running the Element Link Details Report, page 1-44

Define Balances

Oracle Payroll has many predefined balances installed with the system. You can define other balances.

11. Create any new balance dimensions you require.

    See: Creating Balance Dimensions, page 8-50

12. Define secondary element classifications.

    See: Defining Secondary Element Classifications, page 8-43

13. Create classes of balance feeds by entering or removing secondary classifications for your elements.

    See: Creating Classes of Balance Feeds, page 8-45

14. Define user balances and create balance feeds for individual elements.

    See: Defining User Balances, page 8-45

    See: Creating Balance Feeds for Individual Elements, page 8-44

    For information on uploading initial balances, please refer to the appropriate *Legislative Balance Initialization* technical essay.

15. Upload initial values for balances if you are migrating from an existing system.

    See: Uploading Initial Balances, page 8-49

Write Payroll Formulas

16. Oracle Payroll provides formulas for processing legislative deductions. For other elements, you can write formulas to calculate element results and other processing outcomes in payroll runs.

    See: Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*

Define Formula Processing and Result Rules

17. To define which formula processes an element for Active assignments (and optionally for other assignment statuses), define processing rules for the element. To specify what happens to formula results (that is, the values you include in the formula's Return statement), define formula result rules.

    See: Defining Formula Processing and Result Rules, page 8-26

Define Rules for Net-to-Gross Processing

For earnings to be grossed up, you can define rules for iterative processing and for excluding balances.

18. Define rules for the processing of the iterative formula.

    See: Defining Iterative Processing Rules, page 8-32

19. Specify which balances to exclude from the net-to-gross calculation.

    See: Excluding Balances From an Element's Grossup Calculation, page 8-48

Define Arrearage Rules for Deductions

20. Follow the setup steps if you want to enable partial deductions when there are insufficient funds, or to maintain an arrears balance.

    See: Setting Up Deductions for Arrears Management, page 8-37

Make Entries

21. For elements without Standard links, make entries of your elements for all employee who should receive them.

    See: Making Manual Element Entries, page 1-53

Defining Frequency Rules

Recurring elements may require frequency rules to determine in which pay periods they should process. For example, a monthly deduction might be processed in the third period of the month for weekly-paid employees and in the second period of the month for employees paid on a semi-monthly basis.

It is possible to set frequency rules to process once- or twice-yearly deductions on monthly, quarterly, or semi-annual payrolls. These rules' periods then refer to periods within a year (months, quarters or half years) instead or periods within a month. However, for infrequent deductions, you may prefer to define them as nonrecurring and use BEE to make entries when required.

Use the Frequency Rules window to define or change an element's frequency rules at any time.

US and Canada Payroll only: Use the Deduction form to define or change a deduction's frequency rules.

Mexico only: Use the Element Design Wizard to define or change a deduction's frequency rules.

To define frequency rules:

1. Select the name of the payroll for which you want to define frequency rules.

2. In the Date field, you can override the default date that the payroll run uses to assess the frequency rule, if required.

   For example, suppose you are defining frequency rules for a monthly deduction. If you select Effective Date for a Weekly payroll and check Processing Period 1, the payroll run only takes the deduction if the run's effective date is in the first week of the month.

3. Check the boxes for the processing period or periods in which you want the element to process for each payroll.

   For example, if you want a monthly deduction to process in the second week of the month for a weekly payroll, check the box under 2 for that payroll.

   Notice that some periods are not available for all payrolls. For example, a bi-weekly payroll can only have, at most, three periods a month, so periods 4, 5, and 6 are not relevant to this payroll.

Defining Formula Processing and Result Rules

Use the Formula Result Rules window to associate one or more formula processing rules with an element.

At minimum, an element needs one standard processing rule. This identifies the formula the payroll run uses to process the element for employees with an Active assignment status (and a Payroll system status of Process). It is also the default formula for other assignment statuses. However, you can define other processing rules if you need to use different formulas for assignments at other statuses. For example, you could have two rules for a Wages element: Standard Wages and Paid Training Leave.

Also use this window to define how each formula result is used by the payroll run.

Correcting and Updating Processing Rules

When you add a formula result, it takes on the effective end date of its processing rule. Any date effective changes you make to existing processing rules can affect formula results as follows:

- **Update**: If you update a processing rule or give it an effective end date, all the rule's currently effective and future-dated formula results automatically get identical end dates.

- **Correction**: If you correct a processing rule, all its currently effective and future-dated formula results remain unchanged.

- **Future delete**: If you delete all future changes scheduled for a processing rule, this also deletes any future changes scheduled for the rule's formula results.

To associate processing rules with elements:

1. Set your effective date to the start date for the processing rule.
2. Select the element for which you are entering rules. The element's description and classification automatically display.
3. Click Find to display any existing processing rules for this element.
4. In the Processing Rules region, select Standard and the regular formula for the element. If you have other formulas for this element, select them and the assignment statuses you want to associate with them.

   Note: If you select a formula with inputs that do not match the element, you will receive a warning message, but you can still save your rule. Remember to update the formula before running the payroll.

5. Save your entries.

To define formula result rules for each processing rule:

1. Click on a processing rule to select it.
2. In the Formula Results region, select a formula result name from the list of results specified when the formula was written.
3. Select the appropriate formula result type. There are five possible types:

   Direct result: This is the element's run result (if you send the result to the element's pay value), or a direct result updating another of the element's input values.

   Indirect result: This result passes as an element entry to another nonrecurring element not yet processed.

   Message: The formula issues messages under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message "Loan is repaid." You read formula messages using the View Run Messages window.

   Order Indirect: This result updates the subpriority of the element you select in the Element field.

   Stop: This formula result uses the Date Earned of the payroll run to put an end date on a recurring entry of this or another element (which must be defined with

multiple entries not allowed.)

Update recurring entry: This result updates recurring entries of this or another element on the effective date of the payroll run. The receiving element must be defined with multiple entries not allowed unless you are passing a recurring element's entries to itself, that is updating another entry of the same element.

> **Important:** If your result type is Update Recurring Entry, then the application inserts an entry and any future dated changes to the entry remain unchanged by the results of the current payroll run.

4. For all formula result types except Direct Result or Message, select the name of the element to which you want to pass the formula result. This element must have a processing priority causing it to process after the element sending the result.

5. For the formula result types Direct Result, Indirect Result, and Update Recurring Entry, select the input value to update.

6. If you select Message as the formula result type, select a message severity level. There are three choices:

   Fatal: When a message with this severity results from your formula, the run rolls back all processing for the employee assignment.

   Warning: A message with this level of severity does not affect payroll processing but warns the user of a possible problem.

   Information: A message with this level of severity simply gives information.

Setting Up Elements for Net-to-Gross Processing

Follow these steps to set up elements for net-to-gross processing.

To set up elements for net-to-gross processing:

1. Define the elements, making sure you select the following rules:
   - On the Standard tab of the Element window:
     - Non-recurring
     - Final close for the termination rule
     - Multiple entries allowed
     - Skip rule of ONCE EACH PERIOD
   - On the Advanced tab of the Element window:

- Check the Gross Up check box
- Select DEFAULT_GROSSUP in the Iterative Formula field.

2. Choose the Input Values button to define the input values for these elements, as follows:

Input Values for Net-to-Gross Earnings Types

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Pay Value	Oracle Payroll returns the gross pay to this input value when it has completed the net-to-gross calculations.	No	Yes	Yes
Amount	Gives iterative formula the desired net pay.	Yes	Yes	No
Low Gross	Used by the iterative formula to hold the lower gross pay guess, to feed into the next iteration of the formula.	No	No	No
High Gross	Used by the iterative formula to hold the higher gross pay guess, to feed into the next iteration of the formula.	No	No	No

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Remainder	The amount by which the additional pay to be paid by the employer (gross minus desired net) differs from the total of the balances that are eligible for grossup processing. Returned by the iterative formula.	No	No	No
To Within	The amount by which actual net can differ from desired net after normal processing. Must not be zero but can be a nominal amount such as 0.01.	Yes	Yes	No

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Method	The method of iterative calculation: binary or interpolation. This determines which function the iterative formula calls. Use the lookup type ITERATIVE_METHOD and select the default INTERPOLATION, since this is usually the more efficient method.	Yes	Yes	No
Additional Amount	The amount to add to desired net to calculate gross pay. Returned by the iterative formula.	No	No	No

See: Defining an Element's Input Values, page 1-36

3. Choose the Balance Feeds button to confirm which balances feed your net-to-gross element.

   See: Creating Balance Feeds for Individual Elements, page 8-44

4. Choose the Balance Feeds Control button to modify balance feeds that are not correct.

   See: Creating Classes of Balance Feeds, page 8-45

5. Choose the Iterative Rules button to set up the processing rules for the iterative formula.

   See: Defining Iterative Processing Rules, page 8-32

6. Choose the Exclude Balances button to select the deductions to be paid by the employer.

   See: Excluding Balances From an Element's Grossup Calculation, page 8-48

7. Define the formula result rules for your elements. Select the formula CALC_GROSSUP_PAY_VALUE for the Standard processing rule. Create a formula result rule to feed the PAYMENT_AMOUNT result as a direct result to the element's pay value.

   See: Defining Formula Processing and Result Rules, page 8-26

8. Define element links for your elements.

Defining Iterative Processing Rules

Use the Iterative Processing Rules window to specify how to use the iterative formula results for an element. For example, you can specify which formula result adjusts an input value to feed into the next processing iteration, and which result stops the iterations.

To define iterative processing rules:

1. Enter or query the element in the Element window - making sure the Iterative Flag check box on the Advanced tab is checked - and choose the Iterative Rules button.

2. Select a formula result in the Return Name field, and select a rule type: Adjust, Message, or Stop.

3. For a message, select the severity level: Fatal error, Information, or Warning. A Fatal message creates an error for the assignment action.

4. For an Adjust type, select the input value to adjust.

5. Save your work.

   If you are using the DEFAULT_GROSSUP iterative formula, then define the following rules:

   > **Note:** For South African users only: If you are using the ZA_DEFAULT_GROSSUP iterative formula, then define the following rules:

Return Name	Rule Type	Input Value to Adjust
ADDITIONAL _AMOUNT	Adjust	Additional Amount
HIGH_GROSS	Adjust	High Gross
LOW_GROSS	Adjust	Low Gross
REMAINDER	Adjust	Remainder
STOPPER	Stop	--
For South Africa users only: TARGET_AMOUNT	Adjust	Amount

Running the Gross to Net Summary Report UK

Run this report to see details of total earnings and deductions summarized for a specified payroll and payroll period. You may also limit the report's information by consolidation set.

The report shows three totals (Net Payment, Total Payment, Total Cost) derived from four balance totals:

- Gross pay
- Total deductions
- Total direct payments
- Total employer charges

These balance totals are broken down, first by element classification totals, then by element type totals within each classification.

You run the report in the Submit Requests window.

To run the Gross to Net Summary UK Report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll and payroll period for which you want to see the information.

3. If you want to restrict the information by consolidation set, select the name of the set.

4. Choose the Submit button.

Setting Up Proration or Retro-Notification

Follow these steps if you want to set up your system for proration or retro-notification.

To complete basic setup for proration or retro-notification:

1. In the Table Event Updates window, ensure that the events you want to use are already included in the required tables. Enter the table name. The lower half of the screen displays the fields that trigger proration or retro-notification if their values are changed.

   If the table has already been defined but the required event is missing, create either an Update, Delete, or Insert event and enter the table row or column to which the event refers. You can only enter a column name if you are creating an Update event. Select the change type defined by the event.

   > **Note:** The Table Event Update window is not available in all localizations.

   See: Making Table Event Updates, *Oracle HRMS Payroll Processing Management Guide*

2. If the events you require have not been defined in the Table Event Update window, set up the dynamic triggers for proration or retro-notification in the Dynamic Trigger Generation window. The triggers you need depend on the method you use to compensate your employees. For example, the tables required for compensation using Salary Administration are different from those required for compensation using pay grades. The tables you are likely to use are:

   - PER_ALL_ASSIGNMENTS_F
   - PER_ALL_PEOPLE_F
   - PAY_ELEMENT_ENTRIES_F
   - PAY_ELEMENT_ENTRY_VALUES_F
   - PER_SPINAL_POINT_PLACEMENTS_F
   - PER_GRADE_RULES_F

   See: Defining Dynamic Triggers, *Oracle HRMS Payroll Processing Management Guide*

Note: French users: Ensure you enable the dynamic triggers for PAY_ELEMENT_ENTRIES_F and PER_ALL_ASSIGNMENTS_F.

3. Create an event group for your proration or retro-notification events. You must create the event groups before you can create your elements.

   See: Defining Event Groups, page 8-36

4. Select the Incident Register functional area in the Functional Area Maintenance window. Make sure that your triggers are included in this functional area. If your triggers are not included, insert them.

   You must also activate the triggers according to legislation or business group. For more information, see: Grouping Dynamic Triggers into Legislative Functional Areas, *Oracle HRMS Payroll Processing Management Guide*

   Setup for retro-notification should now be complete, meaning you can proceed to running the appropriate report. However, if you are setting up proration continue with the next steps.

   See: Running the Retro-Notifications Report, *Oracle HRMS Payroll Processing Management Guide*

To set up the elements for proration:

1. Create your proration element. **US and Mexico users**: Initiate the earnings type or deduction, then query the generated element in the Element window to add a proration group and, optionally, a proration formula.
   - Make sure that you select a proration group for each element
   - Select a proration formula if you are using a separate proration formula to handle proration events (rather than enabling your payroll formula to handle proration)
   - Select Actual Termination as the termination processing rule

2. Define the input values for the element. For example, if you were using the sample payroll formulas that are enabled for proration, you would create the following input values:
   - Amount for a salary management element
   - Date Worked for a spinal point/pay scale element
   - Annual Deduction for a deduction or allowance

   See: Defining an Element's Input Values, page 1-36

3. Link the element to a specific payroll or payrolls. If you want the element to be used automatically each time the payroll is assigned, select the Standard check box. If you do not select this check box, you must enter the element for each assignment.

   See: Defining Element Links, page 1-40

To create the formula:

1. Check that the database items to be used in your formula are available. If the required database items are not available, create them.

2. Create the proration formula or write a payroll formula that is enabled for proration.

   To create a proration formula, see: Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

   UK users: For examples of payroll formulas enabled for proration, see: Sample Payroll Formulas Enabled for Proration, *Oracle HRMS FastFormula User Guide*

   For more information on writing formulas, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide* and Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*

3. Link the formula to your element in the Formula Result Rules window.

   See: Defining Formula Processing and Result Rules, page 8-26

4. Attach the element to the salary basis if the salary is relevant for proration. Select the input value you created (such as Amount) in the Input Value Name field of the Salary Basis window.

   See: Defining a Salary Basis, page 2-14

Defining Event Groups

You define an event group from the Table Event Group window. You use an event group to group together all proration or retro-notification points that affect an employee's salary, such as salary increases.

To define an event group:

1. Enter a name for your event group.

2. Select one of the following event group types:

   Proration for a proration event group

   Retro for a retro-notification event group

3. Select the proration or retro period.

4. Save your entries.

5. Select the events that can trigger proration or retro-notification in the Datetracked Events region. To do this, select the update type, the table containing the data, and the table column.

6. Save your work.

Setting Up Deductions for Arrearage

When you use the Pensions element template, the template automatically creates the objects required to support arrears management. If you are defining your own pre-tax or voluntary deduction for which you want to manage arrears, follow these steps.

1. Using the Information Types Security window, add the PQP_GB_ARREARAGE_INFO element information type to your responsibility.

2. Using the Element window, define your deduction element in the pre-tax or voluntary deduction classifications. Optionally, define a *Clear Arrears* input value for the element, which can have the value Yes or No. Set this input value to No, by default. If you set it to Yes, the payroll run cancels any existing arrears and does not take arrears in the current pay period if there are insufficient funds.

3. Choose the Extra Information button on the Element window, click on Arrearage Options and select the appropriate options.

4. Using the Balances window, create two balances - Arrears and Not Taken - to keep track of the arrears amount and the not taken amount. Select the following dimensions for these balances:

   - _ASG_ITD
   - _ASG_PROC_PTD
   - _ASG_RUN
   - _ASG_YTD

5. Using the Element window, create a non-recurring element in the Information classification called <BASE NAME> Special Features.

   - Check the Process in Run box.
   - Select the same Termination rule you used for the base element.

- Define two input values, Arrears and Not Taken.

In the Balance Feeds window, use these input values to feed the balances of the same name.

6. Using the Formula window, create or edit the deduction's payroll formula to call the arrearage function. See: Sample Deduction Formula Calling the Arrearage Function, *Oracle HRMS FastFormula User Guide*.

> **Note:** Where the deduction is subject to an annual limit, the formula must ensure that the limit is assessed before deciding whether to clear arrears, when there are sufficient funds.

7. Using the Formula Results window, find your base deduction element, select the formula and create two indirect results:
   - l_Not_Taken to feed the Not Taken input value of the Special Features element
   - l_To_Arrears to the feed the To Arrears input value of the Special Features element

Balances

Payroll Balances

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

Balance Dimensions and Levels

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

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

Choosing Elements To Feed a Balance

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

- Select a primary classification. The run results of all elements in the classification feed the balance. However, you must have an input value of Pay Value if you want to create a feed between an element and a balance.

- Select a secondary classification. You choose which elements from a primary classification (such as Earnings) are to feed the balance by giving these elements a secondary classification. Again it is the run results of the elements that feed the balance.

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

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

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

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

Startup and User Defined Balances

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

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

UK Payroll Balance Dimensions

The following dimensions are predefined. You can create additional dimensions at the assignment level, if you require them.

Standard Dimensions

You are likely to use these dimensions to sum values for single assignments for your own balances.

_ASG_RUN	during one payroll run
_ASG_CALENDAR_QTD	since start of calendar year, reset every three months
_ASG_CALENDAR_YTD	since start of calendar year, reset every year
ASG_QTD	since start of tax year, reset every three months
ASG_YTD	since the start of payroll processing year
_ASG_PROC_PTD	for payroll processing period
ASG_ITD	since the start of assignment

Statutory Dimensions - Single Assignments

These statutory dimensions are normally used for summing balance feeds for single assignments to predefined balances.

_ASG_TRANSFER_PTD	since the start of the statutory period; used in NI and PAYE formulas

Note: The statutory period is the same as the processing period but includes results from previous payrolls if the assignment has transferred.

_ASG_TD_YTD_ASG_TD_YTD	since the start of calendar year or since a transfer from a different tax scheme; used in PAYE formula and EOY reporting
_ASG_STAT_YTD	since the start of tax year; used in NI Class 1a calculation and reporting
_ASG_TD_ITD	since start of assignment or since transfer from a different tax scheme; used in PAYE formula
_ASG_PROC_YTD	since the latest of start date of the processing year or start date of the employee on that payroll

Statutory Dimensions - Multiple Assignments

These statutory dimensions are usually associated with predefined balances for summing balance feeds for an employee's multiple assignments when those assignments are in the same tax scheme, that is, report under the same tax reference.

_PER_TD_YTD	
_PER_TD_DIR_YTD	since the latest of the start of a directorship or the start of the processing year; used in NI formulas for directors

_PER_NI_PTD	

Payments Dimension

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

_PAYMENTS	for a set of payroll runs

Court Order Dimensions

The element dimensions associated with court orders aggregate results for a particular element entry for single assignments. These dimensions are not available for selection from the Balances form.

_ELEMENT_ITD	since the inception of that element entry
_ELEMENT_PTD	since the start of the processing period

PTO Accrual Dimensions

You can select these dimensions in the Accrual Plan window to determine the date for resetting the payroll balance that stores gross accruals.

Dimensions for business groups that use Date Paid as the PTO Balance Type:

_ASG_PTO_YTD	since the start of the calendar year
_ASG_PTO_SM_YTD	since 1 June
_ASG_PTO_HD_YTD	since the anniversary of the assignment's hire date

Dimensions for business groups that use Date Earned as the PTO Balance Type:

_ASG_PTO_DE_YTD	since the start of the calendar year

_ASG_PTO_DE_SM_YTD	since 1 June
_ASG_PTO_DE_HD_YTD	since the anniversary of the assignment's hire date

Defining Secondary Element Classifications

Oracle Payroll users can define secondary classifications to create subsets within primary classifications. You decide which elements, from a primary classification, are in each secondary classification, then you use the secondary classification to feed balances.

> **Note:** If you are an HR-only user, you cannot define secondary classifications. For more information on user types and the associated HR: User Type profile option, see: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

To create secondary element classifications:

1. Query a primary element classification. The check box indicates whether it is for nonpayment elements. These are elements that do not feed the Payments balance.

   On the Priority, and Costing tabs, you can view the following information about the classification:

   Priority: The processing range displays together with the default priority.

   Costable: If this check box is checked, you can select all costing options on the element link for elements of this classification, including Not Costed.

   Distributable: If this check box is checked, you can create a distribution set from elements of this classification over which you can distribute costs.

   Debit or **Credit**: These option buttons display the cost type for elements in the classification, that is, whether the accounts they feed are to be debited or credited.

   On the Frequency Rules tab, you can view the following information about the classification:

   Enabled: If this check box is checked, you can define frequency rules for elements of this classification. The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element.

   Date: The date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

2. Enter a unique name for the secondary classification you want to associate with the displayed primary classification. You can also add a description.

3. Select the Default check box if you want all elements in the primary classification to be in the secondary classification by default. Then, if there are any exceptions, you must manually remove these elements from the secondary classification. You can do this at any time using the Balance Feed Control window, which opens from the Element window.

   Note: For some legislations, Oracle Payroll has already defined a number of secondary classifications. Some of these are default classifications, but not all. You cannot delete these classifications, and you cannot delete them from the Balance Feed Control window for predefined elements.

Creating Balance Feeds for Individual Elements

Use the Balance Feeds window to select balances to be fed by the input values of an element. Balances are either fed by whole classifications of elements or by individual elements, but not by both. Therefore, in this window you cannot select balances that are fed by classifications. You can query a balance in the Balance window and choose the Classifications button to view the list of classifications that feed it.

You can use an element to feed as many balances as you require.

To create balance feeds for one element:

1. Set your effective date to when you want the balance feed to start.

2. Enter or query the element in the Element window and choose the Balance Feeds button.

3. In the Balance Feeds window, select the input value that you want to feed the balance with.

   The list displays all the input values defined for the element. These input values may have different units of measure. When you select an input value its unit of measure displays in the Units field. To feed a balance with the element's direct run result, select Pay Value.

4. Select the balance you want the input value to feed.

   The list restricts your choice to balances having the same unit of measure as the input value you selected.

5. Select Add or Subtract for the balance feed.

   Note: Secondary classifications and balance feed controls currently

do not apply to the US version of Oracle Payroll.

Creating Classes of Balance Feeds

In the Balance Feed Control window, you can classify an element using secondary classifications. These determine the balances that the element feeds. You can query a balance in the Balance window and choose the Classifications button to view the list of classifications that feed it.

To select or remove secondary element classifications:

1. Set your effective date to when you want the element to begin feeding the balances that the secondary classifications feed.

2. Enter or query the element in the Element window and choose the Balance Feed Control button.

3. In the Balance Feed Control window, delete any default secondary classifications you do not require for the element.

   When this window opens, it displays any default secondary classifications for the element's primary classification. Unless they are predefined, you can delete any of these classifications, and you can change their effective start dates.

4. Select any non-default secondary classifications you require.

Defining User Balances

Defining a balance includes defining its feeds and dimensions. When selecting feeds for the balance you have to choose between specifying element input values directly, and selecting element classifications to determine the feeds. You cannot choose both methods together.

You can group similar balances - such as all earnings balances - in a single *category* for quicker and easier processing. Each localization has a defined set of categories. If there are no categories in the list of values, this means your legislation is not yet using the category functionality.

Balances often share a common relevancy to certain assignments. In some localizations, you can define *base balances* to imply a relationship between the balances that can be relied upon when processing and reporting. For example, "Loan Repayment" could be the base balance for "Loan Repayment Arrears".

You define balances in the Balance window.

To define a user balance:

1. Do *one* of the following:

   - Enter a unique name and a reporting name for the new balance. If you do not provide a reporting name, the first seven characters of the balance name appear on reports.

   - Query any user balances you want to change.

2. Optionally, select a balance category in the Category field.

   Australian Users: Attach all user-defined balances to the relevant balance category and to the _ASG_RUN and _ASG_YTD dimensions to populate the run balances. You must attach all user-defined allowance balances required to be reported individually on the Payment Summary to the Balance Category of Allowance and to the _ASG_LE_RUN and _ASG_LE_YTD dimensions.

   New Zealand Users: You must assign a balance category for each element that you define.

3. Optionally, select a Base Balance.

4. Enter the unit of measure for the balance. The choices are days, hours (listed in different formats), integer, money and number. If you select money as the unit you must also select a currency.

   > **Note:** Do not select the Use for Remuneration check box. This displays the balance that has been predefined as the Remuneration balance. Only one balance within a legislation can have this value.

5. To define a primary balance - one fed by a single element - select an element and input value in the Primary Balance region (if this region is available for your localization).

6. Go to the Balance Feeds window *or* the Balance Classifications window.

   #### In the Balance Feeds window:

   - Set your effective date to the start date for the balance feeds.

   - Select one or more elements to feed the balance. Only those elements whose input values have the same unit of measure as the balance are listed.

     When you select an element, its classification is displayed. You can select elements with different classifications.

   - Select the input value that is to feed the balance.

For most payroll balances select Pay Value so that the element's run result feeds the balance.

- Select Add or Subtract for the balance feed.

In the Balance Classifications window:

- Select one or more element classifications and select Add or Subtract for each. The run results of all elements in the classification will feed the balance.

  The list includes all the primary and secondary element classifications that are valid for this balance. If you select a secondary classification, you cannot also select its parent primary classification.

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

Balance Dimensions Window

7. Choose the Dimensions button.

8. Select the dimensions you require.

   New Zealand Users: For each new balance, you must attach the balance dimension _ASG_RUN for it to generate run balances.

   Australian Users: Select the _ASG_RUN and _ASG_YTD dimensions for all user-defined balances. You must attach the _ASG_LE_YTD and _ASG_LE_RUN dimensions to the allowance balances required in the Payment Summary reports.

   You can remove any dimension previously selected for a user-defined balance. You can also add dimensions to the startup balances included with your system, and later remove these additional dimensions. However, you cannot remove the dimensions that were predefined for the startup balances.

   > **Note:** To hold balances for a fiscal year that is different from the calendar year, you must supply the fiscal year start date for your Business Group.

9. Optionally, select the Grossup Balance check box for *one* of the dimensions, to make the balance eligible for grossup.

   UK users: If you want to make the balance eligible for grossup, you must select this check box for the _ASG_RUN dimension.

Initial Balance Feed Window

10. Choose the Initial Feed button.

11. In the Initial Balance Feed window you can see details of the element and input value used for the Initial Balance feed. This feed is defined by implementation consultants prior to performing an initial balance upload at implementation time.

Balance Attributes window

12. Choose the Attributes button.

13. Select an attribute definition and a dimension.

    Balance attributes identify which balances can be used in which reports. Attributes can be predefined by localizations, created as a result of predefined defaults, or you can enter them in this window.

    Note: For UK SOE Balances, ensure you attach the attribute to the Balances1 segment in the Business Group Information. Attach the attribute to each balance you want to display on the Online SOE. For every balance with an attached attribute, you must add individual balance to the SOE Details Information (in the Business Group Information).

    The balances you attach to the SOE Details Information are defined at business group level, hence even if you change the user category profile it will not have any result on the data defined in the SOE Details Information.

    Note: Saudi Users: Oracle Payroll provides Saudi SOE Balance Attributes to view the SOE report. You can use the predefined balance attributes or create your own balance attributes.

Excluding Balances From an Element's Grossup Calculation

For elements that require a net-to-gross (or grossup) calculation, you can specify which balances are included in the calculation. By default, all balances that can be grossed up are included. Use the Exclude Balances window to view these balances and to exclude any of them from the element's calculation.

US and Canadian users: You can exclude additional balances for individual element entries using the Gross Up Balances window (which opens from the Element Entries window).

To exclude balances from an element's grossup calculation:

1. Enter or query the element in the Element window - making sure the Gross Up check box on the Advanced tab is checked - and choose the Exclude Balances button.

2. Select any balances that you want to exclude from the element's calculation. The list of values shows all balances that are eligible for grossup.

   Note: A balance is eligible for grossup if the Grossup Balance check box is checked for one of its dimensions in the Balance Dimensions window.

3. Save your work.

Uploading Initial Balances

Setting initial values for balances is an essential task for new customers migrating from other systems.

Such balances typically consist of both legislative and customer defined balances. For example, a legislative balance could be the amount of tax deducted for each employee during the tax year. A customer defined balance could be the number of vacation days taken by each employee during the calendar year.

The correct initial setting of these balances is essential for subsequent processing to be valid.

The Initial Balance Upload process allows the specification and loading of initial balances into the system. System implementers use this process once only, on migration. After that, balance maintenance is carried out automatically by Oracle Payroll.

To load initial balances into Oracle Payroll:

1. Define an element and input value for the initial balance feed. Select the classification Balance Initialization for this element.

2. Set up initial balance values in the tables

   PAY_BALANCE_BATCH_HEADERS

   PAY_BALANCE_BATCH_LINES

   For more information, see the technical essay: Balances in Oracle Payroll, *Oracle HRMS Implementation Guide*.

3. In the Submit Requests window, select Initial Balance Upload.

4. Run one or more of the four modes as appropriate:

   Validate: checks the details in the batch to be uploaded

   Transfer: creates the balances in the batch

   Undo transfer: reverses the effects of a transfer

Purge: removes the batch from the batch tables

5. Select the batch to be processed.
6. Choose the Submit button.
7. Continue to run the process for as many modes as you require.

Creating Balance Dimensions

If you need to add to the predefined balance dimensions, create your own using the Create Balance Dimension process. You can then associate your dimension with any balance on the system, user or predefined, using the Balance window.

You run this process from the Submit Requests window.

To create a balance dimension:

1. In the Name field, select Create Balance Dimension.
2. In the Parameters window, enter a name for the dimension in the Balance Suffix field.
3. Select a balance level for the dimension. Currently you can only create an assignment level dimension.
4. Enter the start day and month for the dimension in the date format used at your site.
5. Select a frequency for the dimension from the list of supported period types. The frequency you select governs the number of times the balance is reset to 0 in one year.
6. Choose the Submit button.

Professional Body Membership

Professional Body Membership and Subscriptions

You can record information about membership of professional bodies and, using Oracle Payroll, deduct subscription dues for these bodies. You can store the standard subscription rates in a user defined table and override them for individual assignments.

Oracle Payroll creates automatically the elements, input values, balances, formula, and formula results for the deductions, based on information you enter in the Professional Body Processing window. It records information required for deduction processing in the Professional Body Information Element Extra Information Type.

After Oracle Payroll creates the element, you must link it and enter it for the appropriate assignments. You must also enter membership information for these assignments using the Qualifications window. The element entries are then processed using the normal payroll process.

Elements

The application creates the following element for your deduction:

- A base element, which you name in the Professional Body Processing window. This element is in the Voluntary Deductions classification.

  It has two input values: Pay Value (to store the formula result) and Override Amount (to hold the amount to be deducted if you allow users to override the formula).

Balances

The application creates the following balances:

- A balance with the same name as the base element, fed by that element's pay value.
- A professional body-level balance, fed by all the elements created for that professional body.

Formula

The application creates a formula called <BASE NAME>_PROFESSIONAL_BODY_DEDUCTION, which returns the deduction amount to the element's pay value.

The main processing performed by the formula is as follows:

- Checks whether the element entry has an override contribution amount.
- If not, checks the employee's professional membership information to get the employee's membership category, and checks the professional body's additional organization information to get the name of the rates table to use.
- Queries the rates table for the contribution rate.
- Checks whether the employee has been recorded as a member of the professional body more than once in the payroll period. If so, it issues a warning and does not take the deduction.
- Checks whether net pay is sufficient to cover the deduction.

Setting Up Professional Body Subscriptions

Follow these step if you want to set up deductions for subscriptions to professional bodies.

To set up deductions for professional body subscriptions:

1. Set up a user defined subscriptions table for each professional body that you are recording. Create the table with one row and use the columns to store the membership categories.

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

2. Create an organization to represent the professional body and select the classification Professional Body Information. Also select the classification Payee Organization if you want to make third party payments to this body.

   See: Entering Organization Classifications, *Oracle HRMS Enterprise and Workforce Management Guide*

3. Enter additional organization information for the Professional Body Information classification. Select the subscription rates table and review date for the subscriptions to this body.

   See: Entering Additional Information for a Professional Body, *Oracle HRMS Enterrpise and Workforce Management Guide*

4. Enter information in the Professional Body Processing window.

   This creates the elements, input values, balances, formula, and formula results for the deduction.

   See: Creating a Professional Body Deduction, *Oracle HRMS Compensation and Benefits Guide*

5. Link the element that was generated in the previous step.

   See: Defining Element Links, page 1-40

6. Enter the subscription rates in the user defined table you created in step 1, page 8-52 . The rates must be in pounds sterling.

   See: Entering Table Values, *Oracle HRMS Configuring, Reporting and System Administration Guide*

7. Use the Qualifications window to enter Professional Membership information for your employees.

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

8. If you want to pay the subscriptions as third party payments, use the Personal Payment Method window to select a third party payment method for each assignment. In the Payee region, select the professional body.

   See: Entering Payment Methods for an Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment and Talent Management Guide*

9. Make element entries for your employees and process them.

   See: Making Manual Element Entries, page 1-53

Creating a Professional Body Deduction

Oracle Payroll creates automatically the element, input values, balances, formula, and formula results for a professional body deduction when you enter information in the Professional Body Processing window.

To create a professional body deduction:

1. Select the name of the professional body.

2. Enter a name and reporting name for the element.

3. Optionally enter a description of the element.

4. Select if the element is recurring or nonrecurring.

   For example, you would select nonrecurring for a subscription that is paid once per year, and recurring for a deduction that is paid once each pay period.

5. Check the Third Party Payment check box if you want to pay the deductions as third party payments to the professional body.

6. Check the Override Amount box if you want to create an input value where you

can enter an amount at assignment level that would override the normal contribution rate.

7. Enter the name of the Professional Body Level Balance that is to be created. This balance is fed by all elements created for this professional body. Use the format X Overall Balance where X is the name of the professional body. If you have already created an element for this organization, you cannot enter another overall balance name.

8. Save your work.

   The application creates the required elements, formula, balances, and formula results, according to the information you have entered. The Professional Body Information element extra information type holds the professional body name, balance, and two Yes/No indicators showing whether the subscription amount can be overridden and whether you are paying the subscription using third party payments.

   Warning: You would normally add extra information from the Element window. However, in this case the application enters this information automatically when you save details in the Professional Body Processing window. You must not change this information using the Element window.

   To stop users from entering the above extra information in the Element window, this EIT is not predefined as a viewable information type for the predefined responsibilities.

Union Deductions

Union Deductions

Oracle Payroll enables you to set up union deductions for your employees. There is an annual membership fee for each union that is paid on a periodic basis from members' net pay. The membership contribution rate varies between unions and is not necessarily increased every year.

Unions either have a contribution rate dependant on an employee's rate of pensionable pay or a flat contribution rate, although members have the option to make additional contributions towards local branch welfare funds. You create a user defined table to hold the union contribution rates (as flat rates or in bands based on pay). You can create rate types to specify which elements you use to define the rates of pay.

When the union issues revised contribution rates, the payroll run deducts the new amount from the employees' wages in the pay period that includes the date of the revision with the new rate applicable for the whole period.

Union subscription rates include a donation to a political fund. Unison members have the choice of contributing to either the Affiliated Political Fund (APF) or the General Political Fund. All other unions have just one political fund.

Oracle Payroll creates automatically the elements, input values, balances, formula, and formula results for the union deductions, based on information you enter in the Union Processing window. It records information required for union deduction processing in the Union Information Element Extra Information Type.

After Oracle Payroll creates the union element, you must link it and enter it for the appropriate assignments. The element entries are then processed using the normal payroll process.

Elements

The application creates the following elements for your deduction:

- A base element, which you name in the Union Processing window, in the Voluntary Deductions classification
- A tax relief element (<base name>_tax_relief), in the Information classification, to store the portion of the union deduction on which tax relief may be claimed. This element is created only if you check the Tax Relief box in the Union Processing window.

Balances

The application creates the following balances:

- A balance with the same name as the base element, fed by that element's pay value.
- A union level balance, fed by all the elements created for that union.
- A tax relief balance, fed by the tax relief element, and only created if you check the Tax Relief box in the Union Processing window.

Formula

The main processing performed by the formula is as follows:

- Checks whether the element entry has an override contribution amount.
- If not, checks the element extra information to get the name of the rate table.
- If the contribution varies by pay, the formula must calculate the employee's pensionable salary, using one of the following methods:
  - If the element entry has an override annual salary input value, the formula uses this figure.
  - Otherwise, if the element entry has an override rate type input value, the formula uses the elements specified as this rate type to calculate the annual salary value.
  - If neither input value has a value, the formula calculates annual salary using the rate type specified in the element's extra information.
- Based on the value of the fund selected input value, the employee's payroll frequency, and - if the contribution is not flat rate - the annual salary, the formula queries the rate table for the contribution rate.
- If the element entry has a supplementary levy input, the formula adds this amount to the total.
- If the payroll frequency is neither monthly or weekly, the formula performs the necessary time dimension conversion.

Setting Up Union Deductions

Follow these steps if you want to set up union deductions.

To set up union deductions for your employees:

1. Set up your pensionable pay rate type. (This step is required only if the union has a contribution rate that varies by pay rate.)

You set up a rate type as a value for the lookup type PQP_RATE_TYPE. Then you select this rate type for the elements that you want to sum to calculate the pay rate. Select the rate type in the Rate Type Information EIT for the elements.

See: Setting Up Historic Rates, page 8-97

2. Set up the Union Fund Lists as lookup types.

   Note: The fund list name must start with PQP_UNION_FUNDS

   You enter one lookup code for each fund. For example:

Code	Meaning	From
APF	APF Opt Out	01-Apr-1990
GPF	GPF Opt Out	01-Apr-1990
ST	Standard Unison	01-Apr-1990

   It is important that in this step you only set up a single code rather than separate monthly and weekly codes. This is because the monthly and weekly codes are automatically generated at step 7 from the single code that you enter here.

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

3. Set up a new table and the rows in a user defined Union Rates table.

   The rows store the pay rate bands. For a flat rate table there is only one row, which covers all possible pay rates (such as 0-9,999,999).

   Select one of the following match types:

   - Match, if you are using a flat rate
   - Range, if you are not using a flat rate

Columns

The table must have two columns for each fund to store weekly and monthly deduction amounts. The column headings must have the suffixes "weekly" and "monthly, but these are assigned automatically when you perform step 7.

It is, therefore, important that you do not create any column headings in step 3.

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

4. Create an organization to represent the union and select the classification Bargaining Association.

   See: Entering Organization Classifications, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Enter Trade Union information.

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

6. Enter the rates information. Do this by selecting the rates table that holds the subscriptions for this union.

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

7. Enter information in the Union Processing window.

   This creates the elements, input values, balances, formula, and formula results for the deduction. It also creates the column headings for the user defined table.

   See: Creating a Union Element, page 8-58

8. Enter the union rates in the user defined table you created in step 3, page 8-57.

   Enter the weekly and monthly deduction amounts as flat rates or associated with salary bands, depending on how you set up the table.

   See: Entering Table Values, *Oracle HRMS Configuring, Reporting and System Administration Guide*

9. Link the following elements to your payroll:

   - Union element
   - Tax relief element

   See: Defining Element Links, page 1-40

10. Make element entries for your employees and process them.

    See: Entering a Union Element, page 8-60

Creating a Union Element

Oracle Payroll creates automatically the element, input values, balances, formula, and formula results for a union deduction when you enter union information in the Union Processing window.

To create a union element:

1. Select the name of the union.
2. Enter a name and reporting name for the element.
3. Optionally enter a description of the element.
4. Select if the element is recurring or nonrecurring.
5. Check the Override Amount box if you want to create an input value where you can enter an amount at assignment level that would override the normal contribution rate.
6. Check the Tax Relief (Reporting only) check box if you can claim tax relief on a deduction made to the union. This creates:
   - An input value for entering the amount of the deduction that is eligible for tax relief
   - An additional element X Tax Relief where X is the element name. This element receives the amount from the input value as an indirect result of the processing of the base element.
7. Check the Supplementary Levy box if employees can pay a local levy, supplementary to the normal contribution.
8. Enter the name of the balance to be created that is fed by all elements created for this union. Use the format X Overall Balance where X is the name of the union. If you have already created an element for this union, you cannot enter another overall balance name.
9. Select a rate type if the union deduction varies by a rate of pay.
10. Select the Fund List name.
11. Save your work.

    The application creates the required elements, formula, balances, and formula results, according to the information you have entered. For the base element, the Union Information element extra information type holds the union name and rate type.

    Warning: You would normally add extra information from the Element window. However, in this case the application enters this information automatically when you save union details in the Union Processing window. If you add information from the

Element window, you receive an error when you run the union deductions report.

To stop users from entering the above extra information in the Element window, this EIT is not predefined as a viewable information type for the predefined responsibilities.

Entering a Union Element

Use the Element Entries window to enter a Union element for an assignment.

To enter a union element:

1. Change your effective date to the correct start date.
2. Select the Union element in the Element Name field.
3. Check the Override check box to create an entry that overrides all other entries of this element in the current period. You cannot create an override entry if one already exists, or if any of the entries of this element have been adjusted.
4. Check the Additional check box if you want to create a one-time entry of a recurring element.

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

   You can only check Additional if:

   - The element definition allows additional entries
   - An additional entry does not already exist for the assignment in this period
   - The employee is assigned to a payroll
   - There is a payroll period defined at your effective date
5. Choose the Entry Values button to open the Entry Values window.
6. Enter values in the Entry Values fields as follows:
   - Pay Value - This is the total calculated amount payable by the employee. Do not enter a value here unless you want to bypass the formula's processing.
   - Override Amount - If this field is present, you can enter a value that will be the amount deducted and no more calculations are made.

- Tax Relief - If this field is present, you can indicate the amount of the deduction that is eligible for tax relief.
- Supplementary Levy - If this field is present, you can enter the amount of the levy that the employee pays in addition to their normal contribution.
- Fund Selected - This is a required input. You select the name of the fund to which the deduction contributes.
- Override Pensionable Salary - You can enter an override annual salary if the deduction varies by pay rate.
- Override Rate Type - You can select an override rate type used to calculate pensionable salary.

7. Save your work.

Running the Union Deductions Report

This report shows total deductions paid to a union, plus deductions per employee, and a list of employees for whom the full deduction could not be taken due to insufficient pay.

You run the report in the Submit Requests window.

To run the Union Deductions report:

1. Select the report name in the name field. Then enter the parameters field to open the Parameters window.
2. Select the Union name from the list of values. This is a required parameter.
3. Specify the payroll for which you want to run the report. If you do not enter a payroll name, the report will process every employee who is a member of the union.
4. Enter the payroll start date and end date.
5. Choose the Submit button.

Third Party Payments

Third Party Payments

Oracle Payroll enables you to make both single and recurring deductions from worker salary for third party payments, and to specify either corporate bodies or individuals as payees. The deductions you can make include third party payments and union dues.

You need to define payment methods for third party payments and enter these for your payrolls.

How you pay third parties is determined by the Third Party Payment check box on the Element window when you define the deduction. If this check box is unchecked, you must pay third parties outside Oracle Payroll through Accounts Payable. If it is checked, you can pay third parties through Oracle Payroll, using a third party payment method that you have defined.

Third Party Payments Overview

Third party payments is also known as Wage Attachments, Wage Garnishments, and Court Orders in different localizations, and your legislation may already have predefined elements to support each of these types of deduction.

Third party payments are deductions from earnings incurred by court debts or fines. For example, payments of maintenance, child support or other legally incurred obligations. Oracle Payroll enables you to process these deductions from worker wages. Third party payments in Oracle payroll are rule-driven, so you can tailor them to meet your business needs.

Oracle Payroll provides a robust answer to administering third party payments, a type of involuntary deduction. Like other features in Oracle HRMS, third party payments are rule-driven so that you can tailor the software to fit your business requirements.

Oracle Payroll features for third party payments enable you to:

- Create third party payments
- Determine which earnings are eligible for third party payments
- Administer fees for recouping processing costs of third party payments (if administrative fees are payable for your legislation)
- Establish the priority of payments if a worker has several third party payment obligations that cannot be met in a single pay period
- Stop making third party payments when your worker has discharged the obligation

Handling third party payments

Oracle Payroll handles third party payments using:

- Elements and input values
- Formulas
- Balances and balance feeds

Legislative Differences

Depending on the country in which you operate, third party payments are either provided for you, along with their associated elements, balances, balance feeds and formulas, or you can create your own. To create your own, enter some of the information you require into a template, and let Oracle Payroll generate the elements, balances and balance feeds for you. You create North American third party payments using this second method.

You can only use one of the two methods, depending on your legislation, and not a mixture of both.

Elements

Each third party payment is represented by one element. For example, the third party payment of Court Order is represented by the element called Court Order.

Once you have created a third party payment, or selected one of the third party payments provided, you record all changes by entering input values for the third party payment element.

Third Party Payment Processing Sequence

You determine when to deduct each third party payment from a worker's earnings using element classifications and processing sequences.

For example, you may need to ensure that Oracle Payroll always processes court orders before other deduction types. You may also need to prioritize the court orders further to ensure that Oracle Payroll always processes child support deductions before education loans. In this example, these third party payments belong to an element classification with a low-numbered processing sequence. This ensures that they are processed before all other deductions.

Then, to ensure that Oracle Payroll always processes your child support payments before education loans, you could determine a secondary processing sequence. You do this in the Element Entries window.

If you don't specify a secondary processing sequence, third party payments are

processed in date order.

During payroll processing, the appropriate formula calculates the deduction from the worker's wages, and considers the correct percentage of the balance which stores the worker's net income.

Korea users only: While processing your third party payment, use only the KR Monthly Payroll, KR Bonus Payroll, and KR Separation Pay Payroll processes. If you use QuickPay Run, the third party payment will not be properly processed because you cannot specify its payout date.

Formulas

You can use the predefined formulas to determine how third party payments are processed in your organization. For example you can do the following:

- Determine the amount of pay that is liable for third party payment deduction. For example, the worker's take home pay after tax and other deductions, and the amount that is protected or exempt from third party payment deductions. During payroll processing, a formula calculates the deduction from the worker's wages. During calculation, 50 percent of the Attachable Earnings balance is considered; this balance stores the worker's net income. Irrespective of the payroll run type, only 50 percent of Attachable Earnings will be considered.

- Calculate the amount to withhold. The third party payment court order provides the amount to be withheld per pay period and a total amount due. If you do not enter a pay period, Oracle Payroll defaults to the maximum amount allowed by law. The amount withheld can also include any arrears owing or any fees payable to the employer for setup and administration of the deduction.

- Verify the amounts withheld. After Oracle Payroll has calculated all third party payments for a worker, the relevant formula checks that all rules and limits applicable to these payments are accounted for. If it finds any violations, the formula makes adjustments to the previously calculated amounts, prorating them and creating arrears amounts if necessary.

See: Formulas and Payroll Run Results, page 8-6

Balances

Oracle Payroll uses balances to record the amount of third party payments paid or amount remaining. Depending on your legislation, Oracle Payroll either provides the balances and balance feeds that you need for predefined third party payment elements, or it generates them automatically.

The amount of court order debt paid at any time is held in an Inception-to-date (ITD) balance. For those elements that have multiple occurrences, this balance exists at element level, reflecting the need to keep track of how much has been paid for each separate occurrence. Otherwise the balance exists at assignment level.

The amount of the debt still outstanding is the difference between the amount in the ITD balance dimension and the Initial Debt input value.

For Assignment level ITD balance dimensions, you must ensure that, once the total debt has been repaid and the element has been given an end date for processing, that the balance is cleared back to 0.00. If you do not do this and a new element entry is given to the worker for the same court order type element, the formula finds the 'old' balance and the element is not processed correctly.

The attachable pay balances Run and Period balance are referenced within the formulas because of the possibility of there being more than one run in a period.

How Oracle Payroll Manages Deductions

You enter the initial debt. The system then manages the deductions automatically and ends the process when the debt is cleared. If you do not enter a value for the debt the system continues to process the deductions each pay period as ongoing maintenance payments.

Protected Earnings

Local legislation determines the amount and type of earnings from which third party payments can be deducted. Typically, there is a minimum amount of earnings below which you cannot deduct third party payments. Similarly, there is a proportion of a worker's earnings that are considered liable to third party payment deductions.

Managing Different Third Party Payments

You can use Oracle Payroll to manage both kinds of third party payment:

- Where the total amount of the deduction is known in advance, for example, a fine.
- Where the total amount is not fixed, but you must make a deduction from each salary payment, for example, child maintenance orders.

Ending Third Party Payments

Depending on the third party payment, and whether the deduction is ongoing or a diminishing balance, you can set a deduction end date. Alternatively you can set up the deduction so that Oracle Payroll stops processing it when the full balance has been paid.

You can also override these settings, for example, if you want to stop maintenance payments immediately before reaching the end date.

Preparing Third Party Payment Information at the End of Employment

If a worker's third party payment is still being processed after the worker has left the

organization, then you must manually enter deposition-related information into the Deposition Info predefined element. This element is for informational purposes only. Your company will request the court that has mandated the third party payment to stop the process, and the court will be sent the information contained in the element.

Third Party Payment Deductions

The third party payments that you can process depend on the specific third party payments that apply to your legislation. Examples of third party payments include child support payments, educational loans, taxes to local authorities, alimony, and bankruptcy orders.

The following table lists the deductions you can make using Oracle Payroll.

Third Party Payment	Legislation
Credit Debt/Garnishments	US
Bankruptcy Order	US
Federal Tax Levy (State and Local Tax Levies are not supported by Oracle Payroll)	US
Federal DCIA Order	US
Spousal Support Order, Child Support Order, and Alimony	US
Educational Loan	US
Employee Requested Payment	US
Court Orders and Arrestments	UK
Council Tax Attachments	UK
Court Orders	France
Maintenance Orders	Ireland
Variation Orders	Ireland
Interim Orders	Ireland

Third Party Payment	Legislation
Compensation Orders	Ireland
Social Welfare Orders	Ireland

Court Orders and Arrestments

Oracle Payroll enables employers to meet the statutory requirement to deduct sums from the earnings of employees who have incurred court debts or fines. In the UK, these attachments to wages are known as Court Orders and Arrestments. When you are completing these wage attachment procedures you may also need to refer to the following:

- Court Orders and Arrestments Legislation
- Attachment of Earnings Orders
- Priority and Non-Priority Orders
- Community Charge Attachment of Earnings Orders
- Scottish Arrestments
- Court Orders and Arrestments in Oracle Payroll

Court Orders and Arrestments Legislation

Court orders for attachments of earnings are served by courts on employers requiring them to deduct sums from the earnings of employees who have incurred court debts or fines. The employer has to administer the collection of the debt and ensure that it is passed to the court, Agency or local authority issuing the order.

An Attachment of Earnings order is made under the Attachment of Earnings Act 1971. The procedure used under this legislation is largely followed in other similar legislation covering the collection of debts under Community Charge, Council Tax and Child Support Act legislation. Attachment of Earnings orders are given different terminology in Scotland and are administered under the Debtors (Scotland) Act 1987. The following table lists the principal UK legislation and names of orders.

Northern Ireland legislation, not listed in the table, administers the same orders as under the Attachment of Earnings Act and the Child Support Act, but there is no liability in Northern Ireland for Council Tax or Community Tax.

Legislation	Name of Order	Acronym
Attachment of Earnings Act, 1971	Attachment of Earnings	AEO
Debtors (Scotland) Act, 1987	Earnings Arrestment	EAS
	Current Maintenance Arrestment	CMA
	Conjoined Arrestment	CAO
Community Charges (Administration and Enforcement) Regulations, 1989	Community Charge Attachment of Earnings	CCAEO
Child Support Act, 1991	Deduction from Earnings	DEO
Council Tax (Administration and Enforcement) Regulations, 1992	Council Tax Attachment of Earnings	CTO

Court order legislation is complex. Full details for administering the system are set out in the *Employers Handbook on Attachment Orders* available on request from the Lord Chancellor's Department, Debt and Enforcement Branch, 105 Victoria Street, London SW1E 6QT.

Court Orders/Arrestments in Oracle Payroll

Oracle Payroll provides all the elements, balances and formulas necessary for you to correctly administer court orders and arrestments in the United Kingdom.

Element	Used For	Balance Feeds
Court Order	CTO, AEO, CCAEO, CCAEO_PRE_APRIL, DEO	Court Order_ELEMENT_ITD, Court Order_ELEMENT_PTD

Element	Used For	Balance Feeds
Court Order Arrears	Holds deduction arrears and protected pay arrears for Priority AEOs and DEOs. You do not make entries of this element for employees. It is used in the payroll run.	Court Order Arrears Deduction_ELEMENT_ITD, Court Order Arrears Protected Pay_ELEMENT_ITD
Court Order Non Priority	Non priority AEO	Court Order Non Priority_ELEMENT_ITD, Court Order Non Priority_ELEMENT_PTD
EAS Scotland	Earnings Arrestments issued in Scotland	EAS Scotland_ASG_ITD
EAS Scotland Payments	Holds the payment for Earnings Arrestments. You may use it for EAS balance adjustments, for example, after the EAS has been closed or replaced by a CAO.	EAS Scotland Payments_ASG_ITD
CMA Scotland	Current Maintenance Arrestments issued in Scotland	CMA Scotland_ASG_PROC_PTD
CAO Scotland	Conjoined Arrestments issued in Scotland	CAO Scotland_ASG_PROC_PTD
CAO Scotland Payments	Holds the CMA and EAS components of the CAO payment. You may use it for EAS balance adjustments, for example, after the CAO has been closed.	CAO Scotland Payments EAS_ASG_ITD, CAO Scotland Payments CMA_ASG_PROC_PTD
Fee	All court orders	Fee_ELEMENT_PTD

Non-Third Party Payment Court Orders

Users who do not want to make court order payments through Oracle Payroll can use nonpayment versions of the court order elements. These elements have the prefix NTPP (non-third party payment).

For these elements, the system keeps full track of debts and payments, but you make payment through some external means such as Accounts Payable. The list of NTPP

elements is as follows:

- Court Order NTPP
- Court Order Non Priority NTPP
- CAO Scotland NTPP
- CMA Scotland NTPP
- EAS Scotland NTPP

Court Order and Arrestment Balances

The amount of court order debt paid at any time is held in an Inception-to-Date (ITD) balance. For those elements that can have multiple occurrences, this balance exists at element level, reflecting the need to keep track of how much has been paid for each separate occurrence. Otherwise the balance exists at assignment level.

The amount of the debt still outstanding is the difference between the amount in the ITD balance dimension and the Initial Debt input value.

For assignment level ITD balance dimensions, care must be taken, once the total debt has been repaid and the element has been given an end date for processing, that the balance is cleared back to 0.00. If this is not done and a new element entry is given to the employee for the same court order type element, the formula finds the 'old' balance and the element is not processed correctly.

The attachable pay balances have their RUN and PERIOD balance referenced within the formulas because of the possibility of there being more than one run in a period.

How Oracle Payroll Manages Deductions

- For AEO and DEO type debt repayment orders:

You enter the initial debt. The system then manages the deductions automatically and ends the process when the debt is cleared. If you do not enter a value for the debt the system continues to process the deductions each pay period as ongoing maintenance payments.

- For CTO, CCAEO and CCAEO_PRE_APRIL type orders:

Oracle Payroll calculates each deduction from the initial debt and from pay band tables. The system adjusts deductions to the level of net pay in each period, taking any net pay variations into account. The system stops the element entry automatically when the total debt has been repaid. Each time the element is processed a payroll message is issued giving deduction details, and these are notified to the employee through his or her pay advice.

Attachment of Earnings Orders

The procedure for administering an AEO applies broadly to the other categories of court orders.

The following terms are used in the order:

- **Attachable earnings:** This is the part of the employee's earnings to which an attachment order applies.
- **Protected earnings:** These are the earnings the employee must be left to live on after all deductions, including the earnings attachment deductions, have been made.
- **Normal deduction:** This is the amount that is normally deducted from the employee each pay period under the terms of the order.

Attachable earnings include:

- Salary, overtime and bonuses
- SSP and pensions, less PAYE
- National Insurance and pension scheme contributions, including AVCs

Non-attachable earnings include the following:

- SMP
- Refunds of expenses
- Pay advances
- Sums paid by government departments in Northern Ireland or foreign countries
- Pay or allowances paid to the employee as a member of Her Majesty's forces
- Pensions or allowances paid under social security legislation
- Disability allowances and pensions
- The GMP elements of pensions

An AEO states to the employer the amount to be deducted and the amount of the protected earnings, based on the employee's normal payment frequency.

On receipt of an AEO the employer is required to deduct the specified amount from the employee's attachable earnings and to forward the amounts deducted to the issuing court, until one of the following takes place:

- Instructions are received to cease the order

- The employee leaves
- The amount of the debt, if known, has been repaid

Multiple Assignments

CTO and CCAEO orders can be calculated based on aggregated earnings where there are multiple assignments that have the same pay frequency and payment date. You must link the element to each eligible assignment and it must have the same reference.

Multiple Payments in a Period

Note that:

- You can use supplementary payments in a period to make up any shortfall between the expected deduction for the period and the actual period-to-date deduction.
- If the employee receives holiday pay in advance, you should multiply the amount of the deduction by the number of holiday pay periods, provided the protected earnings for these periods remain covered.

Priority and Non-Priority Orders

All AEOs are designated priority or non-priority, and the order's category can determine the way it is processed. Priority orders have processing priority over non-priority ones. All priority AEOs issued against an employee are to be processed first and in date order. After these, non priority AEOs are to be processed, again in date order.

Priority AEOs

For these, the attachable earnings are reduced by the protected earnings, and if the remainder is sufficient, the full deduction is taken. If not, the remainder is deducted, and the shortfall is added to an arrears balance for recovery in subsequent runs if possible.

If there are insufficient attachable earnings to cover the protected earnings, then the shortfall is added to an arrears balance. In addition, the full deduction amount is added to an arrears balance. Both will be recovered in subsequent runs if possible.

Non Priority AEOs

These are processed in the same way as Priority AEOs except that there is no arrears balance for deductions. If, after allowing for protected earnings, the employee has insufficient attachable earnings in any pay period from which to make either a normal or partial deduction, the amount outstanding is not carried forward against future

earnings. However, the full debt remains to be paid over a longer time scale.

Processing Priority for Court Orders

When deductions are taken from employees for more than one court order at a time, the order of processing must be as follows:

1. For orders issued before 1 April 1993:

- If a Priority AEO or a Non Priority AEO is in operation then any later dated CCAEO can be administered.
- If a CCEAO is in operation then no further CCAEOs can be administered until the first has cleared.

2. For orders issued after 31 March 1993, the following should be administered in order of receipt date:

- AEO
- DEO
- CCAEO
- CTO

  Non Priority AEOs are administered after the above orders and, if more than one is received, in order of receipt date.

3. In Scotland the order is either:

- DEO
- CAO

  or

- DEO
- EAS
- CMA

Community Charge Attachment of Earnings Orders

CCAEOs are issued by local authorities. The legislation concerning the method of recovery was amended on 1 April 1992.

The normal deduction is determined by reference to bands of attachable earnings and is either a fixed amount if the order was issued before 1 April 1992, or a percentage of

attachable earnings if issued after that date.

Attachable Earnings

Authorized pension contributions should not be deducted for orders issued before 1 April 1992.

Multiple payments in a period

For orders made before 1 April 1992 holiday pay paid in advance is deemed as all attachable in one period. For orders made after that date the amount to be deducted is based on the current period's earnings and then the holiday period's earnings. Supplementary payments in the same period have a deduction rate of 20% applied.

Council Tax Attachment of Earnings Orders

CTOs are used for the recovery of Council Tax using the same procedures as those used for CCAEOs issued after 1 April 1992.

Multiple payments in a period

The amount to be deducted is based on the current period's earnings and then the holiday period's earnings. Supplementary payments in the same period have a deduction rate of 20% applied.

Deductions from Earnings Orders

DEOs are used for the collection of child support maintenance payments under the authority of the Child Support Agency. These orders are administered in the same way as AEOs.

Scottish Arrestments

Scottish court orders are called arrestments, and there are three kinds: Earnings Arrestments, Current Maintenance Arrestments and Conjoined Arrestment Orders. Oracle Payroll provides elements for all these arrestments.

Earnings Arrestments

The amount to be recovered each processing period is based on bands of attachable earnings and a fixed amount. Only one EAS can be in operation for an employee at any one time. If you receive a second EAS for the employee, you must return it to the issuing authority, and give details of the existing order.

Multiple Assignments

EAS can be calculated based on aggregated earnings where there are multiple assignments that have the same pay frequency and payment date. You must link the element to each eligible assignment and it must have the same reference.

Multiple Payments in a Period

All earnings in a period whether or not they contain holiday pay paid in advance are attachable. Supplementary payments have a deduction rate of 20% applied.

Current Maintenance Arrestments

CMAs are used to collect maintenance. The employer is informed of the daily amount of deduction, the daily protected earnings applicable under the order, and an indication of the employee's entitlement to have deductions reduced by the equivalent of UK basic rate income tax. The employer is required to divide the amount of attachable earnings by the number of calendar days since the last normal payment, and then use that daily figure to calculate the amount of deduction.

Only one CMA can be in operation for an employee at any one time. If you receive a second CMA for an employee, you must return it to the issuing authority, and inform them of the details of the existing order. Note, however, that a single CMA may coexist with a single EAS for the same employee. The EAS must be processed first, being of higher priority.

Multiple Payments in a Period

Supplementary payments in a period may be used to make up any shortfall between the expected deduction for the period and the actual period-to-date deduction.

Conjoined Arrestment Orders are issued where more than one EAS and/or more than one CMA are to be operated. These orders are administered in the same manner as EASes, except that deductions for CAOs are payable to the Sheriff Court instead of the named creditor. Only one CAO at a time can be in operation for an employee, and while it is in operation no single EAS or CMA may be administered.

Supplementary payments are treated as their single order equivalents.

Making Third Party Payments

Use this process to make third party payments through Oracle Payroll. Third party payments include

- Wage Attachments
- Wage Garnishments

- Court Orders

In Australia, you can also use this process to set up employer superannuation contributions. After payroll processing takes place, the pay value of the deductions element is paid according to the third party payments method you selected.

To make third party deductions from individual assignments:

1. Create the organization or person to receive the third party payment.

   You create payee organizations in the Organization window, selecting the Payee Organization classification.

   See: Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

   You create individual payees as contacts of the person making the deduction. In the Contacts window, check the Payments Recipient check box when you create the payee.

   See: Entering Next of Kin and Other Contacts, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

2. Link the third party element to your payroll.

3. In the Personal Payment Method window, select a third party payment method for the assignment. In the Payee region, select the payee you have created.

   See: Entering Payment Methods for an Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

4. Create an element entry for the deduction.

   See: Entering Third Party Payment Information, page 8-76

   In the Entry Values window, you enter details of payment, payee and payment method. Required entry information varies according to the kind of deduction you are making.

When you have completed these setup steps you can run a payroll to process the third party payment that you have just defined.

Entering Third Party Payment Information

Information about each Third Party Payment that must be discharged against your worker is stored in a separate third party payment element.

Third party payments can include Wage Attachments, Wage Garnishments, and Court Orders and your legislation may already have predefined elements to support each of these types of deduction.

Use the Element Entries window to assign your worker a Third Party Payment element.

To enter Third Party Payment for a worker:

1. Query your employee in the People window, and set your effective date to the day on which the third party payment should commence for your worker.

2. In the Element Entries window, select the third party payments element .

3. Enter costing information in the Cost Allocation KF window or choose Cancel.

4. Choose the Entry Values button to open the Entry Values window.

5. Enter the unique attachment sequence number of the third party payment.

   You must supply a unique attachment sequence number for your third party payment; otherwise, your payroll run will fail. After your payroll run is successfully processed, in the Result Values window, you can identify the Results element created for your third party payment by its attachment sequence number.

6. Enter the time you received the third party payment and the unique case number assigned by the court administering the third party payment.

7. Select the third party payment's processing type.

8. Enter the third party payment's sub-processing type and administering court's name. The sub-processing type is used by the system only for information and is not considered during calculation or administration of the third party payment.

9. Enter the principal base and court fee base for the third party payment.

10. If the third party payment has an interest base, enter it. Enter the start and end dates for the interest base. The start and end dates for a third party payment that has an interest base are only for information and have no bearing on administration or calculation.

11. Indicate whether or not a judicial decision statement of the obligation-release processing type has been received for the third party payment and the date of such receipt. To set the Obligation Release field to Yes, you must update the field.

    When the third party payment's processing type changes to obligation release from any other processing type, you must select Yes in the Obligation Release field. You do not need to assign a new third party payments element to the employee

12. Select the third party creditor for the court order from the list of values in the Payee Details field.

13. Save your work.

To enter interest bands:

If the third party payment has interest bands, then you need to specify them in the Further Element Entry Information window:

1. Click in the Further Entry Information field to open the Further Element Entry Information window.

2. Specify the start date, end date, base, and rate of each interest band. You can specify a maximum of five interest bands. A interest band is invalid if it does not have a start date. If an end date is not specified, the system uses the next applicable payout date.

3. Save your work.

To change processing type from provisional attachment to actual seizure and collection, actual all attachment:

Some localizations enable you to specify whether a third party payment is a provisional attachment, an actual seizure and collection, or an actual all attachment.

When the processing type of the third party payment changes from provisional attachment to actual seizure and collection or actual all attachment, you must assign a new third party payments element to the employee in the payroll-processing period in which the processing type changes.

1. In the Element Entries window, enter information pertaining to the new judicial decision statement.

2. If the third party payment uses an interest base, enter the same values for the principal base, court fee base, and interest base that you entered for the old third party payments element.

3. If the third party payment uses interest bands, enter the same values for the principal base and court fee base that you entered for the old third party payments element. While setting up interest bands, begin with the interest band within which the next payroll-processing date will fall. The start date of this band should be the last payout date for the old third party payments element.

4. Select the case number for the old judicial decision statement for the third party payment in the Further Element Entry Information window.

5. Save your work.

Entering Court Order Elements

The elements Court Order and Court Order Non Priority are used for United Kingdom

court orders, excluding Scotland. Court Order Non Priority is used only for entering non-priority AEOs. Court Order is used for entering priority AEOs and other court orders.

Use the Element Entries window to enter these elements for an employee assignment.

To enter court order elements:

1. Open the Element Entries window.
2. Complete the details for the type of court order that you want to enter:
   - See Entering a Priority Court Order, page 8-79
   - See Entering a Non-Priority Court Order, page 8-80
   - See Entering Elements for Scottish Arrestments, page 8-80

     You can also run the Element Result Listing report from the Submit Requests window to see all the run results processed for a court order element over a period of time you select.

Entering a Priority Court Order

To enter a priority AEO, CTO, CCAEO or DEO for an employee:

1. Set your effective date to the day you received the order, and query the employee assignment.
2. In the Element Entries window, select the Court Order element.
3. Enter cost codes and a reason for the entry if these fields are set up on your system. Choose the Entry Values button.
4. In the Entry Values window, select the type of order.
5. Do *one* of the following:
   - For AEO and DEO type orders, in the Order Amount field enter the normal deduction for the order. Then enter the protected pay amount. You can also enter an initial debt amount for AEOs and DEOs when they are debt repayment orders.

     Oracle Payroll maintains deduction arrears and protected pay arrears for priority orders by returning indirect results to the Court Order Arrears element during the payroll run.
   - For CTO and CCAEO type orders, in the Initial Debt field enter the total debt to

be paid.

6. Enter the employer's administration fee for the order.

   The maximum fee is 1.00 pound. This is chargeable once each pay period that a court order is processed.

7. Enter a Reference, such as the Case Number, to help you identify this order in messages and reports.

8. In the Issued By field, enter the name of the issuing authority.

9. In the Payee Details field, select the details of the person or organization to whom the order is payable.

10. If required, enter the sub-priority number for the entry in the unlabeled field next to the Processing Priority field.

    If you make more than one entry of a court order element for the same employee, the sub-priority number enables you to determine the order of processing for the different entries.

Entering a Non-Priority Court Order

You enter a non-priority court order in the Element Entries window.

To enter a non priority AEO for an employee:

1. Select the element Court Order Non Priority,.

2. Follow the same procedure as for entering a priority AEO.

   There is no Type field in the Entry Values window as there is only one type of non priority order.

Entering Elements for Scottish Arrestments

You enter Scottish arrestments elements for employee assignments in the Element Entries window. The following legislative restrictions apply to these entries:

- You may not give an employee more than one EAS Scotland entry or more than one CMA Scotland entry at a time. You may, however, give the employee one EAS Scotland and one CMA Scotland entry at the same time.

- While a CAO Scotland element is in operation for an employee, you may not give the employee an EAS Scotland, a CMA Scotland, or another CAO Scotland element entry.

To enter an EAS, CMA or CAO for an employee:

1. Set your effective date to the day you received the order.

2. In the Element Entries window, select the EAS Scotland, CMA Scotland or CAO Scotland element.

3. Enter cost codes and a reason for the entry if these fields are set up on your system. Choose the Entry Values button.

4. Carry out *one* of the following sets of tasks:

   For EAS

   - Select Single for the order type.

   - Enter the initial debt, that is, the total debt to be paid.

   - Enter the employer's administration fee for the arrestment. You must only charge the fee once for aggregated entries.

   - If you are setting up EAS or EAS NTPP for an employee with multiple assignments, you must specify which of your element entries is the main entry. You do this by setting the input value Main Entry to Yes.

     You must specify one, and only one, element entry as the main entry within each tax reference. For example, if your employee has two tax references, then this means that you should specify a total of two element entries, one in each tax reference, as your main entries.

     If you leave the default Main Entry as No for all element entries, Oracle Payroll cannot calculate the correct EAS deduction value.

   For CMA

   - Enter the daily debt to be paid.

   - Enter the amount of the old daily debt if you have to enter a different rate of daily debt partway through a period. In this case the amount you entered for the daily debt becomes the amount for the second part of the period. Leave the Old Daily Debt field blank if the daily debt amount applies throughout the period.

   - If applicable, enter the date at which the old daily debt ends. If you leave the Old Daily Debt field blank leave the Old Debt End Date blank as well.

   - Enter the daily protected pay amount.

   - Select Yes in the Tax Relief field if UK tax equivalent relief applies to this order.

If not, select No.

For CAO

- Where applicable, make entries for EAS as described above.
- Where applicable, make entries for CMA as described above.

1. Enter the amount of any administration fee you are charging as an employer.

   The maximum fee is 50 pence. This is chargeable once each pay period that a court order is processed.

2. Enter a reference, such as the case number, to help you identify this order in messages and reports.

3. Enter the name of the issuing authority in the Issued By field.

4. Enter the details of the person or organization to whom the order is payable in the Payee Details field.

> **Caution:** A CAO is sometimes issued to supersede an EAS currently in operation for an employee. When this happens, ensure that the CAO Scotland Payments EAS_ASG_ITD balance dimension is adjusted to the value for the amount already deducted under the original order, that is, the value of EAS Scotland Payments_ASG_ITD. If this is not done, you could deduct more from the employee than is necessary.

Closing Scottish Arrestments

There are different procedures for closing different arrestments. Use the Element Entries window to close an arrestment.

To close an Earnings Arrestment:

1. See:Closing a Scottish Earnings Arrestment , page 8-83

   EAS Scotland element entries stop automatically when the total deductions equal the initial debt. In addition, you can manually stop these elements before the debt has been fully paid. It is mandatory to stop a current EAS if a CAO is made against the same employee.

> **Note:** When an EAS Scotland entry is stopped, either manually or automatically, you should adjust to 0 the EAS Scotland

Payments_ASG_ITD balance dimension for the employee assignment. If this is not done, any subsequent EAS Scotland element for the same employee will appear to be partly or fully paid.

To close Current Maintenance Arrestments:

CMA Scotland element entries are not stopped automatically. Two manual procedures are available for closing them: closure on the last day of the pay period, and closure partway through a period. No balance adjustments are required with CMA closures.

1. See: Closing a Scottish Arrestment for Current Maintenance, page 8-84

To close a Conjoined Arrestment:

CAO Scotland element entries cannot be automatically stopped. Three manual procedures are available for closing different combinations of conjoined arrestments.

1. See: Closing a Scottish Conjoined Arrestment, page 8-84

Closing a Scottish Earnings Arrestment

Use the Element Entries window to close a Scottish Earnings Arrestment.

To manually close an EAS Scotland element entry:

1. Set your effective date to the day the order is to end.
2. In the Element Entries window, select the EAS Scotland element.
3. Choose Edit - Delete Record to delete the element entry. Choose the End Date option at the prompt.
4. Save your work.
5. Set your effective date to the day after the element has ended.
6. In the Employee Assignment Processes window, select the appropriate payroll process entry and choose the Balances button to query the EAS Scotland Payments_ASG_ITD balance dimension.
7. In the Adjust Balance window, adjust to 0 the EAS Scotland Payments_ASG_ITD balance dimension by applying an appropriate contra-entry; e.g. if the value of EAS Scotland Payments_ASG_ITD is 123.59, apply a contra-entry of -123.59.

Closing a Scottish Arrestment for Current Maintenance

Use the Element Entries window to close a Scottish Arrestment for current maintenance.

To manually close a CMA Scotland element entry on the last day of a pay period:

1. Follow the procedure for manually closing an EAS Scotland element entry, steps 1-4.

2. In the Element Entries window, select the CMA Scotland element.

To manually close a CMA Scotland element entry partway through a pay period:

1. Set your effective date to the day *after* the order is to end.

2. In the Element Entries window, select the CMA Scotland element, and choose the Entry Values button.

3. In the Entry Values window, enter a daily debt value of 0. Choose the Update button when prompted.

4. Enter the *original* Daily Debt value in the Old Daily Debt field.

5. In the Old Debt End Date field, enter the date the CMA is to end.

6. Close the Entry Values window.

   The CMA Scotland element processes finally in the payroll run for the period in which you enter the Old Debt End Date, and is then automatically stopped.

   > **Note:** You can also use this method to alter the Daily Debt to some other non-zero rate if required. In this case the element will not be automatically stopped.

Closing a Scottish Conjoined Arrestment

Use the Element Entries window to close a Scottish conjoined arrestment.

To manually close a CAO Scotland element comprising a CMA portion only:

1. In the Element Entries window, select the CAO Scotland element, and follow the

procedure for closing a CMA Scotland element entry. See Closing a Scottish Arrestment for Current Maintenance, page 8-84

2. Set your effective date to the last day of the payroll period for which you have entered the CMA Old Debt End Date.

3. In the Element Entries window, select the CAO Scotland element.

4. Choose Edit - Delete Record to delete the element entry. Choose the End Date option at the prompt.

To manually close a CAO Scotland element comprising an EAS portion only:

1. In the Element Entries window, select the CAO Scotland element, and follow the procedure for closing an EAS Scotland element entry. See Closing a Scottish Earnings Arrestment, page 8-83

2. In the Employee Assignment Processes window, select the appropriate payroll process entry (i.e. the last for the element) and choose the Balances button to query the CAO Scotland Payments EAS_ASG_ITD balance dimension.

3. In the Adjust Balance window, adjust to 0 the CAO Scotland Payments_EAS_ASG_ITD balance dimension by applying an appropriate contra-entry; e.g. if the value of CAO Scotland Payments EAS_ASG_ITD is 123.59, apply a contra-entry of -123.59.

To manually close a CAO Scotland element comprising an EAS and a CMA portion:

1. Follow the closure procedure for a CMA-only CAO, above.

2. Follow the balance clearing procedure for an EAS-only CAO, above.

   If the CAO is to end on the last day of a pay period, it may be manually stopped without the need to make any date-effective changes, but you must still clear the CAO Scotland Payments EAS_ASG_ITD.

3. Reset to 0 the CAO Scotland Payments EAS_ASG_ITD balance dimension for the employee assignment once the entry has been stopped and the payroll run has taken place.

   If this is not done, any subsequent CAO Scotland element for the same employee that has an EAS portion will appear to have already partly or even fully paid the EAS portion.

Note: You may use the method described above to alter the CMA

Daily Debt to some other value, or to adjust the EAS Initial Debt. If you alter the EAS Initial Debt, however, you must also enter old and new CMA Daily Debt values, even if the daily debt is not actually changing. Furthermore, if you are *reducing* the EAS Initial Debt, you must ensure that the CAO Scotland Payments_EAS_ASG_ITD balance dimension value is not larger than the new EAS initial debt. If it is, a balance adjustment will be required to set the ITD balance to the new EAS Initial Debt input value.

Viewing Court Order and Arrestment Run Results

Use the Employee Assignment Processes window to view the results of court order and arrestment calculations when payroll processing is complete.

To view the results of court order and arrestment processing:

1. Select the process that you want to view.
2. Choose the Run Results button to open the Run Results window.

Historic Rates

Historic Rates

Historic rates is a function that retrieves a datetracked money value and recalculates it according to different time-dimensions (converting a daily wage to hourly). Historic rates is primarily for use in FastFormulas. You can use it to determine employee payments at the rate that existed when the work was done, rather than at the current rate. For example: If you pay your employees in arrears, you can calculate the value of the arrears payment.

Historic rates apply to notional rates only and not to actual rates

Example
An employee may earn $50 an hour. Assuming a 40 hour work week, their notional rate would be $2000 a week. However, that employee might have only worked 10 hours during a particular week. Therefore, their actual rate for that week would be $500.

Historic rates are the values of a specific element or combination of elements, based on a specified time dimension, at a specified date. You can vary the rate according to different factors, such as:

- Full Time Equivalent (FTE)
- A percentage of another rate

Rate Type Information

For most rate calculations, a single element provides the pay rate. However, some rate calculations are the sum of multiple elements. For example: A holiday rate could be basic pay (held as a progression point) plus shift allowance (an input value) plus bonus (a global value). A rate type is a grouping of elements that comprise a single pay rate.

Different rate types can use the same element. For example: A rate type for holiday and another for sickness can both use the same basic pay element.

Use the Historic Rate - Rate Type element EIT to store the rate type name and description against each element. You create additional rate types by adding values to the lookup type PQP_RATE_TYPE.

Element and Contract Attribution

To calculate pay using historic rates, use the GET_HISTORIC_RATE function in your payroll formula. This function returns the rate. The parameters for the function are:

- The element, or group of elements (a rate type)

- The time dimension (such as hourly)
- The effective date

For sample formulas using this function, see: Sample Rates History Formula, *Oracle HRMS FastFormula User Guide*

The function uses attribution at two levels to calculate the correct values:

- Element
- Contract

> **Note:** The Contract level is available only if your localization has enabled it.

Element Attribution Information

Use the Historic Rate - Element Attribution (an element EIT) to store the following information against each element that has a historic rate:

- Time dimension (hourly, daily, and so on)
- Pay source value (input value, grade rate, and so on)
- Name of the pay source
- Full Time Equivalent indicator
- Service history
- Assignment association
- Rate adjustment options

Example

For example, assume an assignment has an element entry for a Salary element and the element has the following attribution:

Time dimension = Hourly, Source = Grade Rate, Qualifier = Grade Rate 1

The function can retrieve the salary from Grade Rate 1 at any time and convert the time dimension from hours to annual or another dimension.

If you store rates for this payment using more than one grade rate or scale rate, you can use wildcards to enable you to select the latest value in the Qualifier field. For example: If the rate for salary can be held in Sal Scale Rate 1 or Sal Scale Rate 2, you can make the wildcard entry Sal Scale Rate % in the Qualifier field. The historic rates function then retrieves the value with the latest effective date.

Contract Table

The Contract Table is available only to those localizations that have enabled it. The structure of this table is defined by the localization. The user must specify the values.

Mexico only: This table is defined and maintained by the localization. It is not available to users.

Use the PQP_CONTRACT_TYPES predefined user-defined table to store the following information about your employee contract details:

Value	Definition
Annual Hours	Number of contract annual hours. Use this figure in the conversion of the derived rate to an output time dimension of "H" (Hourly Rate). Also use Annual Hours as a required figure when calculating Full Time Equivalent (FTE).
Days Divisor	Number of contract days in a year. This divisor is normally 365. Use it in the conversion of the derived rate to an output time dimension of "D" (Daily Rate).
Period Divisor	Number of periods per year used to calculate an output time dimension of "P" (Periodic Rate). Use a divisor that corresponds to the working hours shown on the Assignment window. For example: Weekly working hours have 52 as the Period Divisor. Also use Period Divisor as a required figure when calculating Full Time Equivalent (FTE).
Weekly Payroll Divisor	Number of periods per year, such as 52. Use the weekly payroll divisor to convert a periodic value into an annual value when *Periodic - Payroll Frequency* is the time dimension for the element, and the payroll is weekly or bi-weekly.

Value	Definition
Monthly Payroll Divisor	Number of periods per year, such as 12. You use the monthly payroll divisor to convert a periodic value into an annual value when you select *Periodic - Payroll Frequency* as the time dimension for the element and the employee has a payroll frequency of Calendar Month, Lunar Month, Bi-Month, Quarter, Semi-Year, or Year.

When you have entered the required information to the PQP_CONTRACT_TYPES table, you can also add the following:

Value	Definition
Overtime Annual Hours	Number of annual hours used to calculate an output time dimension of "O" (Overtime Hourly Rate).
Annual Term Time Hours	Calculates the adjustment value for the derived rate. If you enter a value for this column, and for the Annual Hours column, this adjusts the derived rate by a factor of Annual Term time Hours divided by Annual Hours.

Value	Definition
Employment History Factor	Value the function uses to adjust the historic rate for length of service. There are five bands within this category. For each of band you can define the following: • Service History Band Lower Limit: Minimum number of years service required to qualify for this adjustment factor. • Service History Band Upper Limit: Maximum number of years applicable for this adjustment factor. • Service History Band Adjustment Factor (%): Percentage factor by which the function increments the derived rate. The historic rates function uses this information about each contract type to convert values held for one time dimension to another dimension. For example: If a rate is held hourly and needs to be returned as a daily rate, the function calculates an annual value by multiplying the rate by Annual Hours, then divides this by the Days Divisor.

Time Dimensions

Time dimensions are closely tied to contracts. If you have a time dimension, you must use contract types. If you are doing a conversion between two time dimensions, you must refer to a contract.

You define source time dimensions in the PQP_TIME_DIMENSIONS extensible lookup type. Whenever you add a new dimension to this lookup, you must also make a corresponding entry in the PQP_TIME_DIMENSION_FACTORS lookup type. This corresponding entry ensures that your output time dimensions map correctly to the annualization factor in the PQP_CONTRACT_TYPE user table.

PQP_TIME_DIMENSIONS

Code	Meaning	Description
A	Annual	Annual
D	Daily	Daily
H	Hourly	Hourly
P	Periodic	Periodic
PAY	Periodic - Payroll Frequency	Periodic - Payroll Frequency

PQP_TIME_DIMENSION_FACTORS

Code	Meaning	Description
A	Reserved Per Annum Frequency	Annual
D	DAYS DIVISOR	Daily
H	ANNUAL HOURS	Hourly
O	ANNUAL OVERTIME	Overtime Hourly
P	PERIOD DIVISOR	Periodic - Contract Period
PAY	Reserved Pay Period Frequency	Periodic - Pay Period Frequency.

The GET_HISTORIC_RATE function converts the element rate into an annual rate before converting to the given output time dimension. Therefore, not all output time dimensions need a corresponding source time dimension. For example, you can retrieve the overtime hourly rate (time dimension "O") without defining a rate with a source frequency of Overtime Hourly.

See: Setting Up Custom Time Dimensions for Historic Rates, page 8-98

Historic Rates Extra Information Types

Use the Historic Rate - Element Attribution element EIT to store the following information against each element that has a historic rate:

Value	Description
Time-Dimension	Specifies if the value is an annual, periodic, daily, or hourly figure. If you select *Periodic*, the rates history function multiplies the value by the period divisor held on the Contract Table to convert it to an annual value. If you select *Periodic - Payroll Frequency*, the rates history function multiples the value by either the weekly or monthly payroll divisor held on the Contract Table to convert it to an annual value. The choice of divisor (weekly or monthly) depends on the payroll frequency. If you select *Periodic* or *Periodic - Payroll Frequency*, the Pay Source value must be Input Value. You can define your own source time dimensions and their corresponding conversion factors.
Pay Source Value	Specifies if the value is an input value, grade rate, spinal value (progression point), or global value, or whether the application calculates it as a percentage or factor of an element or rate type.
Qualifier	Holds the name of the source specified in Pay Source Value, such as the name of the grade rate or element.

Value	Description
Full Time Equivalent	Specifies whether the value is subject to FTE. • Select *No* if the value is not subject to FTE. • Select *Yes* if you want to apply FTE for all output time dimensions. • Select *Yes--Excluding Hourly Rates* if you want the formula to apply FTE for all output time dimensions except "H" (Hourly Rate) and "O" (Overtime Hourly Rate). **Note:** The *Yes--Excluding Hourly Rates* option is normally the correct selection if you want to calculate the same hourly rate for both part-time and full-time employees. However, select *Yes* if your formulas require you to apply FTE to the hourly rate.
Service History	Specifies whether the formula must adjust the rate dependent on length of service.

Value	Description
% or Factor Segments	These segments only apply for a pay source value of element name or rate type. The formula uses the rates history function to obtain the appropriate values for the element or rate type given in the Qualifier segment, then applies the appropriate percentage or factor. • % or Factor: Specifies whether to calculate the value as a percentage or a factor of the element or rate type given in the Qualifier segment. • % or Factor Value: Specifies the percentage or factor to apply to the element or rate type given in the Qualifier segment. For example: To apply 50%, you would enter 50. To double the base value, you would enter a factor of 2. You can leave this segment blank and specify a % or Factor Input Value instead. • % or Factor Input Value: Specifies the name of the input value that holds the percentage or factor required in the rate calculation. Alternatively, you can leave this segment blank and enter the percentage or factor in the % or Factor Value segment.

Value	Description
Linked to Assignment	When a formula calls the historic rate function for a rate type, this segment specifies whether it returns a value for this element only for assignments that are linked to the element. Select No to return the rate for all assignments. Select Yes to return the rate only for assignments linked to the element. **Note:** This segment does not apply if the Pay Source Value is Input Value. In this case, the formula calculates the rate only for employees who are linked to the element.
Apply Term Time Factor	Specifies whether the formula adjusts rates by term time hours divided by annual hours. This factor applies to employees with annual term time hours defined on the Contract table. **Note:** If you record term time hours in the Contracts table and set the Apply Term Time Factor segment to Yes, do not use FTE to prorate full time teachers' rates. Using FTE would compound the proration effects.
Sum Multiple Entries	This segment only applies if the Pay Source Value is Input Value. If you select No (the default) and an assignment has multiple entries of the element, the formula returns a rate based on one of these entries selected randomly. If you select Yes, the formula returns a rate based on the sum of these entries.
Lookup Input Values	This segment only applies if the Pay Source Value is Input Value. If you select No (the default), the formula returns a rate based on the lookup code for the input value. If you select Yes, the formula returns a rate based on the lookup meaning.

Setting Up Historic Rates

Follow these steps to set up the Historic Rates function.

To set up Historic Rates:

1. You (or your system administrator) register the following element EITs with your responsibility:

   - PQP_ELEMENT_ATTRIBUTION
   - PQP_RATE_TYPE

   See: Setting Up Extra Information Types Against a Responsibility, *Oracle HRMS Configuring, Reporting and System Administrators Guide*

2. Create additional rate types by adding values to the lookup type PQP_RATE_TYPE.

3. Set up elements to represent the payments used in your enterprise.

   Enter the following attribution:

   - Classification of earnings
   - Recurring processing type
   - Final close on termination

     Note: To use proration with historic rates, choose actual termination.

   - Process each period

   To use a formula calling a version of the historic rates function requiring date parameters, give each element an Input Value that has the same name as the formula input.

4. Enter extra information using the Historic Rate - Rate Types and Historic Rate - Element Attribution EITs for all elements with historic values.

   See: Historic Rates Extra Information Types, page 8-93

5. Define element links for all the elements.

6. If your localization has enabled the Contracts Table:

   1. Enter contract information in the pre-configured user-defined table PQP_CONTRACT_TYPES.

2. Add one row for each new contract type you want to set up.

   If you hold rates on input values and use the Period Divisor on the Contract Types table to convert the period value to an annual value (such as, Time Dimension = Periodic on the Element Attribution Information for your elements), you must create at least one contract type for each payroll frequency. For example: You must assign employees on a weekly payroll to a separate contract type from employees on a monthly payroll. This requirement does not apply if you select the *Periodic - Payroll Frequency* time dimension, which uses the weekly or monthly payroll divisor held on the Contract Types table to convert period values to annual.

   See: Entering Contract Types, *Oracle HRMS Workforce Sourcing, Deployment and Talent Management Guide*

3. Assign people to contract types by selecting contract type and start date in the Extra Details of Service window.

7. To make your rates subject to FTE, enter Working Hours and Frequency in the Assignment window.

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

8. Write the payroll formula to derive the rate from the information you have set up (using the RATES_HISTORY function).

   See: Sample Rates History Formula, *Oracle HRMS FastFormula User Guide*

9. In the Formula Result Rules window, associate each payroll formula with an element.

   1. Create a Standard processing rule.

   2. In the Formula Results region, select the Amount formula result as a direct result returning a pay value for the element.

   3. Select the Message result as a message type delivering a fatal error.

Setting Up Custom Time Dimensions for Historic Rates

In addition to the predefined time dimensions, you can set up your own custom time dimensions to reflect working patterns in your enterprise. For example: You can set up an additional daily frequency based on a fixed number of working days a year.

Custom time dimensions are available only to those localizations that have the PQP_CONTRACT_TYPES table enabled and accessible to users.

Use the Application Utilities Lookups window and the Table Structures window to

enter custom time dimensions for historic rates.

To set up custom time dimensions for historic rates:

1. In the Application Utilities Lookups window, create a new entry in the PQP_TIME_DIMENSIONS_FACTORS lookup.

   For example, to define an additional Daily frequency based on a fixed number of working days a year, create the following entry:

Code	Meaning	Description
WD	WORKING DAYS DIVISOR	Working Days per Year

2. In the Table Structures window add a new column to the PQP_CONTRACT_TYPES table. Give the new column the same name as the meaning entry that you created in the previous step. For example, to amend the PQP_CONTRACT_TYPES table to accept your new Daily frequency, add a column called WORKING DAYS DIVISOR.

3. To define an element rate for your new custom time dimension, go back to the Application Utilities Lookup window and add your new lookup code to the PQP_TIME_DIMENSION lookup type.

   For example, to define an element rate as Daily - Working rate, add this entry to the PQP_TIME_DIMENSION lookup. Use your previous lookup code (WD):

Code	Meaning	Description
WD	Daily - Working	Daily rate based on the working days per year

4. Save your work

Glossary

360-Degree Appraisal

Part of the Performance Management Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Case

Two or more absences for the same person that you associate manually because they share a common factor, such as the same underlying cause.

Absence Type

Category of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Accrual

The recognized amount of leave credited to an employee which is accumulated for a particular period.

Accrual Band

A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

Accrual Period

The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

Accrual Plan

See: *PTO Accrual Plan*, page Glossary-30

Accrual Term

The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

Action

In AME, an Action is the *Then* part of an Approval Rule that specifies how the application must progress a transaction's approval process in a particular way depending on the conditions met.

Action Type

In AME, an action type is the generic container for specific actions. It enables you to specify the action to take if a transaction meets the condition of an approval rule. The action type, thus, generates the appropriate approvers for a transaction. As an AME administrator you can make particular action types available for specified transaction types.

Activity Rate

The monetary amount or percentage associated with an activity, such as $12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

Actual Premium

The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

Administrative Enrollment

A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

AdvancePay

A process that recalculates the amount to pay an employee in the current period, to make an authorized early payment of amounts that would normally be paid in future payroll periods.

Agency

An external organization that assists an enterprise in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

Agency Candidate

An agency candidate is a person whose profile is created in iRecruitment by a recruiting agency. This profile includes personal and professional information.

Agency User

An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of the candidates.

Alert

An email notification that you can set up and define to send a recipient or group of recipients a reminder or warning to perform a certain task or simply a notification to inform the recipient of any important information.

Align

To define a relationship between objectives. Workers can align their own objectives with objectives that other workers have shared with them. Aligned objectives are also known as *supporting objectives*.

AME

Oracle Approvals Management Engine. A highly extensible approvals rules engine that enables organizations implementing Oracle Applications to simply and effectively define business rules that determine who must approve a transaction originating within an application. You can devise simple or complex rules, as your organization requires, which then form part of your overall business flow. A central repository holds all the rules to facilitate management and sharing between business processes.

API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

Applicant

An applicant is a person who submits an application for employment to an organization.

Applicability

In HRMS budgeting, a term describing whether a budget reallocation rule pertains to donors or receivers.

Applicant/Candidate Matching Criteria

Matching functionality in the iRecruitment system that systematically identifies which

candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills
- FT/PT
- Contractor/Employee
- Work at Home
- Job Category
- Distance to Location
- Key Words
- Salary

Apply for a Job

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

Appraisal

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary-5.

Appraisee

The person who is the subject of an appraisal.

Appraiser

A person, usually a manager, who appraises an employee.

Appraising Manager

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

Approval Rule

In AME, a business rule that determines a transaction's approval process. You construct rules using *conditions* and *actions*. For example, you can write a business rule with the conditions that if the total cost of a transaction is less than 1000 USD, and the transaction is for travel expenses, then the action must be to obtain approval from the immediate supervisor of the person triggering the transaction.

Approver Groups

In AME, an approver group is a collection of approvers you define, which you can include as part of actions when you set up your approval rules.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-12

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary-4.

Assignment

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

Assignment Number

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

Assignment Rate

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of $10.50.

Assignment Set

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-32

Assignment Status

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

Attribute

In AME, attributes are the business facts of a transaction, such as the total amount of a transaction, percentage of a discount, an item's category, or a person's salary and so on. These business variables form part of the conditions of an approval rule, and determine how the transaction must progress for approvals.

Authoria

A provider of health insurance and compensation information, that provides additional information about benefits choices.

BACS

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

Balance Adjustment

A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

Balance Dimension

The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

Balance Feeds

These are the input values of matching units of measure of any elements defined to feed the balance.

Balances

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.

See also: *Predefined Components* , page Glossary-30

Bargaining Unit

A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

Base Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

Beneficiary

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

Benefit

Any part of an employee's remuneration package that is not pay. Vacation time,

employer-paid medical insurance and stock options are all examples of benefits.

See also: *Elements*, page Glossary-16

Block

The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

See also: *Region*, page Glossary-33, *Field*, page Glossary-18

Budget Measurement Type (BMT)

A subset of Workforce Measurement Type. It consists of a number of different units used to measure the workforce. The most common units are headcount and full time equivalent.

Budget Value

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

Business Group

The business group represents a country in which your enterprise operates. It enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

Business Group Currency

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

Business Number (BN)

In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Business Rule

See Configurable Business Rules, page Glossary-10

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-18

Calendar Exceptions

If you are using the Statutory Absence Payments (UK) feature, you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

Calendars

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. If you are using the Statutory Absence Payments (UK) feature, you define calendars to determine the start date and time for SSP qualifying patterns.

Canada/Quebec Pension Plan (CPP/QPP) Contributions

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

Candidate

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

Candidate Offers

An SSHR function used by a line manager to offer a job to a candidate. This function is supplied with its own responsibility.

Career Path

This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

Carry Over

The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost.

See also: *Residual*, page Glossary-34

Cascade

A process managers at each level in a hierarchy use to allocate their own objectives to workers who report directly to them. This technique enables the allocation of enterprise objectives in some form to all workers.

Cash Analysis

A specification of the different currency denominations required for paying your

employees in cash. Union contracts may require you to follow certain cash analysis rules.

Ceiling

The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

Certification

Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

Child/Family Support Payments

In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

Collective Agreement

A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

Collective Agreement Grade

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

Communications

Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

Compensation

The pay you give to employees, including wages or salary, and bonuses.

See also: *Elements*, page Glossary-16

Compensation Category

A group of compensation items. Compensation Categories determine the type of compensation that you award under a plan.

Compensation Object

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation

objects include programs, plan types, plans, options, and combinations of these entities.

Competency

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competency*, page Glossary-40

Competency Assessment Template

The entity that configures the Competencies section of an appraisal.

See also: *Objective Assessment Template*, page Glossary-25

Competency Evaluation

A method used to measure an employees ability to do a defined job.

Competency Profile

Where you record applicant and employee accomplishments, for example, proficiency in a competency.

Competency Requirements

Competencies required by an organization, job or position.

See also: *Competency*, page Glossary-10, *Core Competencies*, page Glossary-11

Competency Type

A group of related competencies.

Condition

In AME, a Condition is the *If* part of an Approval Rule that specifies the conditions a transaction must meet to trigger an approval action. A condition consists of an attribute, which is a business variable, and a set of attribute values that you can define. When a transaction meets the specified attribute values, then the application triggers the appropriate action.

Configurable Business Rule

In HRMS position control and budgeting, predefined routines (also called process rules) that run when you apply an online transaction, and validate proposed changes to positions, budgets, or assignments. You set their default status level (typically Warning) to Warning, Ignore, or Error.

Configurable Forms

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of configuration.

Consideration

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

Consolidation Set

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

Contact

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Content

When you create a spreadsheet or word processing document using Web ADI, the content identifies the data in the document. Content is usually downloaded from the Oracle application database.

Contingent Worker

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

Contract

A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

Contribution

An employer's or employee's monetary or other contribution to a benefits plan.

Core Competencies

Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals.

See also: *Competency*, page Glossary-10

Costable Type

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

Costing

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

Court Order

A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority.

See also: *Arrestment*, page Glossary-5

Credit

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a qualification may equate to 30 credits.

Criteria Salary Rate

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

Current Period of Service

An employee's period of service is current if their most recent hire date is on or before the effective date, and either the employee does not have a termination date for their latest employment, or their termination date is later than the effective date.

The table below provides an example using an effective date of 12 October 2004:

Effective Date	Hire Date	Termination Date	Current Period of Service?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Note: In Oracle HRMS an employee cannot transfer from one business group to another. To move from one business group to another, the business group they are leaving must terminate the employee, and the

business group they are joining must re-hire the employee. Therefore the definition of period of service, above, does not take account of any service prior to the most recent business group transfer.

Current Period of Placement

A contingent worker's period of placement, page Glossary-28 is current if their most recent placement start date is on or before the effective date, and either the contingent worker does not have a placement end date for their latest placement or their placement end date is later than the effective date.

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Database Item

An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

Date Earned

The date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed.

Date Paid

The effective date of a payroll run. Date paid dictates which tax rules apply and which tax period or tax year deductions are reported.

Date To and Date From

These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field.

See also: *DateTrack*, page Glossary-13, *Effective Date*, page Glossary-15

DateTrack

When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

See also: *Effective Date*, page Glossary-15

Default Postings

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

Dependent

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

Deployment

The temporary or permanent employment of an employee in a business group.

See also: *Secondment*, page Glossary-36

Deployment Factors

See: *Work Choices*, page Glossary-41

Deployment Proposal

The entity that controls the permanent transfer or temporary secondment of an employee from a source business group to a destination business group. The HR Professional in the destination business group creates the deployment proposal using the Global Deployments function.

Derived Factor

A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

Descriptive Flexfield

A field that your organization can configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield* , page Glossary-22

Deviation

A change to the standard approver list is a deviation.

Developer Descriptive Flexfield

A flexfield defined by your localization team to meet the specific legislative and

reporting needs of your country.

See also: *Extra Information Types*, page Glossary-18

Direct Deposit

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

Discoverer Workbook

A grouping of worksheets. Each worksheet is one report.

Discoverer Worksheet

A single report within a workbook. A report displays the values of predefined criteria for analysis.

Distribution

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

Download

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

Effective Date

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

See also: *DateTrack*, page Glossary-13

EIT

See: *Extra Information Type*, page Glossary-18

Electability

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

Element Classifications

These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

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.

See also: *Recurring Elements*, page Glossary-33, *Nonrecurring Elements*, page Glossary-25

Element Link

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

See also: *Standard Link*, page Glossary-37

Elements

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

Eligibility

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

Eligibility Profile

A set of eligibility criteria grouped together. Eligibility profiles help determine eligibility for compensation and benefits and are re-usable. Eligibility profiles can be linked to a compensation object (such as a program, plan, or option), a collective agreement, a grade ladder, or a work schedule to restrict eligibility for these.

Employee

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

Employees have a system person type of Employee and one or more assignments with an assignment type of Employee.

Employee Histories

An SSHR function for an employee to view their Learning History, Job Application History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

Employment Category

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

Employment Equity Occupational Groups (EEOG)

In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were derived from the National Occupational Classification system.

Employment Insurance (EI)

Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

Employment Insurance Rate

In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

Enrollment Action Type

Any action required to complete enrollment or de-enrollment in a benefit.

Entitlement

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

ESS

Employee Self Service. A predefined SSHR responsibility.

Event

An activity such as a training day, review, or meeting, for employees or applicants. Known as *class* in OLM.

Ex-Applicant

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

Expected Week of Childbirth (EWC)

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of childbirth is used in the calculations for Statutory Maternity Pay

(SMP).

Extra Information Type (EIT)

A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country.

See also: *Developer Descriptive Flexfield*, page Glossary-14

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-7, *Region*, page Glossary-33

Flex Credit

A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

Flexible Benefits Program

A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

Flexible Spending Account

(FSA) Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care expenses. Annual monetary limits and use-it-or-lose it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

Form

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

See also: *Block*, page Glossary-7, *Region*, page Glossary-33, *Field*, page Glossary-18

Format Mask

A definition of a person-name format. The format mask comprises standard name components, such as title, first name, and last name, in an order appropriate to its purpose and legislation.

Format Type

A format-mask classification that identifies the mask's purpose. Oracle HRMS defines the Full Name, Display Name, List Name, and Order Name format types. You can also define your own format types for use in custom code.

Full Time Equivalent (FTE)

A Workforce Measurement Type (WMT) that measures full time equivalent. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Global Value

A value you define for any formula to use. Global values can be dates, numbers or text.

Goods or Service Type

A list of goods or services a benefit plan sponsor has approved for reimbursement.

Grade

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

Grade Comparatio

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

Grade Ladder

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

Grade Rate

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

Grade Scale

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

See also: *Pay Scale*, page Glossary-27

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-19

Grandfathered

A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

Group

A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

Group Certificate

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year..

Headcount(HEAD)

A Workforce Measurement Type (WMT) that measures headcount. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Hierarchy

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

High Availability

iRecruitment functionality that enables enterprises to switch between two instances to continuously support the candidate job site.

Imputed Income

Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

Incumbent

In Oracle HRMS, the term Incumbent refers to an active worker (employee or contingent worker).

Individual Compensation Distribution

A tool that enables managers assign one-time or recurring awards, bonuses, and allowances to qualified employees such as housing allowances, spot bonuses, and

company cars. Also enables employees to enter voluntary contributions, such as savings plans, charitable organizations, and company perquisites.

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, My Oracle Support (formerly MetaLink) and Learning Management.

Initiator

A person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

Input Values

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

Instructions

An SSHR user assistance component displayed on a web page to describe page functionality.

Integrating Application

In AME, an application that uses Oracle Approvals Management Engine to manage the approval processes of its transactions.

Integrator

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

Interface

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

Involuntary

Used in turnover to describe employees who have ceased employment with the enterprise not of their own accord, for example, through redundancy.

Job

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

Job Posting

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

Key Flexfield

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

See also: *Descriptive Flexfield*, page Glossary-14

Layout

Indicates the columns to be displayed in a spreadsheet or Word document created using Web ADI.

Learning Management

Oracle's enterprise learning management system that administers online and offline educational content.

Leave Loading

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

Leaver's Statement

In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

Legal Employer

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

Legal Entity

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer.

Life Event

A significant change in a person's life that results in a change in eligibility or

ineligibility for a benefit.

Life Event Collision

A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

Life Event Enrollment

A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

Linked PIWs

In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity for work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

Linking Interval

In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

LMSS

Line Manager Self Service. A predefined SSHR responsibility.

Long Service Leave

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

Lookup Types

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

Lower Earnings Limit (LEL)

In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

Manager

(iRecruitment) A manager accesses the iRecruitment system to document their hiring

needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

Manager-Employee Appraisal

Part of the Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

Mapping

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns.

Maternity Pay Period

In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

Medicare Levy

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

Menus

You set up your own navigation menus, to suit the needs of different users.

My Account

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

NACHA

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

National Identifier

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

National Occupational Classification (NOC) code

In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

Net Accrual Calculation

The rule that defines which element entries add to or subtract from a plan's accrual amount to give net entitlement.

Net Entitlement

The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

Nonrecurring Elements

Elements that process for one payroll period only unless you make a new entry for an employee.

See also: *Recurring Elements*, page Glossary-33

North American Industrial Classification (NAIC) code

The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

Not in Program Plan

A benefit plan that you define outside of a program.

Objective Assessment Template

The entity that configures the Objectives section of the appraisal.

See also: **Competency Assessment Template**, page Glossary-10

Objectives Library

A collection of reusable objectives. HR Professionals can either create individual objectives in the Objectives Library or import them from an external source.

Off-Boarding

Descriptive term covering all HR processes and procedures involved in removing a worker from your organization, including termination, relocation, and long-term sickness.

OLM

Oracle Learning Management.

On-Boarding

Descriptive term covering all HR processes and procedures involved in hiring and integrating a worker in your organization, including recruitment, hiring, and orientation.

Online Analytical Processing (OLAP)

Analysis of data that reveals business trends and statistics that are not immediately visible in operational data.

Online Transactional Processing (OLTP)

The storage of data from day-to-day business transactions into the database that contains operational data.

Open Enrollment

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

Options

A level of coverage for a participant's election, such as Employee Only for a medical plan, or 2x Salary for a life insurance plan.

Oracle FastFormula

Formulas are generic expressions of calculations or comparisons you want to repeat with different input values. With Oracle FastFormula you can write formulas using English words and basic mathematical functions. The output of FastFormulas is fed back into reports.

Organization

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

Organization Manager Hierarchy

An HRMS structure that contains supervisors and subordinates on a reporting chain who also own organizations. HRMS uses this hierarchy to filter the information you display in report modules.

OSSWA

Oracle Self Service Web Applications.

Outcome

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

Overrides

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

Parameter Portlet

A portlet in which you select a number of parameters that may affect all your portlets on your page. These may include an effective date, the reporting period, the comparison type, the reporting manager, and the output currency for your reports. The parameter portlet is usually available at the top of the portal page.

Pattern

A pattern comprises a sequence of time units that are repeated at a specified frequency. The Statutory Absence Payments (UK) feature, uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

Pattern Time Units

A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

Pay Scale

A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

See also: *Grade Scale*, page Glossary-19

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-21

Payment Type

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

Payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Payroll Reversal

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

Payroll Rollback

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

Payroll Run

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

People List

An SSHR line manager utility used to locate an employee.

Performance Management Plan

The entity that defines the performance-management process for a specified period. A component of the Workforce Performance Management function.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

Period of Incapacity for Work (PIW)

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less then the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an enterprise. A contingent worker can have only one period of placement at a time; however, a contingent worker can have multiple assignments during a single period of placement.

Period Type

A time division in a budgetary calendar, such as week, month, or quarter.

Personal Public Service Number (PPS)

The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

Personal Tax Credits Return (TD1)

A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

Person Search

An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

Person Type

There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

Personal Scorecard

A collection of objectives for a single worker arising from a single Performance Management Plan.

Personnel Actions

Personnel actions is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

Plan Design

The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

Plan Sponsor

The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

Position

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Predefined Components

Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

Process Rule

See Configurable Business Rules, page Glossary-10

Professional Information

An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

Proficiency

A worker's perceived level of expertise in a competency, in the opinion of an assessor, over a given period. For example, a worker may demonstrate the communication competency at Novice or Expert level.

Progression Point

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

See also: *Pay Scale*, page Glossary-27

Prospect Pool

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

Provincial/Territorial Employment Standards Acts

In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

Provincial Health Number

In Canada, this is the account number of the provincially administered health care plan that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

PTO Accrual Plan

A benefit in which employees enroll to entitle them to accrue and take paid time off (PTO). The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

QPP

(See Canada/Quebec Pension Plan)

QA Organization

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

Qualification Type

An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

See also: *Competence*, page Glossary-10

Qualifications Framework

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

Qualifying Days

In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

Qualifying Pattern

See: *SSP Qualifying Pattern*, page Glossary-37

Qualifying Week

In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

Quebec Business Number

In Canada, this is the employer's account number with the Ministere du Revenu du Quebec, also known as the Quebec Identification number. It consists of 15 digits, the

first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Questionnaire

A function which records the results of an appraisal.

QuickPaint Report

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

See also: *Assignment Set*, page Glossary-5

QuickPay

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

Ranking

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

Rates

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

Rate By Criteria

A function that enables the calculation of pay from different rates for each role a worker performs in a time period.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Record of Employment (ROE)

A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall

activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-25, *Standard Link*, page Glossary-37

Recruiting Area

A recruiting area consists of a set of countries, business groups, and locations. Define recruiting areas using the Generic Hierarchy function of Oracle HRMS. In iRecruitment, when managers create vacancies, they can select multiple locations as vacancy locations using recruiting areas.

Referenced Rule

In HRMS budgeting, any predefined configurable business rule in the Assignment Modification, Position Modification, or Budget Preparation Categories you use as the basis for defining a new rule.

See Configurable Business Rules, page Glossary-10

Region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

See also: *Block*, page Glossary-7, *Field*, page Glossary-18

Registered Pension Plan (RPP)

This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

Registered Retirement Savings Plan (RRSP)

This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

Registered User

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for jobs.

Reporting Group

A collection of programs and plans that you group together for reporting purposes, such as for administrative use or to meet regulatory requirements.

Report Parameters

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

Report Set

A group of reports and concurrent processes that you specify to run together.

Requisition

The statement of a requirement for a vacancy or group of vacancies.

Request Groups

A list of reports and processes that can be submitted by holders of a particular responsibility.

See also: *Responsibility*, page Glossary-34

Residual

The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit.

See also: *Carry Over*, page Glossary-8

Responsibility

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

See also: *Security Profile*, page Glossary-36, *User Profile Options*, page Glossary-40, *Request Groups*, page Glossary-34, *Security Groups*, page Glossary-34

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

Retry

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

Revenue Canada

Department of the Government of Canada which, amongst other responsibilities,

administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministere du Revenu du Quebec.

Reversal

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

Scheduled Enrollment

A benefits plan enrollment that takes place during a predefined enrollment period. Scheduled enrollments can be administrative, or open.

Search by Date

An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

Secondment

The temporary transfer of an employee to a different business group.

Security Group

Security groupsenable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-34, *Security Profile*, page Glossary-36, *User Profile Options*, page Glossary-40

Security Groups Enabled

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

Security Profile

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

See also: *Responsibility*, page Glossary-34

Self Appraisal

Part of the Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Separation Category

Separation category groups the leaving reasons. HRMS*i* refers to Termination Category as Separation Category.

See also: *termination category*, page Glossary-39

Site Visitor

(iRecruitment) A person who navigates to the iRecruitment web site and may view job postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

SMP

See: *Statutory Maternity Pay*, page Glossary-38

Social Insurance Number (SIN)

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

Source Deductions Return (TP 1015.3)

A Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

SSHR

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

SSP

See: *Statutory Sick Pay*, page Glossary-38

SSP Qualifying Pattern

In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

Standard HRMS Security

The standard security model. Using this security model you must log on as a different user to see a different Business Group.

Standard Link

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

See also: *Element Link*, page Glossary-16, *Recurring Elements*, page Glossary-33

Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

Statement of Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

Statement of Remuneration and Expenses (TD1X)

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

Statutory Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

Statutory Maternity Pay

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

Statutory Sick Pay

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

Student Employee

A student who is following a work-study program. Student employees have HRMS person records (of system type Employee) so that you can include them in your payroll.

Suitability Matching

An SSHR function which enables a manager to compare and rank a persons competencies.

Superannuation Guarantee

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

Supplier

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

Supporting Objective

An objective aligned with another objective. Supporting objectives contribute to the achievement of the objectives they support.

Tabbed Regions

Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

Task Flows

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

Tax Point

The date from which tax becomes payable.

Template Letter

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

Terminating Employees

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

Termination Category

When employees leave an enterprise, the decision is either made by the employee or by the enterprise. When the decision is made by the employee the termination is Voluntary. When the decision is made by the enterprise, the termination is Involuntary.

HRMSi elsewhere refers to Termination Category as Separation Category.

Termination Rule

Specifies when entries of an element should close down for an employee who leaves

your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

Tips

An SSHR user assistance component that provides information about a field.

Total Compensation Statement

A module to communicate compensations, rewards, and benefits to employees and contingent workers.

Transaction Type

In AME, an integrating application may divide its transactions into several categories, where each category requires a distinct set of approval rules. Each set of rules is a transaction type. Different transaction types can use the same attribute name to represent values that the application fetches from different places. This enables several transaction types to share approval rules, thus facilitating a uniform approval policy across multiple transaction types.

Transcentive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competency

A competency that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

Upload

The process of transferring the data from a spreadsheet on your desktop, created using Web ADI, back to the Oracle HRMS application.

User Assistance Components

SSHR online help comprising tips and instructions.

User Balances

Users can create, update and delete their own balances, including dimensions and balance feeds.

See also: *Balances*, page Glossary-6

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-34, *Security Profile*, page Glossary-36

User-based Security

With this type of security, the application generates the security permissions for a current user when that user logs on to a system. The system uses the security profile (can be position, supervisor, or organization-based, for example) to generate security permissions for the current user, for example, based on the user's position. An alternative to user-based security is a security profile with defined security rules, for example, to specify that the top-level position for a position-based security profile is Position A, irrespective of the current user's position.

View

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

Viewer (SSHR)

A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

Viewer (Web ADI)

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

Voluntary

Term used in turnover to describe employees who have ceased employment with the enterprise of their own accord, for example, by resigning.

Waiting Days

In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

WCB Account Number

In Canada, this is the account number of the provincially administered Workers' Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

Work Choices

Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

Worker

An employee, page Glossary-16 or a contingent worker, page Glossary-11

Workers' Compensation Board

In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Workers' Compensation Board premiums are paid entirely by the employer.

Workflow

An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

Workforce Measurement Type (WMT)

Groups of different units combined to measure the workforce. The most common units are headcount and full time equivalent.

Workforce Measurement Value (WMV)

A WMT value, for example, headcount or FTE.

Workforce Performance Management

The Oracle HRMS functions that support enterprise-directed objective setting, management, and assessment.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

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