

**Oracle® Human Resources Management Systems**

Payroll Processing Management Guide (India)

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Oracle Human Resources Management Systems Payroll Processing Management Guide (India), Release 12.2

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Primary Author: Swathi Mathur

Contributing Author: Sriram Krishnamurthy

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## **HRMS Glossary**

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## **Oracle Human Resources Management Systems Payroll Processing Management Guide (India), Release 12.2**

**Part No. E48986-02**

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- Did you understand the context of the procedures?
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# Preface

## Intended Audience

Welcome to Release 12.2 of the *Oracle Human Resources Management Systems Payroll Processing Management Guide (India)*.

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

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

If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University

- Oracle Self-Service Web Applications.
- The Oracle Applications graphical user interface.

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

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

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## Structure

- 1 Payrolls**
- 2 Payments and Distribution**
- 3 Payroll Statutory Deductions and Reporting**
- 4 Payroll Processing and Analysis**
- 5 Payroll Event Rules**
- 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 iRecruitment to manage all of your enterprise's recruitment needs.

## Oracle Learning Management User Guide

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

## Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

## Oracle Time and Labor Implementation and User Guide

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

## Oracle Labor Distribution User Guide

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

## **Other Implementation Documentation**

### Oracle E-Business Suite Maintenance Guide

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

### Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and

auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

#### Oracle E-Business Suite Setup Guide

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

#### Oracle E-Business Suite Flexfields Guide

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

#### Oracle eTechnical Reference Manuals

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

## **Integration Repository**

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

The Oracle Integration Repository is shipped as part of the 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.



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# Payrolls

## Payrolls Overview

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

## Payrolls in Oracle HRMS

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

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

## Key Concepts

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

- Consolidation sets, *Oracle HRMS Payroll Processing Management Guide*
- Assignment sets, page 1-6
- Element sets and distribution sets, *Oracle HRMS Compensation and Benefits Management Guide*

## Reporting on Payrolls

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

## Payrolls

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

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

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

### **Can you run payroll processes and reports multilingually?**

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

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

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

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

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

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

processes as fast formulas are accessed by these processes.

# Payroll Definition

## Consolidation Sets

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

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

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

## Changes to a Consolidation Set

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

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

See Assignment Sets, page 1-6

## Period Types and Calendars

Since a payroll has only one pay frequency, you must define at least one payroll for each pay frequency you use. The following table shows the valid period types for pay frequency.

### Period types and pay frequency table:

Payroll Period Types	Periods per Year
Semi-Year	2
Quarter	4
Bi-Month	6
Calendar Month	12
Lunar Month	13
Semi-Month (not available for UK users)	24
Bi-Week	26
Ten-Day	36
Week	52

**Note:** For Swedish users: Only Bi-Month, Calendar Month, Bi-Week, and Week payroll period types are available.

For Spanish users: Only Calendar Month payroll period is available.

## Exchange Rates

You can maintain daily exchange rates for use in foreign currency conversion, and you can also specify a date range for a specific rate. You maintain daily rates in Oracle General Ledger.

See: Entering Daily Rates, *Oracle General Ledger User's Guide*

You can associate a daily rate with a conversion rate type by using predefined rate types such as Spot and Corporate. This means that the conversion rate associated with the rate type is automatically used whenever you perform foreign currency conversions. Some rate types such as Spot and Corporate are predefined. You can also use Oracle General Ledger to define additional rate types of your own.

See: Defining Conversion Rate Types, *Oracle General Ledger User's Guide*

When you create a business group, the Corporate currency type is predefined for Core HRMS (HRMS Reporting and Payroll Processes). However, you can modify HRMS User Tables so that the default value of Corporate can be overridden for each of the

following:

- HRMS Reporting
- Payroll Processes

See *Selecting Exchange Rate Types for a Business Group*, page 1-7

## Assignment Sets

There are three uses of assignment sets in Oracle HRMS:

- You can run a QuickPaint report for a set of assignments, rather than individual assignments.
- You can process subsets of the employees assigned to a payroll. Normally you initiate payroll runs and other post-run processes for one or more payrolls at a time. However, if you need to process smaller groups within a single payroll, you define an assignment set.
- You can use a BEE concurrent process to create an identical batch line for each assignment in an assignment set.

There are three ways to define the set:

- You can enter selection criteria, which the system generates into a formula. When you use the assignment set, Oracle FastFormula runs the formula to find the assignments that match the criteria. It checks all the assignments in the business group or, if you select a payroll when you define the set, all the assignments to that payroll. When you define the set you can also include or exclude individual assignments to modify the set created by the formula.

**Important:** To define an assignment set for a benefits eligibility profile, you must enter information about the person to be included or excluded in both the Amendment and Criteria windows.

See: *Defining an Assignment Set Using Formula Criteria, Oracle HRMS FastFormula User Guide*

- You can select individually all the assignments you want to include in the set.
- You can start from a full set of all the employees in the Business Group or all the employees assigned to a selected payroll. Then you can exclude individual assignments from the set.

See: *Defining an Assignment Set by Including or Excluding Assignments*, page 1-11

## Selecting Exchange Rate Types for a Business Group

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

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

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

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

### To select an exchange rate type for a Business Group:

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

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

## Defining Consolidation Sets

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

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

You define consolidation sets in the Consolidation Sets window.

### To define a consolidation set:

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

### To delete a consolidation set:

1. Query the consolidation set.

2. Choose Edit, Delete Record.

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

## Changing Consolidation Sets

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

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

### To change the consolidation set for a payroll:

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

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

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

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

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

## Defining an Assignment Set Using Formula Criteria

Use the Assignment Set window to define your set.

### To define an assignment set using criteria for a formula:

1. Enter a unique name for the set.



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

Field details are:

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

Operator details are:

Operator	Symbols	Meaning
Equals	=	Condition is true if both expressions have exactly the same value. For text, the case of the expression must be the same.  For example: "Smith" is not equal to "SMITH".
Not Equal	!=	Condition is true if the result of the first expression does NOT have the same value as the result of the second expression.
Greater Than	>	Condition is true if the first expression is alphabetically after, is numerically greater than, or is a later date than the second expression.
Less Than	<	Condition is true if the first expression is alphabetically before, is numerically lesser, or is an earlier date than the second expression.
Greater Than or Equal To	>=	Condition is true if either the greater than OR the equal to operator returns a true result.
Less Than or Equal To	<=	Condition is true if either the less than OR the equal to operator returns a true result.

### Example

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

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

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

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

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

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

7. Save the set.

## Defining an Assignment Set by Including or Excluding Assignments

Use the Assignment Set window to define your set.

### To define a set by including or excluding assignments:

1. Enter a unique name for the set.
2. If you are defining a set for payroll processing, select a Payroll.
3. Save the new set.
4. Click Amendment.
5. Do one of the following:

- If you want to create a small set of assignments, select Include in the Inc/Exc field and select all the assignments for the set.
- If you want to start from the full set of assignments for the payroll or Business Group, select Exclude in the Inc/Exc field and select assignments to remove from the set.

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

6. Save your set.

## Defining a Payroll

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

### To define a new payroll:

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

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

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

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

4. In the Date Offset region, you can change the zero default to a negative or positive number of days before or after the period end date. For example, for a semi-monthly payroll, the Cut Off date can be 3 days before the period end date

(-3), while the Scheduled Run and Check dates can be 5 and 7 days after this date, respectively. You can also set the Payslip offset to determine when employees can view payslip information.

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

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

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

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

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

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

8. Check the Negative Payment Allowed check box if you want the PrePayments

process to include negative payments. If you leave the box unchecked, the PrePayments process ignores negative payments.

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

**Note:** If you check the Multiple Assignment check box, make sure it remains checked throughout your payroll processing. Oracle Payroll reports in error if some of your payroll processes support multiple assignment processing and others do not.

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

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

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

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

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

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

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

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

14. For Korea users only: Click in the Further Payroll Information field and specify the exemption amounts. By default, the application uses the TRUNC function for tax calculations. Specify Yes if you want the application to use ROUND function instead of TRUNC function for tax calculations.
15. Save your work.
16. Choose the Period Dates button to view the calendar generated for your payroll. In the Period Dates window:
  - You can view the default offset dates for every period, and you can manually override any of these dates in any record.
  - You can change the payroll's default *Open* status in any period to *Closed* to prevent further element entries. You can also reopen the period if necessary.

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

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

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

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

See: *Entering Payment Methods for an Employee Assignment in Oracle HRMS Workforce, Sourcing, Deployment, and Talent Management Guide*

## Deleting Payrolls

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

**To delete a payroll:**

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

## Setting Up Payroll Contact Information

1. Use the Information Types Security form to add the Payroll Contact Extra Information Type (EIT) to your Responsibility.  
*See: Responsibilities, Oracle HRMS Configuring, Reporting, and System Administration Guide*
2. Write a formula to specify your criteria for allocating payroll contacts to employees.  
*See: Sample Formula for Payroll Contact, Oracle HRMS FastFormula User Guide*
3. Run the Allocate Payroll Contact concurrent program. You supply this program with date on which the contact becomes effective, and a formula containing the allocation rules. The program runs as a batch process on all assignments in the business group.  
*See Allocating Payroll Contacts, page 1-16*

## Allocating Payroll Contacts

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

- Alphabetical range - where all employees with names from A to E have one named payroll contact, whereas employees with names from F to J have a different contact.
- Organizational criteria - where all employees in the Accounting department have one named payroll contact whereas employees in the Marketing department have a different contact.

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

**To allocate payroll contacts:**

1. Enter the effective date. The date that you supply determines which assignments receive a payroll contact. For example, if you enter 18-MAY-2005 the allocation applies for all assignments with this effective date, provided that they meet the



criteria that your formula specifies..

2. Select the formula that contains your allocation criteria. You can select any formula of the Payroll Contact type, and these are the only formula types that appear in the list of values.
3. Click OK.

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

## Adjusting a Balance

Balance adjustments can be made to any user balance and to assignment level predefined balances. You can make adjustments to balances of any unit type, and when you adjust a balance there is no requirement for you to carry out further processing actions. However, Oracle Payroll processes the results of money balance adjustments in such a way that you can easily pay the value of an adjustment to an employee if you require.

When you save your adjustment, it processes like a payroll run with just one entry, and the value you enter becomes a processed run result. When you select a consolidation set for the adjustment, the system labels the run result for prepayments processing, in the same way that it labels the results of payroll runs and QuickPay runs.

You adjust balances in the Adjust Balance window.

### **To adjust a balance:**

1. Query the assignment for which you want to adjust the balance.
2. Set the effective date to when you want to adjust the balance.

The window displays your current effective date. If the assignment is to a payroll, it also displays the corresponding payroll processing period.

3. Select the element whose pay or input values you want to change, and update the entry values as you require.
4. Select a consolidation set to control further post-run processing.  
  
The default consolidation set displays automatically but you can select another set. This is a required field even for balance adjustments that do not require further post-run processing.
5. Check the Costed check box and select the Costing field if you want to cost the balance adjustment. This enables you to enter costing details by using the Cost Allocation key flexfield.

6. Save your changes.

Oracle Payroll applies the adjustment by creating a processed run item equivalent to the adjustment value you entered. The option buttons display the progress of the adjustment's processing.

**Note:** If the transaction finally shows Error, check that the units of measure for the entry values are correct. If they are, consult your system administrator.

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# Payments and Distribution

## Payroll Payment and Distributions Overview

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

## Payroll Payment and Distributions in Oracle HRMS

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

## Key Concepts

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

- Payment methods for your enterprise, page 2-4
- Cash Management and Oracle Payroll, page 2-6

## Reporting on Payroll Payment and Distributions

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

## Payroll Payment and Distributions

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

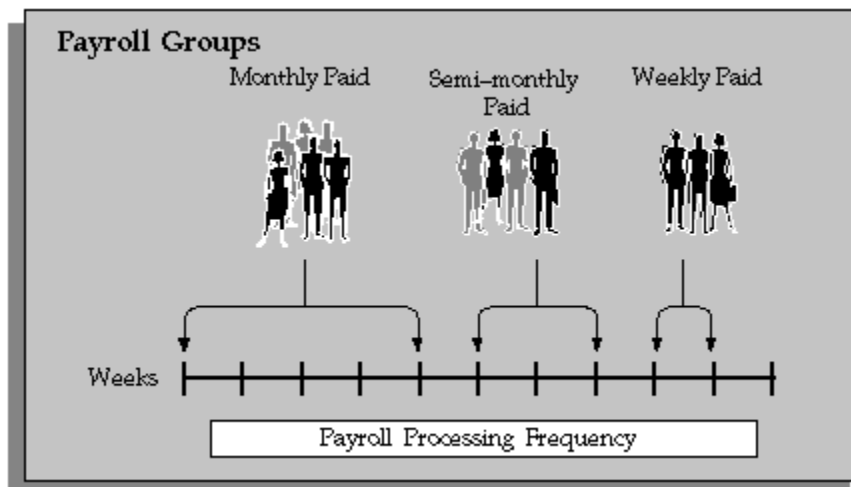
## Can you verify that payments have been made?

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

## Can Oracle Payroll handle different pay frequencies?

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

### *Multiple payrolls in a Business Group*



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

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

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

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

Yes. If the Multiple Assignment Prepayments has been enabled for your localization,

you will see the Multiple Assignment check box on the Payroll window. The process is activated by selecting the Multiple Assignment check box.

### **Do you have flexible control over payment methods?**

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

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

### **Can you model your payslip?**

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

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

# Payments and Distribution

## Payment Methods for Your Enterprise

You can define as many payment methods as you require for your enterprise. When you create a payroll, you can select which of these methods are valid for employees assigned to that payroll. You select one method as the default method for the payroll. To choose the payment methods for an individual employee, use the Personal Payment Method window. If you do not enter any personal payment methods, the employee is paid by the default method for the payroll.

## Payment Methods and Payment Types

Any payment method that you define must belong to one of the payment method types that your enterprise supports. The most common payment method types are:

- Direct Deposit
- Check/Cheque
- Cash

Your particular enterprise may support a different range of types. Additionally, there can be local variations within each type. For example, the direct deposit type is NACHA in the U.S., BACS in the U.K. and BECS in Australia.

However, in all enterprises you can define multiple payment methods for the same payment method type.

You can also define payment methods for third party payments, such as court-ordered wage attachments. Third party payments are always made by cheque/check, so methods for these payments must have the type Cheque (Check).

## Valid Payment Methods

A valid payment method is a payment method that:

- Belongs to one of the payment method types approved in your enterprise

For example, payments by cash are not allowed in some enterprises.

- Is an accepted local variation for your enterprise

For example, U.S. direct deposit payments can be made only by NACHA transfer and not by BACS

## Payment Method Types: Required Information

When you define a payment method, always include the required information for the payment method type:

Payment Method Type	Required Information
Check/Cheque	<p>Source bank account name and number.</p> <p>The source account is the account from which your enterprise makes the payment.</p> <p>The payee account details are only known to the payee. You do not record them in Oracle Payroll.</p>
Direct Deposit	<p>Source and destination account details.</p> <p>The destination account is the payee account.</p> <p>Because payments transfer directly to a named account, Oracle Payroll can make direct deposits only if you supply source and destination account details.</p>
Cash	<p>Coinage analysis.</p> <p>If your enterprise makes cash payments, you use the coinage analysis to specify the denominations of notes and coins in which employees receive payment.</p>

## Payment Methods and Employees

Each employee must have at least one valid payment method, but you can also use multiple payment methods for an individual employee.

## Payment Methods and Source Bank Accounts

When you pay employees from separate source accounts, each source account must have a separate payment method. You cannot share a payment method across several different source bank accounts. However, you can create multiple payment methods for the same source bank account.

## Payment Methods: Summary

Observe these guidelines when defining your payment methods:

- Each payroll must have at least one valid payment method.
- Each payroll must have a default payment method.
- Each employee must have at least one valid payment method.
- Each source account must have at least one valid payment method.

Your sequence for defining payment methods and attaching them to a payroll is:

1. Define your organizational payment methods.

See: Defining a Payment Method, page 2-7

2. Link your organizational payment methods to a payroll.

See: Defining a Payroll, *Oracle HRMS Payroll Processing Management Guide*

## Cash Management and Oracle Payroll

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

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

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

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

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

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

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



Accounts Payable and Accounts Receivable, and Cash Management provides the engine for reconciliation and forecast.

## Defining a Payment Method

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

From this window, you:

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

### To define a payment method:

#### Supply a name and start date for your payment method

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

#### Enter the source bank details for your payment method

5. Navigate to the Source Bank tab. The Country for your source bank account

appears automatically.

6. Enter the Bank Details field to open the Bank Details window. Enter information about the account from which your enterprise intends to make payments.

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

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

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

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

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

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

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

**Specify what type of payments to cost for this payment method**

7. Navigate to the Costing tab. Each check box indicates a particular type of payment. Check the boxes for each type of payment that you want to cost. When you subsequently run the Costing of Payment process, it costs each type of payment as you have indicated. The entries that you make for an individual check box can imply automatic checking of related boxes. Your choices are:
- **Cost Payment:** Check this box to specify that you want to cost only uncleared payments for this payment method.
  - **Cost Cleared Payment:** Check this box to specify that you want to cost only cleared payments for this payment method. If you check this box, the Cost Payment box is also checked by default.
  - **Cost Cleared Voided Payment only:** Check this box to specify that you want to cost any voided payments that have also been cleared by Oracle Cash Management. If you check this box, the Cost Payment and Cost Cleared Payment boxes are also checked by default.
  - **Exclude External/Manual Payment:** Check this box to exclude any external/manual payments from costing. This exclusion is useful if you are using this payment method as a dummy payment method to cancel a previous payment, or if you are making a payment by cash. If you check this box, the Cost Payment box is also checked by default.
  - **Transfer to GL:** Check this box to specify that costed payments should transfer to General Ledger. If you check this box, the Cost Payment box is also checked by default.

**Specify the GL accounts for this payment method**

8. Navigate to the General Ledger tab.
9. Select Ledger to indicate the ledger to use if you intend to reconcile payments using Oracle Cash Management.
10. Select the GL Control Account.
11. Select GL Cash Account to indicate which cash account to use for the reconciliation of payments.
- The entry for Description appears automatically by default, depending on what you enter in the GL Cash Account details.
12. Select the Cash Clearing Account.
13. Select the Error Account.

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

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

#### **Confirm that you can reconcile payments in Cash Management**

14. Navigate to the Cash Management tab. You cannot change the information on this tab, but you can confirm that your GL accounts are correct.
15. To confirm that Oracle Cash Management is operating with the same source bank account that you are using in Oracle Payroll, view the check box. If the box is checked, then Oracle Cash Management holds the bank account for this payment method, and you can reconcile payments knowing that you are using an identical account in Payroll, and in Cash Management.

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

#### **Enter further information for the payment method**

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

**For Japan users only:** Enter the company code and company name. Select the delimiter type for the Direct Deposit file.

## **Setting up the Demand Draft and Pay Order Payment Types**

You must setup the Demand Draft and Pay Order Payment Types to run the Bank or Post Office Payment process and subsequently pay your employees by Demand Draft and Pay Order.

You must set up the Action Parameter JRE\_Library before you begin setting up Demand Draft and Pay Order Payment Types.

See: Maintaining Parameters and Parameter Groups for Payroll Processes, page 5-9

#### **To set up this predefined payment type:**

1. In the Name field of the Organization Payment Method window, enter Demand Draft or Pay Order and enter the payment type in the Type field as Demand Draft

or Pay Order.

See: Organization Payment Methods Workbook, page 4-97

See: Defining a Payment Method, page 2-7

2. Attach the Demand Draft or Pay Order payment method to your payroll.

See: Defining a Payroll, page 1-12

3. Create a personal payment method and enter the Name as Demand Draft or Pay Order in the Personal Payment Method form.

See: Payment Methods for Your Enterprise, page 2-4

See: Defining a Payment Method, page 2-7

4. Run payroll and prepayments.

## Setting up Integration of Cash Management and Oracle Payroll

You must setup the integration of the Cash Management and Oracle Payroll to reconcile payments through direct deposit.

The Cash Management auto reconciliation program matches Oracle Payroll against bank statement lines.

**Note:** Ensure that you have installed Oracle Cash Management, Oracle Accounts Payable, and Oracle Accounts Receivable due to the interdependency of the products. All accounting functions take place in Accounts Payable and Accounts Receivable, and Cash Management provides the engine for reconciliation and forecast.

### To set up Integration of Cash Management and Oracle Payroll:

1. Create Legal Entity and General Ledger. You do this using the Cash Management responsibility.

See: Oracle Cash Management User Guide

2. Add the Operating Unit to the Organization. Add the General Ledger to the Operating Unit. You do this using the HRMS Manager responsibility.

3. Use the Cash Management responsibility to create bank, branch, and account. Create a bank transaction code for the bank account.

See: Oracle Cash Management User Guide

4. Create a payment method of type India Direct Deposit. You do this using the HRMS Manager responsibility.

See: Defining a Payment Method, page 2-7

5. Add the Bank Account in the Cash Management tab.

See: Defining a Payment Method, page 2-7

6. Enter the payroll information.

See: Defining a Payment Method, page 2-7

7. Run Quick Pay/Prepayment/Payslip Archive/Electronic Fund Transfer processes.

See: Running QuickPay, page 4-12

See: Running the PrePayments Process, page 4-30

See: Extracting Information to Appear on the Payslip, page 2-18

See: Running the Electronic Fund Transfer Report (India), page 4-40

8. Use the Cash Management responsibility to upload bank statement.

See: Oracle Cash Management User Guide

9. Run the AutoReconciliation process.

**Note:** You can also manually reconcile the payments in cases where auto reconciliation is not possible.

See: Oracle Cash Management User Guide

## Running the Bank or Post Office Payment Process

Run this process to pay employees by Demand Draft or Pay Order. After running this process, employees can view payslips using the Self Service functionality.

You run this process from the Submit Request window.

### To run the Bank or Post Office Payment Process:

1. In the name field, select Bank or Post Office Payment.
2. In the Parameters window, enter appropriate details and enter Payment Type as Demand Draft and Payment Method as Demand Draft. Alternatively, you can enter the Payment Type as Pay Order and enter the Payment Method as Pay Order.
3. Enter the Report category as Demand Draft or Pay Order and click OK.

**Note:** You can view the report in PDF format from the Concurrent

Manager Output directory.

## Setting Up a Global Statement of Earnings

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

### To set up the global statement of earnings:

1. Create a user category through the lookup SOE\_USER\_CATEGORY.  
*See: Creating User Types and Statuses, Oracle HRMS Enterprise and Workforce Management Guide*
2. Set the value of the user category that you created as the profile value for the profile PAY: Statement of Earnings User Category.  
*See: User Profiles, Oracle HRMS Configuring, Reporting, and System Administration Guide*
3. Add the predefined element sets for your earnings and deductions to the SOE Information EIT at the business group level.

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

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

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

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

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

The South African localization does not use balance attribution.

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

5. Complete the SOE Detail Information EIT by adding the elements in your element set, and the SOE display balances to the EIT at the business group level.  
*See: Business Group: Entering SOE Detail Information, Oracle HRMS Enterprise and Workforce Management Guide*
6. Link the predefined SOE balance attribute to your business group. The attribute name is likely to have a leading localization code followed by the stem `_SOE_BALANCE_ATTRIBUTES`.
7. Define the attributes for your SOE balances.
8. Restart the Apache server and then check the SOE to ensure that the SOE displays the requirements that you selected.

## Running the Enable or Disable Global SOE Process

You use this process to determine how your statements of earnings are displayed. You have a choice of the forms-based SOE, or the global SOE which is framework-based and readily customizable. You can either:

- Enable the global SOE if you want to override the forms-based default
- Disable the global SOE if you prefer to continue using the old forms-based format.

You run the Enable or Disable Global SOE process from the Submit Request window.

### To run the Enable or Disable Global SOE:

1. Select the Enable or Disable Global SOE process in the name field.
2. Enter whether you want to Disable or Enable the Global SOE in the parameters window.
3. Click OK and choose the Submit button.

## Viewing Statement of Earnings

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

You do this using the Statement of Earnings window.

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

The information displayed in the Statement of Earnings window reflects the



information in the printed pay advice.

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

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

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

If you are processing Multiple Assignment Payments, then the PrePayment Statement of Earnings displays consolidated earnings and deductions information. The header information displayed on the Statement of Earnings is obtained from the primary assignment; however, if this assignment is not processed, then the header information is taken from the first assignment processed in the PrePayment process.

### **To view the last payroll with PrePayments run against it:**

Perform one of the following:

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

### **To view the most recently run QuickPay results:**

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

**PrePayments:**

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

## Setting Up Payslip Information and Generating Payslips

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

**To set up your payslip:**

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

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

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

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

**For Ireland:** Enter the balances and elements information in the SOE Balances and SOE Elements windows.

See: Selecting SOE Balances, *Oracle HRMS Enterprise and Workforce Management Guide (Ireland)* and Selecting SOE Elements, *Oracle HRMS Enterprise and Workforce Management Guide (Ireland)*

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

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

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

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

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

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

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

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

To change balances or include additional balances on the payslip:

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

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

### Generating the Payslip

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

5. Run the archive process to gather the latest payroll information.

See: Extracting Information to Appear on the Payslip, page 2-18

6. You can view the payslip online through Self-Service.

7. Print your payslips in the usual way. Users in the Netherlands and China, run the payslip report to produce a formatted report ready for printing and sending out to your employees.

See: Printing the Payslip, page 4-25

## Extracting Information to Appear on the Payslip

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

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

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

Run the payslip archiver from the Submit Request window.

### To run the payslip archiver:

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

**Canada, China, and Netherlands:** Select the Payslip Archiver.

**India:** Select the Payroll Reports Archive (India).

**Ireland:** Select the IE Legislative Reports Generator. See: Running the Legislative Reports Generator, *Oracle HRMS Payroll Processing Management Guide (Ireland)*

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

**South Africa:** See: Pay Advice Generation - Self Service (South Africa), *Oracle HRMS Payroll Processing Management Guide (South Africa)*

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

**US:** See: Managing the Payroll Archive, *Oracle HRMS Payroll Processing Management Guide*

2. In the Parameters window, select a payroll name and consolidation set. This selects the employees for whom you want to run the report. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the period of time you want the information extracted. You typically run this process for the same dates you ran your payroll.
4. **India:** Select whether you want to mail individual payslip or view consolidated payslips in the Generate Payslip field.
5. Choose Submit.

After running the Payroll Archiver, you can use the Payroll Actions Not Processed report to see what employees (and corresponding payroll processes) were not archived but did fall within the report's parameters.

## Running the Pay Advice Alignment Report

Run this report before you run the Pay Advice report. It shows printer alignment details for your sample pay advice.

You run the Pay Advice Alignment report from the Submit Requests window.

### **To run the Pay Advice Alignment report:**

1. In the Name field, select the report name.
2. Choose the Submit button.

## Running the Payments Summary Report

Run this report when you want to see payments totalled by payment method type and organizational payment method for a specified payroll and payroll period. Account details for each organizational payment method are also listed.

You run the report in the Submit Requests window.

### **To run the Payments Summary Report:**

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll and payroll period for which you want to see the information.
3. If you want to restrict the information by consolidation set, select the name of the set.
4. Choose the Submit button.

## Running the Pay Advice Report

Run this report to generate pay advice for all employees for a specified payroll and period. This is a sample report which you can customize. You run it after completing the Pre-payments process for a payroll. To check printing alignment before generating pay advice run the Pay Advice Alignment report.

You run the Pay Advice report from the Submit Requests window.

**To run the Pay Advice report:**

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll for which you want to generate pay advices.
3. Enter the period for which you want to generate pay advices and the date on which you want to generate them.
4. Do one of the following:
  - If you want to generate pay advices for all employee assignments, leave the Assignment Number field blank.
  - If you want to generate a single pay advice for an employee assignment, enter the employee assignment number.
5. Select the sort orders 1 to 6 for employees whose mailing address is set to Office/Blank.

**Note:** Use the people group flexfields to capture or configure office address details.

6. Choose the Submit button.

**Note:** You can also view this report from the Assignment Process Results window, where you select an individual assignment and the process you want to view the report for.

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# Payroll Statutory Deductions and Reporting

## Payroll Statutory Deductions and Reporting Overview

Oracle Payroll enables you to calculate an employer's tax liability and deduct the appropriate sums from employee earnings. You can calculate employer and employee tax liabilities for all the taxes and statutory deductions that are applicable to your country. For example, this includes employer liability for state taxes such as State Unemployment Insurance and employee liability for federal, state and local taxes in the US, PAYE and NIC in the UK, PAYE and PRSI in Ireland, Social Security, Unemployment and Complementary Pension in France, Standard and Special tax and Social Insurance in the Netherlands, and so on.

In each instance, Oracle Payroll enables you to enter details of the tax liability and process it at regular intervals.

## Reporting on Payroll Statutory Deductions

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

## Payroll Statutory Deductions and Reporting

Oracle Payroll allows you to process tax and insurance deductions for employers and employees, and helps you comply with the legislative requirements applying to your organization.

## Is Oracle Payroll flexible enough to calculate different legislative taxes?

Yes. Oracle Payroll supports many country specific models of taxation, including the local, federal and state tax requirements of organizations operating in the US.

### **Is the entry of tax details flexible enough to meet my organizational needs?**

Yes. You can calculate taxes for different types of employer to represent the diversity of your organization. You can also make retrospective adjustments to allow for overpayments and underpayments.

### **Is Oracle Payroll capable of processing the latest taxation updates?**

Yes. The details of taxation policy and social security entitlements are constantly changing, but Oracle Payroll is always promptly updated so that your processing includes the most recent updates.

### **Can Oracle Payroll transmit PAYE information electronically? (UK only)**

Yes. EDI allows two-way electronic transmission of documents between the Inland Revenue and employers. Oracle UK Payroll has developed a specified formatted file that, if used in conjunction with third party software, can be transmitted electronically to the Inland Revenue.

### **Can you record P11D details and submit an annual return? (UK Only)**

You can use Oracle HR to update your records throughout the year to show all the Class 1A National Insurance contributions for which your organization is liable. You can make this information available to employees so that they can preview their NI liabilities. You can then generate a report to view the final details and you can submit the complete and validated records to the Inland Revenue to comply with all reporting requirements.



# Payroll Statutory Deductions and Reporting

## India Tax and Deductions Information

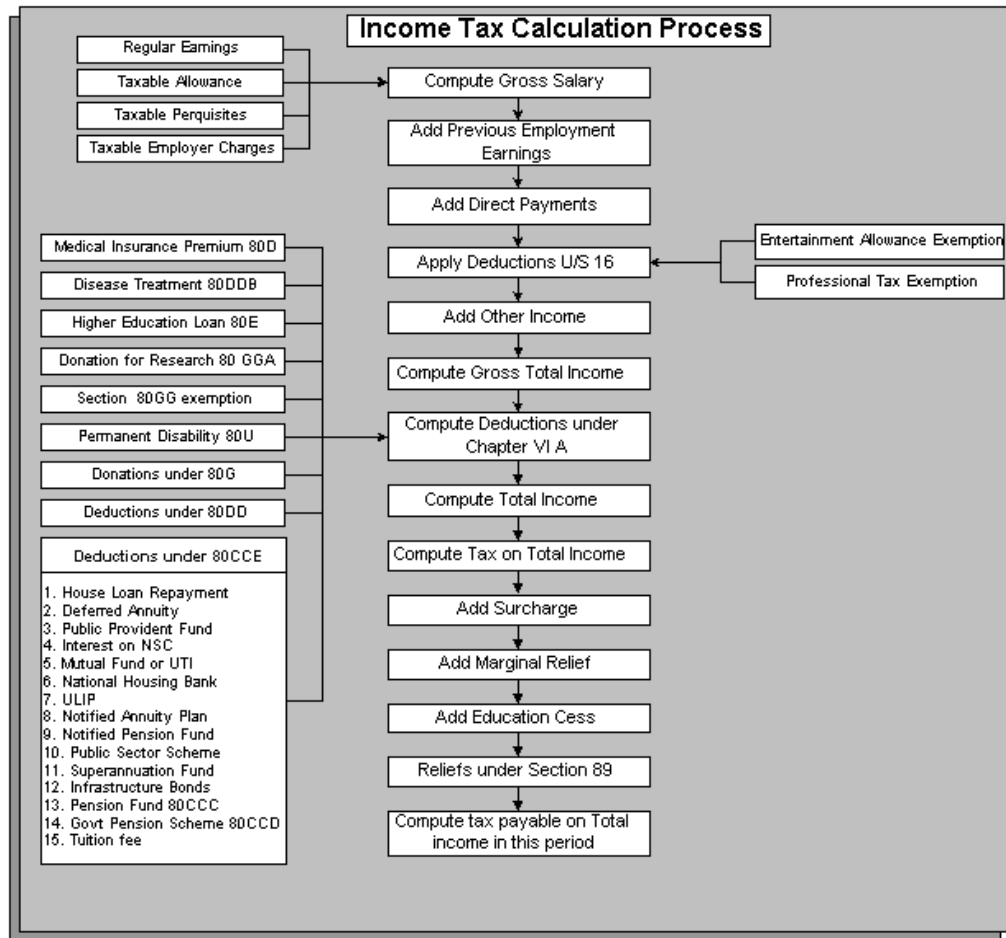
Oracle Payroll for India supports the following types of statutory deductions and social insurance:

- Income Tax
- Employee State Insurance
- Professional Tax
- Provident Fund
- Labour Welfare Fund

## Income Tax

Oracle Payroll calculates Income Tax based on the planned and actual tax declaration of the employees. Employees must declare their tax declaration at the beginning of the tax year. These figures are used to calculate the tax to deduct for the employee. Employees can update their declaration at any time, except during the freeze period. During the freeze period, the employees submit physical proofs supporting their tax declaration. A reviewer checks the proofs and updates the tax declaration of the employee. You can view the employee's tax declaration review status through Oracle self-service.

## Income Tax Calculation Process



Oracle Payroll supports the following types of earnings for IT calculation:

- Regular Earnings
- Bonus
- Termination Payments
- Direct Payments

The computation of Section 89 and any termination payments (such as gratuity and others) made in installments are not supported. You can use the element Relief Under Section 89, and write your own fast formulas to support Section 89.

For retrenchment and VRS termination elements, you must define an input value Component Name and default it to Retrenchment or Voluntary Retirement.

See: Setting up Income Tax, page 3-12

## Employee Transfer

You can change employee's GRE organization at any time. To change employee's GRE organization, you must map the employee to the new GRE (on the effective date) before you process payroll for the old GRE.

## Employee State Insurance

Oracle HRMS for India supports the following ESI calculations and subsequent deductions from the employee's salary:

- Checking employee eligibility (eligibility is calculated based on the employee's ESI eligible salary)
- Calculating ESI actual salary
- Calculating the employee and employer contribution
- Deducting employee's contribution from the employee's salary for each pay period
- Calculating ESI during transfers between ESI organizations

See: Setting up Employee State Insurance, page 3-29

## Employee Transfers

There are two types of transfers for employees:

- Employees are transferred within the same ESI organization. Employee details and reporting do not change.
- Employees are transferred from one ESI organization to the other. The Employer ESI code and the employee's ESI number do change. You assign the new ESI organization to the employee's assignment, and change employee's ESI number in the Further Benefits tab of the People window.

## Professional Tax

Some of the state governments levy Professional Tax on any employee working in the state. Employers must register with the state and have a professional tax registration number. Professional Tax deductions differ for each state. You can create multiple professional tax organizations for an employer.

Oracle HRMS for India supports the following Professional Tax calculations:

- Checking employee eligibility (eligibility depends on the state in which the employee is working. Employers can assign exemptions to the employees)

- Calculating Professional Tax eligible salary
- Calculating employee's professional tax deduction (deduction depends on the professional tax rules for the state)
- Checking for employee's exemption from professional tax

**Note:** Professional Tax is calculated based on the frequency set at the Business Group level, and deducted monthly from the employee's salary.

Professional Tax deductions are predefined for Andhra Pradesh, Gujarat, Maharashtra, Karnataka, Madhya Pradesh, Kerala, and two corporations in Tamil Nadu (Chennai and Coimbatore). You can configure the tax slabs for other states by configuring the respective user tables.

**Note:** Professional Tax calculation frequency is six months for Tamil Nadu and Kerala.

See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide* and Setting up Professional Tax Deduction, page 3-30

## Employee Transfers

You can transfer employees from a PT organization to the other, in the same state or a different state. You must map the respective state level balances (if you are using state level balances), if the employee is transferred to a new state.

## Provident Fund

Oracle HRMS for India supports the calculation and deduction of Provident Fund (PF) contributions for employees. Oracle HRMS supports provident calculation for both exempted and un-exempted PF trusts, however, excluded PF trusts can use the predefined Provident Fund elements.

Arrears are also taken into account for PF calculation. Oracle HRMS for India supports Voluntary Provident Fund (VPF) contribution. You can enter either the VPF contribution amount or the VPF contribution percentage. Oracle HRMS for India also supports the calculation of Employee Pension Scheme (EPS) contributions and Employee Deposit Linked Insurance (EDLI).

Employees can enter VPF information during tax declaration through self-service. They can also use the Web ADI functionality to make their updates.

See: Setting up Provident Fund, page 3-34

## Employee Transfers

You can transfer employees from one PF Organization to the other, or within the same PF organization. If the transfer occurs within the same PF organization, the calculation of PF does not change.

If you transfer the employee to a different PF Organization:

1. Employee needs a new PF Membership code. You update the code in the Further Benefits Tab of the People form.
2. You store the summary of the following figures summation for each month (and the current pay period), beginning from the transfer date for the new PF organization:
  - Actual salary for PF
  - Employees Contribution
  - EPS Contribution
  - Employers PF Contribution
3. The above values are end dated from the transfer date, for the old PF organization.

## Employee Deposit Linked Insurance (EDLI)

Oracle HRMS for India supports the calculation of EDLI, if the employer chooses to enable it. You can select if the PF organization supports EDLI in the PF Organization Information window.

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

## Labor Welfare Fund (LWF)

Employer, employee, and government contribute a specific amount towards labor welfare fund. Some of the state governments deduct LWF from their employees working in the state. Employers can also choose to contribute the entire LWF contribution on employee's behalf. Employers must register with the state and have a tax registration number. LWF deductions differ for each state.

Oracle HRMS for India supports the following LWF calculations:

- Checking employee eligibility (eligibility depends on the state in which the employee is working. Employers can assign exemptions to the employees)
- Calculating employee's LWF deduction (deduction depends on the labor welfare fund rules for the state)

- Checking for employee's exemption from LWF

Oracle HRMS enables you to calculate the LWF based on the frequency set at the business group level, and deducts the amount from the employee's salary at the end of the contribution period.

For terminated employees, employers can specify whether to compute the LWF calculation at the business group level, and deduct from the employee's salary at the end of the contribution period.

LWF deductions are predefined for Andhra Pradesh, Gujarat, Maharastra, Karnataka, Madhya Pradesh, Kerala, and Tamil Nadu.

**Note:** The LWF contribution for Maharashtra depends on the employee's salary.

You can configure the frequency for other states by configuring the user table IN\_LWF\_CONTRIBUTION\_AMOUNT.. For rest of the states, you can use the configuration template to compute LWF deductions.

See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide* and Setting up Labor Welfare Fund, page 3-58

## Deductions under Section 80CCF

Employees contribute towards long-term infrastructure bonds and be eligible for tax exemptions under the Section 80CCF.

Oracle provides the element Deduction under Section 80CCF to record this amount.

**Note:** Contributions to Section 80CCF are no longer applicable for tax exemptions from the FY 2012-13.

## Central Government Health Scheme (CGHS) under Section 80D

Government employees can make CGHS contributions and be eligible for tax exemptions under the Section 80D medical premium deduction exemption. Oracle provides the element Section 80D to record and process these contributions.

## Reimbursements Overview

Oracle Payroll enables you to pay reimbursements towards expenditure incurred due to professional or personal reasons to employees. You can also calculate the tax on those reimbursements.

You can set up and process various types of reimbursements in HRMS, such as:

- Accommodation Maintenance
- Aircraft Expense/Depreciation
- Club Facilities Expenditure
- Conference Expenditure
- Conveyance Expenditure
- Employees Welfare Expense
- Entertainment Expenditure
- Festival Celebrations
- Free Ticket for Journey
- Gifts Expenditure
- Health Club Expenditure
- Hospitality Expenditure
- Hotel Expenditure
- Motorcar Expense/Depreciation
- Sales promotion Expenditure
- Scholarships Expenditure
- Telephone Expenditure

### **The Reimbursement Business Process**

You can process reimbursements by paying an advance to an employee towards expenses, and claiming the amount as reimbursements, or settle the claim based on bills. You can recover the excess advance amount by deducting it from the payment and pay the balance as a reimbursement. For reimbursements that are pending, you can adjust the excess advance amount by deducting it from the employee's net pay.

After you have calculated the reimbursement amount, you can pay the employee by running it in the current month's payroll, add the amount to the employee's net pay and tax the excess amount.

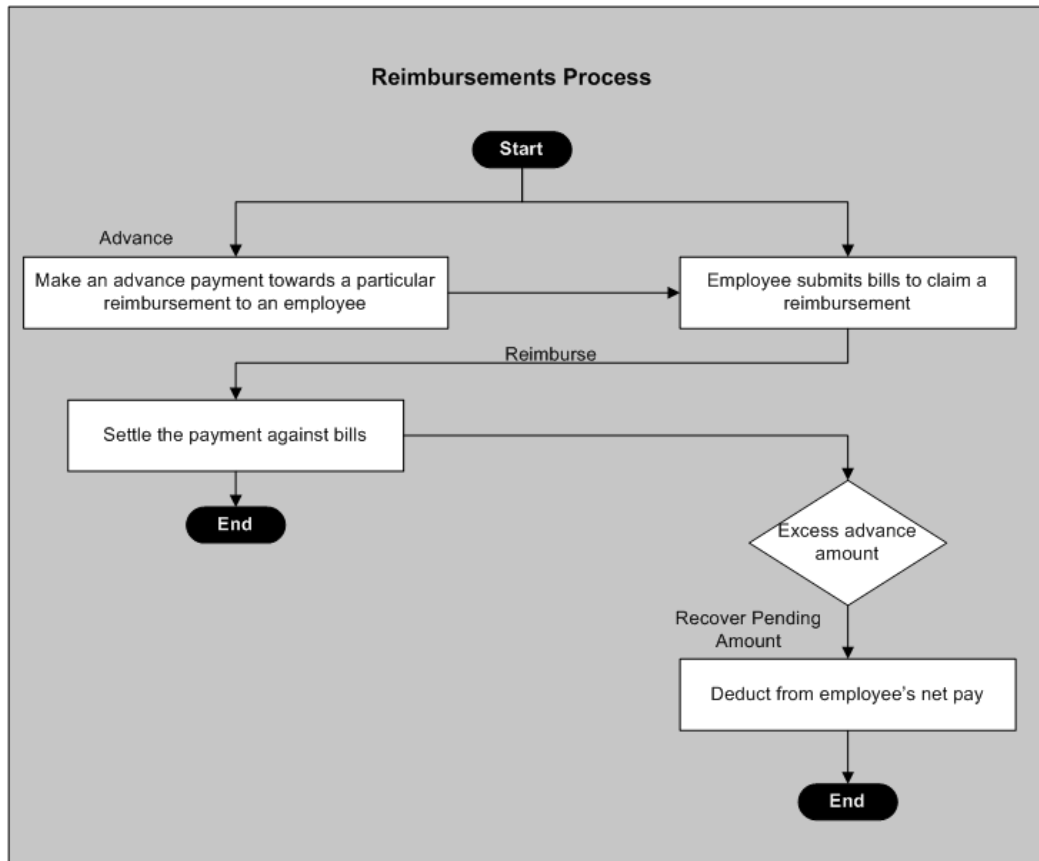
- You must process all reimbursements as fringe benefits elements except leave travel concession (LTC). You must process LTC

reimbursements as Earnings element.

- You must process medical claims under Employees Welfare Expense category.

### Reimbursements Processing

The following figure summarizes the flow of tasks associated with processing reimbursements.



## Employer Paid Tax Overview

Oracle HRMS enables you to pay tax on specific salary components of your employee. Using this functionality, you can calculate the average tax rate and use this rate to calculate the tax on the following:

- Non-monetary perquisites
- Monetary perquisites



- Any other income other than perquisites such as earnings

If you are paying tax on your employee's non-monetary perquisite, the tax amount is not a part of an employee's salary according to the tax rules. The application automatically deducts the tax amount from the employee's income tax for that particular payroll.

If you are paying tax on your employee's monetary perquisite or other Earnings other than non-monetary perquisites, the tax amount is again a monetary perquisite according to the tax rules. You must include the tax amount in the income tax calculations.

You can choose to calculate the employer tax by using the default system-calculated values or by manual entry. If you choose to calculate tax manually, the manual entry will overwrite the system calculated values.

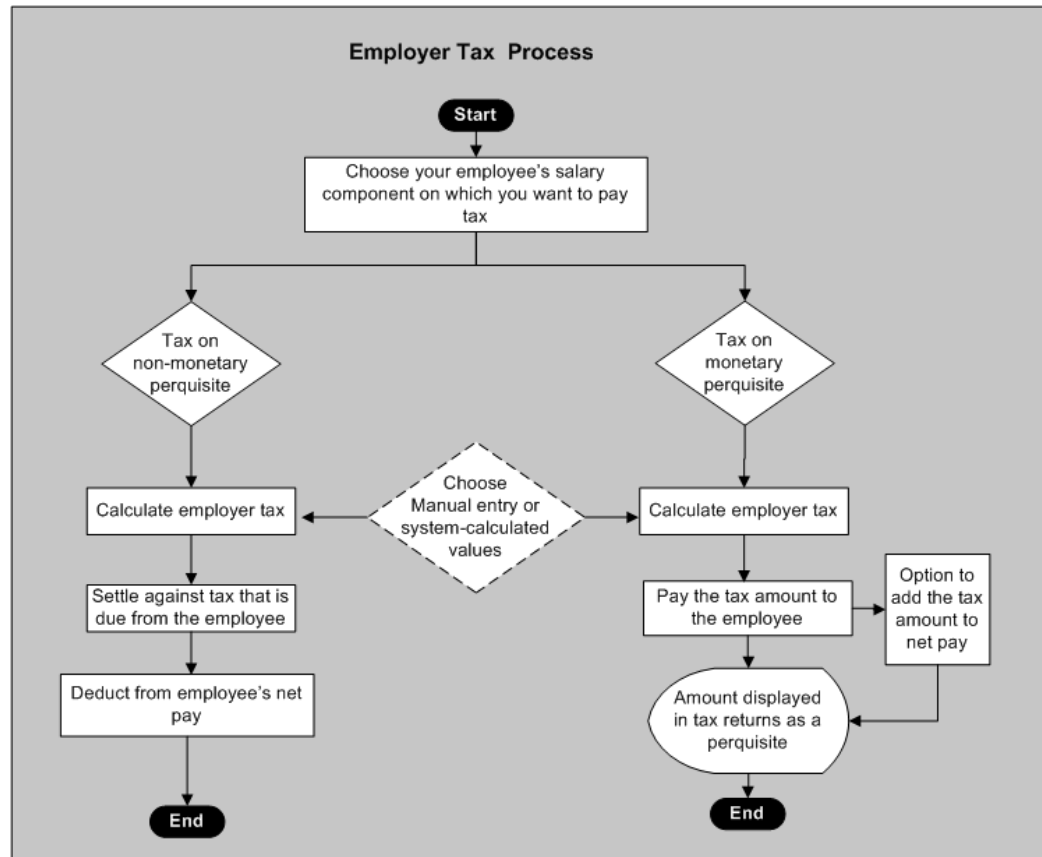
**Important:** You can pay tax on your employee's salary component, on or after 1st April 2006.

## **Employer Paid Tax : The Business Process**

After you have decided to pay tax on behalf of your employee, check for any other employer taxable salary components other than perquisites. Choose between manual entry and the default system calculated values. If you are paying tax on non-monetary perquisites, calculate the employer tax and adjust it against the tax that is due from the employee. If you are paying tax on a monetary perquisite, the employee's income tax returns will display this amount as a perquisite. If the employer tax amount is a perquisite, an employee can choose to add it to net pay.

The following figure summarizes the tasks associated with processing employer paid tax.

### Employer Paid Tax Process



## Setting up Income Tax Deductions

Before you can set up your income tax, you must create your GRE/Legal entity organization and link it to your employee at the assignment level. The application calculates income tax based on the employee's tax declaration and estimated annual income, and distributes the deduction equally across the remaining pay period of that tax year.

See: *Tax Declaration (India), Oracle HRMS Configuring, Reporting, and System Administration Guide*

The Taxation Information element triggers a formula which determines the tax that is applicable for the employee and respective deductions.

### To set up income tax deductions for your employee:

1. Define your earnings elements and select relevant balances.

Define your regular earnings element with the input values Pay Value and

### Standard Value

See: Defining an Element, *Oracle HRMS Compensation and Benefits Management Guide*, See: Predefined Elements, *Oracle HRMS Compensation and Benefits Management Guide*, and Survey of the Classifications, *Oracle HRMS Compensation and Benefits Management Guide*.

2. Attach the standard value input value of your regular earnings element to the balance Earnings for Projection.
3. Define your allowance and perquisites elements using element template wizard.  
See: Setting up Allowances, page 3-21, Setting up Perquisites, page 3-23.
4. Create a standard link for the information elements Income Tax Information, Income Information, and Deduction Information and link to all payrolls.  
See: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*
5. In the Element Entries window, create the requirement element entries for the employee.  
See: Making Manual Element Entries, *Oracle HRMS Compensation and Benefits Management Guide*

## Setting up Regular Earnings

Oracle HRMS for India calculates income tax and deductions based on regular earnings. Oracle HRMS recommends you create your earnings elements using the Element Design Wizard (EDW). However, if you have existing elements created previously in the Element window, you can continue to use them.

**Note:** For taxation purpose, Oracle HRMS enables you to setup and process Leave Travel Concession under the classification Regular Earnings.

### To set up Regular Earnings element using the Element Design Wizard:

1. Create an earnings element using the EDW.
2. Select the primary classification as Earnings.
3. Specify if the earnings is recurring or non recurring.

**Note:** You must create LTC earnings element as non recurring.

4. For LTC, you can set the Enable Advances flag to Yes if you want to process advance payments.

**Note:** If you set the Enable Advances flag to Yes, the system creates the following user defined elements:

- <USER\_NAME> Advance: Element to record the advance payment against LTC.
- <USER\_NAME> Recovery: Element to recover pending advance payments.
- <USER\_NAME> Adjust: Element to adjust the advance payment.

The application creates the user defined formula <USER\_NAME>\_LTC\_ADV\_CALC, and links it to the Advance element for processing advances.

5. Specify the calculation rule by selecting earnings for regular earnings or leave travel concession for LTC earnings.
6. Set the values to No for recurring statutory earnings to create the following corresponding balance feeds:
  - Net Pay
  - Earnings
  - Earnings For Projection

Set the values to Yes for recurring statutory earnings to create the following corresponding balance feeds:

- ESI Eligible Salary (Standard Value - SV)
- ESI Computation Salary (Projected Value - PV)
- PF Computation Salary (PV)
- PF Computation Standard Salary (SV)
- Professional Tax Salary (PV)
- Salary for HRA and related Exemptions (PV)
- Standard Salary for HRA and Related Exemptions (SV)

- Salary for Company Accommodation (PV)
- Standard Salary for Company Accommodation (SV)
- Salary for Notice Period (SV)
- Salary for Leave Encashment (SV)
- Gratuity Eligible Salary (SV)
- Earnings for Projection (SV)

Set the values to Yes for non recurring statutory earnings to create the following corresponding balance feeds:

- ESI Computation Salary (PV)
- PF Computation Salary (PV)
- Professional Tax Salary (PV)
- Salary for HRA and Related Exemptions (PV)
- Salary for Company Accommodation (PV)

Set the values to No for non recurring statutory earnings to create the following corresponding balance feeds:

- Net Pay
- Earnings

Create an LTC element with Enable Advances flag set to Yes to create the following corresponding balance feeds:

- Bills Submitted
- Employer Contribution for LTC
- Salary under Section 17
- Adjusted Advance for Earnings
- Outstanding Advance for Earnings
- Earnings
- Net Pay

Create an LTC element with Enable Advances flag set to No to create the following

corresponding balance feeds:

- Bills Submitted
- Employer Contribution for LTC
- Salary under Section 17
- Earnings
- Net Pay

**Note:** You can configure the Add to Net Pay input value in the Advance element, to ensure the advance is added to the net pay and project the advance in the payslip. If you do not want to project the advance in the payslip do not configure the Add to Net Pay input value. This way, you can ensure that the advance is outside the payroll, at the same time, it is still considered in the particular payroll.

7. Link the element to the employee.

### **To set up Regular Earnings using the Element Window:**

1. In the Element window, create an element for your regular earnings and map it to the primary classification Earnings.

You must define your regular earnings element with the following input values:

- Pay Value: Holds the actual value of the earnings element.
  - Standard Value: Holds the value to be projected for the earnings element, for the remaining payroll periods of the year.
2. Attach the input value Standard Value of the element to the balance Earnings for Projection.
  3. To calculate house rent allowance exemption of the employee, feed the following earnings element's input values to the respective balances:
    - Pay Value - feed to the balance Salary for HRA and Related Exemptions
    - Standard Value - feed to the balance Standard salary for HRA and related exemptions
  4. Attach the element to the employee's assignment.

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

## Setting up Direct Payments

Oracle HRMS for India uses the element classification Direct Payments to support the calculation of any ad hoc earnings such as taxable reimbursements.

### To set up Direct Payments:

1. In the Element window, create an element for your direct payments elements and map it to the primary classification Direct Payments.

You must create an input value TDS on Direct Payments, to record the tax deducted at source for the direct payment.

2. Attach the input values of the element to the respective balance:

Input Value	Balance
Pay Value	Direct payments
TDS	TDS on Direct payments

3. Attach the element to the employee's assignment.

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

## Setting up Bonuses

You can process bonus both as a part of the regular payroll or as a separate payroll run. Oracle HRMS distributes the tax on bonus across the remaining pay periods, if the bonus is run as a part of the regular payroll.

Oracle HRMS enables you to pay employer paid tax on bonus and other standard earnings. See: To set up Employer Paid tax on Bonus and Other Standard Earnings, page 3-18

The following additional steps are required to run bonuses as a separate payroll run.

### To set up separate bonus payroll run:

1. In the Element window, create an element for bonus with the following input values:

- Pay Value
- Bonus Amount

From the Advanced tab, select the Process Separate check box.

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

2. In the Extra Element Information window, select Bonus Tax Information.
3. In the Extra Element Information window, select the tax type for the bonus element:
  - Fixed percentage - to calculate tax based on the percentage entered in the TDS Percentage field.
  - Lump Sum Deduction - to calculate tax based on projected earnings and bonus. The application then deducts the tax as a lump sum amount.
  - Distributed Over Pay periods - to calculate tax based on projected earnings and bonus. The application then distributes the tax over the remaining pay periods.
4. Save the element and close the window.
5. In the Formula Result Rules window, attach the formula IN\_BONUS\_XFER to the bonus element, and attach formula results to the bonus element as given below:

Formula Result	Element	Input Value
Bonus	Bonus element (as defined)	Pay Value
Bonus_amount	Bonus Separate Information	Bonus Amount
Tax_Percentage	Bonus Separate Information	TDS Percentage
TDS_Type	Bonus Separate Information	TDS Type

See: Defining Formula Processing and Result Rules, *Oracle HRMS Compensation and Benefits Management Guide*

### **To set up Employer Paid Tax on Bonus and Other Standard Earnings:**

Follow these steps to process employer paid tax on bonus and other standard earnings using the Payroll Run Type 'Process Separate':

1. Follow steps 1, 2 and 3 described above, and then do the following to pay employer



tax on the bonus payment.

2. On the Advance tab, select the Gross Up check box to define an element for net-to-gross calculation, and the Iterative Engine check box to calculate the net pay. Enter the formula DEFAULT\_GROSSUP in the Iterative Formula field in the Advance Tab
3. Choose Input Values to define Input Values for the element, and specify the unit as Money:

Input Value Name	Required	User Enterable	Default	Unit
Pay Value	N	N		Money
Bonus Amount	N	Y		Money
Additional Amount	N	N		Money
Amount	N	Y		Money
Remainder	N	N		Money
Low Gross	N	N		Money
High Gross	N	N		Money
Method	N	N	INTERPOLATION	Character
To Within	N	N	1	Money

See:Defining an Element's Input Values, *Oracle HRMS Compensation and Benefits Management Guide*

4. Choose the Iterative Rules button to specify how to use the following rules:

Return Name	Type	Input Values
Additional Amount	Adjust	Additional Amount

High_Gross	Adjust	High Gross
Low_Gross	Adjust	Low Gross
Remainder	Adjust	Remainder
Stopper	Stop	
Target_Amount	Adjust	Amount

5. Create the following balance feed:

Balance Name	Element Name	Input Value	Add/Subtract
ER Tax on Bonus Monetary Perquisite	User Defined	Additional Amount	Add
ER Taxable Earnings	User Defined	Pay Value	Add

6. Query for the bonus element in the Formula results window, and set the Name as Standard and Formula as IN\_BONUS\_XFER.
7. Define the following Formula Results:

Name	Type	Element	Input Value
Additional_Amount	Indirect result	Employer Tax on Bonus	Pay Value
Bonus	Direct Result		Pay Value
Bonus_Amount	Indirect Result	Bonus Separate Information	Bonus Amount
Tax_Percentage	Indirect Result	Bonus Separate Information	TDS Percent
TDS_TYPE	Indirect Result	Bonus Separate Information	TDS Type

COMPONENT_NA ME	Indirect Result	Employer Tax on Bonus	Component Name
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8. Save the Formula Result Rules information.
9. Create links for the bonus element and attach the element to an assignment. See *Defining Element Links, Oracle HRMS Compensation and Benefits Management Guide*
10. Run the Payroll.

## Setting up Allowances

You can set up the following allowances through the Element Design Wizard:

- **Fixed Allowances:** Holds allowances that you can claim for a fixed exemption amount. You can create the following templates under fixed allowances:

- **Children Education Allowance:** holds the allowance paid for children education.
- **Hostel Expenditure Allowance:** holds the allowance paid for hostel expenditure.
- **Transport Allowance:** holds the allowance paid for transport

The nature of Fixed allowances can be recurring or non recurring. However, the default in the system is recurring.

- **Actual Expense Allowance:** Holds allowances that you can claim based on submission of bills. You can create the following templates under actual expense allowances:

- Border Area Allowance
- Compensatory Field Allowance
- Conveyance Allowance
- Entertainment Allowance
- Helper Allowance
- High Altitude Allowance
- Highly Active Field Allowance

- Island Duty Allowance
- Research Allowance
- House Rental Allowance
- Special Compensatory Allowance
- Transfer Allowance
- Travel Allowance
- Tribal Area Allowance
- Underground Allowance
- Uniform Allowance

Actual Expense allowances can be recurring, non recurring, and also have scenarios where the allowance is recurring but the expense is non recurring in nature such as:

- Non Recurring Allowance: A one time expense that an employee claims by submitting bills such as a travel kit for overseas travel.
- Recurring Allowance and Expense: Continuous expense that an employee claims, such as conveyance and helper allowance. In such circumstances, the allowance and expense are both recurring.
- Recurring Allowance, Non recurring Expense: In this scenario, the allowance is recurring but the expense is non recurring, such as uniform expense and shoe expense. For example, monthly allowance is given for uniform and shoes but you may not purchase these items every month

### **To set up Allowances:**

1. Create an Allowance Element using the EDW.
2. Select the primary classification as allowance.
3. Specify the calculation rule depending on the nature of allowance you are creating. Example, for Fixed Allowance, choose a rule within this type and for Actual Expense Allowance, choose a rule within this type. Specify if the allowance is recurring or non recurring.
4. Set the Enable Advances flag to yes if you are paying an advance. Advance elements are automatically created.

**Note:** If you set the Enable Advances flag to Yes, the application creates the following user defined elements:

- <USER\_NAME> Advance: Element to record the advance payment against the allowance.
- <USER\_NAME> Recovery: Element to recover pending advance payments.
- <USER\_NAME> Adjust: Element to adjust the advance payment.

5. Link the element to the employee.

**Note:** The predefined formula creates the following user defined formulas based on the entries you make to process the allowance:

- Fixed Allowance: <USER\_NAME>\_FIXED\_CALC
- Actual Expense Allowances: <USER\_NAME>\_ACTEXP\_CALC

## Setting up Perquisites

Oracle HRMS enables you to create perquisite elements through the Element Design Wizard (EDW). You can also set up employer paid tax on perquisites.

You can create the following perquisite elements through the Element Design Wizard:

**Note:** Create the Perquisites elements with an effective date as 01-APR-2006.

- Company Accommodation
- Loan at Concessional Rate
- Company Movable Assets
- Transfer of Company Assets
- Free Education
- Other Perquisites. Predefined other perquisites are:
  - Domestic Servant

- Gas/Water/Electricity
- Shares

The wizard creates the input values, balance feeds, processing rules, formula results, and Further Element Entry DFF for the element, according to the options you choose in the element templates.

**Note:** Only Government Employees must enter the government license fee amount for accommodation as the Rent Paid by Employer input value of the Company Accommodation element.

You can enter an employee's perquisite details in the respective element's input values. The following table lists the input values in each of the perquisite elements:

Element	Input Value	Description
Company Accommodation	Pay Value	Holds the perquisite value.
	Benefit Start Date	Holds the start date for the company accommodation perquisite.
	Benefit End Date	Holds the end date for the perquisite.  <b>Note:</b> You must end date the Company Accommodation Perquisite, by entering the Benefit End Date. This ensures calculating the perquisite value correctly..
	Place	Holds the population of the city where company accommodation is provided.
	Property	Holds the property details.
	Cost of Furniture Owned	Holds the cost of the furniture provided by the employer.

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	Rent of Furniture Leased	Holds the monthly rental value of the leased furniture.
	Rent Paid by Employer	Holds the rent paid by the employer towards the accommodation.
	Employee Contribution	Holds employee's contribution towards the company accommodation.
	Projected Taxable Value	Holds the projected taxable value of the perquisite for the remaining months in the financial year.
	Flat Reference No	Details of the accommodation
	Furniture Perquisite	Calculated value of the furniture perquisite.
	Monthly Cost of Furniture	Holds the monthly cost of the furniture
	Employer Contribution	Amount reimbursed by employer.
Loan at Concessional Rate	Pay Value	Holds value of the perquisite.
	Loan Number	Holds a unique loan number.
	Loan Type	Holds the loan type - Housing, Car, Education or Personal.
	Loan Principal Amount	The amount of loan taken.
	Monthly Installment	Holds the employee's monthly installment.
	Loan Duration in Months	Holds the duration for which the loan was taken.

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	Concessional Interest rate	Holds the interest rate at which employee was given loan.
	Taxable Flag	Holds yes if the calculated aggregate principal amount for a tax year exceeds Rs. 20,000.
	Outstanding Balance	Holds the calculated outstanding balance.
	Principal Amount Balance	Holds the calculated outstanding loan principal amount.
	Projected Taxable Value	Holds the projected taxable value of the perquisite for the remaining months in the financial year.
Company Movable Assets	Pay Value	Holds the perquisite value.
	Benefit Start Date	Holds the perquisite's beginning date.
	Benefit End Date	Holds the perquisite's end date.
	Asset Category	Holds the asset's category - Laptop/Computer or Mobile.
	Asset Description	Holds the asset details.
	Usage	Holds if the asset is owned or hired for temporary use.
	Original Cost or Rental	Holds the actual cost of the asset.
	Date of Purchase	Holds the purchase date of the asset.

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Transfer of Company Assets	Employee Contribution	Holds employee's contribution towards the benefit.
	Projected Taxable Value	Holds the calculated projected taxable value spread across the remaining months in the current financial year.
	Pay Value	Holds the value of the perquisite.
	Asset Category	Holds if the asset is Laptop/Computer/Electronic Items, Motor Car or other asset.
	Asset Description	Holds the asset details.
Free Education	Original Cost	Holds the original cost of the asset.
	Date of Purchase	Holds the asset's date of purchase.
	Employee Contribution	Holds the employee's contribution.
	Pay Value	Holds the perquisite value for the current month.
	Relationship	Holds the relation availing free education - Child or Others.
	Benefit Start Date	Holds the start date of the perquisite.
	Benefit End Date	Holds the end date of the perquisite.
	Cost to Employer	Holds the employer's monthly contribution towards free education.

Other Perquisites	Employee Contribution	Holds the employee's monthly contribution towards free education.
	Projected Taxable Value	Holds the projected taxable value of the perquisite for the remaining months in the financial year.
	Pay Value	Holds the perquisite value for the current month.
	Cost to Employer	Holds the cost incurred by employer towards the perquisite.
	Employee Contribution	Holds the employee's contribution towards the perquisite.
	Projected Taxable Value	Holds the projected taxable value of the perquisite for the remaining months in the financial year.
	Component Name	Holds the other perquisite name.

You can create additional perquisites by defining a new table value in the IN\_PERQUISITES user table.

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

and Entering Table Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

**Note:** For Other Perquisites, you must select the perquisite type in the Element Design Wizard.

You can process perquisites in the application for income tax only when you define them as given below.

### To set up Perquisites:

1. Create a perquisite element using the EDW.

2. Attach the element to the employee's assignment.

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

3. To process employer paid tax against this prerequisite, set the Employer Paid Tax flag to Yes, and link the Employer Tax Iterations element to the assignment to calculate the employer paid tax amount. For more information on the Iterative Engine, see: *Setting Up Elements for Net-to-Gross Processing*, *Oracle HRMS Compensation and Benefits Management Guide*.

**Note:** You can link the employer paid tax element to override the employer tax values.

4. Run the Payroll using the Run Type 'Employer Tax Run'.

## Setting Up Employee State Insurance

Oracle HRMS calculates employee's eligibility for ESI and employee's ESI contribution. You must create a ESI organization and attach to your employee's assignment, before you can set up the ESI deduction for your employees.

See: *Entering ESI Organization Information*, *Oracle HRMS Enterprise and Workforce Management Guide*, *Creating an Organization*, *Oracle HRMS Enterprise and Workforce Management Guide*, and *Entering Additional Assignment Details (Assignment Window)*, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Oracle Payroll calculates the contributions, if the employee is eligible, and stores them in the elements Employee ESI Contribution and Employer ESI Contribution.

### To set up ESI for your employee:

1. Enter employee's ESI number in the ESI Number field, of the Further Benefits tab in the People window.

See: *Entering Additional Personal Information (People Window)*, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

2. Attach your ESI organization to the employee's assignment.
3. Attach the ESI Information element to the employee assignment. The element initiates a formula to check the eligibility of the employee.
4. Map the earnings elements used for ESI calculations to the balances:
  - ESI Eligible Salary: Attach the elements that are used to calculate the employee's eligibility for ESI.

- ESI Computation Salary: Attach the elements that are used to calculate employee ESI contribution.
5. Optionally, if the employee is exempt from ESI, select Reason for Exemption in the ESI information element.

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

## Setting up Professional Tax Deduction

You can set up professional tax deductions for both predefined states and any user-defined jurisdiction.

### To set up Professional Tax deduction predefined states:

1. Employers must register with the state government and have a Professional Tax Registration number, before setting up Professional Tax deductions for employees. You must create your Professional Tax Organization, select the state for it, and enter the registration number of the organization.

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

2. Enter the details of your organization's representative.

See: Entering Representative Details, *Oracle HRMS Enterprise and Workforce Management Guide*

3. If required, enter the information for exemption from professional tax at the Business Group level.

See: Entering Professional Tax Exemptions Information, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Enter the details of the challan through which the professional tax is submitted for the employee.

See: Entering Professional Tax Challan Information, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Select the frequency to calculate professional tax in the Professional Tax Frequencies window at the Business Group level.

See: Entering Professional Tax Frequencies., *Oracle HRMS Enterprise and Workforce Management Guide*

6. You must select if you would like to use state level balances at the Business Group level.

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

If you are using state level balances, Professional Tax Information element feeds to the balance for the state. E.g. For Professional Tax organization in Karnataka, the element feeds the balance Professional Tax Salary for KA. If you are not using state level balances, Professional Tax Information element feeds the balance Professional Tax Salary.

The application provides predefined tables for professional tax rates. The format for the tables is India Professional Tax for XX, where XX is the state code. The following table lists out the user tables for each state:

***States and respective User Tables***

State	User Table
Andaman & Nicobar Islands	Professional Tax Salary for AN
Andhra Pradesh	Professional Tax Salary for AP
Arunachal Pradesh	Professional Tax Salary for AR
Assam	Professional Tax Salary for AS
Bihar	Professional Tax Salary for BR
Chhattisgarh	Professional Tax Salary for CG
Chandigarh	Professional Tax Salary for CH
Daman and Diu	Professional Tax Salary for DD
Delhi	Professional Tax Salary for DL
Dadra and Nagar Haveli	Professional Tax Salary for DN
Goa	Professional Tax Salary for GA
Gujarat	Professional Tax Salary for GJ
Himachal Pradesh	Professional Tax Salary for HP
Haryana	Professional Tax Salary for HR

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Jharkhand	Professional Tax Salary for JH
Jammu and Kashmir	Professional Tax Salary for JK
Karnataka	Professional Tax Salary for KA
Kerala	Professional Tax Salary for KL
Lakshadweep	Professional Tax Salary for LD
Maharashtra	Professional Tax Salary for MH
Meghalaya	Professional Tax Salary for ML
Manipur	Professional Tax Salary for MN
Madhya Pradesh	Professional Tax Salary for MP
Mizoram	Professional Tax Salary for MZ
Nagaland	Professional Tax Salary for NL
Orissa	Professional Tax Salary for OR
Punjab	Professional Tax Salary for PB
Pondicherry	Professional Tax Salary for PY
Rajasthan	Professional Tax Salary for RJ
Sikkim	Professional Tax Salary for SK
Tamil Nadu	Professional Tax Salary for TN
Tripura	Professional Tax Salary for TR
Uttaranchal	Professional Tax Salary for UA
Uttar Pradesh	Professional Tax Salary for UP
West Bengal	Professional Tax Salary for WB

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7. Set up the elements related to professional tax calculation.

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

8. Attach the Professional Tax Information element to the employee assignment.

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

On processing the payroll, the element initiates a formula that checks the eligibility of the employee, and subsequently calculates the Professional Tax deduction for the employee.

See: Predefined Elements, *Oracle HRMS Compensation and Benefits Management Guide* and Survey of the Classifications, *Oracle HRMS Compensation and Benefits Management Guide*.

**Note:** If you have received any reimbursements from the PT authorities, you must use the Professional Tax Adjustment Element and make any adjustments only after you process the payrolls for that frequency (for example, half-yearly frequency).

9. Optionally, if the employee is exempt from professional tax, select Exemption Reason in the Professional Tax information element.

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

### **To set up professional tax declaration for user-defined jurisdiction:**

1. Create a new state code with description for the jurisdiction in the IN\_PT\_STATES lookup. When entering the code for your jurisdiction, start the code with the code of the state in which the jurisdiction exists.

For example, to define Madhurai corporation in Tamil Nadu, you can use TMNC as the code for the jurisdiction and provide description as Tamil Nadu Madhurai corporation.

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

2. Create a user table with the name India Professional Tax Rate for XX where XX is the jurisdiction code, and then define tax rates in the table.

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

3. Create a balance Professional Tax Salary for XX, where XX is the jurisdiction code, and attach dimensions to it.

See: Balances in Payroll, *Oracle Compensation and Benefits Management Guide* and Defining User Balances, *Oracle Compensation and Benefits Management Guide*

4. Feed the balance with the pay value of the earnings element.
5. Define the frequency for deducting professional tax for the jurisdiction at the Business Group level.

See: Entering Professional Tax Frequencies Information, *Oracle HRMS Enterprise and Workforce Management Guide*

6. Enable state-level usage at the Business Group level.

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

7. Set up the elements related to professional tax calculation.

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

8. Create an organization with Professional Tax Organization classification and enter state as XX where XX is the code for your jurisdiction.

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

9. Attach the organization to all those assignments that exist for the user-defined jurisdiction.

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

## Setting Up Provident Fund

Oracle HRMS for India supports the calculation and deduction of provident fund from employee's salary. You must create your Provident Fund organization and enter your PF trust information in the Provident Fund Information window at the organization level.

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

You must feed the Earnings Element to the PF Computation Salary Balance and the PF Computation Standard Salary Balance

### To set up Provident Fund for your employer:

1. Record employer PF Details such as base number and establishment code for a Factory or Establishment or Registered Company.



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

2. Record the employer representative information who liaises with the PF authorities to submit returns.

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

3. Record the external consultant information if your organization engages an external consultant to file PF monthly returns.

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

4. Record challan details after you submit your regular monthly contribution, administrative / inspection charges in designated bank branches at the end of every month. Record the Interest Under Section 7Q, Damages Under Section 14B, and Miscellaneous Payments details, if required.

See: Entering PF Bank Details, *Oracle HRMS Enterprise and Workforce Management Guide*

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

See: Entering the PF Challan for 14B Information, *Oracle HRMS Enterprise and Workforce Management Guide*

See: Entering the PF Challan for 7Q Information, *Oracle HRMS Enterprise and Workforce Management Guide*

See: Entering the PF Challan for Miscellaneous Payments Information, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Record the return submission details within the PF Receipt Mapping window for the registered company.

See: Entering PF Receipt Mapping, *Oracle HRMS Enterprise and Workforce Management Guide*

### **To set up Provident Fund for your employee:**

1. In the Further Benefits Information tab of the People Window, enter the employee's NSSN and Provident Fund Number.

See: Entering Additional Personal Information (People Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

2. Attach your Provident Fund Organization to the employee's assignment.

See: Entering Additional Assignment Details (Assignment Window), *Oracle HRMS*

3. Attach the PF Information element to the employee assignment.

Oracle Payroll creates the following elements entries during the payroll run for the employee:

- Employee Statutory PF Contribution - In the classification Involuntary Deduction and feeds the balance Employee Statutory PF Contribution.
  - Employee Voluntary PF Contribution - In the classification Voluntary Deduction and feeds the balance Employee Voluntary PF Deduction
  - Employer PF Contribution - In the classification Employer Charges and fed to balance Employer PF Contribution.
  - EPS Contribution - In the classification Employer Charges and fed to balance EPS Contribution.
  - EDLI Contribution - In the classification Employer Charges and fed to the balance EDLI Contribution.
4. Map the PF Computation Salary Balance to the Earnings Element and the PF Computation Standard Salary Balance to Earnings element. The pay value of the Earnings element feeds the PF Computation Salary Balance and the standard value of the Earnings element feeds the PF Computation Standard Salary Balance.
  5. Optionally, you can enter the employee's Voluntary PF percentage or Voluntary PF amount in the Voluntary PF Amount or Voluntary PF Percent input values of the PF Information Element.

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

**Note:** If you enter both voluntary PF amount and voluntary PF percent, the amount overrides the percentage.

6. Record the employee's leaving reasons for display on the PF monthly Print and e-File returns.

Ending Employment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

On processing payroll, the application deducts employee, employer PF, and pension contribution for all eligible employees. Employers can then generate print and e-files to enable them to submit their returns to the PF department.

## Setting Up Fringe Benefits

Oracle HRMS enables you to create the following categories of Fringe Benefits through the Element Design Wizard (EDW):

- Accommodation Maintenance
- Aircraft Expense/Depreciation
- Club Facilities Expenditure
- Conference Expenditure
- Conveyance Expenditure
- Employees Welfare Expense
- Entertainment Expenditure
- Festival Celebrations
- Free Ticket for Journey
- Gifts Expenditure
- Health Club Expenditure
- Hospitality Expenditure
- Hotel Expenditure
- Motorcar Expense/Depreciation
- Sales promotion Expenditure
- Scholarships Expenditure
- Shares
- Super Annuation Fund
- Telephone Expenditure

### **To set up Fringe Benefits through Element Design Wizard:**

1. Create a Fringe Benefit element.

2. Select the classification as Fringe Benefits.
3. Specify the calculation rule.
4. Choose the category.
5. Set the Enable Advance flag to YES, if you are paying an advance.
6. Set the Is Medical flag to YES if you are claiming medical bills.

**Note:** You can process Medical Bills under the category Employees Welfare Expense.

7. Link the element to the employee.

### **To set up Fringe Benefits on Superannuation Fund:**

1. Create an element for Superannuation Fringe Benefit using the Element Design Wizard.

**Note:** Do not use the existing elements if you want Fringe Benefit Tax to work on Superannuation.

2. Select primary classification as Fringe Benefit.
3. Specify the category as Superannuation.
4. The Element Design Wizard automatically creates two sets of elements.  
For example, if you create an element with the name Element A, then the application creates two elements - Element A and Element A Taxable Value.
  - Element A - holds the Benefit Value up to the maximum amount of Rs 1 lac.
  - Element A Taxable Value - holds the Benefit Value, if the Benefit Value is greater than the maximum amount (Rs 1 lac). The application transfers and adjusts the balance of Element A to feed Element A Taxable Value.
5. Map the two elements to two different cost heads. Employers derive the Fringe Benefit Tax on Superannuation by mapping the Element A Taxable Value to the cost head.
6. The application calculates the sum of both accounts as Benefit Amount for the Superannuation.

## Setting Up Medical Expenses

Oracle HRMS enables employers to process the medical expenses for employees and their dependants to pay medical expenses as reimbursements. Employees can record and submit medical expenses for employees and their dependents using self-service. See: Medical Expenses (India), *Oracle HRMS Configuring, Reporting, and System Administration Guide*

You must perform the following steps to process the medical expenses:

### To set up medical expenses information :

1. Create the Medical Benefit Element using the Element Design Wizard.

See: Setting Up Fringe Benefits, page 3-37

2. Link the element to the employee.

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

3. Enter the element details using the Benefit Element Details window.

See: Entering Benefit Element Details, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Run the payroll.

## Setting Up LTC Expenses

Oracle HRMS for India enables you to process leave travel concession expenses for employees and their dependents at any time during the financial year. Employees are eligible for a tax exemption on their leave travel expenses.

Employees can record and submit leave travel expenses for employees and their dependents using the self-service module.

See: Leave Travel Concession Expenses (India), *Oracle HRMS Configuring, Reporting, and System Administration Guide*

To process the leave travel concession expenses, perform the following steps:

### To set up LTC expenses information :

1. Use the predefined modes of travel using the lookup IN\_TRAVEL\_MODE\_CLASS. If you want to add your own user-defined mode of travel use the Application Utilities Lookups window to enter additional values for these Lookup types.

See: User and Extensible Lookups, *Oracle HRMS Configuring, Reporting, and System*

### *Administration Guide*

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

2. Use the Element Design Wizard to create the LTC element with the classification as Earnings and LTC calculation rule, effective from 01 April 2007.

See: Defining an Element, *Oracle HRMS Compensation and Benefits Management Guide*, Predefined Elements, *Oracle HRMS Compensation and Benefits Management Guide*, Survey of the Classifications, *Oracle HRMS Compensation and Benefits Management Guide*, and Setting Up Regular Earnings, page 3-13

3. Link the LTC element to payroll.

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

4. Enter the LTC element within the Benefit Element Details window at the business group level.

See: Entering Benefit Element Details, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Before you run the payroll, specify if the employee has availed exemption for LTC during previous employment.

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

6. Run the payroll.

## Setting up Scanned Signature for Form 16

If you plan to use the Scanned Signature in Form 16 and Form 12BA, then complete the following steps:

### **To display Scanned Signature in Form 16 and Form 12BA:**

1. For each GRE (employer), you must enter the scanned signature file name in the field Scanned Signature Filename.

Navigate to Define Organization > GRE/Legal Entity > Others > Income Tax Information > Scanned Signature Filename (Example: hr\_mgr\_sign.gif).

See: Entering the Income Tax Details, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Ensure that you have uploaded the image file in the folder \$OA\_MEDIA/form16 after creating the folder Form16 under \$OA\_MEDIA.

3. Ensure that the image file for the scanned signature is of maximum dimensions 180(width) X 68(height) and in .gif format.

## Setting up Digital Signature for Form 16

If you plan to mail digitally signed Form 16 to your employees, then complete the following steps:

### To mail digitally signed Form 16:

1. Record the Email IDs for employees in the Official Details tab of the People window.
2. Using the XML Publisher Administrator responsibility, create a new Data Definition with code as PYINEOYR , if you do not already have one. Then attach the control file (sample given below) as the Bursting Control File to the Data Definition. The control file has the mail server details, the email format and the location of Form 16 template. Use the XML tag names given to create the Control file.

XML is burst at the level: /EOY/GRE/EMPLOYEE

Tag for email address : EMP\_EMAIL

Tag for employee number : EID

Tag for employee name : E\_F\_NAME

Tag for form name : FORM\_NAME

You can modify the email server, port, subject, body, from and reply-to properties

```
<?xml version="1.0" encoding="UTF-8" ?>
<xapi:requestset xmlns:xapi="http://xmlns.oracle.com/oxp/xapi">
<xapi:request select="/EOY/GRE/EMPLOYEE">
<xapi:delivery>
<xapi:email server="internal-mail-router.company.com" port="25"
from="from_email@company.com"
reply-to="reply_email@company.com">
<xapi:message id="123" to="{EMP_EMAIL}" cc="{EMP_EMAIL}"
attachment="true" contenttype="html/text" subject="{FORM_NAME}
of {EID}"> Dear {E_F_NAME}, {FORM_NAME} attached.
xapi:message id="123" to="{EMP_EMAIL}" cc="{EMP_EMAIL}"
attachment="true" contenttype="html/text" subject="{FORM_NAME}
of {EID}"> Dear {E_F_NAME}, {FORM_NAME} attached.
</xapi:message> </xapi:email> </xapi:delivery> <xapi:document
output="{FORM_NAME}_{EID}" output-type="pdf" delivery="123">
<xapi:template type="rtf" location="xdo://PAY.PYINEOYR.en.US/?
getSource=true" config-location= "{DIG_SIGN}">
</xapi:document> </xapi:request> </xapi:requestset>
```

3. For digitally signing the files, modify the file \$XDO\_TOP/resource/xdo.cfg and add the following properties:

```
<property name="signature-enable">true</property>
<property name="signature-pkcs12-path"> $PATH_OF_PFX_FILE
</property><property name="signature-pkcs12-password"> $PASSWORD
</property>
<property name="signature-field-location">top-center </property>
```

In the example, replace \$PATH\_OF\_PFX\_FILE with the location of your signature pfx file and \$PASSWORD with the password provided for the file.

For example, if test.pfx file is placed in the path

*/slot/ems1234/appmgr/apps/apps\_st/appl/xdo/12.0.0/resource/*

then replace \$PATH\_OF\_PFX\_FILE with

*/slot/ems1234/appmgr/apps/apps\_st/appl/xdo/12.0.0/resource/test.pfx*

4. You can display additional information/comments in the digital signature in the format:

Digitally Signed by xxxx

Date

Reason

Location

Add the following properties in the cfg files:

```
<property name="pdf-signature-display-style">detailed</property>
<property name="signature-reason">$REASON</property>
<property name="signature-signed-at">$LOCATION</property>
```

\$REASON and \$LOCATION must be replaced with the reason and location.

5. You can modify the position of the signature using the following values for the property signature-field-location:

To display the digital signature in a position of your choice on the page, use the following properties to specify the X and Y co-ordinates on the page:

**Note:** Ensure to remove the default signature-field-location property if you want to display the signature at a position of your choice.

6. By default, the digital signature appears on the first page. For displaying the digital signature on any desired page, add the below property with the desired page number:

```
<property name="signature-page-index">2</property>
```

7. Set the system-temp-dir property in xdo.cfg is set to /tmp

```
<property name="system-temp-dir">/tmp</property>
```

8. Using the XML Publisher Administrator responsibility, navigate to XML Publisher



Administrator > Administration > Configuration, and set the Temporary Directory under General to /tmp.

By default, the application uses the Digital Signature properties configured in xdo.cfg to display the digital signature on all reports with PDF output. If you want the application to use this configuration only for generating Form 16 and not on the other PDF reports, then you must make a copy of the xdo.cfg file and create a new configuration file, for example xdo\_new.cfg and remove the Digital Signature properties from xdo.cfg.

Follow the steps given below if you want to display different digital signatures for multiple business groups or if you do not want to display on other PDF reports.

- The xdo.cfg file setup enables you to send digitally signed Form 16 using email. If you have more than one GRE and want to use a different digital signature for each GRE, then you must create a new file similar to xdo.cfg for each GRE (with different file names).
- Replace the \$PATH\_OF\_PFX\_FILE of each cfg file with the location of the signature pfx file for that GRE and \$PASSWORD with the corresponding password.
- For each GRE/Legal Entity, you must enter the newly created xdo\_new.cfg file's absolute path in the new field.

Define Organization > GRE/Legal Entity > Others > Income Tax Information > Digital Signature

For example, if xdo\_gre1.cfg file is placed in the path:

*/slot/ems1234/appmgr/apps/apps\_st/appl/xdo/12.0.0/resource/* enter

*/slot/ems1234/appmgr/apps/apps\_st/appl/xdo/12.0.0/resource/xdo\_gre1.cfg*

## Running the India Monthly PF Returns Archive

Run the India Monthly PF Returns Archive process to archive the employee and employer data required for monthly provident fund processing for the specified year. The archive process ensures that the data does not change between printing it and sending it to the Regional Provident Fund Commissioner office (RPFC).

You run the India Monthly PF Returns Archive process from the Submit Requests window.

### To run the Monthly PF Returns Archive process:

1. In the Name field, select India Monthly PF Returns Archive. The Parameters window opens.
2. Select the currency period and month for which you want to archive the data.

3. Optionally, select the business number if you want to run the process only for a specified PF organization. If you do not select a business number, the archive process runs for all available PF organizations.
4. Select the return type you want to submit. There are three options:
  - Corrected or Revised Return
  - Regular Return
  - Supplementary Return
5. Enter the reference number the bank provides on submission of the original monthly PF returns to the Government. Employers use this reference number to record within the PF Receipt Mapping window and while generating the reports.
6. Click OK and Submit.

## Running the India Monthly PF Returns e-File

If your enterprise submits monthly PF returns electronically, then you can generate an e-file of the monthly PF report for your employees. You produce the report after completing the payroll runs, and archiving and validating the provident fund data. The India Monthly PF Returns e-File generates an e-file of the PF returns of your employees.

You run the India Monthly PF Returns e-File from the Submit Requests window.

### To run the India Monthly PF Returns e-File:

1. In the Name field, select India Monthly PF Returns e-File. The Parameters window opens.
2. Select the currency period for which you want to run the report.
3. Select the month for which you want to run the report.
4. Select the return type you want to submit.
5. Select the business number of the PF organization for which you want to generate the e-File.
6. Enter the archive reference number.
7. Optionally, enter the filer license number of the external agency your organization engaged to file your PF returns.
8. Select the NSSN to generate the report. You can generate the e-File for:

- All employees
  - Employees with NSSN
  - Employees without NSSN
9. In the sort order fields, you can specify how to sort the report. Sort order options include:
- Date of joining
  - NSSN
10. Click OK and Submit.

## Running the India Monthly PF Returns Print

If your enterprise submits monthly PF returns using a print copy, you produce the report after completing the payroll runs, and archiving and validating the provident fund data. Run the India Monthly PF Returns Print process to generate a print copy of the returns.

You run the India Monthly PF Returns Print from the Submit Requests window.

### To run the India Monthly PF Returns Print:

1. In the Name field, select India Monthly PF Returns Print. The Parameters window opens.
2. Select the currency period for which you want to run the report.
3. Select the month for which you want to run the report.
4. Select the return type you want to submit.
5. Select the business number of the PF organization for which you want to generate the print copy.
6. Enter the archive reference number.
7. Optionally, enter the filer license number of the external agency your organization engaged to file your PF returns.
8. Select the NSSN to generate the report. You can generate the e-File for:
  - All employees

- Employees with NSSN
  - Employees without NSSN
9. In the sort order fields, you can specify how to sort the report. Sort order options include:
    - Date of joining
    - NSSN
  10. Click OK and Submit.

## Running the India PF Form 3A Report

The India PF Form 3A report shows the monthly PF summary for an employee, for the specified year.

You run this report from the Submit Requests window.

### To run the India PF Form 3A report:

1. In the Name field, select India PF Form 3A Report. The Parameters window opens.
2. Select the contribution period for which you want to run the report.
3. Optionally, select the Provident Fund Organization if you want to run the report only for a specified PF organization. If you do not select a PF Organization, the report displays PF summary for all available PF organizations.
4. Select the employee type for which you want to run the report.
5. Optionally, select a PF number if you want to run the report for a specified PF number. If you do not select a PF number, the report displays PF summary for all available PF numbers.
6. Click Submit.

## Running the India PF Form 6A Report

The India PF Form 6A report shows the consolidated annual Provident Fund (PF) contributions of all employees in the specified Provident Fund organization.

You run this report from the Submit Requests window.

**To run the India PF Form 6A report:**

1. In the Name field, select India PF Form 6A. The Parameters window opens.
2. Select the contribution period for which you want to run the report.
3. Select the Provident Fund Organization for which you want to run the report.
4. Click Submit.

## Running the India Pension Form 7 Report

The India Pension Form 7 report shows the monthly PF summary of an employee, for the specified year.

You run this report from the Submit Requests window.

**To run the India Pension Form 7 report:**

1. In the Name field, select India Pension Form 7 Report. The Parameters window opens.
2. Select the contribution period for which you want to run the report.
3. Optionally, select the Provident Fund Organization for which you want to run the report. If you do not select a PF organization, the report displays PF summary for all available PF organizations.
4. Select the employee type for which you want to run the report.
5. Select the Pension Number of the employee, for whom you want to run the report.
6. Click Submit.

## Running the India Pension Form 8 Report

The India Pension Form 8 report shows the consolidated annual contributions for each employee towards Pension Fund.

You run this report from the Submit Requests window.

**To run the India Pension Form 8 report:**

1. In the Name field, select India Pension Form 8. The Parameters window opens.
2. Select the contribution period for which you want to run the report.

3. Select the Provident Fund Organization for which you want to run the report.
4. Click Submit.

## Running the India ESI Form 6 Report

The India ESI Form 6 report lists the employee and employer ESI contributions. The report also includes information about challan filled by the employers while depositing the ESI contribution.

You run this report from the Submit Requests window.

### To run the India ESI Form 6 report:

1. In the Name field, select India ESI Form 6. The Parameters window opens.
2. Select the contribution period for which you want to run the report.
3. Select the ESI Organization.
4. Optionally, select Yes in the Exempted from ESI Act field to generate the report for all employees contributing to the ESI Organization. Select No to generate the report only for eligible employees.
5. Click Submit.

## Running the India PT Form III for Maharashtra report

You can generate professional tax returns to submit to the Professional Tax office using the India PT Form III report. You must set up a professional tax organization and enter the professional tax challan details before you generate the Form III report.

See: Entering Professional Tax Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)* and Entering Professional Tax Challan Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)*

You run this report from the Submit Requests window.

### To run the India PT Form III for Maharashtra report:

1. In the Name field, select India PT Form III for Maharashtra report. The Parameters window opens.
2. Select the frequency, year and period details for the report.
3. Optionally, select the Professional Tax Organization for which you want to run the report. The report is generated for all PT organizations if you do not select a PT

organization.

4. Click Submit.

## Running the End of Year Archival (India) process

The End of Year Archival (India) process archives employee and employer data for a specific year and employee type by GRE organization. The archival process archives data for Form 16, Form 12BA, Form 24 and Form 27.

Once archived, this data is available for end of year reporting.

See: Employee Annual Tax Return (India), page 3-49 and Employer Annual Tax Returns (India), page 3-50.

You run the process from the Submit Requests window.

### To run the End of Year Archival (India) process:

1. In the Name field, select End of Year Archival (India) process. The Parameters window opens.
2. Select the year and GRE organization for the archival process. The process is run for all GREs if you leave the GRE organization field blank.
3. Select the employee type you want to archive.
4. Click Submit.

## Running the Employee Annual Tax Returns (India) process

You run the Employee Annual Tax Returns (India) process to generate Form 16 and Form 12BA for employees. You must run the End of Year Archival (India) process before you run the Employee Annual Tax Returns (India) process.

See: Running the End of Year Archival (India) process, page 3-49

The process generates the reports for employees based on the following eligibility criteria:

1. Form 16: Form 16 is generated for employees who have worked in the organization during the financial year.
2. Form 12BA: Form 12BA is generated for employees who meet any of the following conditions:
  - Gross income, before Section 10 exemption, is more than Rs. 1,50,000.

- Gross income is less than Rs. 1,50,000 and have received either perquisites or profit in lieu of salary.

You run the process from the Submit Requests window.

### **To run the Employee Annual Tax Returns (India) process:**

1. In the Name field, select Employee Annual Tax Returns (India) report. The Parameters window opens.
2. Select the assessment year, GRE, and employee type for the report. The report is generated for all GREs and employee types, if you leave the fields blank.
3. Select the report format whether to generate using the pre or post 2013 format for the Form 16.
4. Select how you want to generate the reports:

**Note:** Ensure that you record the e-mail address of the employee at the Person level.

- View Consolidated Reports
  - Mail Individual Form12BA
  - Mail Individual Form16
  - Mail Individual Annexure-B
5. Optionally, select an employee number if you want to run the process for a specific employee. The process is run for all employees if you leave the field blank.
  6. Select whether to display the employee's job or position on the reports. The default is employee's position.
  7. Click Submit.

## **Running the Employer Annual Tax Returns (India) Request Set**

The Employer Annual Tax Returns (India) Request Set generates two reports for employers. The reports are India Form 24 and the India Form 27A report. The Form 24 and Form 27A reports are required by the employer to file returns for the financial year.

You must run the End of Archival (India) process before you run the Employer Annual Tax Returns (India) returns.

See: Running the End of Year Archival (India) process, page 3-49



### **India Form 24**

Oracle HRMS generates the Form 24 e-TDS file containing the annual returns of salaries paid by the employer for the financial year.

### **India Form 27A**

Oracle HRMS generates Form 27A that is a summary of TDS (Tax Deducted at Source) and is submitted along with Form 24 to the Tax Authorities.

### **India Form 24 Report Parameters**

The following parameters exist for the India Form 24 Report:

- Assessment Year: Select the financial year you want to run the report for.
- GRE Organization: Select the GRE you want the run the report for.
- Upload Type: Select Regular if the return is regular return, else select Revised.
- Provisional Receipt Number: Optionally, enter the provision receipt number in case of revised returns.
- Change in Employer Address: Select Yes if there is change in employer address after last returns.
- Change in Responsible Person Address: Select Yes if there is a change in the representative address after last returns.

### **India Form 27A Report Parameters**

The following parameters exist for the India Form 27A Report:

- Assessment Year: Select the financial year you want to run the report for.
- GRE Organization: Select the GRE you want the run the report for.

You run the Employer Annual Tax Returns (India) Request Set from the Submit Requests window.

### **To run the Employer Annual Tax Returns (India) Request Set:**

1. In the Submit Requests window, select Request Set as the type of run.
2. In the Request Set field, select Employer Annual Tax Returns (India). The Parameters window opens.
3. In the Program list, click in the Parameters field of each of the reports, and enter the parameters for each. See the above sections for information on parameters.
4. Click OK to close the Parameters window.

5. Click Submit.

## Viewing Archive Results

The Payroll Archiver preserves payroll run information, so you can use it for accurate payroll reporting or third-party tax filing. You can view the archive results by payroll and by assignment through PUI.

### **To view Archiver Values by payroll:**

1. Navigate to the Payroll Process Results window (View | Payroll Process Results).
2. Specify the name, pay period, and action type of the payroll you want to query.
3. Click Find.
4. Select the date you want to view, and click Assignment Process.
5. Select the name of the employee you want to view, and click View Results.  
The View Archive Values for the assignment appears.
6. Select any of the "Details" to view them.

### **To view Archiver Values by assignment:**

1. Navigate to the Assignment Process Results window (View | Assignment Process Results).
2. Specify the name and pay period for the employee you want to query.
3. Click Find.
4. Select "Magnetic Report" type, and click View Results.
5. In the Line Level Archiver section of the View Archive Values window, you can select any of the "Details" to view them.

## Running the Electronic Challan Cum Return Process

Employers can use the India Electronic Challan cum Return process to submit the PF summary for employees every month for the specified year electronically.

You run this report from the Submit Request window.

**To run the India Electronic Challan Cum Return process:**

1. In the Name field, select India Electronic Challan Cum Return process. The Parameters window opens.
2. Enter the following mandatory information:
  - contribution period for which you want to generate the challan
  - month for which you want to generate the challan
  - the name of the Provident Fund Organization
3. Click Ok and then Submit.

## Generating Quarterly Income Tax Returns

Oracle HRMS for India enables employers to generate quarterly income tax returns for all employees for submission to the Income Tax Authority of India. To generate quarterly income tax returns:

1. Run the payroll at the end of the quarter.  
See: Starting a Payroll Run, page 4-10
2. Run the prepayment process to prepare payments generated by the payroll run.  
See: Running the Prepayments Process, page 4-30
3. Ensure that each challan detail in the quarterly tax returns includes the TDS details for employee whose TDS has been submitted through that challan. For this, map employee records with the challan number used for submitting the tax.  
See: TDS Challan Mapping, page 3-53
4. Archive the payroll to fetch data for generating the Form 24Q e-TDS report.  
See: Running the Quarterly Returns Archival Process , page 3-54
5. Generate Form 24Q electronic file (e-TDS) for quarterly submission of income tax returns.  
See: Generating Form 24Q e-TDS Report , page 3-55

## TDS Challan Mapping

In Form 24Q, each challan record includes the details of the employees for whom the tax has been deposited through that challan. To display this information, you need to

map the Tax Deducted at Source (TDS) details for employees with the challan number used to submit the deducted tax.

**To map challan details:**

1. Use the TDS Challan Mapping SSHR page to search for employee records by entering search parameters in appropriate fields.  
  
**Note:** Only professional users can access the SSHR page based on security profile access rights.
2. The SSHR page displays the search result in a table. Download the search result to a spreadsheet.
3. Update the TDS details of the employees, if required. For example, if you have deposited the tax deducted on a single payment to an employee through two different challans, you can add another row for the employee specifying tax deposit details through the other challan.

4. Upload the updated employee records to the Oracle HRMS application database.

Oracle HRMS uses Web ADI to download data from the SSHR page to spreadsheet and upload the data from spreadsheet back to the application database.

See: Data Download and Upload Using Web ADI ' Overview, *Oracle Configuring, Reporting, and System Administration Guide*

See: Creating Integrators in Web ADI, *Oracle Configuring, Reporting, and System Administration Guide*

See: Uploading Data Using Web ADI, *Oracle Configuring, Reporting, and System Administration Guide*

## Running the Quarterly Returns Archival Process

The Quarterly Returns Archival (India) process archives employee payroll data for a specific quarter. Employers can use this archived data for generating quarterly tax returns through Form 24Q.

You run the process from the Submit Requests window.

**To run the Quarterly Returns Archival process:**

1. In the Name field, select Quarterly Returns Archive (India). The Parameters window opens.
2. Select the assessment year and the specific quarter for which you want to archive the data. By default, the application displays the current assessment year and the

quarter preceding the current quarter.

3. Select the GRE or legal entity for which you want to run the archival process. If you do not select any GRE or legal entity, the application archives data for all the existing GREs or legal entities for the organization.
4. Enter the archival reference number for a particular GRE. The application references this number to identify the correct archival process while running the 24Q Corrections report.
5. Click OK and then click Submit to start the process.

## Generating Form 24Q e-TDS Report

The Form 24Q e-TDS report displays tax deducted at source for employees for a specific quarter.

You generate the e-TDS file from the Submit Requests window.

### To generate the e-TDS file:

1. In the Name field, select Employer Quarterly Tax Returns (India). The Parameters window opens.
2. Select the assessment year and quarter for which you want to generate the report.
3. Select the legal entity for which you want to run the report. By default, the application displays only those legal entities for which you have archived the data for the selected assessment year.
4. If you are generating the report for any of the first three quarters, you can indicate whether to include salary details for the employees in the report. If you select Yes, the report includes salary details for Sections 10 and 16, and Chapter VIA.
5. Indicate whether there has been any change in the address of the employer or the employer's representative after the last return to the income tax authority.
6. Click OK and then click Submit to generate the report.

## Generating Form 24Q Corrections Report

Oracle HRMS for India enables employers to update or correct any incorrect entries within the quarterly income tax returns for all employees. Employers can then submit the corrected 24Q statements to the Tax Authorities using the 24Q Corrections Report. To generate these corrections to the quarterly income tax returns, you must:

1. Generate Form 24Q electronic file (e-TDS) for quarterly submission of income tax returns.  
See: Generating Form 24Q e-TDS Report , page 3-55
2. Update or correct any employee or employer information such as deductor or deductee details, PAN, or submission of a new challan. These changes include the C1, C2, C3, C5, C9, and Y types.  
See: Entering Additional Personal Information, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (India)*  
See: Entering Additional Assignment Information, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (India)*  
See: Entering Income Tax Challan Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)*
3. Run the 24Q Corrections archival process for generating the Form 24Q Corrections report.  
See: Running the 24Q Corrections Archival Process, page 3-56
4. Generate Form 24Q Corrections report to submit any corrections to the income tax returns.  
See: Running the Form 24Q Corrections Report, page 3-57
5. Enter the receipt number that you receive from the TIN authorities for the original or corrected tax statement submitted within the 24Q Receipt Mappings window. The application uses this information to identify and map the corrections made to the Form 24Q for each legal entity.  
See: Entering 24Q Receipt Mappings Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)*

## Running the 24Q Corrections Archival Process

The 24Q Corrections Archival process archives any changes to employee or employer information (such as the C1, C2, C3, C5, C9 and Y) for a specific quarter. Employers can use this archived data for generating the Form 24Q Corrections Report that includes the corrections to the Original eTDS 24Q.

You run this report from the Submit Request window.

### To run the 24Q Corrections Archival Process:

1. In the Name field, select Form 24Q Corrections Archive (India) Process. The Parameters window opens.

2. Select the assessment year and quarter for which you want to archive the data. By default, the application displays the current assessment year and the quarter preceding the current quarter.
3. Select the GRE/Legal Entity for which you want to run the process.
4. Select the date when the original file was submitted.
5. Select the type of correction to run the archival such as C1, C2, C3, C5, and C9. If you do not select any value, the application archives the data for all the correction types except when the correction type is Y. Select Y to run the process to cancel the income tax return statement (Original eTDS 24Q) submitted to the tax authorities.
6. Enter a unique archival number for the 24Q Correction process. You use this reference number within the 24Q Receipt Mappings window to identify the correct archival process when you generate the 24Q Corrections report.
7. Select the receipt number when the correction type is Y to cancel the income tax statement. Record this receipt number within the 24Q Receipt Mapping window to identify the report.
8. Indicate whether there has been any change in the address of the employer or the employer's representative after the last return to the income tax authority.
9. Click OK and then click Submit to run the archival process.

## Running the 24Q Corrections Report

Employers submit the Form 24Q Corrections Report to the tax authorities if there are any corrections to the Original 24Q eTDS, such as changes to the employee and employer information or the amount of tax deducted (C1, C2, C3, C5, and C9) or to cancel the tax statement.

You can run this report at any time of the year for any previous quarter or current quarter to identify the correction types based on when you have last archived.

You run this report from the Submit Request window.

### To run the 24Q Corrections Report:

1. In the Name field, select Form 24Q Corrections Report (India). The Parameters window opens.
2. Select the assessment year and quarter for which you want to archive the data. By default, the application displays the current assessment year and the quarter preceding the current quarter.

3. Select the GRE/Legal Entity for which you want to run the process.
4. Select the date when you submitted the original file.
5. Select the archival reference number of the 24Q Archival process to generate the report. If you do not select any reference number, the application processes the latest archival. You enter this archive number within the 24Q Receipts Mapping window to identify the correct archival process.
6. Click OK and then Submit to generate the report.

## Setting Up Labor Welfare Fund

Oracle HRMS enables you to calculate the LWF contributions for employees. You must create a Factory or Shops/Establishment organization and attach to your employee's assignment, before you can set up the LWF deduction for your employees. You can set up Labor Welfare Fund deductions for both predefined states and any user-defined state. The employee and employer LWF Contribution calculations depend on the LWF frequency of the state.

1. Employers must register with the state government and have a registration number, before setting up Labor Welfare Fund deductions for employees. You must create your Factory or Shops/Establishment organization, select the state for it, and enter the registration number of the organization. Ensure to set the location as India Local style for your organization to enable the application to compute the LWF deductions correctly.

See: Entering Factory Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)*

See: Entering Shops/Establishment Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)*

See: Setting up Location, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Define the frequency of contribution for your state at the business group level . Oracle HRMS predefines the employee and employer LWF contribution for the states of Andhra Pradesh, Gujarat, Maharastra, Karnataka, Madhya Pradesh, Kerala, and Tamil Nadu.

See: Entering Labor Welfare Fund State Rules Information, *Oracle HRMS Enterprise and Workforce Management Guide (India)*

You can configure the frequency and employee and employer contributions for other states by configuring the user table IN\_LWF\_CONTRIBUTION\_AMOUNT.

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



3. If required, record the information to calculate the LWF deductions for terminated employees at the Business Group level.  
*See: Entering Labor Welfare Fund State Rules Information, Oracle HRMS Enterprise and Workforce Management Guide (India)*
4. Enter the details of your organization's representative.  
*See: Entering Representative Details, Oracle HRMS Enterprise and Workforce Management Guide (India)*
5. Attach the organization to all those assignments that exist.  
*See: Entering Additional Assignment Details (Assignment Window), Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (India)*
6. Attach the LWF Info Element to the employee assignment to initiate the LWF calculations.  
*See: Entering Additional Assignment Details (Assignment Window), Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (India)*
7. Optionally, record if the employee is exempt from labor welfare deduction. Select the exemption reason in the LWF Information element.  
*Making Manual Element Entries, Oracle HRMS Compensation and Benefits Management Guide*  
  
Oracle predefines the exemption reasons using the user lookup IN\_LWF\_EXEMPTION. You can configure your exemption reasons using the user lookup IN\_LWF\_EXEMPTION.  
  
*See: Adding Lookup Types and Values, Oracle Configuring, Reporting, and System Administration Guide*
8. On processing payroll, Oracle Payroll calculates the contributions, if the employee is eligible, and stores them in the elements Employee LWF Contribution and Employer LWF Contribution.  
*See: Defining a Payroll*
9. If you have any corrections, you must use the LWF Adjustment Element and make any adjustments only after you process the payrolls.  
*Making Manual Element Entries, Oracle HRMS Compensation and Benefits Management Guide*
10. After you compute the LWF calculation, record the details of the challan through which the labor welfare deduction is submitted for the employee.  
*See: Entering LWF Challan Information, Oracle HRMS Enterprise and Workforce Management Guide (India)*

## Retro Processing of HRA Arrears

Oracle HRMS for India enables you to calculate the tax exemption while paying HRA arrears to employees. You must ensure that the following set up is available on your system:

1. The predefined Arrears Taxable HRA element is attached to the Retro Components Recalculations and Salary Adjustments for the Taxable HRA element.
2. The predefined balance Retro Taxable House Rent Allowance is available.
3. The predefined feed of Arrears Taxable HRA element is added to the balance effective 01-APR-2005.
4. The HRA for the previous periods is calculated from the predefined balance Taxable House Rent Allowance and Retro Taxable House Rent Allowance.
5. If there are any changes to the house rent amounts for employees for the previous periods, then you must run the Retro Notification report, RetroPay, and then Payroll for all periods.
6. Ensure that the Salary Arrears element does not feed the balance Salary for HRA and Related Exemptions.
7. Ensure that the House Rent Allowance Arrears element has a processing priority greater than 15700 (for example 16000).

## Retro Processing of Professional Tax

Professional Tax is calculated based on the professional tax frequency of each state. Oracle HRMS for India calculates the professional tax when there are any retrospective Professional Tax changes in a different professional tax period. For example, Chennai has a frequency of half-year.

1. When there are any changes retrospectively in the previous professional tax period, then, when you process RetroPay, the application creates entries using the retro elements for Professional Tax - Retro Previous Professional Tax and Arrears Previous Professional Tax for recalculation and salary adjustments retro components respectively.
2. When there are retrospective changes in the same professional tax period, then application uses the Retro Professional Tax and Arrears Professional Tax elements for calculating professional tax.

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# Payroll Processing and Analysis

## Payroll Processing and Analysis Overview

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

## Payroll Processing and Analysis in Oracle HRMS

You can run your payroll as:

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

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

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

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

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

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

You can use these processes for correcting a payroll run:

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

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

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

## Key Concepts

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

- QuickPay, page 4-7
- Continuous Calculation, page 4-8

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

- Running the PrePayments Process, page 4-30
- Retries, page 4-83
- Reversals, page 4-84
- Rollbacks, page 4-82
- RetroPay, page 4-41
- For non-North American legislations: Advance Pay, page 4-63

## Reporting on Payroll Processing and Analysis

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

## Payroll Processing and Analysis

The main purpose of the payroll run is to calculate employee pay correctly at regular intervals. In addition you can perform other payroll processes to ensure accuracy and provide flexibility for your organization. For example, you can roll back a payroll run when you want to carry out a test run without keeping any record of it having taken place. You can also run a RetroPay process when you want to make retrospective adjustments to allow for backdated pay awards.

### Does Oracle Payroll enable you to run part payrolls?

Yes, Oracle Payroll enables you to run part payrolls. This is useful in each of the following circumstances where you do not want to process a payroll for the entire organization.

#### Calculating Pay for an Individual Employee or Group of Employees

If an employee leaves the company before the end of a payroll period, you will need to calculate the individual pay entitlement.

You may also want to calculate individual pay to check the details for an employee before starting a payroll run for all employees.

#### Specifying What Details You Can Include in a Payroll Run

You may want to specify that only particular types of earnings or particular categories of employee should be included in a payroll run.

### Can you verify that a payroll run has completed successfully?

On completion of a payroll run you will need to verify that the run completed successfully. You can display run messages and view latest balances and assignment level results. You may also need to have relevant information grouped by topic in report format so that you can review the outcome of processing. Payroll runs can be monitored through the Payroll Progress Monitor, enabling you to view the name of the run and the percentage/time of completion.

### Can you make adjustments after a payroll run has completed?

Oracle Payroll enables you to make each of the following types of adjustment when a payroll run has completed.

- Addition of late entries that were not included in the initial run
- Corrections to details that were wrongly entered in the initial run
- Retrospective distribution of current payments to the period in which they were earned

When you have made these corrections and modifications you can then run the payroll again. However, you do not need to rerun the entire payroll. You need only to perform a retry, and Oracle Payroll will reprocess only those items that were incorrect in the initial run.

## **Can you produce payment and costing information from a completed payroll run?**

Oracle Payroll enables you to use the results of a payroll run to allocate payments to your employees, and to provide costing information.

### **Ensuring that Employees are Paid by the Correct Payment Method**

When a payroll run has completed you need to pay each employee according to the payment methods that you have specified. You may also need to override the predefined payment methods where employees are receiving special payments such as bonuses, which may not be paid by the usual methods of payment. You also have the ability to pay an employee, who has multiple assignments within your organization, a regular single payment.

### **Ensuring that Costing Information Can be Provided**

On completion of a payroll run you may need to distribute the associated costs across particular cost centers. For information on this, see: *Cost Analysis Overview, Oracle HRMS Enterprise and Workforce Management Guide*

## **Can Oracle Payroll run payroll processes throughout a payroll period?**

Yes, the continuous calculation process enables you to process static employee data throughout the payroll period, leaving you extra time for validation and correction at the end of the payroll period.

## **What if you want to know how much gross pay is required to produce a given net amount?**

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

**Note:** The entries made in the "Grossup Processing" tab on the earnings form only specify what deductions are to be included when calculating the gross pay. The system looks at the taxability rules to determine what deductions should be taken from an earning and does not take into consideration what is entered on the grossup processing tab. For example, if the gross up processing tab shows that Federal tax is to be the only tax included in the grossup calculation but the element is subject to CPP, EI and Federal tax as per the taxability rules, all three taxes will be deducted.

### **Can you process external and manual payments**

Yes, Oracle Payroll enables you to make external and manual payments.

# The Payroll Run

## Process Part of a Payroll

Oracle Payroll enables you to run a payroll and conduct post-processing on a payroll that has completed successfully. You can also enter subsequent changes and corrections for a payroll that has not completed successfully.

Oracle Payroll makes use of the following concepts when implementing payroll procedures:

### Assignment Sets

Occasions when you need to use assignment sets for the payroll run include:

- You need to process the night shift earlier than the rest of the payroll as they must receive their pay advices the night before the rest.
- You need to process a correction run, as entries were not received in time for the normal run and the overtime must be paid this period.
- You want to process an additional run for a long service award, which the enterprise is presenting as a cheque/check to each qualifying employee.

To fulfil these requirements, you can select from a range of assignments:

- Include all assignments
- Include or exclude individually identified assignments
- Use a formula to include or exclude certain groups of assignments

### Consolidation Sets

A consolidation set is a grouping of payrolls that simplify post-run processing and reporting. It enables you to produce a single set of reports, costing results, and other results for all payrolls in a consolidation set. When you run a payroll, make sure that you have named the consolidation set to which the payroll belongs.

### Element and Distribution Sets

With a normal payroll run, you would want to include all elements, but for a long service award bonus you would want to include only the bonus element and the statutory elements. You first calculate gross pay for ascertaining the gross amount to transfer into the payroll account. Then you complete the gross to net calculation.



You can select element sets as follows:

- Include all elements
- Include or exclude individually identified elements
- Include or exclude classifications of elements.

**Canada only:** When creating a Run set, you need to explicitly add the Canadian Tax recurring element to your element set.

**US only:** When creating a Run set, you need to explicitly add the VERTEX recurring element to your element set.

The predefined elements for Oracle Payroll are processed for every payroll run in which they have been included. The deductions are recalculated using the period totals, the amount already paid in previous runs is deducted, leaving the remainder as the deduction for the new payroll run.

## QuickPay

QuickPay enables you to carry out payroll processing for individual employees. You can use QuickPay to pay employees who are leaving and who require payment immediately. If an employee asks what their net pay will be this month, you can run QuickPay to find the answer, then roll it back to remove all results from the database.

### QuickPay: Two Options for PrePayments:

Once the QuickPay run has a status of Complete, you have a choice of two options for post-run processing:

- Include the QuickPay in the batch prepayments processing for the assignment's payroll.

Choose this option if, for example, you have a new employee who joins after the payroll run for the current period has taken place. Instead of rolling back the whole payroll and resubmitting it with the new employee added, you run QuickPay instead so that you can include the new employee in the consolidation set for batch prepayments.

- Start the PrePayments process from the QuickPay window, if necessary overriding the default payment method.

Choose this option if, for example, an employee is leaving and is waiting to be paid by cash or cheque/check.

### Troubleshooting QuickPay: Concurrent Manager

When you start the QuickPay process, the screen freezes, and you cannot delete or update the QuickPay definition until the process completes.

You may receive one of the following error messages:

- **The process has not started**

This means either that the concurrent manager has not been started, or that there are other requests of a higher priority. Ask your system administrator to start your request or change its priority.

- **The process has started but has not finished**

Ask your system administrator to investigate the reason for this.

## Continuous Calculation

Continuous Calculation enables you to distribute your payroll processing throughout a payroll period. You can run processes such as the payroll run, prepayments steps, and costing, which deal with predominantly static employee data, at the start of the payroll period, leaving more time for validation and correction of changed data.

Continuous Calculation works by using triggers. You define triggers and events which inform the system when data has changed. For example, if an employee receives a bonus, the corresponding event is triggered. When you subsequently run the Continuous Calculation process, the system identifies these triggers and marks the corresponding payroll processes (such as the payroll run) to be repeated. The affected processes are repeated in a batch process which can be run as often as required. You define the frequency of the batch process when you run the Continuous Calculation process.

## Event Group Qualification

Event Qualification is a system to restrict the type of datetracked-events to be interpreted from the Incident Register. You can qualify the event so only a subset of these event types are actually returned. An event qualifier is a basic definition of events to be monitored for a table to represent additional filtering.

You can form event groups that enable you to construct a grouping of events. A list of events gives you the ability to say "I am interested in this event occurring" and provides a simple solution for most problems. In more complex implementations, you can use Event Qualifiers. If, for example, there are date changes, you can address it to a further level of granularity such as "why the change occurred". It enables you to specifically control the events creation; for example, "to raise event if the change is from A to B, but do not raise it if it is from A to C. In other words, a specific change qualifies the event.

The Qualifiers button is enabled only when you enter an event with update type "Datetrack Update" using the Event Group window. An event can be qualified if predefined qualifiers exist for that table, and you can enter exact changes that cause the event to be valid or invalid.

If you require qualifiers, you can create a default change with old and new values set to

<ANY\_VALUE>, such that all changes result in the event being registered. A list of exceptions to this default behavior displays in the Value Change Exception region. You can set some causes of the event and select the Valid check box and if the change occurs, the application fires the event or validates the event. For example, consider 20 possible values for a field but the event is considered important only if value10 is changed to value15. By using the Event Qualifiers, you can add a validation that the application should not process if the fields are changed from and to any other value.

The Event Qualification window enables you to record the name of the qualifier, the table being monitored, the qualifying value and query (the From and To clause for the validation) used to validate comparisons. The table PAY\_EVENT\_QUALIFIERS holds this information.

Qualifiers are of two types - direct and indirect comparisons. You can use direct comparisons for assignment changes and indirect comparisons for entry value changes. The indirect changes relate to dynamic triggers monitoring one table, but looking for changes in another table. This is particularly relevant to entries, where you can monitor the entries table, then look for changes in the entry value table.

The table PAY\_EVENT\_VALUE\_CHANGES holds information detailing the definitions of the changes that cause the events to be valid or invalid. The table includes the qualifier and name that is to be used, with the values of from and to, the column that triggers the qualification check, with whether it is valid and the type of proration it relates to.

The comparison determines if the event is a valid event and the type of proration that is associated with that event. You can use <ANY\_VALUE> and <NULL> to denote the type of change in the comparison.

The Run Proration field is enabled only if the Event Group is Proration and if the legislation has enabled it in PAY\_LEGISLATIVE\_FIELD\_INFO.

For information on how to define event group qualifiers, see: Defining Event Group, Note ID: 971206.1 on MyOracle Support.

## Public Sector Offset Payroll Overview

Oracle HRMS for India supports Offset Payroll for Public Sector users who want to process the payroll for two periods in a single month.

Previously if users processed salaries for two periods in a single month, the yearly projections and income tax projections were incorrect as the application used PTD balances for projections based on Date Paid.

For example, if a payroll is defined with zero offset or positive offset and the salary for March is paid in April, then the projections and income tax calculations are displayed for next financial year instead of current financial year. If the salaries for April and May periods are paid in the month of May, the projections were appearing doubled which was restricting the users to pay salary for two periods in same month.

To eliminate incorrect yearly and income tax projections, Oracle delivers new queries to

create balances based on Date Earned. This enables users to pay the salaries for two different periods in a single month and process the remaining payrolls in the corresponding months. The application calculates the accumulated balances for elements for a particular period, based on Date Earned instead of Date Paid.

For users using zero offset, if they paid March salary in April period, the financial years are changed. Hence, when they process March salary in April period, the projection is only for one month. When they process the salary for April in April month, they would get salary projections for whole year and previous year's March period salary. In case, if users try to pay salaries for April and May periods in May, they would get 12 months projections. Hence, users using the zero offset can use in all periods except in March period. However, existing users with or without offset can use this functionality with the limitation that they process the multiple periods of same financial year only.

Public Sector users, those who have a requirement of paying salaries for only March and April in April and the remaining period's salary in the same month, must create a new zero offset payroll and configure the Further Payroll Information DFF with the option March Salary paid in April to Yes. They must then run the concurrent program India Public Sector Payroll Period Updation process. This is a one-time process only. Users cannot modify the existing payrolls to use this functionality.

For more information: See: Defining a Payroll

See: Setting up Public Sector Offset Payroll

See: Running the India Public Sector Payroll Period Updation Process

## Starting a Payroll Run

You start a payroll run in the Submit Requests window.

### To run a payroll:

1. In the Name field, select the name of your payroll run process.
2. In the Parameters window, which opens automatically, select the payroll.
3. Select the default consolidation set name for the payroll, then select the current payroll period display.
4. Select a new consolidation set for the run if required.  
Use the consolidation set to control post-run processing of the results.
5. Select the payroll period for the run.
6. Select an element set and assignment set if required.

**US only:** Make sure that you have included the VERTEX seeded recurring element in your element set if you are using an element set.

7. Select a run type.
8. If your legislation supports Regular and Supplemental runs, then select R for a Regular run or S for a Supplemental run.  
**India only:** Select "Bonus" run type for paying bonus.
9. You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message.
10. Choose Submit.

## Setting Up Continuous Calculation

To set up your system for continuous calculation:

1. In the Table Event Update window, check that the events are defined for the tables you require for continuous calculation.
2. If the table has already been defined, but the required event is missing, create either an Update, Delete, or Insert event and enter the table column to which the event refers. Select the change type defined by the event.
3. If the tables you require for continuous calculation have not been defined in the Table Event Update window, define them now in the Table Event Updates window.  
See: Making Table Event Updates, page 5-8
4. In the Functional Area Maintenance window, choose the Incident Register functional area. Make sure your triggers are included in this functional area. If your triggers are not included, insert them.

You can also activate the triggers according to legislation or business group.

See: Grouping Dynamic Triggers into Legislative Functional Areas, page 5-7

**Note:** When you save a single trigger, this has the effect of regenerating all triggers contained in the same package.

5. Run the Continuous Calculation process from the Submit Reports and Processes window.

See: Running the Continuous Calculation Process, page 4-11

## Running the Continuous Calculation Process

The Continuous Calculation process enables you to process static employee data

throughout a payroll period.

You run the Continuous Calculation process from the Submit Requests window.

**To run continuous calculation:**

1. Enter Continuous Calculation in the Name field of the Submit Requests window.
2. Select a payroll.
3. Schedule your process.

You can choose how often you want to run the continuous calculation process. For example, you can run the process every day, every week, or on specific days.

4. Choose Submit.

## Running QuickPay

You navigate to the QuickPay window from an employee assignment.

**To define a QuickPay run for an employee assignment:**

1. Set your effective date to the day you want to make the QuickPay payment.

The Payroll Period displays for the date selected, and the Date Paid and Date Earned for this period also display. Date Paid is the regular payment date for your legislation. You can update the Date Paid field, but only to another period's regular payment date.

**Note:** If you select an effective date for which there is no valid payroll period, all three fields remain blank. You cannot select an effective date earlier than the start date of the parent record - the employee assignment.

2. Select a consolidation set.

The default is the consolidation set for the assignment's payroll.

**Note:** The Number field remains blank and the status field remains set to Unprocessed until the QuickPay run process is completed.

3. If your legislation makes use of run types, select the run type for this QuickPay.
4. Enter a pay advice date and message if required. These fields are for information only.

5. Save your QuickPay definition.

**Note:** All assignment processes for the assignment's payroll must have a status of Complete for you to save the definition. If not, you see an assignment interlock failure message. Check the status of the assignment processes in the Assignment Processes window, and delete, roll back or rerun any non-Complete processes.

If the QuickPay Run itself displays In Error or Marked for Retry, choose the Retry Run button to run the process again.

### **To execute a QuickPay run for an employee assignment:**

1. Choose the Element Selection button if you want to check or verify element entries for the QuickPay run. All the elements for the assignment that exist as of Date Earned are listed in the Element Selection window. Select or clear the Include in Run check box for elements you want to include or exclude from the run.
2. You can choose the Entry Values button to view entry values for each element.

**Note:** You cannot create, update or delete entries or entry values in the Element Selection and Entry Values windows. You can only select or clear the Include check box for entries.

3. Choose Start Run to run the QuickPay process.

You run QuickPay from the QuickPay window, not from the Submit Requests window. You can view the status of the run in the View Requests window. If necessary, you can then mark it for retry or roll it back either from the QuickPay window or the Payroll Processes window.

When the run is processed, the Status and Number fields in the QuickPay Run block display values for the run as follows:

- **Number:** Numbering is consecutive, starting from 1, for each QuickPay run in a payroll period. There is a separate series for each separate payroll. The numbering restarts from 1 for each successive period.
- **Status:** Values displayed for processed QuickPay runs are Complete, In Error, Mark for Retry. You cannot enter or update values directly in this field. Choose Retry Run to rerun the QuickPay process for runs with the status In Error or Marked for Retry.

## Running the Generate Run Balances Process

Run this process when you want to recalculate run level balance values that may have become invalid, such as through changes to historical data.

You run this process in the Submit Requests window.

### To run the Generate Run Balances process :

1. In the Name field, select Generate Run Balances.
2. Select the Parameters field to open the Parameters window.
3. In the Parameters window, optionally enter a start date from when you want run balances recalculated. If you do not enter a date, Oracle Payroll recalculates the balances for the entire life of the balances.
4. Select a mode to determine which balances to include. There is no specific time required to run these, such as once a month. All Invalid Balances is likely to be run most often, with Single Balances and All balances run as required. You can choose from the following:
  - A Single Balance
  - All Invalid Balances
  - All Balances

If you select Single Balance mode, the Defined Balance field becomes active.

5. Select the option that shows the route for retrieving balance values, even if its status is Invalid.

The Defined balance field is only enabled if Single Balance mode is selected from the Mode field.

6. Select a balance level to determine which balances are to be recalculated. The following is the complete list of balance choices available, depending if enabled for your localization:
  - Assignment
  - Group
  - Assignment and Group
7. Choose OK and then Submit.



## Setting up Public Sector Offset Payroll

To use Public Sector Offset Payroll functionality, perform the following set up:

### To set up Public Sector Offset Payroll:

1. Define a new payroll.  
See: Defining a Payroll, page 1-12
2. Configure the field March Salary paid in April to Yes in the Further Payroll Information.  
See: Defining a Payroll, page 1-12
3. Run the India Public Sector Payroll Period Updation process.

**Note:** Note: Users cannot modify an existing payroll.

See: Running the India Public Sector Payroll Period Updation Process, page 4-15

## Running India Public Sector Payroll Period Updation Process

This is as a one-time process when users define a new payroll or for Public Sector users who want to pay the March and April salaries in April. This can be run only if there are no payroll runs for the defined payroll.

You run this process from the Submit Request window.

**Note:** Ensure to configure the March salary Paid in April to Yes in the Further Payroll Configuration window.

### To run the India Public Sector Payroll Period Updation process:

1. In the name field, select India Public Sector Payroll Period Updation process. The Parameters window opens.
2. Select the payroll for which you want to run this process.
3. Specify a value in the offset for March payroll.
4. Click OK and then Submit.

# Post Processing for a Payroll

## Post-Processing for a Payroll

### PrePayments Process

Within Oracle Payroll the PrePayments process enables you to select a payment method to pay your employees. You can distribute employee pay over more than one method using either a percentage or monetary split.

You can override the PrePayments process. For example, suppose you have run the normal payroll run and made payments via one payment method. You then have to run supplementary payments for some employees and pay them by a different payment method. The PrePayments process, having distributed the regular payments over the payment methods entered, allocates the supplementary payments to the override method.

### Cheque/Check Writer Process

Run the Cheque/Check Writer process to determine the generation of cheques/checks for a specified payroll and consolidation set over a specified time period.

You can generate contiguous serial numbers for cheque/check printing, and you can use this feature to account for cheque/check stationery used during the cheque/check printing process. If you do this, you also need to take into account the cheques/checks you use to carry out the alignment of your printer.

A sample cheque/check report is supplied with the Cheque/Check Writer process. You can customize this report, or add your own cheque/check style to meet your enterprise requirements.

Oracle Payroll provides automatic cheque/check numbering for the Check Writer process. You can keep track of cheque/check numbers when you process multiple cheques/checks per day.

**Note:** Your System Administrator can enable the HR: Default Check/Cheque Number Method profile which enables you to use the automatic check/cheque numbering process.

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

### Void Cheque/Check Payments Process

Run the Void Cheque/Check Payments process when you want to void cheques/checks you have issued using Oracle Cheque/Check Writer. You may want to do this if there is

a printing error or if the cheques/checks you print are afterwards lost. The process cancels the cheques/checks issued, records details of the cancellation, and enables you to give a reason for cancelling.

## **Check Writer - Override Payment Date Process**

When you reissue a check after voiding it using the Void Check Payments process, the Check Writer process prints the check with the original Payment Date by default. Using the Override Check Date feature, you can replace the original check date with a check date of your choice. For reporting purposes, the Payment Register Report captures the replacement date from the reprinted check.

## **External/Manual Payments Process**

Use the External/Manual Payments window to record cash or cheque/check payments to employees from external sources or petty cash. The window enables you to record details of each payment.

## **Data Locks for Payroll Processes**

Data locking is a mechanism that enables you to protect your data from unwanted updates. For example: If you are running a monthly report at the end of each month, the data contained in the report has to remain unchanged for as long as the report exists. If you want to change this data, you must first rollback the report.

### **Data Locks: Automatic or User Selectable**

#### **Automatic**

Some payroll processes automatically lock your data and you do not need to take any additional action to apply a lock. For example, whenever you run the prepayments process, your data is automatically locked against update while the prepayments process completes.

#### **User Selectable**

Some payroll processes do not apply a lock automatically, but do provide you with the option of selecting a process to apply a lock. Where this is the case, the lock process can usually be selected from the Submit Requests window for your legislation.

For example, if you are using Oracle Payroll for Ireland you can select the P30 Data Lock process which specifies a date at which you want to lock the P30 monthly report before generating the report output. By applying the data lock you also maintains the lock date as a historical record so that you can be confident that subsequent monthly reports start from the correct point.

## Data Locks: Rollbacks Can Override Them

You should also be aware that some payroll post-processes can override any data locks that you have established. Oracle Payroll does not provide validation to prevent this, since it is a legitimate action that you may need to perform. For this reason we recommend that you should always refer to the individual topics in Oracle Applications Help before attempting to work with user selectable data locks.

## Generic Upgrade Mechanism Overview

Generic Upgrade Mechanism enables users to upgrade certain technical and functional aspects of HRMS and localizations. This is a generic process that localizations can configure to perform certain upgrade tasks either at the business group level, assignment level, or person level. All the upgrades are listed in table `pay_upgrade_definitions`.

To use the Generic Upgrade Mechanism process, you must ensure that it has been added to Request Group of your Responsibility.

Navigate to System Administrator > Security: Responsibility: Define.

Query your responsibility and the Request Group used.

Go to Security: Responsibility: Request.

Query the Request Group noted previously and add the program Generic Upgrade Mechanism.

Some of the upgrade programs that are available within Oracle HRMS are described here:

**Note:** Please note that not all the upgrade programs have been enabled for all localizations. Contact your administrator for the upgrade program for your localization.

## BEE Input Value Upgrade at Business Group Level:

Enables setting of default values for input values with lookups or value set for BEE batch transfers.

## Balance Date and Time Definition Upgrade:

Updates the run result table with `time_definition_id`, start and end dates. The time definition gets attached if no Time Definition is attached to an element.

## QuickPay Exclusions Table Upgrade:

The QuickPay Exclusions Table Upgrade program enables users to exclude an element entry in a QuickPay definition once the QuickPay has been processed. The element entries will no longer need to be explicitly included in a QuickPay definition, rather the available entries that are process able will be processed by QuickPay unless they are explicitly excluded by the user.

**Important:** The QuickPay Exclusions Table Upgrade option will not be available in the list of values of the Generic Upgrade Mechanism process if the process has already run.

To check whether this process has already been run, execute the following query:

```
select * from pay_upgrade_status pus
      where exists (select 'x' from pay_upgrade_definitions
                    pud
                    where pud.upgrade_definition_id =
                    pus.upgrade_definition_id
                    and pud.short_name = 'QPAY_EXCL_TABLE' );
```

If this query returns a Status of "C", then the process has already been run.

## Remove Applicant Assignment Link Usages:

The Remove Applicant Assignment Link Usages upgrade program is run for all business groups containing assignment link usages whose parent assignment is an applicant assignment. Eligibility criteria allowing, split date effective rows in pay\_assignment\_link\_usages\_f are combined into a single row. Thus dramatically reducing the volume of data in this table and as a result improves performance in certain processes.

## Single Latest Balance Table Upgrade:

The latest balances for an assignment or person are stored in the following three tables:

- PAY\_PERSON\_LATEST\_BALANCES
- PAY\_ASSIGNMENT\_LATEST\_BALANCES
- PAY\_BALANCE\_CONTEXT\_VALUES

When you run the upgrade process for the Single Latest Balance Table Upgrade, the data is moved from the above three tables to PAY\_LATEST\_BALANCES table. Any payroll process - Payroll Run, Quick Pay, Balance Adjustment that run after the upgrade will maintain and use the new table.

## Sparse Matrix Null Run Result Values Functionality:

Enables the Sparse Matrix functionality when you run this program. Localizations can use the Sparse Matrix functionality only if their legislation has seeded RR\_SPARSE legislation rule to 'Y', and executed the new ENABLE\_RR\_SPARSE upgrade.

## Sparse Matrix Null Result Values Upgrade:

Purges old NULL run result values present prior to upgrade. This upgrade is optional and is legislatively enabled and requires a row for it in pay\_upgrade\_legislations table.

## Upgrade Involuntary Deduction at Business Group Level (UK only):

Use the Generic Upgrade Mechanism to migrate your Involuntary Deduction elements at the business group level, migrating each business group separately. This process does not compile any fast formulas and therefore you must submit the request to recompile all uncompiled fast formulas.

## Upgrade Elements for Enhanced RetroPay for Business Groups (US/Australia):

Use this program to upgrade elements for Enhanced RetroPay to ensure a faster Enhanced RetroPay process. This is enabled for US/Australia localizations.

**Australia only** The upgrade process picks an element set for retro upgrade only if the set has been used in a RetroPay By Element process. You can verify this by the following query:

```
select payroll_action_id
from pay_payroll_actions ppa
where ppa.action_type = 'L'
and ppa.element_set_id = &element_set_id
```

Substitute &element\_set\_id with the Element Set ID of the Retro element set requiring upgrade.

If the above query does not return rows then please execute a dummy RetroPay By Element run with the above element set.

## Disability Status Upgrade (UK only):

Users can record disability information using the options: Disabled, Not Disabled, or NULL. Oracle HRMS enables users to record employees as Partially Disabled. In the event, if an employee has been recorded using one of disallowed options, users can use the Generic Upgrade Mechanism - Disability Status Upgrade process to correct the designation.

This process updates the non-UK specific categories to Yes, and migrate existing records having disability recorded to the Disability form from Person form.

The Generic Upgrade Process generates an output displaying the list of employees with

their old and new disability categories. This output is located with the other log files and can be reviewed to determine which records were modified. This process migrates only Employees and Applicants, but will not migrate other person types.

### **South Africa: End Date Business Address at Person Level (South Africa only):**

The Generic Upgrade Mechanism process includes a parameter South Africa: End Date Business Address to end-date the business address at the person level and to pick the business address of the employee from assignment level and report errors if the business address of the employee is not specified at assignment level.

### **Related Topics**

For more information on Generic Upgrade Mechanism, see: Questions regarding Generic Upgrade Mechanism note ID 561154.1 on My Oracle Support.

For more information, see: What is SPARSE Matrix and How does it Help to Minimise Size and Growth of Run Results and Run Result Values Tables note ID 368723.1 on My Oracle Support.

## **Void and Reversal**

Void and Reversal module enables users to void a check and then reissue or cancel the check as a single process. Users can run the Void Check process for a particular payroll, payment method, or payment type or for different assignment actions of different payrolls. It also enables voiding a large number of checks being processed by a single Check Writer run.

Depending on your requirement, you can choose one of following options:

- Void
- Void and Reissue
- Void and Cancellation

**Void** - You can use Void when you need to reprint a check that has been lost or damaged or if there is a printing error. Voiding a check does not prevent the payment from being made again

**Void and Reissue** - When you need to print a new check due to voiding with the same amount, you can use the Void and Reissue option. The Void and Reissue involves two processes: voiding the check and then running the Check Writer process.

**Void and Cancellation** - You use this option when the check has already been printed but the amount on the check is not valid, due to inaccurate data provided to payroll. You not only want to void the check but also want to undo the current calculations on this employee. Typically, you recalculate the payroll with the correct data and thus reversing the run results and balances. Here, the first step is to void the check and

subsequently run a set of processes to correct the problem. The processes are voiding the check and then reversing the payroll run. You can run these processes in two different modes depending on the kind of assignment actions to be processed. You can run for a particular payroll, payment method, or payment type or for different assignment actions of different payrolls.

## Accessing Void and Reversal

Oracle delivers the sub-menu Process Flow to enable you to access the Void and Reversal module. Ensure that the menu is attached to your responsibility.

Clicking on Process Flow function opens the Payment History page for Void and Reversal module. On this page, you can search for payments based on different criteria such as payroll name, payment method, assignment number, or employee name.

Click on Go to retrieve all active payments. You can select the mode for any transaction – whether single or batch mode.

**Batch** - You can run the flow for assignment actions, which belongs to one payroll, one payment method, or one payment type.

**Selective Payment:** You can run the flow for assignment actions, which belongs to different payroll, payment method or assignment number.

**Using the Void Selective Payment option :** Using the Selective Void mode, you can perform operation on a single check selectively. Clicking on Void Selective Payment enables you to select checks for further actions.

The Search lists all valid check payments from where you can move selective payments using Move/Move All link for voiding. You can view the details for each payment in the Description section for each box by highlighting the Payment row. You can perform the following operations on the selected checks using the Action Parameters page:

- Cancel Check
- Void Check Payment
- Reissue Check

**Cancel Check** - You can use this option to void and reverse a check in single step. Enter a reason and an effective date when you want to cancel the check.

**Void Check Payment** - You can use this option to only when you want to void the selected check. Enter a reason and the effective date.

**Reissue Check-** You can use this option to reissue a check. You must specify the overriding check number and overriding check date to void the check and run the Check Writer process. Specify the reason and an effective date when you want to reissue.

The Summary page summarizes the checks selected for processing. You can select payments for voiding. You must select at least one payment for processing.



You can use the Process Monitor page to view and track your requests. You can cancel the submitted requests by selecting the Process check box and clicking on Cancel Request. You can also purge the completed requests using the Purge Completed Requests button. Once the process is completed, you can view the status along with details and log. You cannot cancel the Void process.

**Using the Void Batch Payment option:**

If you have a large number of checks that must be voided, you can use Void Batch Payment option. To void checks in Batch mode, navigate to Payment History page and click on Void Batch Payment. You can search for employees in bulk and select the required payments. Select the Action type for processing these payments such as

- Cancel Check
- Void Check Payment
- Reissue Check

Clicking Submit takes you to the Process Monitor page where you can view and track your processes.

## Running Post-Run Processes for QuickPay

**To run PrePayments and other processes from the QuickPay window:**

1. Choose the Start PrePayments button. If required, you can override the default payment method for the assignment. You have a choice of Cash or Cheque/Check for prepayments run from the QuickPay window.

The status for the completed process displays in the Status field in the QuickPay PrePayment block.

2. When a status of Complete displays, do *one* of the following:
  - Choose the External Payment button to make payment by cash or cheque/check from the External/Manual Payments window.
  - Leave the payment to be made by a batch Cash or Cheque/Check Writer process for the consolidation set.

**Note:** If you have already included the QuickPay run in the default consolidation set for the assignment payroll, it can take part in the batch PrePayment process for the payroll without further action on your part.

## Viewing Payroll Process Results

### To view, retry or roll back payroll processes:

1. Select the name, period dates and action type of the payroll you want to view results for.

If you leave the Period To field blank, the end date in the Period From field becomes the end date for the query. If you run the query directly without entering payroll or period details, the window displays all payroll process results for all payrolls in the Business Group.

2. Choose Find.

The window displays details of all payroll processes for the payroll and period selected. See below for further display details.

3. To mark a payroll process for retrieval, select the Retry check box for the record. You can then run the Retry process from the Submit Requests window.
4. To monitor the progress of a payroll run, select the record and choose the Process Info button. This activates the Payroll Progress Monitor, allowing you to view the name of the run currently processing and the percentage/time of completion. You can update these details through the Refresh button or check the Automatic Refresh box to enable changes to display as they occur.
5. To roll back a payroll process, select the record and choose the Delete Record icon. This deletes the process from the database and returns all values to their former state.

**Note:** Use the Payroll Processes window to roll back small processes only. It is better to roll back large processes such as payroll runs from the Submit Requests window. This runs the process under concurrent manager control, freeing you to carry out other tasks during processing and handling the process more quickly. You can also run processes for assignment sets in Submit Requests.

6. To see further information about the assignments making up the payroll process, select the record and choose from the buttons at the bottom of the window. Information then displays for the records you select.
  - **Assignment Process:** Lists details of the assignment processes making up the payroll process.
  - **Message:** Displays any system messages relating to the payroll process.

- **Process Info:** Summarizes processing status information for the assignment processes.
- **Conc Manager:** Enables you to query details of the run to view log file details.
- **Breakdown:** Summarizes costing process information as follows:
  - Costings that were correctly costed (Normal Number)
  - Costings posted to the suspense account

**Note:** Costings can be posted to the suspense account if costing codes are wrong or, for example, values missing for distributed costing. Such costings still have a status of Complete. For costing processes to be given a status of Error there must be a serious breakdown at system or process level.

- **Output:** This button enables you to view and download magnetic media, audit and other output files from the View Payroll Process Results page after running the Federal/State/Local W-2 magnetic media processes, State Quarter Wage Listings (SQWL's), and TIAA CREF interface. If the Output button is inaccessible (greyed out), this may indicate you are attempting to view output from a process other than the processes listed above, such as the pdf output from the Employee W2 PDF process.
- **Reconciliation Details** Allows you to see whether a specific payment has been cleared by the system. One of the following statuses will be displayed:
  - Cleared
  - Uncleared
  - In error

You can also see the messages produced by the reconciliation process.

## Printing the Payslip

You can generate your payslips to be printed and distributed to your employees using a report that picks up the payroll information you extracted previously through the payslip archive process, and converts it into a formatted file ready for printing. The payslip consists of a header and a body section, with the information you enter in the Parameters window appearing on the header page and the payslip figures in the main body.

You run the payslip report from the Submit Request window.

**To run the payslip report:**

1. Select your country's payslip report in the Name field.
2. In the Parameters window, enter the start and end dates for the period of time you want the report to cover. You run the report for the same period as the payslip information extracted by the payslip archiver.
3. In the Parameters window, select a payroll, consolidation set and assignment set. This selects the employees for whom you want to run the report. Selecting a payroll overrides the consolidation set and processes the report only for the selected payroll. You can opt to select just a consolidation set, but cannot do the same with the assignment set.
4. The Sort Order fields that appear on the header section of the payslip enable you to divide the payslips into areas of your choice. For example, the current defaults divide the payslips into Person Info 1(Employer), Organization and Full Name areas. You can change the default values that appear by selecting another item from the list of values, selecting information about Additional Employee Details, Address Details, Payroll Information and Employee Details.
5. Choose the Submit button.
6. Choose the View Output button to view or print the payslip report file.

## Running the Employee Assignments Without Payroll Report

Use the Employee Assignments without Payroll report to identify any employee assignments that do not have a payroll.

**To run the Employee Assignments without Payroll report:**

1. Enter the beginning date. This is the date from which you want to begin identifying assignments without a payroll.
2. Enter the end date. This is the date at which you want your report to conclude.
3. If you are running the PDF version of this report, select a template for your PDF template.
4. Click OK.
5. Click Submit.

## Running the Payroll Actions Not Processed Report

Use the Payroll Actions Not Processed report to identify all payroll actions not yet processed.

You run the Payroll Actions Not Processed report from the Submit Requests window.

### To run the Payroll Actions Not Processed Report:

1. Enter a start date for the report to begin from.
2. Enter an end date to indicate the end of the reporting period.
3. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, consolidation set name, and Government Reporting Entity (GRE).
4. Select the mode, for example, Costing, Payroll Archive and so on.
5. If you are running the PDF version of this report, select a template for your PDF template.
6. Click OK.
7. Click Submit.

## Running the Employee Assignments Not Processed Report

Use the Employee Assignments Not Processed report to produce a list of all unprocessed employee assignments and decide on sort criteria for the list.

You run the Employee Assignments Not Processed report from the Submit Requests window.

### To run the Employee Assignments Not Processed report:

1. Enter a beginning date for the start of your reporting period.
2. Enter an end date to specify the end of your reporting period.
3. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, default consolidation set name, Government Reporting Entity (GRE), and location.
4. Enter the sort options for your report.
5. If you are running the PDF version of this report, select a template for your PDF

output.

6. Click OK.
7. Click Submit.

## Running the Element Register Report

Use the Element Register report after a payroll or QuickPay run to display a listing of the elements and pay values for each employee. You can specify selection criteria to determine what the report includes. For example, you can select elements by element set, element classification or by individual element name. You can also specify a report output type for browser display, or for export to an editable spreadsheet.

You run the Element Register report from the Submit Requests window.

### To run the element register report:

1. Enter the Beginning Date Paid and the Ending Date Paid to specify your reporting period.
2. Select the criterion for determining which elements appear in your report. You can select one of the following:
  - Element set - your report includes all elements in an element set
  - Element classification - your report includes all elements belonging to a classification.
  - Element Name - your report only includes a single element

When you have selected the criterion, enter a name to identify the particular element set, element classification or element for reporting. For example, if your criterion is element set, you enter the name of the particular element set that you want to report on.

3. Select the Payroll, or Consolidation Set for your report. If you select a payroll, the consolidation set appears by default. You must select either a payroll, or a consolidation set.
4. If you want to report on a single GRE, select the GRE name. If you do not make a selection, your report contains information for all valid GREs.
5. If you want to report on a single organization, select the Organization name. If you do not make a selection, your report contains information for all valid organizations.

6. If you want to report on a single location, select the Location name. If you do not make a selection, your report contains information for all valid locations.
7. If you want to report on an individual employee select Employee name. If you do not make a selection, your report contains information for all valid employees.
8. Select an assignment set if you want to report on all assignments in a particular assignment set. You can only select a static assignment set. Dynamic, or formula-based assignment sets do not appear in the list of values.
9. Select an Output File Type:
  - HTML - this file type produces an output file that you can view in your browser.
  - Comma Delimited - this file type produces a comma delimited file that you can view in a browser. Additionally, you can save the comma delimited file as csv or txt so that you can open it for editing in a spreadsheet.

## Element Result Listing

This report sums all the run results processed for a particular element over a defined period, and displays them by individual assignment. In addition, it lists the run results of each employee's last assignment process for input values you select.

You run the report in the Submit Requests window.

### To Run the Element Result Listing:

1. In the Name field, select the report name.
2. In the Parameters window, select the name of either the consolidation set or payroll for which you want to see information.
3. Select the element and date range for which you want to see information.
4. You can further restrict information you see by selecting an organization.
5. Select up to three input values for which you want to see run results of each employee's last assignment process. These input values appear on the report in the order in which you select them.
6. Select additional sort parameters for assignment information if you require them. The default is payroll, which is always the first parameter. You can also select from organization, employee name and assignment number.
7. Choose the Submit button.

## Running the PrePayments Process

Run this process when you want to do one of the following:

- Distribute employee pay over more than one payment method using either a percentage or monetary split. You define the amount or percentage to be paid by each method for each employee in the Personal Payment Method window. You can also indicate that payment methods should take account of run types and run types at personal level.
- Override the default payment methods. For example, you may need to run a supplemental payroll for which the distribution between payment methods will be different from that specified for the regular run. When you override the defaults, the payments for the supplemental run only are distributed according to the override payment method that you specify.
- If Multiple Assignments is enabled for your Payroll, the PrePayments process creates one regular cheque for all assignments and one cheque for each separate payment. Assignments must be included on the same payroll in the same payroll period or they will not be included.

**Note:** The Net Pay from each assignment is deposited into the payment method account for the primary assignment unless the primary assignment is not processed. If it is not processed and the secondary assignment does not have a personal payment method, the employee receives a cheque.

**Note:** You cannot delete personal payment methods if a PrePayment process is run.

**Canada only:** The PrePayments process creates different results depending on the setting of the Payroll Archiver Level option, which is set at the business group level. If you set it to "Tax Group," PrePayments consolidates the payment for all GREs of an assignment (which must belong to the same tax group), and Cheque Writer/Deposit Advice generates only one cheque or deposit (this can happen only at the beginning of the year, after running the last payroll for the previous year and before running the first payroll of the current year). If you set it to "GRE," PrePayments creates separate payments for each GRE, and Cheque Writer/Deposit Advice generates a cheque or deposit advice for each GRE.

See: Entering Payroll Archiver Level Information, *Oracle HRMS Enterprise and Workforce Management Guide*

You run this process from the Submit Requests window.



**To run the PrePayments process:**

1. In the Name field, select PrePayments.
2. In the Parameters window, select the name of the payroll or consolidation set to run the process for.

When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates of the time span for the prepayments processing to cover.

**Note:** If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. If required, enter an override payment method. The method you select overrides all other payment methods for this processing.
5. Choose OK.
6. Choose Submit

## Running the Cheque/Check Writer (Generic) Process

Use the generic Cheque/Check Writer process in preference to the non-generic process if you want to produce your output in XML format. You run the Cheque/Check Writer (Generic) process from the Submit Requests window.

**To run the Cheque/Check Writer (Generic) process:**

1. If you want to produce cheques/checks for a payroll, enter the payroll name.
2. If you want to produce cheques/checks for a consolidation set, enter the consolidation set name.

You must supply either a payroll name, or a consolidation set name.

3. Enter a start date and end date to specify the period for which you want to produce cheques/checks.
4. Enter the payment type and the payment method.
5. Enter the sort sequence for the cheques/checks. The values of Organization and the Person default automatically.

6. Enter the cheque style.
7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.
8. Click OK to confirm that your parameters are correct.
9. Click Submit to run the Cheque/Check Writer process.

## Running the Cheque/Check Writer Process

You run the Cheque/Check Writer process from the Submit Requests window.

### To run the Cheque/Check Writer process:

1. In the Name field, select the appropriate process.  
**Irish Payroll:** Select IE Cheque Writer  
**Mexican Payroll:** Select Cheque Writer (Mexico).  
**US Payroll:** Select Check Writer.  
**All others:** Select Cheque Writer.
2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the process.
4. Enter your cheques/checks payment method.
5. Enter the sort sequence for the cheques/checks This defaults to Organization, then to Person.
6. Enter your cheque/check style.  
If you enter Default, this selects the PAYRPCHQ sample cheque/check report.
7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.

**Note:** If your system administrator has enabled the automatic cheque/check numbering process, Oracle Payroll automatically provides the cheque/check number. (US and Canadian payroll only).

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

8. Choose Submit.

## Running the Void Cheque/Check Payments Process

Void Check/Cheque Payments is a payroll process, and for every check/cheque that is voided, Oracle Payroll creates a corresponding assignment process.

You run the Void Check/Cheque Payments process from the Submit Requests window.

### To run the Void Cheque/Check Payments process:

1. In the Name field, select Void Check/Cheque Payments.  
**South African Payroll:** Select Void Cheque Payments (South Africa).
2. In the Parameters window, select the payment run for the Cheque/Check Writer that you want to void.
3. Enter the date on which you want to void the cheques/checks. The default is your system date.
4. Enter, optionally, a reason for voiding the cheque/check issue.
5. Enter start and end numbers of the cheque/check sequence you are voiding. For single cheques/checks, enter the cheque/check number in both fields.

## Reissuing a Voided Cheque/Check

If you void a cheque/check you reissue either with the same amount, or with a different amount. You can also reissue the cheque/check with a different date from the original check date.

See: Reissuing Voided Cheques/Checks with a Different Check Date, *Oracle HRMS Payroll Processing Management Guide*

### To reissue a voided cheque/check with the same amount:

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the cheque, VOID will appear in the Status Column.
2. Run the Cheque/Check Writer process again. A new cheque/check will be produced with a new number.

3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 4-35

**To reissue a voided cheque/check with a different amount:**

1. Reverse the cheque/check that you have voided in the Reverse Payroll Run window. See: Correcting Run Results: Reversals, page 4-86
2. Enter the new amounts to be paid in the Salary Administration, or Element Entries window as appropriate.
3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay, page 4-12
4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 4-23
5. You can now do one of the following:
  - Manually issue the cheque/check. See: Making External/Manual Payments, page 4-36
  - Run the Cheque/Check Writer process again.
6. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
7. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 4-35

## Running the Cheque Listing Report

The Cheque Listing report shows the details of the cheque numbers issued and enables employees to sign for their cheques.

Run this report from the Submit Requests window.

**To run the Cheque Listing report:**

1. Select Cheque Listing in the Name field.  
**Irish Payroll:** select IE Cheque Listing

2. Select the payment run for which you want to show cheque details in the Parameters window.
3. Select the sort order for this report.
4. Choose Submit.

## Running the Void Payments Report

Run the Void Payments report when you want to show the details of cancelled cheque/check payments.

Run this report in the Submit Requests window.

### To run the Void Payments report:

1. In the Name field, select Void Payments Report  
**Irish Payroll:** Select IE Void Payments Listing
2. In the Parameters window, enter a start date and an end date for the report.
3. Select a payroll and/or consolidation set if you want to restrict your information by these parameters.  
**US Payroll:** You can optionally select a GRE.  
If you leave these fields blank, the report returns information on all payrolls for the period chosen.
4. Click OK and then Submit.

## Running the Payroll Cheque/Check Payment Report

Use this report to view void and reversal information for a cheque/check. Select your parameters in the parameter wizard to determine the period and payment method for your report.

### To run the Payroll Cheque/Check Payment report:

1. Enter the Process Start Date.
2. Enter the Process End Date.
3. Select a Payment Method.
4. Click Finish.

## Voiding Magnetic Tape Payments

Run the Void Magnetic Tape Payments process when you want to cancel an EFT payment (NACHA or Direct Deposit for example) made by magnetic tape. The Void Magnetic Tape Payments process enters a record of the reversal into Oracle Payroll. Note, however, that the Void Magnetic Tape Payments process does not create a new magnetic tape for onward submission to the bank. You must contact the bank to request a manual reversal of the amount that you have voided. Remember that individual banks have different procedures for requesting a manual reversal. Before you request a reversal from your bank, always verify:

- The period of notice required for a reversal
- The information necessary to support a reversal request (for example, Employee Name, Social Security Number, Account Number, Routing Number, Amount, Effective Date, and so on).
- The preferred transmission method for the reversal request

You run the Void Magnetic Payments process from the Submit Requests window.

### To run the Void Magnetic Payments process:

1. Select the payment run that you want to void.
2. Enter the effective date for the void process.
3. Enter a reason for voiding the payment.
4. Select the employee who received the payment that you want to void.
5. Select the payment that you want to void.
6. Click Submit

## Making External/Manual Payments

You can use the External/Manual Payments window to:

- Make check/cheque payments to employees.
- Make cash payments to employees from external sources or petty cash.
- Complete the voiding of a payment to ensure that no one can reissue a payment once you have voided it.

You distinguish between each of these three uses by selecting one of three methods of

handling the external/manual payment. Your selection of the handling method determines which type of external/manual payment you can make:

Method	Effect of Selecting this Method
Check Payment from Same Bank Account	Your check/cheque for the manual payment is drawn on the same bank account that you used for the original payment.
Other Form of Payment	<p>Your manual payment is not made by a check/cheque drawn on the same bank account that you used for the original payment.</p> <p>Always select this method when you make manual payments in cash.</p>
Cancel Payment	<p>Your payment cannot be reissued.</p> <p>Always select this method when you want to identify cancelled payments so that you can exclude them from reconciliation.</p>

You access the External/Manual Payments window from either the Assignment window or the QuickPay window. However:

- If you enter from the Assignments window, you see the source type and its effective date. The source type is either PrePayments or QuickPay.
- If you enter from the QuickPay window, you see only the QuickPay source types. The Effective Date does not display because it is the same date as the QuickPay run. The Type does not display either because it is, by default, QuickPay.

**Note:** External/manual payments for child assignment actions are not visible when you first open the QuickPay window. For example, if you attempt to view existing external/manual payments for a supplemental run, it initially appears that no external manual payments exist. However, the external payments are held as a child assignment action. To view such payments in the QuickPay window, the full sequence is:

1. From the assignment, navigate to the QuickPay window..
2. Select the run date.
3. Navigate to the QuickPay Pre-payments field.

4. In the empty field, click the down arrow.
5. Click External Payments. You can now see any external/manual payments for the child assignment action.

**To make a cheque/check payment to an employee:**

1. Query the Payment Method field to see a list of any unpaid cash or cheque/check payments for the current assignment.
2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment and the cheque/check number.
3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.
4. Select Check Payment from the Same Bank Account as the Method. This selection ensures that your External/Manual payment is from the same bank account as the original payment method. Also, if you intend to reconcile this payment in Oracle Cash Management, you must select Check Payment from the Same Bank Account.
5. Save your entry.

**To make a cash payment to an employee:**

1. Query the Payment Method to see a list of any unpaid cash, cheque or EFT payments for the current assignment.
2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment, and the cheque/check number for check/payments. However for all other types of payment, leave the cheque/check number blank.
3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.
4. Select Other Form of Payment as the Method. You must use this method for cash payments and for cheques/checks that do not originate from the same bank account as the initial payment method.
5. Save your entry.



**To prevent a voided payment from being reissued:**

1. Query the Payment Method to see a list of any unpaid cash, cheque or EFT payments for the current assignment.
2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment.
3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.
4. Select Cancel Payment as the Method. The external payment prevents the payment from being reissued. You should then reverse the payroll run to complete the voiding of the payment.
5. Save your entry.

## Running the Generic Upgrade Mechanism Process

Generic Upgrade Mechanism is a generic process that localizations can configure to perform certain upgrade tasks either at the business group level, assignment level, or person level. All the upgrades are listed in table `pay_upgrade_definitions`.

You run the Generic Upgrade Mechanism from the Submit Requests Window.

**To run the Generic Upgrade Mechanism process:**

1. In the Name field, select Generic Upgrade Mechanism
2. In the Parameters window, select the applicable parameter, if the upgrade program is enabled for your localization.
  - BEE input values at the business group level
  - Balance Date and Time Definitions
  - QuickPay Exclusions
  - Single Latest Balance Tables
  - Remove Applicant Assignment Link usages
  - Sparse Matrix Null Run Result Values Functionality
  - Sparse Matrix Null Result Values Upgrade

- Elements for Enhanced Retropay for all Business Groups (US/AU only)
- Involuntary Deduction at Business Group level (UK)
- Disability Statuses (UK)
- South Africa: End Date Business Address at Person Level (ZA only)

## Running the Electronic Fund Transfer Report (India)

Electronic Fund Transfer report lists employees, salary amounts, and account details required for electronic transfer of funds into the employee's bank account.

You run the Electronic Fund Transfer report from the Submit Requests window.

### **To run the Electronic Fund Transfer (India) report:**

1. In the Name field, select Electronic Fund Transfer Report (India). The Parameters window opens.
2. Optionally, select the payroll if you want to run the report for a specified payroll.
3. Select the consolidation set for which you want to run the report.
4. Select the start and end dates to specify the period for which you want to run the report.
5. Select the payment method, registered company, and payment date for which you want to run the report.
6. Click Submit.

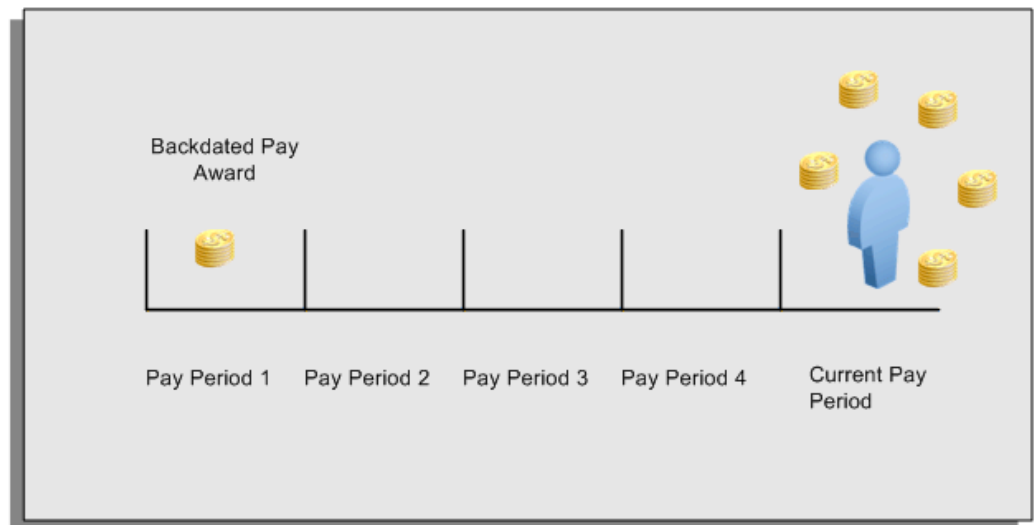
# RetroPay Processing

## Overview of RetroPay Processing

### Purpose of the RetroPay Process

Run the RetroPay process to ensure that your payroll run for the current period reflects any backdated payments or deductions. Backdated adjustments can occur when:

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

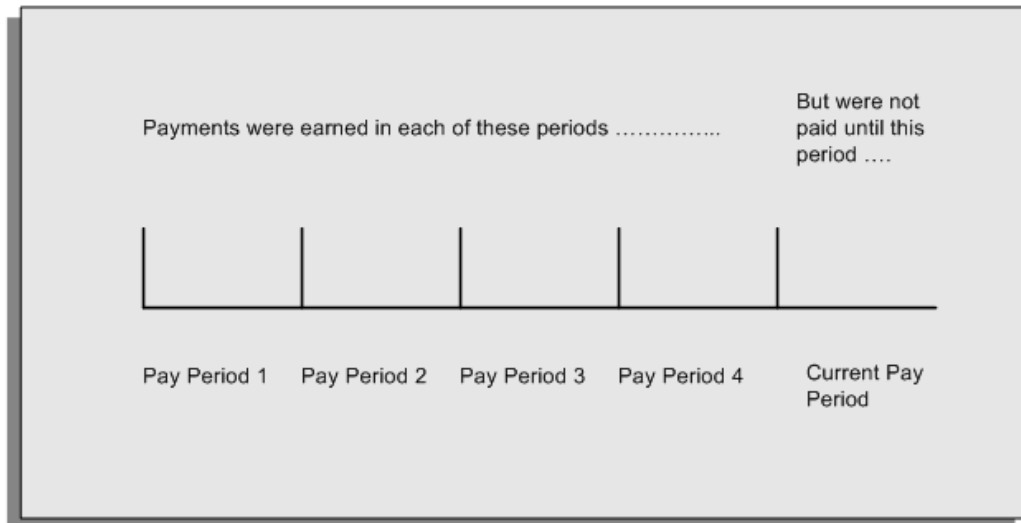


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

- Each of the preceding payroll periods (pay periods 1 to 4)
- The current pay period

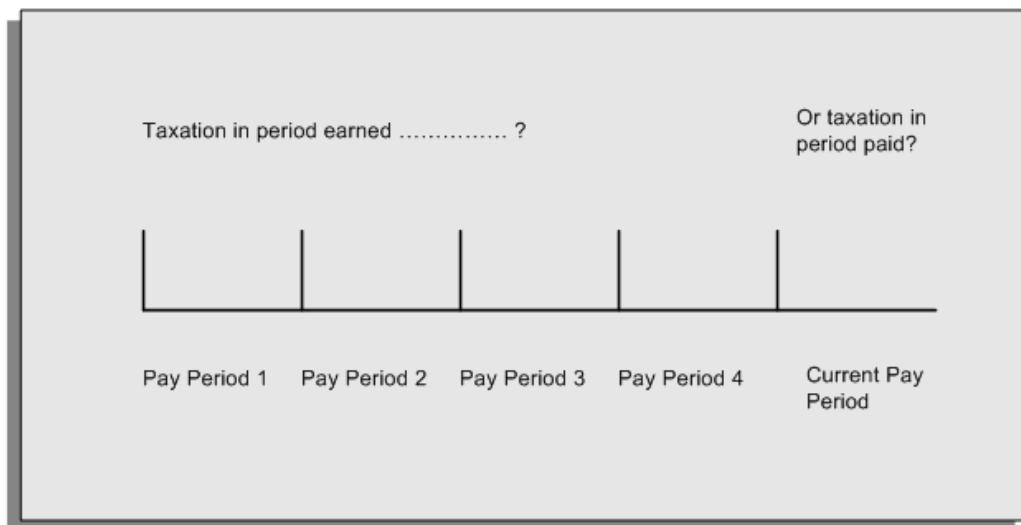
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

## Period Earned is Distinct from Period Paid



When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

- The period in which the payment was earned
- The period in which the payment was made

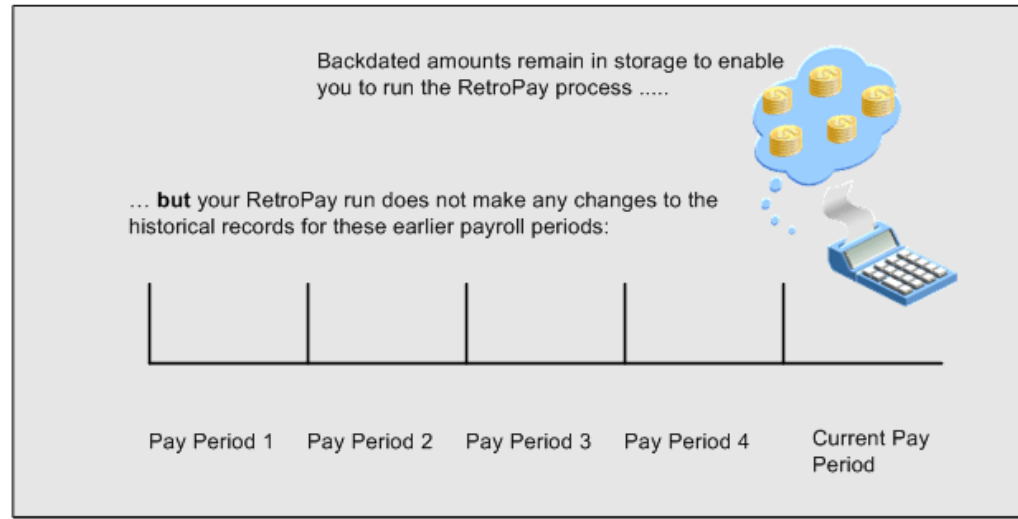


For example, the taxation implications are different for:

- A pay award backdated to period 1 and not paid until the current period. You may want to tax this award in the current period.

- A correction to an underpayment in period 3 which is paid to the employee in the current period. You may want to tax this correction in period 3 rather than in the current period.

## The RetroPay Process Does Not Overwrite Your Historical Payment Records



You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

Think of the RetroPay process as a calculator holding results in memory so that it can process a final set of results. The RetroPay process uses your historical results to calculate the changes for the current period. The results for your current period change, but your historical records remain unchanged.

## Process RetroPay with Overlapping Periods

The RetroPay process recalculates payroll runs, balance adjustments and reversals from a particular date onwards, the start date of the recalculations. When you have retroactive changes overlapping another retroactive change, the application resets the start date to the earliest start date of the RetroPay processes and recalculates.

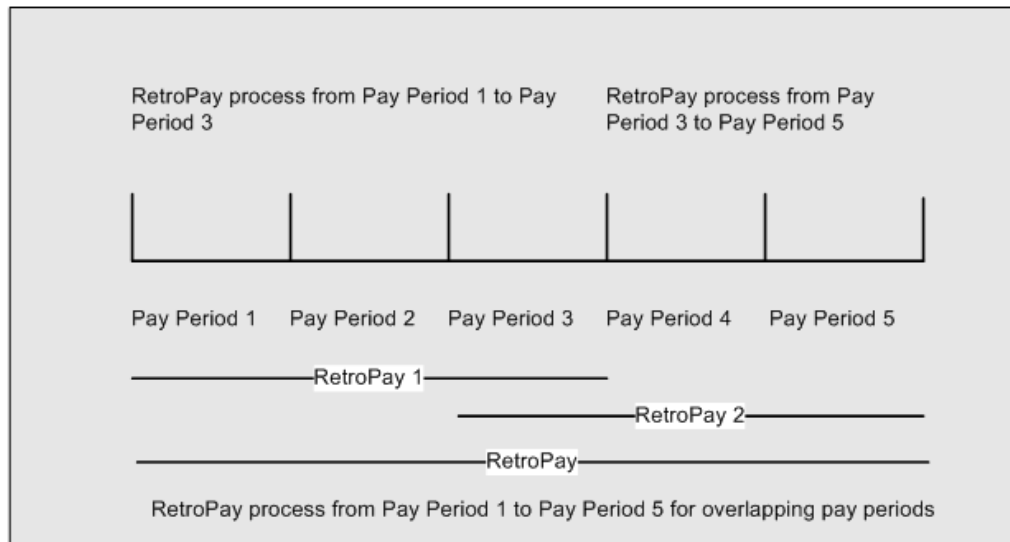
For example, you perform a RetroPay (RetroPay 1) for an assignment in period 3, with Payroll Runs being recalculated from a start date of period 1. In period 5, you perform another RetroPay (RetroPay 2) for the assignment with a start date of Period 3. The second RetroPay detects an overlap of RetroPays and sets the start date to the earliest start date.

In this case, the application sets the start date as Period 1. An overlapping override occurs to ensure that the balances are correct for the RetroPay process.

The processing of overlapping RetroPay results in an overall increase in time to process the RetroPay. If there are multiple overlaps, the increase in time is excessive.

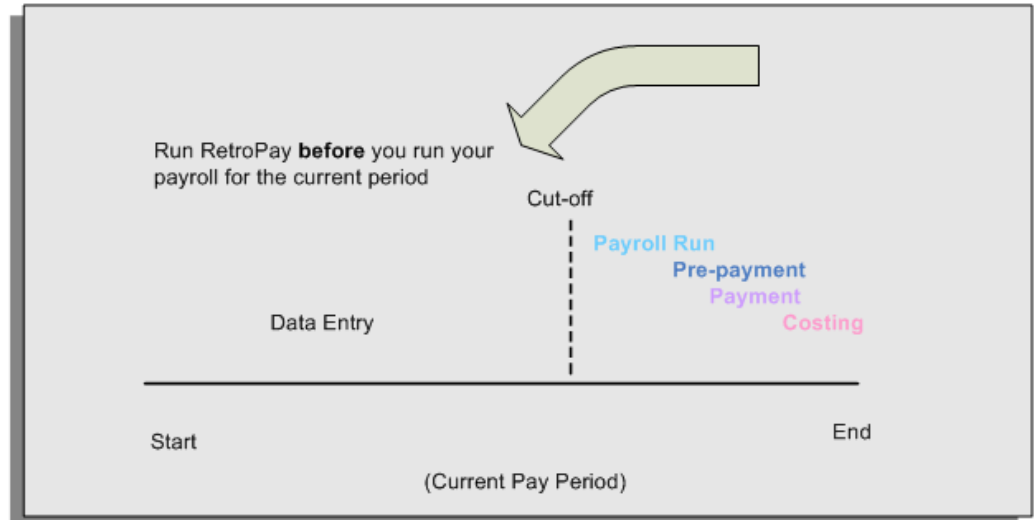
**Note:** Please note that RetroPay Overlap is not available by default for all localizations. To use this feature, localizations must need to enabled it.

For more information on RetroPay Overlap , please refer to RetroPay Overlap - A Technical White Paper Note ID 842307.1on My Oracle Support



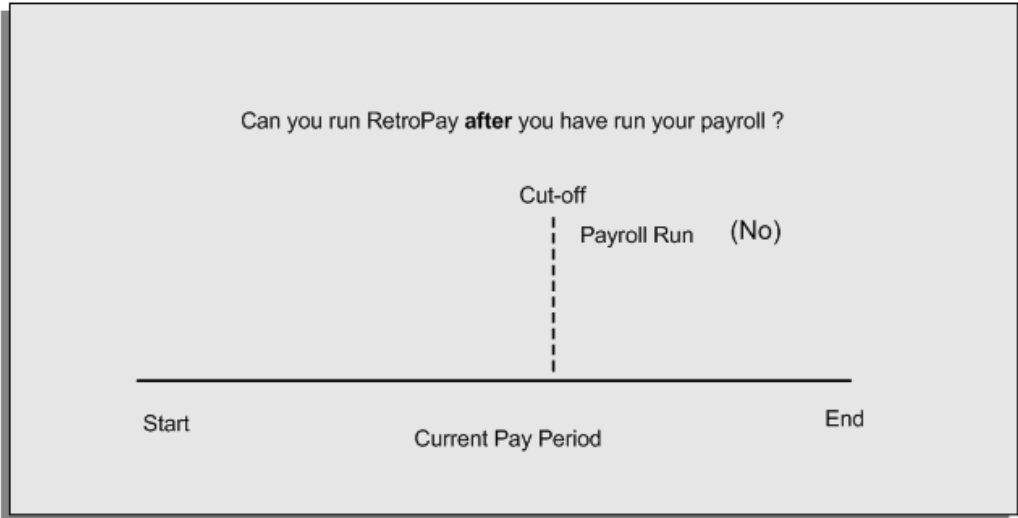
## When to Run the RetroPay Process

### The RetroPay Process and the Payroll Cycle



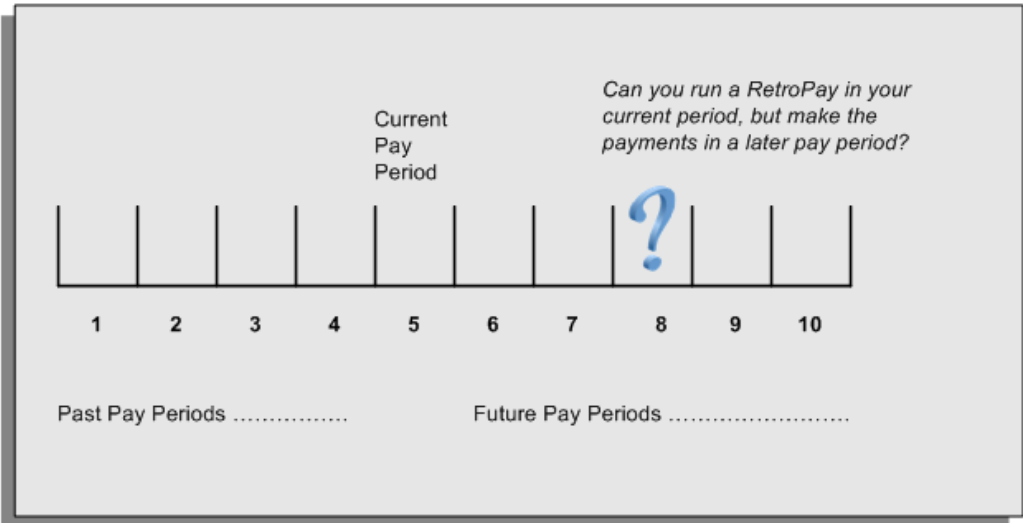
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

### The RetroPay Process Always Precedes a Payroll Run



The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

### Backdated Adjustments Are Always Paid in the First Open Payroll Period



When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.



You cannot stipulate that a RetroPay process in period 5 should withhold any resulting payments until a future pay period. For example, you cannot stipulate that a RetroPay run in period 5 should withhold payments until period 8.

If you want to use a future payroll period such as period 8 to make payments of backdated amounts for periods 1 to 4, then you must wait until period 8 before you run your RetroPay process.

## Troubleshooting RetroPay

The most common RetroPay problems occur when the RetroPay process completes, but produces unexpected results.

Consult these tables for quick reference on common RetroPay difficulties and their solutions. The problem description links or refers to extra information where you need more details to solve a problem.

- Troubleshooting Enhanced RetroPay and Retro-Notification, page 4-47

## Troubleshooting Enhanced RetroPay and Retro-Notification

Problem Description	What to Do
View RetroPay Status does not display some of my expected choices	<p>Contact your System Administrator. The configuration of View RetroPay Status is determined at setup.</p> <p>If the legislation rule RETRO_STATUS_USER_UPD is set to Y, then you have a choice when you view RetroPay status. You can either exclude the assignment from RetroPay processing (you select Deferred), or include it (you select Confirmed Awaiting Processing).</p> <p>However, if RETRO_STATUS_USER_UPD is set to N, then the assignment is automatically included in the next RetroPay run (it displays in View RetroPay Status as Included Awaiting Processing).</p>

Problem Description	What to Do
After setting up Enhanced RetroPay, the Enhanced RetroPay run does not produce any results.	In both cases:  Navigate to the Element window and ensure that the Default Component check box is checked.
US only :the Retro-Notification report (Enhanced) does not record a salary change for an employee unless you add the changed details from View RetroPay Status.	The United States has one component only (RetroPay) and one reprocess type (Reprocess) - you must check the Default Component check box for the element.
RetroPay Element field is missing when Enhanced RetroPay is enabled.	This is intended behavior.  The RetroPay Element field is hidden when Enhanced RetroPay is enabled.  You now add your RetroPay elements from the Retro Components button available from the Recalculation tab of the Elements window.

## Troubleshooting RetroPay

Problem Description	What To Do
RetroPay process element entry not generated for one or more assignments.	Check that the element links exist, then check your RetroPay setup., page 4-49
Unexpected value returned.	Check your RetroPay setup., page 4-50
Start and end times ignored.	Check for a previous RetroPay run that overlaps with your current run. If there is an overlap, rerun a new RetroPay with dates that fully include the period processed by the earlier RetroPay.
RetroPay Warning: <i>Process Log shows zero employees in error - did not create element entries for processed employees.</i>	Check that you are using the correct balance in the RetroPay set. If you are processing RetroPay within a single calendar year, choose a balance that represents gross pay for year to date. If your RetroPay spans two years, do not select a balance with the _YTD dimension.

Problem Description	What To Do
Cannot use the Element Entries window to delete RetroPay generated elements.	<p>Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay.</p> <p><b>Note:</b> The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error.</p>
RetroPay Error: <i>APP-6370 Cannot create an entry past the termination rule date.</i>	<p>The setup of your RetroPay element (specifically, the termination rule) does not enable you to process terminated employees. Remove the assignments of terminated employees from your assignment set and then rerun RetroPay.</p>

## Detailed Problem Resolutions

This section provides step-by-step solutions for more complex problems.

### Check that the Element Links Exist, and then Check Your RetroPay Setup

If the RetroPay process does not generate a RetroPay element for one or more assignments, follow this sequence to correct the problem,:

1. Check that there is a valid, current element link for each assignment in the RetroPay set. If the links do not exist, the RetroPay process can still calculate a retro-payment but cannot attribute the calculation results to an assignment.
2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR\_HRPROC\_EE\_NOT\_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.
3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

**Example (from U.K. Payroll)**

If you specify an NI balance in your RetroPay setup and then make changes to element entries that are not subject to tax or NI, your run results will be different when you compare the original run and the retro-paid run. However, the RetroPay element does not include these changes because it can only report on those differences that affect the NI balance.

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.
5. Find out whether your RetroPay definition includes any Year to Date (\_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using \_YTD balances. Errors occur because the payroll run clears the \_YTD balance at the end of year in preparation for the next year.
6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2004 to pay back pay in October 2004, your start date should be 01-JUN-2005 and your end date 01-OCT-2005.

## Check Your RetroPay Setup

If the RetroPay process returns an unexpected value follow this sequence to correct the problem,;

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.
2. Find out whether your RetroPay definition includes any Year to Date (\_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using \_YTD balances. Errors occur because the payroll run clears the \_YTD balance at the end of year in preparation for the next year.
3. Establish whether there are changes elsewhere in the application that might impact the value of a balance. This can be a difficult area to identify because anything that feeds the balance specified in the RetroPay definition can potentially affect the RetroPay.

In particular:

- Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.
- Generic changes such as updates to a formula can affect the results of associated elements, and introduce balance value changes that subsequently

affect RetroPay values.

## Setting Up the Retro-Notifications Report

You use the Retro-Notifications report to identify any changes that have a retrospective effect for payrolls that you have already run. You can define the relevant types of change by setting up an event group to specify the changes. Follow these steps to set up the Retro-Notifications report:

### To enable dynamic triggers:

1. Navigate to the Dynamic Triggers window.
2. Enable any dynamic triggers that the application generates. It is important to enable these triggers to ensure your payroll processing updates each database table correctly. The recommended minimum list of triggers to enable for the Retro-Notifications report is as follows:

Table Name	Trigger Type
PAY_ELEMENT_ENTRY_VALUES_F	Update
PAY_ELEMENT_ENTRIES_F	Update
PAY_ELEMENT_ENTRIES_F	Insert
PAY_ELEMENT_ENTRIES_F	Delete

### To define an event group:

1. Navigate to the Table Event Group window.
2. Enter a name for your Event Group, for example, Retro-Notification Events.
3. Select Retro as your event groups type.
4. Save your entries.
5. Select the events that will produce notification if retrospective changes occur. Specify the following information to identify the type of update and the database table to which it applies:
  - Update Type

- Base Table Name
- Column Name

For example:

Update Type	Table	Column Name
DateTrack Correction	PAY_ELEMENT_ENTRY_V ALUES_F	SCREEN_ENTRY_VALUE
DateTrack Update	PAY_ELEMENT_ENTRIES_ F	EFFECTIVE_START_DATE
DateTrack Update	PAY_ELEMENT_ENTRIES_ F	EFFECTIVE_END_DATE
DateTrack End Date	PAY_ELEMENT_ENTRIES_ F	
DateTrack Insert	PAY_ELEMENT_ENTRIES_ F	
DateTrack Delete	PAY_ELEMENT_ENTRIES_ F	

#### To enable the Incident Register:

1. Navigate to the Functional Area Maintenance window.
2. Query the Incident Register and ensure that you have triggers defined.
3. Decide whether to capture the triggers by legislation, business group, or payroll. Navigate to each tab to make your selection.

## Setting Up Enhanced RetroPay with Component Usages and Element Time Spans

You can decide whether each retrospective payment requires:

A full reprocessing in which you recalculate all amounts for the current payroll. This option is typical when you are processing backdated payments, or when you want to deduct tax for backdated amounts in the period when it was earned, rather than in the current payroll period.

A limited reprocessing in which you recalculate only some of the amounts for the current payroll. This option is typical when you are processing corrections, or when you want to deduct tax for retrospective changes in the current payroll period rather than in the period when it was earned.

### Components for RetroPay

Oracle Payroll describes each different type of RetroPay run as a component. You set up RetroPay component usages to define how RetroPay will process the component. For example, you could set up a component Earnings Correction for the element Basic Salary. A component always has:

- A name (for example, Earnings Correction)
- A reprocess type (Static, Partial, Reprocess) to determine how to process the component

### Element Time Spans for RetroPay

For each of these components, you define an element time span to specify the start and end dates of the retro processing, and which RetroPay element applies for each time span. If you are creating RetroPay elements manually, you must follow the process given below to set up retro components and element spans to process RetroPay correctly.

**Tip:** Please check if your Localization has components and time spans predefined that you can use to process retro pay.

**Note:** Please check if your localization has any upgrade processes enabled if you are upgrading your current elements.

### Setting Up RetroPay Component Usages:

RetroPay component usages assign the components to the elements you created, ensuring all the elements recalculate with the latest values.

1. Query your defined element, in the Element window.
2. Select the Recalculation tab, and check the Retro Components button.

**Note:** South African users: Select the predefined ZA Statutory Updates event group from the list of values in the Recalculation Events field. Alternatively, you can create and attach an event group of your choice

3. In the RetroPay Components region of the RetroPay Element window, choose the component field, and an appropriate component from the list of values.

**Note:** Do not enable the Retro Component of the elements that are themselves being used to process retro pay for another element.

4. Select the Reprocess Type. If you select Static, then Retro pay will not process any changes to the element when running the relevant component. Opting for the Reprocess Type ensures the element changes process.
5. Save your work.
6. You can now enter the element time spans.

### **Setting Up Element Span Usages for Elements:**

The element time span usages defines the start and end dates for retro pay processing. Most elements have the standard time span of Start of Current Year to End of Time already assigned, to cover any changes made in the current year. For each earnings element, or imputed earnings element with a defined retro pay component usage, you must define two element span usages. These element span usages cover the earnings for both the current and the previous year, defining not only how far back processing should cover, but also up to where a particular retro pay element carries forward the retro changes. You must define your retro pay elements and components before defining the element time spans.

Set up the Element Span Usages in the Retro pay Elements window.

1. Query your defined element in the Element window.
2. Select the Recalculation tab, and check the Retro Components button.
3. In the Retro pay Elements region, select the appropriate time spans from the From and To fields, to define the time period the retro pay element is covering.
4. Select the retro pay elements you created from the Retro pay Element field.
5. Save your work.

## **Setting Up Overlapping Retro Pay Using Balance Adjustments**

If you have overlapping periods for making retro payments, ensure that the Retro Overlap feature is enabled. This process recalculates from the latest reprocess date and uses Balance Adjustments. Follow these steps to set up the Retro Overlap feature :

### **To set up Retro Overlap using Balance Adjustments:**

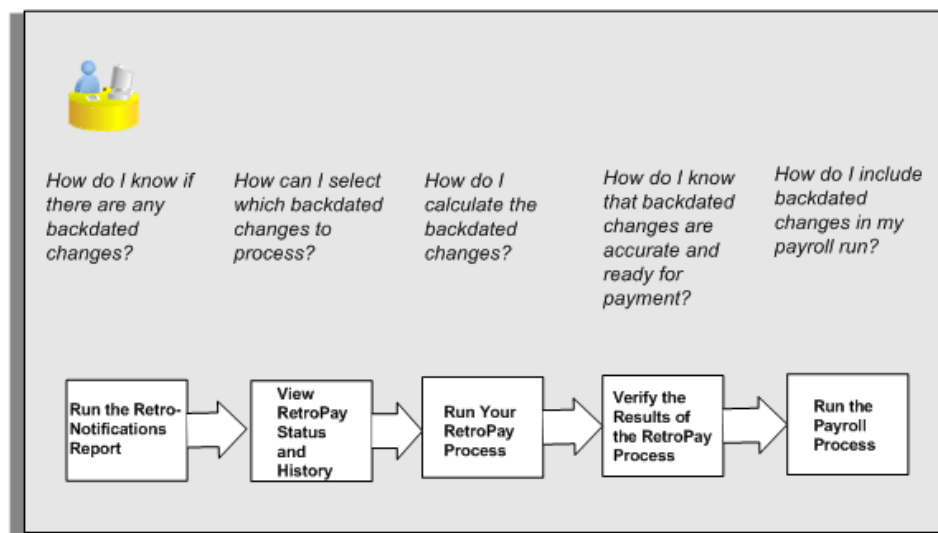
1. Run the corresponding concurrent program to enable the retro overlap feature for your localization, for e.g. Enable Retro Overlap for all UK Business Group.



2. Set up all the Retro Element Types and associate them with their corresponding elements.
3. Define a retro element for every element that feeds a balance. The Balance Adjustment process uses the retro entries created in future periods to do adjustments.
4. Enable the 'Do Not Process' check box for any new retro elements used for retro balance adjustments.

## Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retro pay activities.



Follow this sequence to:

1. Identify outstanding backdated adjustments
2. Monitor and control the processing of backdated adjustments
3. Include backdated adjustments in your next payroll run.

### 1. Run the Retro-Notifications Report

Run the Retro-Notifications report to identify any backdated changes that have not been included in a payroll run.

You can save your summary of backdated changes into an event group.

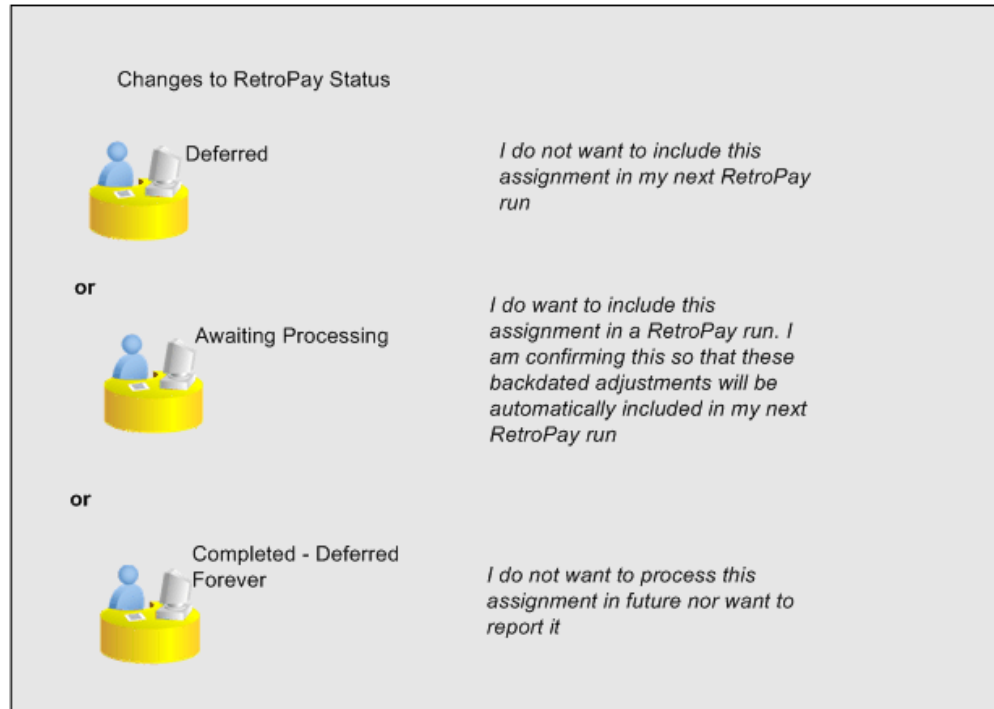
Once you have identified the retrospective changes, you can then decide whether to include them in your RetroPay process.

The Enhanced Retro-Notifications report uses the Payroll Events Model to identify

what changes have occurred to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

## 2. View RetroPay Status and History

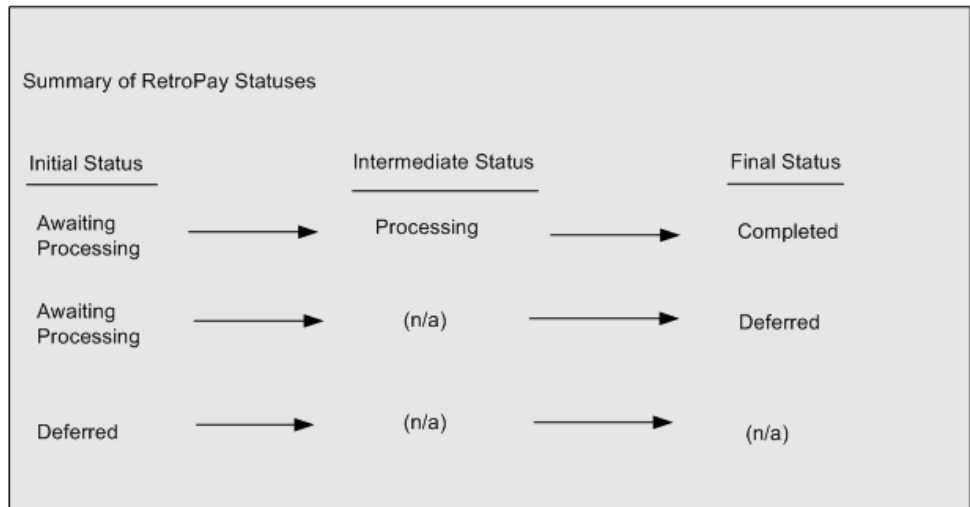
Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

You can also include additional assignments that the Retro-Notifications report did not identify. This typically occurs when you discover additional backdated adjustments that were not known about when you ran the Retro-Notifications report.

The following diagram shows the sequence of statuses for each RetroPay status:



Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

You can query all retro assignments that are at the initial (outstanding) status, and all retro assignments at the final (completed) status.

The following diagram shows what statuses are included when your query All Outstanding, and All Completed:



See: Viewing RetroPay Status and History, page 4-58

### 3. Run the RetroPay Process

You enable Oracle Payroll to make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

### 4. Verify Your RetroPay Results

When you have run the RetroPay process, verify your results and correct any errors.

#### 5. Run Your Payroll

Finally, run your payroll to reflect the adjustments that you have made for the retrospective payments.

## Viewing RetroPay Status and History

You use the RetroPay Status window to control how you want to process changes that have a retrospective impact. You typically find outstanding retrospective changes where changes are entered in Self-Service HRMS independently of Oracle Payroll.

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.
- Specify how you would like to process any outstanding retrospective changes.
- Confirm that your application has processed the specified requests.

You can still use the Retro-Notifications report to identify all outstanding retrospective changes that have not been applied, and group them into an assignment set ready for processing.

However, the advantage of using the RetroPay Status window is that you can identify what you want to process, or exclude from processing, and then mark your selections for completion.

### To search for assignments that have retrospective changes:

1. Select the search criteria for assignments that you want to view. If you do not select any criteria, then your search returns all assignments that have retrospective changes. You can search for any of these criteria:

**Name:** Specify a name, or search for all names.

**Assignment Number:** Specify an assignment or search for all assignments.

**Recalculation Date:** Use this start date and end date to determine the period for retrospective changes.

**Status:** Select the status that you want to identify.

- All Completed. This status displays all assignments with retrospective implications that are already processed.
- All Outstanding. This status displays all assignments with retrospective implications that are not yet processed.

- **Awaiting Processing.** This status indicates that this assignment has cleared for processing and that the processing will occur in the next payroll run.
- **Completed.** This status indicates that this assignment has now been processed.
- **Completed – Deferred Forever.** This status indicates that the retro assignments created by the system are deferred forever. The action of the retro assignment (RETRO\_ASSIGNMENT\_ACTION\_ID) is to be changed to -1. The retro assignments are not processed in the future nor reported with the new status.
- **Deferred.** This status indicates that an assignment was scheduled for processing, but that the processing was deferred and will not occur until you change the status.
- **Processing.** This status indicates that an assignment is being processed.

**Recalculation Reason:** This criterion indicates why retrospective processing is necessary and enables you to search particular categories of retrospective change to process them independently of other retrospective changes.

2. Click Go when you have selected all your search criteria.

### **To change the status of an assignment:**

You typically change the status of an assignment when you want to defer processing that was previously scheduled, or to indicate that you have already processed this change even though it was automatically scheduled.

1. Select the assignment that you want to change.
2. Select the new status for the assignment from the Change Status list of values.
3. Click Change Status.

### **To view the elements included on each assignment:**

1. Select the assignment name in the Name column.
2. View the elements for this assignment, and the Recalculation Reason for each element.

### **To update or delete elements for each assignment:**

1. Select the assignment name.
2. Click Update to add an element to the assignment.

3. Click Delete to remove an element from the assignment.

**To confirm that your specified requests have been processed:**

1. Query the individual assignment, but leave the status field blank.
2. Alternatively, query all assignments with a status of All Completed or All Outstanding and check the details for your individual assignment.

## **Running the Retro-Notifications Report (Enhanced and Enhanced PDF)**

After you have defined the components and element time spans, you can check the retrospective changes occurred. Oracle Payroll provides two types of retro notification reports that you can use report to identify all retrospective changes that have occurred since the last payroll run. This information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

Oracle Payroll enables you to produce the report either in a text format or as PDF format. You can choose to run the report depending on your requirement:

- Retro -Notifications (Enhanced) Report – run this report to generate the output in text format
- Retro -Notifications (Enhanced PDF) Report - run this report to generate the output in PDF format that you can further customize to meet your requirements.

The Retro-Notifications report does not perform any RetroPay processing. It only identifies element entries that have changed. You must still run your RetroPay process separately to process these changes. After you have run the Retro-Notifications report, you can

- Run your RetroPay process on all assignments
- Edit the event group to remove or add assignments and then run your RetroPay process.
- Take no retrospective action on any of the assignments.

You can use the RetroPay Status window to schedule processing.

You run the Retro-Notifications (Enhanced) or the Retro-Notifications (Enhanced PDF) report from the Submit Processes and Reports window.

**To run the Retro-Notifications (Enhanced) report:**

1. Select the payroll. You can only run this report for a single payroll

2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you want a report, select Yes in the Generate Report parameter.
4. Click OK, and submit.

**To run the Retro-Notifications (Enhanced PDF) report:**

1. Select the payroll. You can only run this report for a single payroll
2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you are running the PDF-enabled version of this report, select a template for your PDF output.
4. If you want a report, select Yes in the Generate Report parameter.
5. Click OK and submit.

## Running Enhanced RetroPay

Use the Enhanced RetroPay process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the Enhanced RetroPay process from the Submit Requests window.

**To run the Enhanced RetroPay process:**

1. Enter an effective date to indicate the date from which you want to create the retrospective elements for Enhanced RetroPay process.
2. Select the payroll.
3. If you want to create retrospective entries in a different pay period other than effective date, enter an entry creation date. The application creates retrospective entries in the pay period in which the Entry Creation Date occurs.

If you leave this field blank, the application creates the default retrospective entries as of Effective Date.

4. Click Submit

## Running Quick RetroPay

Run Quick RetroPay to process any retrospective payments for a single assignment.

You run the Quick RetroPay process from the Submit Requests window.

**Note:** It is not mandatory to run the Retro-Notifications Report for QuickRetropay process.

**To run the Quick RetroPay process:**

1. Enter a date on which you want to create the derived retro element entries. This is mandatory.
2. Select the assignment number of the assignment for which you want to run the backdated change. This is mandatory.
3. Enter an earliest date from which you want to reprocess the assignment backdated changes. If you do not specify any date, then the application calculates it internally. This is optional.
4. If you want the retro-notifications for a particular event group, select an overriding event group.
5. Click Submit.



# Advance Pay

## Advance Pay Process

The Advance Pay process enables you to pay employees in advance for holidays or other events. The process performs payroll runs for the periods to be advanced, using all date effective information in place, and stores the final net figure as the amount to be advanced.

You can always represent Advance Pay as a single consolidated amount. However, if your legislation has the Advance Pay by Element process enabled, then you can also calculate and display the total amount of Advance Pay for constituent elements in the overall total.

**Note:** If you do have the choice of using both the Advance Pay process and the Advance Pay by Element process you should note that these processes cannot be overlapped, That is you cannot:

- Run Advance Pay for a period to which Advance Pay by Element has already been applied.
- Run Advance Pay by Element for a period to which Advance Pay has already been applied.

The *advance pay period* is the period of the holiday or event for which the advance payment is being made. More accurately, it is the total number of *payroll periods* covering the event. Regular payroll processing continues for the employee during the advance pay period. The amount advanced is progressively recovered in each regular payroll run, and the following actions are also carried out as appropriate:

- If further payments become due to the employee during the advance pay period, these can be paid using the employee's normal payment method. Alternatively, the net payment can be deferred and paid to the employee in the period following the advance pay period.
- If the employee's entitlement during the advance pay period becomes less than the sum advanced, thereby creating an overpayment, the amount owing is recovered automatically in the pay period following the advance pay period.

You can make advance payments for any pay period types, but the most likely ones are weekly or biweekly. You set the maximum number of periods that can be advanced when you define the payroll.

## Setting Up Advance Pay for Individual Assignments

### To set up advance pay for single assignments:

1. Select the assignment to receive the payment and navigate to the Advance Pay window.

The arrears check box appears checked if the assignment is linked to an arrears payroll.

2. In the From field, select the start date of the holiday or other event for which you are making the advance payment. Oracle Payroll replaces the date you enter by the first date of the pay period in which it falls.

At the same time the Payment Date field displays the date for making the advance payment to the employee. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can manually alter this date to the last day of the preceding pay period if you require.

3. Do *one* of the following:

- In the Periods field, enter the number of pay periods covering the advance pay period.
- In the To field, select the end date of the advance. The system automatically replaces the date you enter by the last date of the pay period in which it falls.

4. Check the Defer check box if you want any net payment amounts to be deferred to the pay period following the recovery of the advance. If you do not check Defer, such payments will be made in the pay period they are earned according to the normal payment method for the assignment.

5. Save the entries you have made.

The Advance region now displays the period for which the Advance Payment element is entered for the assignment. For arrears payrolls this is one period later than the event period. For other payrolls this period is the same as the event period.

## Setting Up Advance Pay for Batch Assignments

### To set up advance pay for batch assignments:

1. In the Name field select Advance Pay Batch Setup. Then enter the parameters field to open the Parameters window.
2. Select the payroll for which you want to run the process, then the advance start

period, then the advance end period. These are the first and last pay periods of the advance pay period.

The advance end period list displays the maximum number of pay periods that can be advanced for the payroll you select.

3. Select Yes or No to flag whether you want to defer any net payments that accrue during the advance pay period.
4. Select the assignment set for which you want to run the process.
5. Select the payment date for the advance. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can move this date back by one pay period if required.
6. Select Yes for BEE transfer if you want the batches that the process creates to be transferred to the database automatically. Select No if you want to transfer the batches manually.
7. Enter a unique header name for your batch process. This name is used as a base header name for each BEE batch created. For each batch, the system appends an underscore and an incrementing number, for example, \_1, \_2.

This is a mandatory field whether you select Yes or No in the BEE Transfer field.

8. Save your entries.

## Running the Advance Pay Listing Report

This report gives information about the advance pay periods for employees due to receive advance pay. The report can be used to detect whether there are assignments with Advance Pay entries during a particular payroll period.

The report lists the following information:

- Name and assignment number of employees with an entry for the Advance Period element in the date range covered by the report
- For each assignment, the dates held on the Advance Period element entry
- Yes/No to show whether the Advance Pay process has already been run for the assignment
- Summary listing, by payroll, of the number of employees with entries, and the number that have been processed

You run this report in the Submit Requests window.

**To run the Advance Pay Listing:**

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.
2. In the Summary Version field select No for the full version of the listing, or Yes for the summary version only.
3. Enter a date range for the period in which you want to see information.
4. You can restrict the information to a particular payroll by entering the payroll name. If you leave the Payroll field blank, the report shows information for the whole Business Group.
5. If you want to produce this report in Portable Document Format (PDF), select a template.
6. Choose the Submit button.

## Running Advance Pay

Use the Advance Pay process window to run the Advance Pay process.

**To run the Advance Pay process:**

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.
2. Select the payroll for whose assignments you are running the process.
3. Enter the effective date of the process. This should be the date on which you intend to pay the advance.
4. Select an element set if you want to exclude items from the calculation. For example, you may want to exclude some pay elements, such as expenses, from the Advance Pay run.
5. Choose the Submit button.

## Running the Advance Pay Process

Use the Advance Pay process to pay employees in advance for holidays or other events.

You may need to do each of the following to run the Advance Pay process.

1. Set Up Advance Pay for Individual Assignments, page 4-64 (if applicable).

2. Set Up Advance Pay for Batch Assignments, page 4-64 (if applicable).
3. Run the Advance Pay Listing Report, page 4-65
4. Run the Advance Pay Process, page 4-66
5. View the results of the Advance Pay process, page 4-67

## Running Advance Pay by Element

You run the Advance Pay by Element process from the Submit Requests window. This process may not be available for all legislations.

### To run the Advance Pay by Element process:

1. In the Name field, select Advance Pay by Element. The Parameters window displays automatically and you can provide details as follows:
  - Select the Payroll for which you want to run Advance Pay by Element.
  - Enter the Effective Date of the payroll.
  - Enter the Advance End Date - this is the date at which you want the Advance Pay processing to terminate.
  - Select the Assignment Set to which the Advance Pay by Element calculation applies.
  - Select an Element Set Name if you want to specify that Advance Pay processing should only apply to some elements on this assignment. Otherwise, leave this entry blank if you want to process all the elements for this assignment.
2. Choose the Submit button

## Viewing the Results of the Advance Pay Process

You can view the results of the Advance Pay in the Advance Pay window.

### To view the results of the Advance Pay process:

- View the amount of the advance. Note that the amount outstanding remains at zero until the first payroll run of the advance pay period completes.
- If you want to see advance payments for future events, move your cursor down.
- If you want to see historical information, change the effective date.

- If you want to see Deferred Payments, check the Defer check box This information is also date tracked and you can see current and future information as above.

# Exception Reporting

## Payroll Exception Reporting: Overview

You run exception reports immediately after the payroll run to identify potential overpayments or underpayments. This helps you to avoid corrections when you accidentally make an incorrect payment. For ease of use, you can do each of the following to control the output and definition of your exception reports:

- Request your report output in either CSV or text format so that you can use familiar desktop tools for editing the output
- Group a set of reports so that you can run them as a single reporting request
- Override exception criteria for a single run of a report without changing your underlying report
- Run predefined exception reports, or define additional reports that incorporate your own exception criteria. For example, you cannot modify the predefined High Gross Pay and High Net Pay reports. You can, however, define your own reports to identify other exceptions.
- Select your preferred exception criteria from a forms interface without having to develop your own query code.

## Examples of Exception Reporting Criteria

You must always select a balance and a balance dimension for exception reporting. This table lists additional criteria that you must define, explains what each one means, and gives an example to illustrate how you use them:

Exception Criterion	What it Identifies	Example
Comparison Type	The period against which you want to compare when determining whether an exception has occurred	Average in Months

Exception Criterion	What it Identifies	Example
Comparison Value	This is a numerical value to determine how averages are calculated when you are using an average as your basis for comparison	If you select 3 as the comparison value for a comparison type of Average in Months, then you are comparing the current month with the average of the previous 3 months.
Variance Type	The category of variance that you want to report on.	Either Percentage or Amount
Variance Value	The magnitude of overpayment or underpayment that you want to report on.	<b>Variance Value of 500</b> If Amount is your variance type, and you are reporting on a total amount of 5000, then a variance value of 500 means that amounts greater than 5500 are regarded as overpayments and amounts less than 4500 are regarded as underpayments.
Variance Operator	The precise range of variance that you want to report on. You can use variance operators to specify that you are only interested in a particular section of the range defined by the variance value.	Greater than, Less than, Equal

These are only examples. There is an extensive list of comparison types and variance operators enabling you to set the required degree of precision for your own reports.

See Comparison Types for Exception Reporting, page 4-76

See Variance Operators and How You Can Use Them, page 4-78

Exception reporting activities are as follows:

### Setting Up Exception Reports

- Create an exception report
- Group existing exception reports



## Running Exception Reports

- Run an exception report, or exception report group
- View an exception report

## Examples of Exception Report Setup

This topic explains what values to include if you want to:

- Set up an Exception Report to show Net Pay Amounts greater than 5000
- Derive the Total Payments for your Employee Population

## Setting Up an Exception Report to Show Net Pay Amounts Greater Than 5000

To show Net Pay Amounts greater than 5000, set up your report with these values:

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Greater Than
Variance Value	5000
Output Format	Spreadsheet (CSV)

## Derive the Total Payments For Your Employee Population

To derive the total payments for your organization, make these entries to produce a spreadsheet listing all assignments and then sum them to derive the total payments for your employee population

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Equal
Variance Value	0
Output Format	Spreadsheet (CSV)

## Running the Payroll Message Report

You run the report in the Submit Requests window.

### To run the Payroll Message Report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the name of the payroll for which you want to see messages.  
This is the only required field. If you leave the next three fields blank the system brings back all messages for all processes connected to this payroll in all periods.
3. Select a payroll period for which to view messages.  
This restricts payroll messages to the period you select.
4. Select a payroll process type.  
This restricts payroll messages to the payroll process type you select. All messages for all runs of this process during the period selected are returned.
5. Select a payroll process.  
This restricts payroll messages to one instance of the payroll process type selected. If you leave the Process Type field blank you can choose one instance of any payroll

process for the period selected.

6. Select a message severity level for the messages in the report, or leave the field blank to see messages of all levels of severity.
7. Select assignment number or employee name as sort criteria for the report. The default is employee name.
8. If you want to produce this report in Portable Document Format, (PDF), select a template.
9. Choose the Submit button.

## Reconciling Payments

You can use Oracle Payroll in combination with Oracle Cash Management to verify that payments have been processed. The process is:

1. Import the bank statement. You do this in Oracle Cash Management.
2. Run the automatic reconciliations process. You do this from Oracle Cash Management.
3. View the results of the reconciliation process. You can do this either through Oracle Payroll, or Oracle Cash Management.

**Note: For US only:** For EFT or NACHA payments to be reconciled in Oracle Cash Management, the following 3 pieces of data are checked: amount, transaction date and batch name (file ID + company ID). Manual reconciliation will check amount and transaction date only.

To do this in Oracle Payroll, see Viewing Payroll Process Results, page 4-24

In Oracle Cash Management, you can view the following reports:

- Available Transactions report
  - AutoReconciliation Execution report
4. Identify any payments that are marked in error, and reconcile them manually.

**Note:** If you are using Oracle Payroll with Oracle Cash Management for the reconciliation of payments then you will need to set up accounting reference data when you are setting up Oracle Cash Management

## Setting Up Exception Reports

You use exception reports to identify potential overpayments or underpayments before they occur. You can specify the amount, or percentage that will cause an exception to be noted. If you run your exception reports immediately after the payroll run you can identify discrepancies and avoid the retrospective corrections necessary when a wrong payment has already been made.

### To create an exception report:

Use the Exception Reports window to create an exception report.

1. Select Add Another Row
2. Enter the report name. You can enter any name that meets your reporting requirements - there is no standard format.
3. Select the balance that you want to report on. You can enter a predefined, or user-defined balance.
4. Select the balance dimension that you want to report on. Some dimensions apply only to particular localizations. There are some dimensions that you must select when you choose a particular comparison type:

Balance Dimension	When to Select these Dimensions
_ASG_MONTH, _PER_MONTH	You must select one of these dimensions if you want to use the Average in Months comparison type. These dimensions are not available for Japanese and Australian Payroll.
_PER_QTD, _ASG_QTD	You must select one of these dimensions if you want to use the Average in Quarters comparison type. These dimensions are not available for Japanese Payroll. The _PER_QTD dimension is not available for Australian Payroll.

Balance Dimension	When to Select these Dimensions
_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is not available for Japanese Payroll.
_ASG_MTD_JP	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Japanese Payroll only.
_ASG_QTD_JP	You must select this dimension if you want to use the Average in Quarters comparison type. This dimension is available for Japanese Payroll only.
ASG_PROC_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Japanese Payroll only.
_ASG_MTD	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Australian Payroll only.
_ASG_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Australian Payroll only.
_ASG_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type. This dimension is available for Australian Payroll only.

Balance Dimension	When to Select these Dimensions
_ASG_LE_MTD	You must select this dimension if you want to use the Average in Months comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_QTD	You must select this dimension if you want to use the Average in Quarters comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type for a legal employer. This dimension is available for Australian Payroll only.

5. Select the comparison type.

### Comparison Types for Exception Reporting:

This table lists each comparison type that you can select and explains how it operates as a basis of comparison:

Comparison Type	How it Operates as a Basis of Comparison
Current Period	Identifies any exceptions within the current payroll period. Does not use any previous period as a basis for comparison.
Previous Period	Uses the previous period as a basis of comparison.

Comparison Type	How it Operates as a Basis of Comparison
Previous Month	Uses the previous month as a basis of comparison.
Previous Quarter	Uses the previous quarter as a basis of comparison.
Previous Year	Uses the previous year as a basis of comparison.
Average in Months	Compares the current month-to-date with the average of previous months-to-date. Only available if you have the balance dimensions ASG_MONTH or _PER_MONTH.
Average in Quarters	Compares the current quarter-to-date with the average of previous quarters-to-date. Only available if you have the balance dimensions _PER_QTD or _ASG_QTD.
Average of Paid Periods in Days	Compares the current period with the number of previous pay period included within the specified number of days. However, only includes those pay periods in which an employee actually received payment. Only available for _PTD dimensions.
Average of Previous Paid Periods	Compares the current period with the number of previous periods in which the employee actually received payment for _PTD dimensions only.
Average of Previous Periods	Compares the current period with previous periods for _PTD dimensions only.
Average of Total Periods in Days	Compares the current period with the number of previous pay periods included within the specified number of days. Only available for _PTD dimensions.

1. Enter your comparison value. For example, if you select 3, when your comparison type is Average in Quarters, this means that your current quarter is compared to the average of the previous three quarters.

Some comparison values are preset and you cannot change them:

- Current period always has a comparison value of 0.
  - Previous Period, Previous Month, Previous Quarter and Previous Year all have a comparison value of 1.
2. Select your variance type. This must be either percentage or amount.
  3. Enter a variance operator.

### Variance Operators and How You Can Use Them:

You can choose one of the following variance operators. The Exception Reporting Output column indicates the effect of selecting each variance operator assuming that:

- Comparison Type is Previous Period
- Previous period amount is 10,000
- Variance Value is 1000

Variance Operator	Exception Report Output
Variance (+/-)	All assignments that either exceed or are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, <i>Variance Value (+/-)</i> returns all assignments having a value between 9000 and 11000.
Less than	All assignments that are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, <i>Less than</i> returns all assignments having a value of less than 9000.
Less than or equal	All assignments with a current value either equal to or less than the previous period amount by the amount or percentage stated in the variance value. Therefore, <i>Less than or equal</i> returns all assignments having a value of 9000 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value. Therefore, <i>Equal</i> returns all assignments having a current value equal to 9000 or 11000.



Variance Operator	Exception Report Output
Greater than	All assignments that are greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, <i>Greater than</i> returns all assignments having a value of more than 11000.
Greater than or equal	All assignments with a current value either equal to or greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, <i>Greater than or equal</i> returns all assignments having a value of 11000 or more.

1. Enter a variance value, unless your comparison type is previous payroll period.  
For all other comparison types you can specify the exact percentage, or the numerical value depending on which variance type you choose. In subsequent exception reports you can change your variance values in the SRS window when you are running the report.  
For examples of how to set exception reporting to identify particular exceptions, see Examples of Exception Report Setup.

## Grouping Exception Reports

Use the Exception Report window to group together a selection of exception reports so that they can be run in a single operation. You can include the same exception report in multiple exception groups.

### To group exception reports:

1. Check the Select check box for each of the reports that you want to include in your report group.
2. Choose the Create Group button.
3. Enter the group name.
4. Select a consolidation set for this reporting group.
5. Select a payroll for this reporting group.
6. Select your output format.

7. Choose the Apply button to create your group.

## Running an Exception Report, or Exception Report Group

Use the Exception Report Window to run exception reports singularly, or as a group. You can also override the variance type or variance for a single run of the report.

### To run an exception report :

Use the Submit Requests window to run the exception report:

1. Check that your effective date is compatible with the date for which you want the report to run.
2. Select Exception Report as the report type.
3. If you want to run a single exception report, enter the name of the report. You do not need to enter the Exception Group name if you are running a single report.
4. If you want to run a group of exception reports, then enter an Exception Group name, but do not provide an Exception Report Name.  
  
Exception reports are identified either by the report name, or by a group name. When you are running the report you must supply either the report name or the group name, but you never have to supply both.
5. Select the payroll that you are reporting on. The consolidation set is the default selection.
6. Override the variance type and variance value if you want to specify particular values for a single run of this report. This does not change your underlying report.
7. **For Australian, India users only:** Select the legal entity for the report. If you do not specify the legal entity in case of a LE dimension, the report does not return a result.  
  
**India users only:** Select the component name for the report. If you do not specify the component name in case of a Component Balance dimension, the report does not return a result.
8. Save your work.
9. Click Submit.

### To view an exception report:

Use the View Requests window to view an exception report:

1. Choose the Find button and select the report that you want to view.

2. Choose the View Output button.

# Retries, Reversals and Rollbacks

## Correction of Run Results: Rollbacks

Use run rollbacks when you have no need to keep any record that a run occurred. When you roll the run back, the process removes all the assignments and the run results.

For example, if an employee should never have been processed in a run, you can roll back the run for that employee. A rollback completely removes an employee from a run, as if the processing had never occurred.

You cannot roll back payroll processing for individuals or payrolls if post-run processing has already occurred.

**US and Canadian Payroll Only:** If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

**Mexico Payroll Only:** HRMS Payroll for Mexico provides the Rollback MX Payroll Processes concurrent program for rollback purposes. This process enforces Mexico-specific business rules for handling payroll processes.

You can mark a parent assignment action for rollback, but you cannot roll back a child assignment action independently of its parent.

## Uses of Rollbacks

Suppose that just after a payroll run, you receive notification that three employees have been transferred to a different payroll. This means you should not have processed them in the run just completed.

In this case you can roll back the processing for the three individuals. This action completely removes them from the run.

If the whole set of employees a run processes is the wrong set, you can roll back the entire run.

Rollbacks can also be useful if you want to do a run for testing purposes only, examine the results, and then remove all traces of it.

**Important:** If a recurring element has an end date that coincides with the end of the pay period, then the element end date will be removed by the rollback.

## Correction of Run Results: Retries

### Retrying Employee Assignments

You use retries for correcting mistakes shortly after a payroll run finishes. For example, you receive late entries of hours worked for some employees after a run starts, and you must enter these late details for some assignments.

Provided there has been no post-run processing for these assignments, you can mark them for retry. After you have corrected the element entry information for the marked employees, you submit the Retry Payroll Process. The new run processes only those employees marked for retry.

When you mark employee Assignments for retry, the run's status is Incomplete. This protects you from forgetting to correct and rerun an assignment marked for retry.

#### US and Canadian Payroll Only

If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

You can mark a parent assignment action for retry, but you cannot retry a child assignment action independently of its parent.

### Automatic Retries

Any assignments having a status of Error after a payroll run are **automatically** retried when you run the payroll again. You do not have to mark these assignments for retry and cannot unmark them. The recommended procedure for dealing with retries, therefore, is as follows:

- Run the payroll and examine the results.
- Check any assignments with a status of Error and make the necessary changes to them so that they can process correctly.
- Check the other assignments. Mark for retry any that require changes and make the necessary changes.
- Run the payroll again. It will now process only the assignments having a status of Error after the first run, together with those you have manually marked for retry.

### Retries and Post-run Processing

You cannot run the payroll retry process if you have already started off another post-run process, such as PrePayments. In such a case, to start the payroll run retry process you must first roll back the other process. This deletes all element entries for the

process and enables you to run the retry of the payroll.

The payroll run's status remains at Incomplete as long as some employees remain marked for retry.

## Retrying Runs

In another situation, you may realize after a run that results for a sizeable number of employees may be incorrect. This could happen, for example, when you neglected to modify a formula for an earnings or deduction before starting the run.

In this case you can make the necessary changes and retry the entire run. The new run ignores employees whose processing is unaffected by the corrections you have made. It reprocesses only those whose original results are incorrect in view of the corrections entered.

## Correction of Run Results: Reversals

You can retry an employee or a run only when no post-run processing has occurred. You use *reversals* when you need to correct run results for a single assignment after post-run actions have already occurred.

In other words, reversals are useful when you need to correct run results some time after the run has occurred.

## Restarting Earnings or Deductions after Reversals

You may reverse a run for a past period during or after which stop dates exist for earnings or deductions. When this happens, Oracle Payroll issues a warning. This tells you to check whether you should restart any of the stopped earnings or deductions.

For example, the reversal may have cancelled out a deduction that was an employee's final payment toward an outstanding loan. In this case, the warning alerts you to the need to restart the deduction.

## Reprocessing Nonrecurring and Additional Entries after Reversals

Reversals of payroll runs with nonrecurring and additional element entries provide an **exception** to the 'once only' rule for processing nonrecurring elements.

Normally, nonrecurring element entries can be given only once to an employee. Additional entries for recurring elements can be given only once in each pay period.

The effect of this rule on payroll run reversals is that nonrecurring and additional entries do not get reprocessed in subsequent runs following a reversal. As a consequence, the results of subsequent runs will not be identical to the original run results.

To prevent this, Oracle Payroll allows nonrecurring and additional entries to be reactivated and reprocessed in subsequent runs following payroll run reversals. This

makes it possible for the run results of subsequent runs to be identical to the original results.

**Warning:** You cannot roll back a reversal if there are subsequent payroll runs. This is to prevent nonrecurring and additional entries being given twice - in the reversed run and in the subsequent run.

### Performing a Batch Reversal

You use batch reversal when you need to correct run results for a batch or multiple assignments after post-run actions have already occurred.

## Marking and Retrying Payroll Runs and Other Processes

### To mark a small payroll process for retry:

- In the Payroll Processes window, select the process to retry and check the Retry box. This effectively marks every employee assignment included in the process for reprocessing when you retry it.

### To mark a large payroll process for retry:

1. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.
2. Select the process you are marking for retry.
3. Leave the Assignment Set field blank.
4. Choose Submit.

### To mark an individual employee assignment for retry:

- In the Assignment Processes window, select the assignment to retry and check the Retry box. Then when you retry the process, only these assignments are reprocessed. This is a convenient approach when only a few assignments require reprocessing.

## Marking a Group of Employee Assignments for Retry

### To mark a group of employee assignments for retry:

1. Place the group of employee assignments in an assignment set.

See: Assignment Sets, page 1-6

2. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.
3. Select the process you are marking for retry.
4. Select the assignment set name.
5. Choose Submit.

## Correcting Run Results: Reversals

You reverse pay runs in the Reverse Payroll Run window for the employee assignment.

### **To reverse a payroll run or QuickPay for an assignment:**

1. Select the run you want to reverse.  
All the payroll runs for the assignment are displayed when you open the window.
2. Select the Reverse check box for the run you want to reverse.  
The consolidation set for the run automatically displays as the consolidation set for the reversal.
3. Select a different consolidation set if you want to process the reversal in a different set to the original run set.

## Running the Batch Reversals Process

Use the Batch Reversals process to perform quicker reversals of payroll and QuickPay runs. A batch reversal enables you to reverse your payroll calculations for an entire assignment set rather than for a single assignment. You run the Batch Reversals process from the Submit Requests window

### **To run the batch reversals process:**

1. Select the Payroll Action ID.
2. Select the Assignment Set that you want to reverse.
3. Select the Reversal Date to specify the date from which you want to reverse your payroll or QuickPay run.
4. Click OK to confirm your choices.



5. Click Submit.

## Retrying a Payroll Run or Other Payroll Process

### To retry a payroll run or other payroll process:

1. Mark the entire process, individual employee assignments, or a group (assignment set) of assignments for retry.
2. In the Submit Requests window, select Retry Payroll Run in the Name field to retry a run. Otherwise select Retry Payroll Process to retry another process.  
If the Parameters box does not automatically appear, click in the Parameters field.
3. In the Payroll Process field of the Parameters box, select the process to retry.
4. Choose Submit.

## Rolling Back Payroll Runs and Other Processes

You can roll back a process in one of several ways depending on the extent of the rollback.

If you want to ...	Then refer to...
Roll back processes for a few individuals	Rolling Back a Process from the Payroll Processes Window, page 4-87
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 4-88
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 4-88

## Rolling Back a Process from the Payroll Processes Window

Use the Payroll Processes window when you want to roll back a process for a few individuals.

### To roll back a process from the Payroll Processes window:

1. Select the process record.

2. Select Delete Record from the Edit menu.

## Rolling Back a Process from the Submit Requests Window

Use the Submit Requests window when you want to roll back a process for many employees. If you do not want to roll back the process for all employees originally processed, you must create an assignment set. See: *Creating an Assignment Set*, page 1-6.

### To roll back a process from the Submit Requests window:

1. In the Name field, do *one* of the following:
  - Select Rollback to roll back all processes except a payroll run.
  - Select Rollback Run to roll back a payroll run.
  - **Mexico only:** Select Rollback MX Payroll Processes.
2. If the Parameters box does not appear, click in the Parameters field.
3. Select the process to roll back. The list for Rollback displays processing dates with the corresponding process types, payrolls, and consolidation sets. The list for Rollback Run displays process run dates with the corresponding period dates and payrolls.
4. To roll back processing for an assignment set, select the set name.
5. Choose Submit.

## Rolling Back a Process from the Assignment Processes Window

Use the Assignment Processes window when you want to roll back a process for an individual employee assignment.

### To roll back an assignment process:

1. Select the record for the assignment process.
2. Choose Delete Record from the Edit menu.

## Setting Up the Payroll Purge Process

The Purge process deletes data from a list of payroll tables to maintain data integrity and also rolls up balances to maintain the value of important balances.

Before you run the Payroll Purge process, you must do the following:

1. Run the Upgrade Action Context process to determine the assignments for upgrade.  
See: Running the Upgrade Action Context process, page 4-89
2. Optionally, create a balance set containing a list of balances required for roll-up. This ensures that the process will roll-up only the balances in the default list and those in the balance set. You can define the balance sets using the Payroll > Balance Set window. The application uses this balance set during the Purge Preparation Process.
3. Run the Purge Preparation Phase. Check and ensure that all the balances are correct. If any balance is incorrect, you can rollback the Purge Preparation Phase. You must complete the rollback at this point, because you cannot roll back later.  
See: Running the Purge Preparation Phase, page 4-89
4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.  
See: Running the Purge Deletion Phase, page 4-90

## Running the Upgrade Action Contexts Process

You run the Upgrade Action Contexts concurrent manager process for a business group to determine the time period for performing an upgrade.

You run the Upgrade Action Contexts process using the Submit Request window.

### To run the Upgrade Action Contexts process:

1. In the Name field, select Upgrade Action Contexts.
2. In the Parameters window, enter the start and end date to perform an upgrade for a business group.

**Note:** .If you have not enabled Action Context functionality prior to running this process, then you must enter the End Date as the current day. For purge to run successfully you should also enter a start date as early as necessary, for example Start of Time.

## Running the Purge Preparation Phase

You must run the Purge Preparation Phase to determine the data you want to purge from the application database. The preparation phase decides which assignments to purge and the values of any balances that subsequently require rolling up.

This phase enables you to produce a consolidated total of balances from an assignment

and balance set before you purge it.

**Important:** You must run the Purge Preparation Phase prior to running the Purge Deletion Phase.

You run this process from the Submit Requests window.

**To run the Purge Preparation Phase process:**

1. Query Purge Preparation Phase in the Name field.
2. In the Parameters window, select the balance set that includes the balances that you want to roll up.
3. Select the assignment set to include all the assignments for which you want to run the purge process.
4. Enter an effective date to determine from when you want to roll up the balances.
5. Click OK and then Submit.

## Running the Purge Deletion Phase

Purging unwanted data helps in improving application performance. You run the Purge Deletion Phase process to delete unnecessary data from the database. Remember to backup important data before you run the deletion process as you cannot roll it back and the changes are irreversible.

**Important:** Run the deletion process only after you have successfully completed the Purge Preparation Phase process.

You run this process from the Submit Requests window.

**To run the Purge Deletion Process:**

1. Query Purge Preparation Phase Deletion process in the Name field.
2. In the Parameters window, select the payroll action of the associated Purge Preparation Phase process.
3. Click OK and then Submit.

## Running the Purge Process Events Process

Run the Purge Process Events process when you want to purge the details of the pay

process events table and archive this data prior to a particular date. The application purges and archives this data into a shadow table as a backup. You can use this process to enhance the performance of processes accessing the table pay process events.

Run this process in the Submit Requests window.

**To run the Purge Process Events process:**

1. In the Name field, select Purge Process Events process.
2. In the Parameters window, enter a date to purge data from the pay process events table prior to this date and the recorded date (if it exists) from pay recorded requests table.

**Note:** The application collects data in chunks for a complete delete from pay process events table and inserts into pay process events shadow table. The PPE\_bulk\_limit value is defaulted to 10,000. You can change this parameter to fine tune the performance of process.

3. Click OK and then Submit.

# Workforce Intelligence (HRMS) for Payroll Processing and Analysis

## Costing Detail Workbook

The Costing Detail workbook enables you to review cost allocations for an element, element set, or a particular element classification.

### Business Questions

*Are my costs assigned to the correct cost center?*

*What are my cost totals for an element, element set, or element classification?*

### Worksheets

Costing Detail worksheet.

### Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin
- Costing Effective Date End
- Element Set (only mandatory if you do not specify an Element, or Element Classification)
- Element Classification (only mandatory if you do not specify an Element, or Element Set)
- Element (only mandatory if you do not specify an Element Set, or Element Classification)

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process
- Payroll
- Consolidation Set Name
- Organization

- Location
- Employee
- Reporting Currency
- Include Estimate Costing

## Costing Summary Workbook

The Costing Summary workbook enables you to view total costing details for a payroll, consolidation set, or organization name.

### Business Questions

*What are my overall debits and credits for a particular costing period?*

### Worksheets

Costing Summary worksheet.

### Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin
- Costing Effective Date End

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process
- Payroll Name
- Consolidation Set Name
- Organization Name
- Reporting Currency
- Include Estimate Costing

## Element Detail Workbook

The Element Detail workbook enables you to select an element effective date and

element classification and then view further details for all elements within these reporting criteria.

## Business Questions

*What are the attributes for each element within a particular element classification?*

*Do any of my selected elements belong to a proration group or recalculation group, and if so, which group?*

*Are any of my selected elements paid separately or processed separately?*

## Worksheets

Element Detail worksheet.

## Parameters

You need to specify values for the following parameters:

- Effective Date
- Classification

Use the following optional parameters to further restrict the values in the workbook:

- Processing Type
- Standard Links
- Separate Payment
- Process Separate
- Recalculation Group
- Proration Group

## Element Link Detail Workbook

The Element Link Detail workbook enables you to select a group of elements by effective date and classification. You refine your selection by specifying whether you want view elements that are available to all payrolls, or those elements that only available to some payrolls. When you have defined your subset of elements, you can see link details for each of them.



## Business Questions

*What are the costable types and costing codes for a group or elements?*

*Do these elements belong to a distribution set?*

*Are there any service criteria or age criteria for these elements?*

## Worksheets

Element Link Detail worksheet.

## Parameters

You need to specify values for the following parameters:

- Effective Date
- Classification
- All Payrolls

Use the following optional parameters to further restrict the values in the workbook:

- Element
- Processing Type
- Standard Links
- Link Status
- Payroll
- Job
- Organization

## Employee Assignments Without Payroll Workbook

The employee assignments without payroll workbook enables you to identify those assignments that do not belong to a payroll. You can also view assignment status.

## Business Questions

*Is there a valid reason for these assignments not to belong to a payroll, or is there an error requiring correction?*

## Worksheets

Assignments Without Payroll worksheet.

## Parameters

You need to specify values for the following parameters:

- Beginning Date
- Ending Date

## Employee Assignments Not Processed Workbook

The employee assignments not processed workbook enables you to identify all assignments excluded from processing and view further detail such as employee name, assignment number and payroll.

## Business Questions

*Is there a valid reason for excluding these assignments from processing, or is there an error requiring correction?*

## Worksheets

Assignments not Processed worksheet.

## Parameters

You need to specify values for the following parameters:

- Beginning Date
- Ending Date

Use the following optional parameters to further restrict the values in the workbook:

- Payroll
- Organization
- Location
- Government Reporting Entity (Hidden)

## Employee Payment Methods Workbook

The employee payment methods workbook enables you to view payment method totals and run type totals from an effective date that you select.

### Business Questions

*Are the employee totals for this payment method as expected for the given period?*

*Did each run type produce the expected totals for this payment method, or is there a discrepancy requiring correction?*

### Worksheets

Employee Payment Methods worksheet.

### Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Method
- Run Type

## Organization Payment Methods Workbook

The organization payment methods workbook enables you to see summary information for each payment method from an effective date that you select. You can view third party details and source bank details.

### Business Questions

*Were payments correctly allocated for the duration of the reporting period?*

*What were the total payments for each payment type for the duration of the reporting period?*

### Worksheets

Organization Payment Methods worksheet.

## Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Type

## Payroll Message Workbook

The Payroll Message workbook enables you to view the total number of messages for each payroll process, payroll, and pay period.

### Business Questions

*Was there an unusual number of messages for any particular process, payroll or pay period?*

*Were messages of the greatest severity level concentrated in any particular process, payroll or pay period?*

## Worksheets

Payroll Message worksheet.

## Parameters

You need to specify values for the following parameters:

- Payroll Name
- Start Date
- End Date

Use the following optional parameters to further restrict the values in the workbook:

- Process Type
- Severity Level

## Payroll Register Workbook

The predefined Payroll Register Workbook enables you to reconcile payroll runs for a specific HR organization, check their correctness and generate standard reports. You can download reports in an easy-to-understand spreadsheet format for further analysis.

If you create Payroll Register Discoverer Workbooks immediately after the payroll run, you can identify discrepancies and implement necessary changes.

## **Business Questions**

- Are my earnings and deductions entered and calculated correctly?
- What business organizations have my employees been assigned to?
- Are my payroll run results error-free?
- What is the total pay value for an employee at a grade level?

## **Payroll Run Results With Net Pay Worksheets**

The Payroll Run Results With Net Pay worksheet enables you to report on each employee, summarize run results at department and grade levels and calculate the subtotal and grand total for each classification.

The worksheet includes run results information on HR Organization, Payroll and Run Type.

## **Parameters**

You must specify values for the following parameters:

- Start Date
- End Date
- HR Organization
- Payroll
- Run Type



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## Payroll Event Rules

### Payroll Event Rules Overview

Using Oracle HRMS you can define payroll events and action parameters to control your payroll processing.

### Payroll Events and Action Parameters in Oracle HRMS

A payroll event is any routine or exceptional occurrence that acts as a precondition for further processing. For example, you can specify that a particular event or group of events should trigger prorated calculations or RetroPay notifications.

An action parameter enables you to set conditions that control your payroll processes.

### Key Concepts

To enable you to set up payroll events and parameters correctly, you need to understand these key concepts:

- Events, page 5-2
- Triggers, page 5-3
- Functional area grouping of triggers, page 5-3
- Process parameters, page 5-4

### Reporting on Payroll Event Rules

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

## **Payroll Event Rules**

Payroll events identify significant changes which imply a specific processing response.

### **How Do You Make Payroll Events Capture Relevant Changes?**

You define your own payroll events to match your processing requirements. You can also group related events together so that you can process them as a single event.



# Triggers, Events and Parameters

## Database Triggers

Database administrators can modify the behavior of Oracle HRMS and control the way in which standard payroll processes run by doing some or all of the following:

- Creating dynamic triggers.
- Enabling or disabling dynamic triggers.
- Grouping triggers into functional areas.

## Database Triggers

Database triggers are created in the Oracle HRMS database when Oracle HRMS is installed. Oracle HRMS uses two types of database trigger:

- Static triggers
- Dynamic triggers

It is important that you understand the difference between these two types of trigger.

### The Difference Between Static Triggers and Dynamic Triggers

Static triggers are an integral part of Oracle HRMS and should not normally be disabled. They apply to the entire Oracle HRMS system. The most likely situation in which you would disable a static database trigger is when you are working with your support representative to identify a technical issue with the way in which Oracle HRMS is behaving on your site.

Dynamic triggers are designed to be selectively enabled and disabled by HRMS system administrators. They can be enabled for specific legislations, business groups and payrolls. For example, if you are outsourcing some of your payrolls to a third party, you can enable some third party interface dynamic database triggers as part of your Oracle HRMS implementation.

### How Database Triggers are Maintained

Your database administrator is responsible for:

- Defining dynamic triggers
- Specifying whether they should fire on update, insert or delete

Database administrators can use a forms interface to view existing triggers and create

new dynamic triggers. A database administrator or HRMS system administrator can enable a dynamic trigger to fire for specific legislations, business groups, and payrolls, or a combination of these.

A database administrator can also group triggers into a functional area so that multiple triggers can be manipulated in a single operation.

### **Database Triggers and Third Party Payroll Interfaces**

If you are interfacing Oracle HRMS to a third party payroll system using the Oracle HRMS Payroll Interface Toolkit, your database administrator can enable or disable triggers for a particular legislation, business group or payroll.

A number of predefined dynamic triggers are delivered with Oracle HRMS. These prevent certain information from being updated or deleted in Oracle HRMS, and prevent data in Oracle HRMS from getting out of step with data in your third party payroll system.

These triggers are grouped into predefined functional areas. Individual triggers can be enabled or disabled for specific legislations, business groups and payrolls using the Dynamic Triggers Functional Area Grouping window.

The following predefined functional areas are supplied with Oracle HRMS:

- Generic Payroll Interface Toolkit
- ADP Payroll Interface
- Ceridian 100 Payroll Interface
- Ceridian 500 Payroll Interface
- Duplicate Element Reporting Names

These correspond to the payroll interfaces that are supplied as standard with Oracle HRMS. The triggers contained within these payroll interface functional areas are not enabled for legislations, business groups or payrolls on delivery. You must enable them for specific legislations, business groups and/or payrolls to make them active.

If you are not using a third party payroll interface you do not need to enable any of these triggers. Although they will appear as enabled on the Define Dynamic Triggers window they will not fire because they have not been enabled for any legislations, business groups or payrolls.

## **Process Parameters**

Database Administrators can use the Action Parameters window to select alternative values for process parameters. For example, you can assign the number of threads to a process and select the combination of levels for logging.

You can also create parameter groups with different values for different business

groups:

- Create group A which contains the Threads set to 4, and the Logging Value set to N.
- Create group B which contains the Threads set to 1, and the Logging Value set to the GMF combination.

You use the user profile option HR:Action Parameter Group Name to specify a parameter group for your responsibility. When you use this responsibility to run a payroll process, Oracle Payroll uses the values you have selected for this parameter group, and it uses default values for any parameter not specified in the group. If you leave the profile option blank, Oracle Payroll uses default values for all the parameters.

Logging parameters are identified by a combination of letters, and you use the logging tab to enable logging categories. For example, if logging is set to RGE this corresponds to the following combination of logging categories:

R - Routing

G - General

E - Element Entry

## Defining Dynamic Triggers

Use the Dynamic Trigger Definition window to:

- Find a trigger that already exists. Existing triggers are referred to as static triggers.
- Create a new trigger. Any new triggers that you create are referred to as dynamically generated triggers.
- Enable and disable triggers.

**Note:** If you are using a third party payroll product do not use this window. Use the Dynamic Trigger Functional Area Grouping window to enable business groups and their associated triggers.

### To find an existing trigger:

1. Select either Dynamically Generated Triggers or Static Database Triggers.
2. Select an Application to restrict the range of your search. Note that this does not refer to the application owning the trigger. It refers to the application owning the table to which the trigger is applied.
3. Enter one of the following:

- A table name.
  - A trigger name.
  - A table name and a trigger name.
4. Select a Triggering Action or a combination of triggering actions.
  5. Select the Trigger Type (static database triggers only).
    - All - displays all existing triggers
    - Before Each Row
    - Before Each Event
    - After Each Row
    - After Each Event
    - Instead of Each Row
    - Instead of Each Event
    - Statement

**Note:** These criteria do not apply to triggers created dynamically. Dynamic triggers are always defined to run after each row.

#### **To enable and disable dynamic triggers:**

**Warning:** These instructions apply to dynamic database triggers only. You should **never** disable a static database trigger.

When you have found the database trigger corresponding to your search criteria, you can see whether the trigger is enabled or disabled. The Enabled flag is checked if the trigger is enabled, and unchecked if the trigger is disabled.

You can change the status of the trigger by checking or unchecking the Enabled flag. Changes become effective immediately.

#### **To create a dynamic trigger:**

1. Select Dynamic Database Triggers.

2. Enter a description for the trigger. This description will appear as a comment in the generated code.
3. Select the table on which this trigger operates.
4. Select the action type for the trigger:
  - Insert - the trigger may be created after Insert.
  - Update - the trigger may be created after Update.
  - Delete - the trigger may be created after Delete.

Dynamic trigger creation does not support:

- The combination of insert, update and delete actions available when creating static triggers.
  - Triggers that are not of the after each row type.
5. Save the trigger definition.

When you have saved the trigger definition you cannot change the table on which a trigger is run, nor can you change the action that the trigger performs. Instead, you must delete the trigger and then recreate it with the correct details.

## Grouping Dynamic Triggers into Legislative Functional Areas

Use the Dynamic Trigger Functional Area Grouping window to include all triggers for the functional area into a single group. You can then enable or disable all triggers for the entire area in a single operation rather than enabling each trigger individually.

We deliver functional area groupings as predefined data for those customers who are using Oracle HR with a third party payroll. However, third party payroll users can also define a subset of this grouping and use it in preference to the predefined grouping.

### To group dynamic triggers into functional areas:

1. Enter a description for the new functional area, or query an existing functional area.
2. Select one of the following from the next block:
  - Legislation
  - Business Group
  - Payroll

3. Choose the name of the legislation, business group or payroll.
4. Select the description of each trigger to be assigned to the functional area.
5. Enable or disable this grouping for this legislation, business group or payroll.

You can specify groupings for legislation only, business group only or payroll only, but you can also specify any combination of these. If you do not select any of these then the triggers operate on all occasions.

**To enable selected triggers from a predefined grouping:**

If you only want to enable some of the triggers delivered in a predefined grouping, then you disable the predefined grouping and create a new grouping containing your selection of triggers. You then enable the new grouping.

## Making Table Event Updates

When there are changes to employee data this may also imply changes to current or retrospective payroll run results for that employee. For example:

- RetroPay - where an employee receives an adjustment in the current pay period, but the adjustment was first incurred in a previous payroll period
- Recalculation - where changes are confined to the current pay period
- Proration - where adjustments earned on a pro-rata basis in another pay period are applied in the correct proportion to the current pay period

To identify when critical changes such these as have occurred, you can define each change as a table event and specify the action that you wish to take whenever the event is detected.

You can also group a related series of events into an event group so that you can process multiple events as a single group.

See Defining Event Groups, *Oracle HRMS Compensation and Benefits Management Guide*

For details of primary key information and column names, refer to the Oracle HRMS Technical Reference Manual.

You define table events from the Table Event Updates window:

**Defining a table event:**

1. Select the Table Name.
2. Select the Primary Key for your table.
3. Define the period for which you wish this event to be active. You do this by

selecting a start date and then an end date.

### Selecting Row Level Events

You enter the details of the change as a row level event.

4. Select the Event Type to specify the type of database update that will initiate this event. You can select from:
  - Insert - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
  - Delete - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
  - Update - If you select this event type, you also need to specify a column name because updates are not confined to the row level.
5. Select the Column Name.
6. Select the Change Type. You do not need to select a change type for retro-notification and proration. You need only make a selection here if you are defining an event for Continuous Calculation. In this case, the following change types are available:
  - DATE\_EARNED - to trigger recalculation of the payroll run based on the date earned.
  - DATE\_PROCESSED - to trigger recalculation of the payroll run based on the effective date of the run. Use this if you want to recalculate tax information.
  - PAYMENT - to trigger recalculation of the Prepayments process
  - COST\_CENTRE - to trigger recalculation of the Costing process.
  - REPORTS - to track all events that generate reports. However, if you have already selected DATE\_EARNED as a change type this includes the REPORTS type, and you do not need to specify REPORTS as a separate selection.

## Maintaining Parameters and Parameter Groups for Payroll Processes

Action parameters enable you to set the conditions that control your payroll processing. Use the Action Parameters window to define your parameter values and create parameter groups. You can create a default group to specify global values, or you can define your own group to provide a customized set of processing conditions.

**Note:** If you create your own group, select it in the user profile option

HR:Action Parameter Group Name for a responsibility. Use that responsibility when you want to run processes using the customized parameters.

### **To maintain parameter groups:**

1. Do one of the following:
  - To define or maintain the default group, check the default group check box. Only do this if you want the parameter values that you select to be the default for all processes and business groups.
  - To create your own parameter group, enter the name of the group.

**Note:** You cannot enable a named parameter group as the default group.

### **To maintain process parameters:**

1. From the parameters tab, select the name of the parameter that you want to modify, or enter a parameter name.

For details of the parameters that you can enter, see the Technical Essay: Payroll Action Parameters, *Oracle HRMS Implementation Guide*.

2. Enter a value for the parameter name. For example, Trace has a value of either Y or N.

**Note:** We recommend that Trace is set to N, because setting it to Y imposes an extra processing load on the payroll processes.

If you do not specify any values for the parameters that you select, then the values held at the global level default to the group level. But, if values are specified at the group level, then the group level values take precedence over the global parameter values.

### **To maintain logging parameters:**

1. Select the logging tab.
2. Check each of the logging categories that you want to enable.
3. Uncheck any logging categories that you want to disable.
4. Save your changes.



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# 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.

<b>Effective Date</b>	<b>Place Date</b>	<b>End Placement Date</b>	<b>Current Period of Placement?</b>
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 than 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 Ministère du Revenu du Québec, 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 Ministère du Revenu du Québec.

**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 groups enable 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. HRMSi 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 Ministère du Revenu du Québec 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 Ministère du Revenu du Québec 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.

**Transcendentive**

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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