

Oracle Fusion Cloud Human Resources

Implementing Global Payroll Interface

23B

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Get Help

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Get Help in the Applications

Use help icons  to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons.

Get Support

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Get Training

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Join Our Community

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Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

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Thanks for helping us improve our user assistance!

1 Payroll Interface

Setup Tasks for Implementing Global Payroll Interface

To implement the Oracle Fusion Global Payroll Interface application, sign-in as a user with Application Implementation Consultant and opt into the offerings applicable to your business requirements.

Before you begin implementing Global Payroll Interface, you must complete:

- Initial application setup.
- Implementation of Global Human Resources and the requisite HR setup tasks for implementing and processing payroll. For more information, refer to the Implementing Global Human Resources guide.

Refer to the Functional Setup Manager guide to manage the opt-in and setup of your offerings.

For implementing Global Payroll use the Workforce Deployment offering and the Customer Data Management Offering.

This table lists the setup tasks required to implement the Global Payroll Interface application. Perform all of these tasks from the Setup and Maintenance work area. Use **My Enterprise** on the Home page to navigate to Setup and Maintenance. Most of these tasks are under the Workforce Deployment offering unless otherwise specified in the first column of this table.

Setup Tasks for Implementing Global Payroll Interface

Implementation Tasks List	Task Name	What you must do	Where to Find Information
Prerequisite Tasks for Payroll Setup			
Setup and Maintenance	Create an Implementation Project	Create an implementation project and select the enabled Workforce Deployment offering to generate the initial list of setup tasks required to implement the Global Payroll application.	<ul style="list-style-type: none"> • How You Use Implementation Projects to Manage Setup • Manage Setup Using Implementation Projects
<ul style="list-style-type: none"> • Offering: Customer Data Management • Functional Area: Application Extensions 	Manage Territories	<p>If you're unable to find a specific country in the Manage Geographies page, create the country. Use this country to set up your organization and other setup tasks.</p> <p>Use the territory code and name to verify geographies, create legal addresses, and select the country extension.</p>	<ul style="list-style-type: none"> • Create Countries
	Select Default Currency	On the Manage Territories page, select the default currency for the country.	<ul style="list-style-type: none"> • Manage Currencies
Define Common Applications Configuration/Define Geographies for HCM	Manage Geographies	Use the territory code to verify predefined geographies and load any additionally required local	<ul style="list-style-type: none"> • Geographies for HCM

Implementation Tasks List	Task Name	What you must do	Where to Find Information
		geographies. You can import Oracle-licensed data from Loqate, for those countries where the data is available.	
Define Common Applications Configuration/Define Features by Country or Territory	Features by Country or Territory	<p>Select the correct product for your legislation.</p> <p>The country extension setting ensures that certain payroll-related features, such as element templates, work correctly in your implementation.</p> <p>For countries that use payroll interface select the extension Payroll Interface.</p> <p>Select the required address format.</p>	<ul style="list-style-type: none"> How Country Extensions are Selected
Define Common Applications Configuration/Define Enterprise Structures for HCM	Manage Legislative Data Groups	Define at least one Legislative Data Group for each country your enterprise operates in.	<ul style="list-style-type: none"> Enterprise Structures Legal Entities, Business Units, and Reference Data Sets Legislative Data Groups
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Jurisdictions and Authorities for HCM	Manage Legal Addresses	Create legal addresses for all organizational units of the enterprise before you create legal entities.	<ul style="list-style-type: none"> What's a legal address?
	Manage Legal Jurisdictions	Review the predefined jurisdictions for your country and create any jurisdictions you require for specific local taxes.	<ul style="list-style-type: none"> Overview of Legal Jurisdiction and Authorities Create Legal Jurisdictions, Addresses and Authorities
	Manage Legal Authorities	All legal entities must be registered against a jurisdiction that is governed by a legal authority. Create legal authorities as required for your country.	
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Manage Legal Entity	Create all legal entities that apply to the enterprise you are setting up. Designate the legal entity as a legal employer and as a payroll statutory unit (PSU) for payroll.	<ul style="list-style-type: none"> Legal Entities Legal Entities, Business Units, and Reference Data Sets
	Manage Legal Entity Registrations	Define registration details of the legal entity you create. Register them with the appropriate government or legal authorities for the purpose of claiming and ensuring legal or commercial rights and responsibilities.	
	Manage Legal Entity HCM Information	Manage legal entity HCM information to include statutory components as required.	

Implementation Tasks List	Task Name	What you must do	Where to Find Information
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM/Define Legal Reporting Units for HCM	Manage Legal Reporting Unit	Define legal reporting units (LRU) also known as tax reporting units, to group employee records for tax and social reporting.	<ul style="list-style-type: none"> Legal Entities Legal Entities, Business Units, and Reference Data Sets
	Manage Legal Reporting Unit Registrations	Define registrations details of the LRU and register them with the appropriate government or legal authorities for the purpose of claiming and ensuring legal or commercial rights and responsibilities.	
	Manage Legal Reporting Unit HCM Information	Review the LRU that employs and pays workers. Define statutory requirements as required.	
Define Payroll Legislations	Configure Legislations for Human Resources	Create the legislative rules for your country. Legislative rules govern default values and how you manage employee records in your organization. Configure payroll relationship rule for your country and map a person type to a payroll relationship type.	<ul style="list-style-type: none"> Legislation Payroll Relationships
Payroll Setup Tasks			
Define Payroll Legislations	Configure Payroll Legislations	Create the payroll legislative data for your country. Set up elements, balances, and other payroll-related data for implementations.	<ul style="list-style-type: none"> Legislation Payroll Relationships
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Legal Entity Calculation Cards	Review and edit predefined calculation cards for payroll statutory units. The payroll process uses the calculation rules defined on the cards to calculate earnings and deductions.	<ul style="list-style-type: none"> Calculation Cards Calculation Factors Wage Basis Rules
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM/Define Legal Reporting Units for HCM	Legal Reporting Unit Calculation Cards	Review and edit predefined calculation cards for tax reporting units. The payroll process uses the calculation rules defined on the cards to calculate earnings and deductions.	
Define Payroll/Define Earning and Deduction Definitions	<ul style="list-style-type: none"> Elements Element Classifications 	The application provides many predefined elements that cannot be modified at the implementation level. Define additional elements as required.	<ul style="list-style-type: none"> Elements, Earnings and Deductions
	Calculation Value Definitions	Review the tables that hold the rates and values used to calculate earnings, deductions and exemption amounts. Create new calculation definitions as needed.	<ul style="list-style-type: none"> Calculation Value Definitions
	Payroll Calculation Information	Review the payroll calculation information rules and definitions generated for user-defined	<ul style="list-style-type: none"> Payroll Calculation Information

Implementation Tasks List	Task Name	What you must do	Where to Find Information
		elements. These rules and definitions are used for calculation of earnings and deduction amounts.	<ul style="list-style-type: none"> Payroll Calculation Information Formulas
	Values Defined by Criteria	Create the criteria rules or evaluation conditions that determine a particular value or rate.	<ul style="list-style-type: none"> Values Defined by Criteria
	Rate Definitions	Review the predefined rate definitions and create new definition as needed. The rate definition can either be a derived rate or a value defined by criteria.	<ul style="list-style-type: none"> Rate Definitions
	Component Group Rules	Review the rules defined for earnings and deductions that belong to the same component group and create new rules.	<ul style="list-style-type: none"> Component Group Rules
Define Payroll/Define Balance Definitions	<ul style="list-style-type: none"> Balance Definitions Balance Groups Balance Group Usages Balance Exceptions Balance Exception Reports 	The application provides many predefined balances. Review the definitions of predefined balances and create new definitions, including assigning dimensions and feeds.	<ul style="list-style-type: none"> Payroll Balances
Define Payroll/Define Payment Methods/Set Up Banks, Branches, and Accounts	<ul style="list-style-type: none"> Manage Banks Manage Bank Branches Manage Bank Accounts 	Create and edit banks, branches, and accounts.	<ul style="list-style-type: none"> Bank Accounts
Define Payroll/Define Payment Methods	Organization Payment Methods	Review predefined organization payment methods and create new methods and their payment sources.	<ul style="list-style-type: none"> Payment Methods Organization Payment Methods
Define Payroll/Define Pay Frequency	Consolidation Groups	Review the consolidation groups assigned to payroll definitions and create new groups. They let you process the results from more than one payroll in a single action.	<ul style="list-style-type: none"> Consolidation Groups
	Time Definitions	Review predefined time definitions and create or update static and dynamic intervals of time.	<ul style="list-style-type: none"> Time Definitions
	Payroll Definitions	Create and update payroll definitions that specify the payment frequency, processing schedule, and other parameters.	<ul style="list-style-type: none"> Payroll Definitions Run Types Pay Frequency Periodicity
Define Payroll/Define Fast Formulas	User-Defined Tables	Review the predefined table structures and create and update new user-defined table structures.	<ul style="list-style-type: none"> User Defined Tables

Implementation Tasks List	Task Name	What you must do	Where to Find Information
	Fast Formulas	Review predefined formulas and create new ones to validate or calculate data for payroll.	<ul style="list-style-type: none"> Fast Formulas
Define Payroll/Define Payroll Flow Patterns	Payroll Flow Patterns	Review the predefined payroll flow patterns and create new patterns to meet specific requirements.	<ul style="list-style-type: none"> Payroll Flows

Security Reference

The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- [Securing HCM](#)
- [Security Reference for HCM](#)

Manage Payroll Interface

Oracle Global Payroll Interface sends personal payroll information to third-party payroll providers and imports processed payroll data into Global HR.

In a legislative data group that uses the Payroll Interface, you can do these actions:

- Extract employment, salary, and compensation details from HCM to send to a third-party payroll provider.
- Import payroll processed data, pre-generated payslips, and messages to flexfields. This processed payroll data is available within the application for further reporting and analysis.

This figure shows the inbound and outbound interfaces that enable applications to interact with third-party payroll service providers.



Extract Data from HCM

Use these predefined extract definitions.

Extract	Description	For more information, refer to
Global Payroll Interface	Extracts information that any global payroll provider requires, such as the name, address, salary, and deductions details of your employees.	Section Global Payroll Interface Extract .
Payroll Interface for ADP Global Payroll	Extracts information, such as the salary and earnings details of employees in the format that ADP Global Payroll requires.	Section Payroll Interface for ADP Global Payroll .
Payroll Interface for ADP Workforce Now	Extracts payroll data for ADP Workforce Now.	Section Payroll Interface for ADP Workforce Now .

Import Third-Party Payroll Processed Data and Payslips

Use HCM Data Loader to import these categories of data from third-party payroll providers on a periodic basis:

- Processed payroll data, such as net pay, general ledger account codes, cost center codes, depending on the practices of your payroll provider.
- Notification messages, such as confirmation of number of transactions received or processed, or warning information.
- Pay slips, for example in PDF format.

The application associates each imported record with a master record that specifies a payroll name and payroll period. It stores the imported data in inbound tables and pay slips as document of records.

Related Topics

- [Overview of Payroll Interface Inbound Records](#)
- [Implement Global Payroll Interface](#)
- [Overview of HCM Data Loader](#)

Extract Components

The HCM Extracts feature is a flexible tool for generating data files and reports. This topic covers how you can use the extract components to define what information you want the application to extract and report on.

It also explains how the application displays, formats, and delivers the information.

Extract Definitions

An extract definition refers to the complete setup of an extract, that consists of extract data groups, criteria, records, attributes, advanced conditions and output delivery options. An extract definition consists of:

- One or more extract data groups, depending on how many logical entities you want to extract.
- One or more extract records depending on how many groups of information you want to collect.
- One or more attributes depending on how many individual fields of data you want to collect.

You use HCM extracts to extract, archive, transform, report, and deliver high volumes of HCM data from the Oracle Fusion HCM database. You can generate the output in the following formats:

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

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



Data Groups

Extract data groups represent a business area or logical entity, for example person, assignment, or benefits. The application uses this information to retrieve the database item groups. You define one data group as the primary or root data group and this data group is the starting point of the data extraction.

Extract data group connections capture the association details between the current data group and the parent data group. The data group connections form the hierarchical relationship among the data groups.

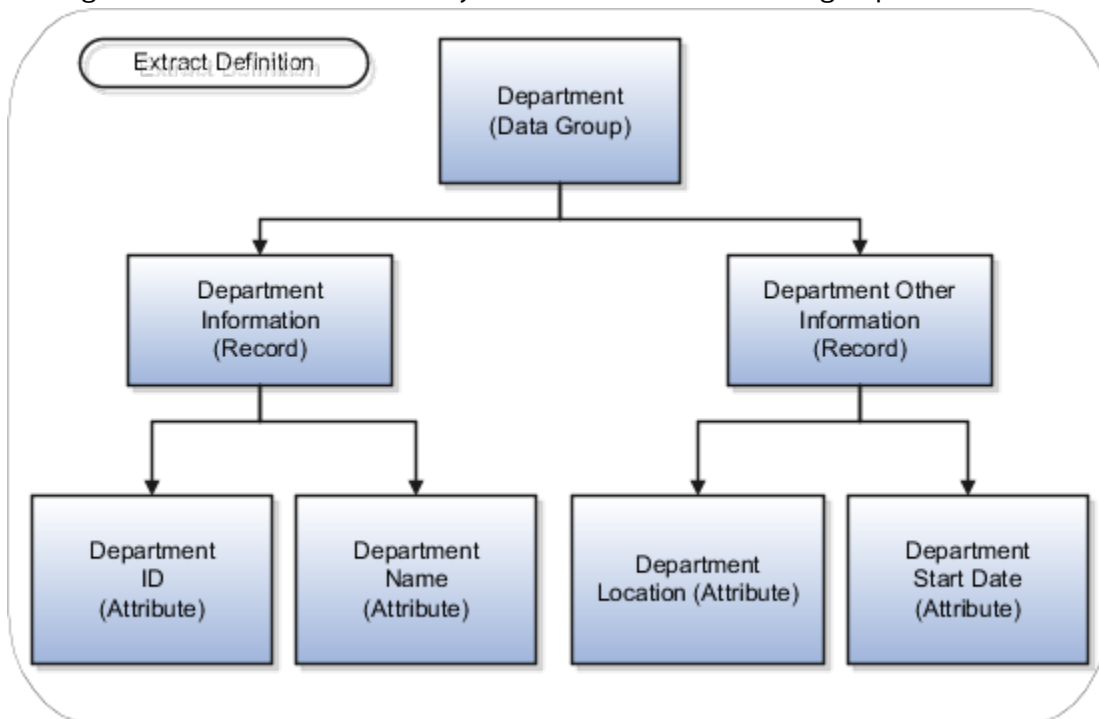
You can define a set of filtering conditions the application must perform on an extract data group using the extract data group criteria. You specify the criteria conditions using an expression or fast formula.

Extract Records

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

Attributes

Attributes are the individual fields inside the extract record. An attribute is the lowest attribute level of a HCM extract and represents a piece of information, for example, person first name, person last name or person date of birth. This figure demonstrates the hierarchy of information within a data group definition.



Threading Database Item

A threading database item is a unique identifier for a given user entity to uniquely identify an extracted record. Configuring threading database items makes the comparison and identification of changes in Changes Only extract runs more efficient. You can define one threading database item at the root data group or at any child data group level.

Conditional Actions

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

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

Note: We strongly recommend users to avoid using conditional actions which can adversely impact the runtime performance of an extracts run.

Exclusion Rules

You can exclude or override a record that doesn't suit your requirements with your own record by using an exclusion rule. The extract process doesn't process excluded records based on the legislative data group.

Note: We strongly recommend not using exclusion rules as these are extremely difficult to troubleshoot when records get excluded. Alternatively, use BI Publisher templates to handle the processing of conditional actions and exclusion rules.

Related Topics

- [HCM Extract Types](#)
- [Define Extracts](#)
- [Overview of Generating Flexfield Database Items](#)
- [How Extracts are Validated](#)

Implement Global Payroll Interface

Use the Workforce Deployment and Compensation Management offerings to configure and manage Payroll Interface. Use predefined payroll interface extract definitions to send payroll-related employee information to a third-party payroll provider. The setup steps required for payroll interface vary depending on your business requirements.

Workforce Deployment Offering

This table specifies the functional areas of the **Workforce Deployment** offering that you use to set up payroll interface. For the full list of functional areas and features in this offering, use the Associated Features report.

Functional Area	Use To	For more information, refer to
Payroll	Create payroll definitions, payment methods, and LDGs, define an element, manage salary, set up salary basis and object groups.	Implementing Global Payroll guide.
Enterprise Profile	Load geographies to create the geography structure for each country.	Implementing Global Human Resources guide.
Legal Structures	Create legal jurisdiction for your country or territory and additional Tax Reporting Units.	Implementing Global Human Resources guide.
Organization Structures	Create business units to associate with other objects.	Implementing Global Human Resources guide.

Functional Area	Use To	For more information, refer to
HCM Data Extract	Configure Process Configuration Group profile options.	Implementing Global Human Resources guide.
Elements and Formula	Define payroll elements.	Implementing Global Payroll guide.

Compensation Management Offering

Use the **Workforce Compensation** functional area to configure salary basis and to associate it base pay element.

Set up License Type for Country or Territory

Use the **Features by Country or Territory** task to set up **Payroll Interface** as the Selected Extension.

Complete these steps:

1. On the Home page, click the **Features by Country or Territory** quick action under the **My Client Groups** tab.
2. For the country you're performing the implementation, select **Payroll Interface** in the **Selected Extension** column.
3. Click **Save**.

Delivered Payroll Interfaces

Configurations that are common to all delivered payroll interfaces are covered in the Common Configurations for Interfaces chapter in this guide. You can find the additional specific configurations needed for each of the interfaces as mentioned.

Note: For integrations with any third party payroll application, except ADP, Global Payroll Interface should be used.

Interface Name	Which Chapter to Refer?
Global Payroll Interface	Generate Your Payroll Interfaces: to configure the payroll interface Global Payroll Interface: for specific configuration and features supported
Ramco Payroll Interface	Generate Your Payroll Interfaces: to configure the payroll interface Global Payroll Interface: for specific configuration and features supported
Ascender Payroll Interface	Generate Your Payroll Interfaces: to configure the payroll interface Global Payroll Interface: for specific configuration and features supported
Immedis Payroll Interface	Generate Your Payroll Interfaces: to configure the payroll interface

Interface Name	Which Chapter to Refer?
	Global Payroll Interface: for specific configuration and features supported
Zalaris Payroll Interface	Generate Your Payroll Interfaces: to configure the payroll interface Global Payroll Interface: for specific configuration and features supported
ADP Global Payroll Interface	Payroll Interface for ADP Global Payroll Oracle Payroll Connect for ADP Global Payroll: for Payroll Connect
ADP Workforce Now	Payroll Interface for ADP Workforce Now
Any other third party payroll vendor	Generate Your Payroll Interfaces: to configure the payroll interface Global Payroll Interface: for specific configuration and features supported

Related Topics

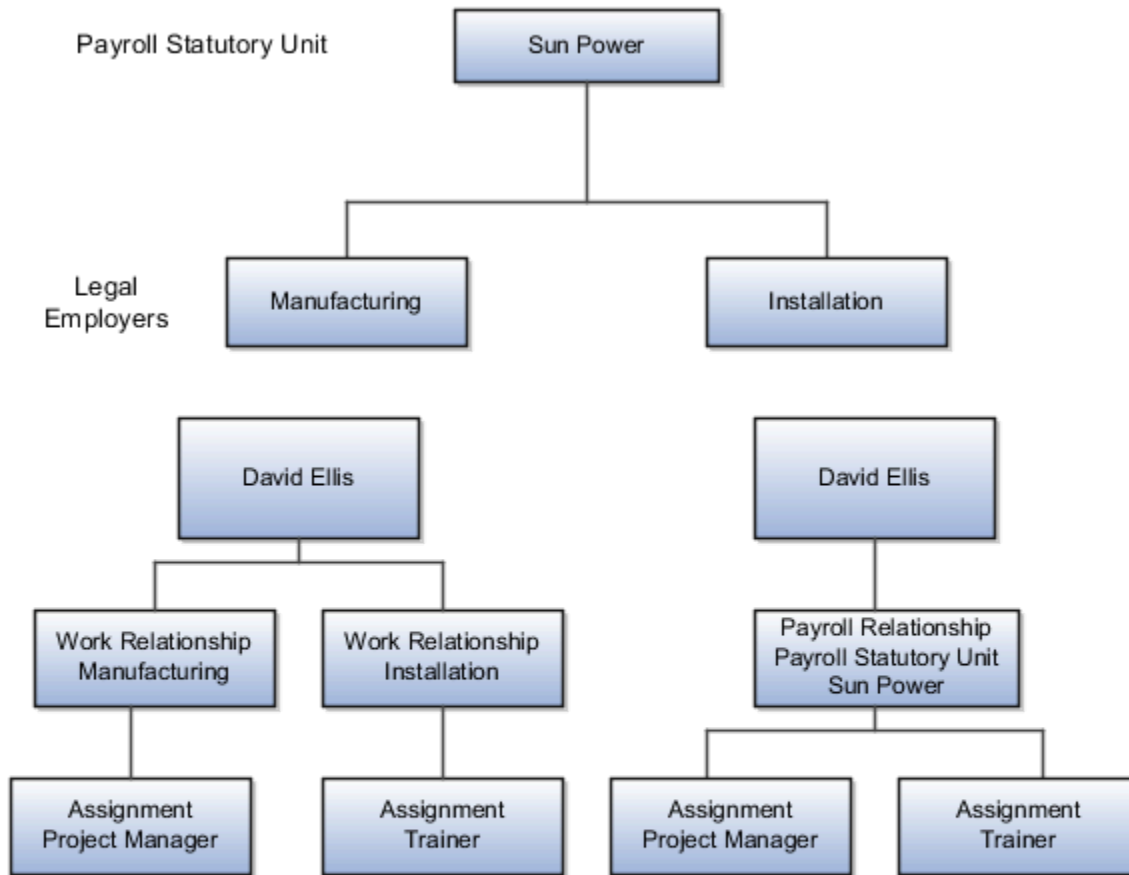
- [Overview of Global Payroll Interface Extract](#)
- [Overview of Payroll Interface for ADP Global Payroll](#)
- [Overview of Payroll Interface for ADP Workforce Now](#)

Overview of Payroll Employment Model

In the payroll employment model, each person has a payroll relationship to a payroll statutory unit (PSU), and one or more payroll assignments and other employment structures.

Comparing the HR and Payroll Employment Models

This diagram shows the human resource (HR) employment model and the payroll employment model contrast where two legal employers, Manufacturing and Installation belong to one PSU, Sun Power. As you can see, David Ellis has two assignments where the HR model creates two work relationships and the payroll employment model creates one payroll relationship.



Related Topics

- [Payroll Employment Hierarchy Profile Options](#)
- [Employment Level Options for Payroll Elements](#)
- [How do I diagnose payroll employment model setup issues?](#)

Overview of Implementing Payroll Relationship

A payroll relationship is the highest level of the payroll employment model. It groups a person's assignment records for payroll statutory calculation and reporting purposes.

The assignments grouped within a payroll relationship always belongs to the same PSU and person type such as employee.

A payroll relationship enables you to enter information for a person in Oracle HCM Cloud that impacts their pay such as salary, compensation, time cards, and absences.

For employees with multiple assignments, payroll relationships support tax and social insurance calculations that you perform on earnings from all assignments grouped within the relationship. The results of payroll processes such as **Calculate Payroll** are accordingly held against the payroll relationship of a person.

Payroll relationship rules and mappings control the creation of payroll relationships and define how they're processed by Cloud Payroll for a localization. These rules and mappings are automatically available for country extensions which are predefined by Oracle. If you're configuring a legislation that isn't predefined by Oracle, use the **Configure Legislation for Human Resources** task to define the payroll relationship and mapping rules.

Related Topics

- [Configure Legislations](#)
- [Overview of Administering Payroll Relationships](#)

Payroll Relationship Rules

Define a payroll relationship rule for each HCM Cloud legislation. The rule controls when and how payroll relationships are created for a person. Oracle HCM Cloud delivers predefined payroll relationship rules for all country extensions.

If you're configuring a legislation that isn't predefined by Oracle, define mapping rules for all person types including candidates that the legislation uses. The **Configure Legislation for Human Resources** task would create mapping rules for person types such as employee. You can use this task to create any person type mapping rules that aren't predefined by Oracle.

This table describes the application behavior based on the available payroll relationship rules for a legislation.

Create Employment Records Based on Rules	Application Behavior
Last Record	<p>When you create an assignment, the application searches for an active payroll relationship of the same person type and for the same PSU.</p> <ul style="list-style-type: none"> • If an active payroll relationship exists, the application groups the assignment under the existing payroll relationship. • If an active payroll relationship doesn't exist, the application creates a new payroll relationship for the assignment.

Create Employment Records Based on Rules	Application Behavior
	The Last Record rule is used in localizations such as the UK.
Lifetime Record	<p>When you create an assignment, the application searches for a payroll relationship of the same person type and for the same PSU.</p> <ul style="list-style-type: none"> If a payroll relationship exists, the application groups the assignment under the existing payroll relationship. If the payroll relationship is terminated, the application removes the end date. If a payroll relationship doesn't exist, the application creates a new payroll relationship for the assignment.
New Record	When you create an assignment, the application creates a new payroll relationship. Each payroll relationship is associated with one work assignment.

Note: These rules apply to all new assignments, including the assignment that the application creates when a person is rehired.

Related Topics

- [Configure Legislations](#)
- [Overview of Administering Payroll Relationships](#)

Payroll Relationship Type Mappings

Define payroll relationship type mappings for each HCM Cloud legislation. The mappings control when the application creates payroll relationships for a specific type of person such as employee or candidate. The mappings also define if the person type is processed by Cloud Payroll.

Oracle HCM Cloud delivers predefined payroll relationship type mappings for all the supported country extensions. If you're configuring a legislation that isn't predefined by Oracle, define mapping rules for all person types including candidates that the legislation uses. The **Configure Legislation for Human Resources** task would create mapping rules for person types such as employee. You can use this task to create any person type mapping rules that aren't predefined by Oracle.

This table summarizes the behavior of the application when a person type is mapped to these payroll relationship types.

Note: Few legislations have extended this list of payroll relationship types to meet their country specific requirements.

Payroll Relationship Type	Application Behavior
Standard	Creates a payroll relationship and includes the person in payroll processes.
Element Entries Only	Creates a payroll relationship, but doesn't include the person in payroll processes.

Payroll Relationship Type	Application Behavior
Pending Worker Standard	Creates a payroll relationship and includes the person in payroll processes
Pending Worker Element Entries Only	Creates a payroll relationship, but doesn't include the person in payroll processes.
Candidate Standard	Creates a payroll relationship and includes the person in payroll processes.
Candidate Element Entries Only	Creates a payroll relationship, but doesn't include the person in payroll processes.

Note: If a person type isn't mapped to a payroll relationship type, the application doesn't create payroll relationships. In this scenario, you wouldn't be able to capture payroll information for the person type such as salary, element entries, and personal payment methods.

Payroll Relationship Type Mappings Example for US Legislation

Payroll relationship types are mapped to one or more person types for each legislation.

Here's an example of the mapping rules predefined for the US legislation.

Person Type	Payroll Relationship Type	Process in Payroll
Employee	Standard	Yes
Retiree	Standard	Yes
Non-Worker	Non-Worker	No
Contingent Worker	Contingent Worker	No
Contingent Worker Candidate	Candidate Element Entries Only	No
Employee Candidate	Candidate Standard	No

Here, Employee and Retiree person types are both mapped to the Standard payroll relationship type. If a US worker has both employee and retiree assignments within the same PSU, the application will group these assignments under the same payroll relationship.

Note: Use the **Configure Legislation for Human Resources** task in **My Client Groups** to view the predefined rules for your legislation.

Related Topics

- [Configure Legislations](#)
- [Overview of Administering Payroll Relationships](#)

2 Common Configurations for Payroll Interfaces

Set up License Type for Country or Territory

Use the Features by Country or Territory task to set up Payroll Interface as the Selected Extension.

Complete these steps:

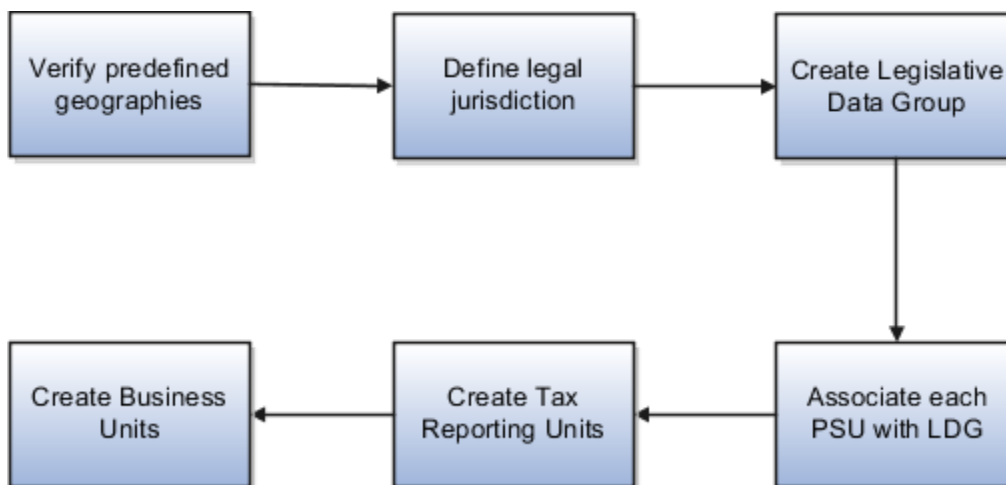
1. On the Home page, click the **Features by Country or Territory** quick action under the **My Client Groups** tab.
2. For the country you're performing the implementation, select **Payroll Interface** in the **Selected Extension** column.
3. Click **Save**.

Define Enterprise Structures for Payroll Interface

You can model the enterprise to meet legal and management objectives. Include the enterprise structures that are required to support payroll relationships for your workers.

Use the **Manage Enterprise HCM Information** task in Setup and Maintenance to configure implementation specific details at the enterprise level.

To confirm your enterprise structures setup, perform these actions.



In the Setup and Maintenance work area:

1. Search for and select **Manage Geographies** task to verify the predefined geographies and to load any additional local geographies.

2. Search for and select **Define Legal Jurisdictions and Authorities** task to create these:
 - A legal jurisdiction if not already created or predefined for your country or territory.
 - A legal authority for each government body that you interact with.
 - Addresses for legal entities and legal authorities.
3. Search for and select **Manage Enterprise HCM Information** task to create a legislative data group (LDG) for each country of operation to partition your payroll data.
4. Search for and select **Legal Entity** task to perform these actions.
 - Create at least one legal entity designated as a payroll statutory unit (PSU) for each LDG.
 - Associate each PSU with one LDG.
 - Optionally, create calculation cards for statutory deductions for each PSU, if supported by the LDG.
5. Search for and select **Legal Reporting Unit** task to perform these actions.
 - Create any additional tax reporting units (TRU) that you need.
 - Optionally, create calculation cards for statutory deductions for each TRU, if supported by the LDG.
6. Search for and select **Business Unit** task to create business units that you use to associate other objects.

Related Topics

- [What's a payroll statutory unit?](#)
- [Update Existing Setup Data](#)

Load Geographies

Load geographies to create the structure for each country. In turn, a geography structure defines the geography types that are part of the country structure. Also, it describes how the geography types are hierarchically related within the country structure.

For example, you can create geography types called State, City, and Postal Code. Use the **Load Geographies for US** task to load geographies.

Note: For United States and Canada, use these two tasks for loading geography data from Vertex:

- Load Geographies for United States
- Load Geographies for Canada

Complete these steps:

1. In the **Setup and Maintenance** work area, go to the **Load Geographies for US** task in the Enterprise Profile functional area.
2. On the Load Geographies for US page, **Processes** tab, select the **Validate Input Parameters and Load Geography Information** job.
3. In the **Data Source** field, select your data file or the delivered GBG/Loqate file.
4. Click **Submit** and monitor the process to completion.

Related Topics

- [Geography Hierarchy](#)
- [Update Existing Setup Data](#)

Legislative Data Groups

Legislative data groups are a means of partitioning payroll and related data. At least one legislative data group is required for each country where the enterprise operates.

Each legislative data group is associated with one or more payroll statutory units. Each payroll statutory unit can belong to only one legislative data group.

Payroll-related information, such as elements, is organized by legislative data group. Each legislative data group:

- Marks a legislation in which payroll is processed.
- Is associated with a legislative code, currency, and its own cost allocation key flexfield structure.
- Is a boundary that can share the same set up and still comply with the local laws.
- Can span many jurisdictions as long as they're within one country.
- Can contain many legal entities that act as payroll statutory units.

Legislative Data

Use the Configure Legislations for Human Resources task under My Client Groups to create and edit payroll rules for countries or territories not initially provided by Oracle.

Objects you can configure include:

- Legislative rules
- Element classifications
- Valid payment types
- Component groups
- Balance dimensions
- Legislative data groups

Legislative Rules

Legislative rules govern how to manage employee records when you rehire employees into your organization. For example, for some countries, a rehire continues to be associated with the earlier payroll relationship, thereby having access to prior data, such as year-to-date balances. For some other countries, a rehire creates a new payroll relationship record with no access to prior data. The statutory rules for your country or territory determine the selections you make, such as the starting month of the tax year.

The legislative rules you can configure include mappings between system person types and payroll relationship types. This mapping controls which person types you can include in payroll calculation processing.

Element Classifications

Element classifications are collections of related elements. You select the primary classifications you want to include for your elements. You can provide new display names for element classifications to match the terminology that's most appropriate for your country or territory.

Valid Payment Types

Payment types are how you issue payments to workers. The predefined payment types are Check, Cash, EFT (electronic funds transfer), and International Transfer. You can provide new display names for payment types to match terminology that's most appropriate for your country or territory.

Component Groups

Component groups are logical sets of payroll components, which are the rates and rules that determine calculated values for some earnings and deduction elements. You can provide new display names for the component groups you want to support to match terminology that's most appropriate for your country or territory.

The Configure Legislations for Human Resources task creates a calculation card definition and payroll components for each component group you enable. When you create elements in certain classifications and categories, the element template associates the element with a payroll component and creates calculation components that you can add to workers' calculation cards. The calculation card creates the components for the component groups you selected. The element template then associates these components with the statutory elements you create. Ensure that you associate these components with your employees through element eligibility for a calculation to be processed.

Depending on the legislative rules, if you enable the Federal or Social Insurance component groups and set your country extension on the Features by Country or Territory page to Payroll Interface for your country or territory, hiring workers automatically creates a statutory deduction calculation card for them. Ensure that you create eligibility records for your statutory deduction elements before hiring any workers.

Note: Payroll interfaces extract component group details only for the predefined country extensions delivered by Oracle.

Balance Dimensions

Balance dimensions identify the specific value of a balance at a particular point in time, based on a combination of criteria, including time, employee relationship level, jurisdiction, and tax reporting unit. You can provide new display names for the balance dimensions you want to support to match terminology that's appropriate for your country or territory.

The Configure Legislations for Human Resources task creates some predefined balances that the application uses within the statement of earnings. Additionally, the Net Payment balance is required to set up organization payment methods.

Note: Payroll interfaces don't extract balance details.

Legislative Data Groups

Use the Manage Legislative Data Groups task in the Setup and Maintenance area to define at least one legislative data group for each country or territory where your enterprise operates.

Create a Payroll Statutory Unit and Associate with a LDG

Use the Manage Legal Entity task to create a Payroll Statutory Unit and associate it with a LDG.

Complete these steps:

1. In the **Setup and Maintenance** work area, go to the **Manage Legal Entity** task in the Legal Structures functional area.
2. On the Create Legal Entity page, **Name** field, enter **InFusion USA West**.
3. In the **Legal Entity Identifier** field, enter **US0033**.
4. Optionally, enter **Start Date**. When the start date is blank, the legal entity is effective from the creation date.
5. Optionally, enter an **End Date**.
6. Select the **Payroll statutory unit** check box.
7. Select the **Legal employer** check box.
8. Enter the registration information.
9. In the **Legal Address** field, search for and select a legal address. Ensure that the legal address is entered previously using the Manage Legal Address task.
10. In the **EIN** or **TIN** field, enter either the EIN or TIN.
11. In the **Legal Reporting Unit Registration Number** field, enter the registration number.
12. Click **Save and Close**.

Related Topics

- [Update Existing Setup Data](#)

Create Payroll Definitions

Payroll definitions indicate the payment frequency and processing schedule. Use payroll definitions to group employees with similar pay characteristics. You can associate employees with payroll through payroll relationships.

Define one payroll for each payment frequency to pay employees, which the enterprise can use to pay its employees. You can use three pay frequencies, namely Monthly, Biweekly, and Weekly to process payments for the different categories of your employees.

While you create payroll definitions, use these definitions to specify payroll details:

- Effective Start Date
- First Period End Date
- Number of Years

Effective Start Date

The effective start date is the first date when the payroll definition is available for employee data. The start date must be on or before the earliest date of any historical data that you want to load.

For example, for a payroll starting on 1/1/2013 with five years of historical payroll data to load, set the start date of the payroll definition to 1/1/2008.

The effective start date doesn't affect the generated calendar of payroll periods. The start date for the first payroll period is based on the first period end date.

First Period End Date

The first period end date is the end date of the first payroll period that the application generates for a payroll definition. It is based on the date of implementation, tax year, benefits enrollments, or a particular payment cycle.

For example, if your weekly payroll work week is Saturday through Friday and your first payment date is on 1/6/12, use 12/30/11 as the first period end date.

Number of Years

The number of years represents how many years of time periods to generate starting from the beginning of the first payroll period, which the first period end date determines.

After you save a payroll definition, you can only increase, but can't decrease this parameter. This is because the application would have already generated a calendar of time periods.

To create payroll definitions, perform these steps:

1. On the Home page, click the **Consolidation Groups** quick action under the **My Client Groups** tab.
2. On the Consolidation Groups page, Search Results section, click **Add Row** from the **Actions** menu.
3. In the **Name** field, enter a name.
4. In the Legislative Data Group field, select a **US Legislative Data Group**.
5. Click **Save**.
6. Click **Done** to return to the Search page.
7. Click the **Payroll Definitions** quick action under the **My Client Groups** tab.
8. In the Search Results section, click **Create** from the **Actions** menu.
9. In the **Legislative Data Group** field, select a LDG.
10. Click **Continue** to open the Create Payroll: Basic Details page.
11. Enter the details and click **Next**.
12. Click **Next** to open the Payroll Calendar page.
13. Repeat the steps to create other payroll definitions.

Related Topics

- [Create Payroll Definitions](#)
- [Update Existing Setup Data](#)

Set Up Payroll Interface Object Groups

Use Object Groups to group one or more payrolls together. Global Payroll interface extracts data of one or multiple payrolls defined within a legislative data group to a single output file.

You can also group employees. For example, group those employees for whom the regular extraction process wasn't complete for further processing.

Note: This configuration is optional.

1. In the **Setup and Maintenance** work area, go to the **Manage Object Groups** task.
2. Create an object group and complete these fields:
 - o **Name:** Specify a meaningful name
 - o **Legislative Data Group:** US Legislative Data Group name
 - o **Type:** Payroll Relationship Group
 - o **Static or Dynamic:** Dynamic
3. Select the **Advanced Options** check box.
4. Click **Continue**.
5. On the **Create Object Group** page, specify the **Start Date** and **End Date** as applicable.
6. Click **Next**.
7. In the **Payroll Definition** section, add a new record.
8. Select the payrolls that you want to group together using the lens icon into this section.

Note: You can also group employees using Object Groups. Perform the steps 1 through 6 to create a group of employees for impromptu extraction scenarios.

- o In step 2, **Static or Dynamic**, select Static.
- o In step 7, instead of choosing the Payrolls into the Payroll Definition section, select the relevant payroll relationships into the Payroll Relationship section.

9. Submit the changes.

Related Topics

- [Update Existing Setup Data](#)

Create Rate Definitions for Payroll Interface

Optionally, you can create rate definitions to calculate compensation rates and other rates. For example, accrual rates, using payroll balances, element entry values, or values defined by criteria.

Use the **Rate Definitions** task in **My Client Groups** to convert the base salary defined in one pay frequency to multiple frequencies.

Here's how you can create a rate definition:

1. In the Create Rate Definition dialog box, complete these fields:

Field	Value
Category	Element
Legislative Data Group	US
Storage Type	Amount This value must be the same as the Input Value chosen when you defined the Salary Basis.
Element Name	Select the required value.

2. Click **OK**.
3. On the **Create Rate Definition** page, consider these points:
 - o The **Overall salary** check box is selected.
 - o The periodicity of this rate definition matches up with the periodicity of the salary basis to which the underlying element is mapped.
 - o The **Rate Contributor** is defaulted to the same input value that was specified in the corresponding salary basis.
4. Click **Submit**.

Related Topics

- [Create Rate Definitions for Leave](#)
- [Create Rate Definitions for Overall Salary](#)

Set up a Payment Method

Payment methods indicate the method of payment, such as check/cheque, cash, or credit. They associate a source bank account with each such payment types.

Do not specify a run type while you create a personal payment method because it doesn't hold any significance in a payroll interface scenario.

To create a payment method and associate it to a payment source, perform these steps:

1. On the Home page, click the **Organization Payment Methods** quick action under the **My Client Groups** tab.
2. Click **Create** to create a payment method under the US legislative data group.
3. In the **Payment Type** field, select **Check/Cheque**.
4. In the Payment Sources section, select **Create** from the **Actions** menu to open the Create Payment Source page.

5. Provide the bank account and payment information details.
6. On the Create Payment Source page, complete the field in order as shown in the table:

Field	Value
Name	Payroll EFT Source US
Bank Account Name	Bank A
Bank Reference	123456789
Company Reference	456789012

7. Submit the changes.

Related Topics

- [Update Existing Setup Data](#)

Manage Configuration Groups for Payroll Interface

Payroll process configuration groups provide sets of processing parameters related to logging and performance.

Use the **Payroll Process Configuration** task to review the default settings in the default configuration group. For example, you might change the values for chunk size or number of threads to optimize performance while processing payroll interface or generating payroll interface output..

Manage Personal Payroll Information

A Payroll Manager performs these steps to optionally upload personal payroll information, such as initial balance values or employee bank details.

1. Follow these steps to load initial balances:
 - o Create balance initialization elements.
 - o Use the HCM Data Loader to load the initial values to the staging tables.
 - o Submit the Load Initial Balances task to initialize the balances in the Payroll Calculation work area.
2. To load personal bank information for EFT payments using any existing organization payment methods for individual employees, use the Personal Payment Methods task to migrate the bank data.

Related Topics

- [Payment Sources in Organization Payment Methods Setup Examples](#)
- [Update Existing Setup Data](#)

Create Payroll Elements

This example shows how to define elements for a US legislative data group where the country extension is set to Payroll Interface.

This table summarizes the key decisions for each element that you define and provides the selections for this example.

Decision to Consider	In This Example
What is the primary classification?	<p>One of these choices:</p> <ul style="list-style-type: none"> Standard Earnings Supplemental Earnings Taxable Benefits Pretax Deductions Voluntary Deductions <p>Information elements aren't supported.</p>
At which employment level should this element be attached?	<p>Select the appropriate level. Typical examples are:</p> <ul style="list-style-type: none"> Payroll relationship level for deductions and benefits elements Assignment or terms level for salary, pension, and social insurance elements Assignment level for overtime rules, rates, and bonus elements <p>Verify whether your third-party payroll provider can handle terms-level information.</p>
Does this element recur each payroll period, or does it require explicit entry?	Select Recurring or Nonrecurring .
What are the values to enter for deduction elements?	<p>Period Deduction Amount</p> <p>Goal Amount</p>

Define an Element

Before you define an element, set your country extension to **Payroll Interface** on the Features by Country or Territory page. This setting controls the behavior of important payroll-related features, such as element templates.

1. On the Home page, click the **Elements** quick action under the **My Client Groups** tab.
2. On the Elements page, click **Create**.
3. Select your Legislative Data Group.

4. Select the primary classification that matches the purpose or use of the payroll element.

Element	Example	Primary Classification
Recurring base pay	Annual salary, hourly earnings	Standard Earnings
Recurring payments	Allowance	Standard Earnings
Nonrecurring payments	Bonus	Supplemental Earnings
Recurring or nonrecurring voluntary deductions	Savings plans, charitable contributions, or uniform deposit	Voluntary Deductions

5. In the **Category** field, select **Standard**.
6. Select the secondary classification that corresponds to the selected primary classification.

Example Purpose or Use	Secondary Classification
Recurring base pay	Regular
Nonrecurring payment	Bonus
Recurring voluntary deduction	Select the relevant choice. If there is none, leave it blank.

7. Click **Continue**.
8. On the **Basic Information** page, complete these fields. Click **Next**.

Field	Sample Value
Name	Annual Salary Hourly Wages Allowance Spot Bonus Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.

Field	Sample Value
Effective Date	1/1/1951 Enter an early date so that the payroll element is available for use immediately.
Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Select the appropriate level, such as terms or assignment level for salary.
Does this element recur each payroll period, or does it require explicit entry?	Recurring or Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Does this element have a limit on the amount which is exempt from Federal Tax?
Does this element have a limit on the amount which is exempt from Federal Tax?	No
Does this element have a limit on the amount which is exempt at state level?	No

9. Click **Next**.

10. On the **Additional Details** page, complete these details:

Field	Value
What is the default periodicity of this element?	Bimonthly
Periodicity Conversion Rule	Standard Rate Annualized

11. Verify whether the information is correct, click **Submit**.

Set Up Values for Deduction Elements

Configure values for deductions and select the special purpose **Primary Input Value** as one of the values.

Specify a value that limits the amount deducted for a value using a goal amount for recurring elements.

1. On the **Element Summary** page, **Element Overview** hierarchy, select **Input Values**.
2. From the Actions menu, select **Create Input Values**.
3. For all deduction elements, enter these values:

Field	Value
Name	Name of the value, such as Period Deduction Amount
Display Sequence	1
Special Purpose	Primary input value or Percentage
Unit of Measure	Money
Create a Database Item	Yes

4. For recurring deduction elements with a goal amount, name the value **Goal Amount**
5. Click **Save**.
6. Click **Submit**.

Set Up Element Eligibility

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

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix as **Open**.

5. In the **Eligibility Criteria** section, select **All payrolls eligible**.
6. Save and submit the element.

Related Topics

- [Update Existing Setup Data](#)

Element Entries Processing in Payroll Interface

In Oracle HCM Cloud, one or more of the implemented human resource modules may automatically generate element entries. For example, voluntary deduction element entries may be created automatically during Benefits implementation.

Entries from Benefits

Oracle Benefits Cloud creates voluntary deduction element entries, and the entries get date-effectively updated when changes occur in the employee's enrollment data. These entries also get automatically deleted when the employee backs-out of an enrollment.

The application extracts and consumes these date effective updates as a normal element entry would. However, when deletions happen, handle it through the generation of the deleted data report.

In such scenarios, generate the Deleted Data Report before you run the payroll interface. To make this output available to the application, perform the necessary deletions on the payroll interface before consuming the new set of entries.

Entries from Absences and Time and Labor

Generally, the Absences, and Time and Labor module post their entries into the Absences and Time Card calculation cards respectively. The interface doesn't process the entries for these calculation cards.

However, for some cases like absence pay out, element entries conforming to one of the below mentioned types could be made:

- The payroll interface stores the rate at which the absences need to be paid. Only the duration to be paid in number of hours or days is passed through element entries. In such cases, name the input value that reports the duration as,
 - Hours: Delivered input value
 - Days: Delivered input value)
 - Number: If you have created a custom input value, name it as Number
- Both the rate and duration of the absence that you want to pay out are passed through element entries. In such cases, name and report the input values as,
 - Rate of payment through the input value called Rate.
 - Duration of payment through the input value called Hours or Days or Number.

Note: Payroll interface won't process duration coming through any other input value names.

Related Topics

- [Deleted Data Report for Payroll Interface](#)

Associate Employees with Payroll

You can associate new and existing employees to provide additional assignment information.

New Employees

When you hire an employee using the HCM hire flow, specify the payroll to which the employee must be mapped in the Payroll Details sub section of the Assignment section.

Existing Employees

On the **Payroll Relationships** page, you can associate newly-hired employees to the respective payroll.

1. On the Home page, click the **Payroll Relationships** quick action under the **My Client Groups** tab.
2. On the Payroll Relationships page, add a payroll in the Payroll Details section.

Manage Additional Employee Information

You can manage additional employment information for payroll interface for ADP in one of these ways:

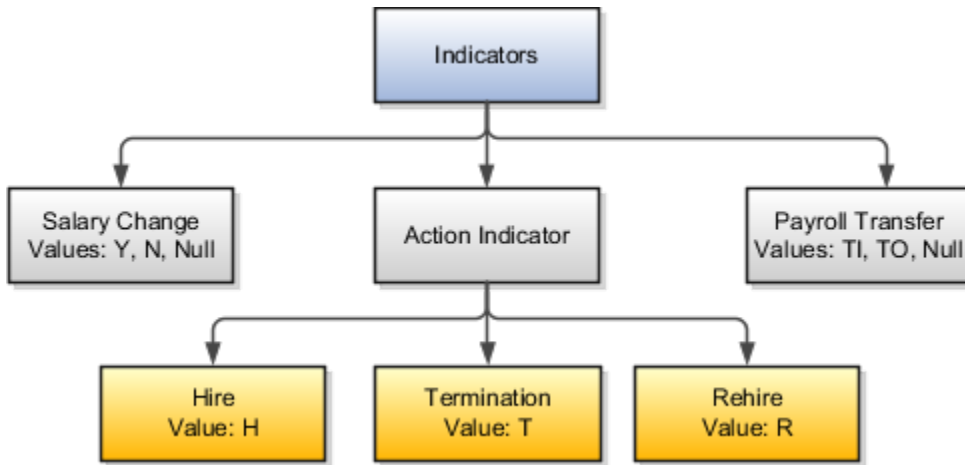
1. Use the **New Person** task when you hire an employee.
2. Use the **Person Management** task for existing employees.

Note: Ensure that you have loaded the master list of applicable values that ADP provides into the HCM application before you map employees with those values.

Action Indicators for Payroll Interface

Indicators identify and indicate the transactions that cause change in the employment.

Action indicators include hire, termination, and rehire values.



This table describes the indicators:

Indicator	Description
Hire, Termination, Rehire	<ul style="list-style-type: none"> Located within the Service data. Represented by values H, T, R respectively. If the employee record is extracted for a change other than these, such as, an assignment change, the action indicator shows the value O - Other Changes. Reported only once for an employee.
Salary Change	<ul style="list-style-type: none"> Indicates whether a salary change has happened during extraction. Located within the Assignment data. Represented by values Y, N, and Null.
Payroll Transfer	<ul style="list-style-type: none"> Located within the Payroll Relationship details. Represented by values TI (Transfer In), TO (Transfer Out) and Null. When a payroll transfer happens, the payroll transfer indicator shows these values: <ul style="list-style-type: none"> TO on the data corresponding to the payroll from which the employee has moved out. TI on the data corresponding to the payroll into which the employee has moved in.

This table summarizes the behavior of the indicators for various scenarios:

Indicator Name	Action Effective Date	1-Mar to 31-Mar	Any period after 31-Mar (Periodic Extract)	Daily Extract for 4-Mar	Daily Extract for 5-Mar	Daily Extract for 6-Mar
New Hire	Hire Date = 5-Mar-2017	ActionIndicator = H The application includes all attributes for the person as the person is extracted	ActionIndicator = O. Prior value for New Hire = H The application retrieves the	The application doesn't generate any reports for the employee.	ActionIndicator = H The application includes all attributes for the person as the person is extracted	ActionIndicator = O Prior value for ActionIndicator = H.

Indicator Name	Action Effective Date	1-Mar to 31-Mar	Any period after 31-Mar (Periodic Extract)	Daily Extract for 4-Mar)	Daily Extract for 5-Mar	Daily Extract for 6-Mar
		for the first time. All prior value must be null.	changed attributes with prior values. It doesn't include persons that don't have any changed attribute.		for the first time. All prior value must be null.	The application retrieves the changed attributes with prior values. It doesn't include any person that doesn't have any changed value.
Terminate	ATD = 20-Mar-2017 The date on which the employee was terminated - 5-Mar-2017.	ActionIndicator = T The application retrieves all termination details and the attributes that have changed in the period.	ActionIndicator = O The application retrieves the HR data for employees that are no longer with the company. The status of such employees is Inactive. If there are payroll data changes, the application continues to extract the employee till the Final close date.	ActionIndicator = O Prior Value = N/Blank. The application retrieves all changed or marked attributes.	ActionIndicator = T Prior Value = O The application retrieves all changed or marked attributes. The application extracts the termination details with the actual termination date as 31-Mar-2017 in the assignment data. The prior value for termination date is blank	ActionIndicator = O. Prior Value = T The application retrieves all changed attributes. The application doesn't retrieve the employee even though no attribute has changed.
Rehire	Rehire Date = 5-Mar-2017	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.
Payroll Transfer	Payroll Transfer date = 5-Mar-2017	In the first payroll: Payroll transfer = TO (=transfer out), the employee is available under the first payroll till 4-Mar. In the second payroll: Payroll transfer TI (=Transfer In), the employee is available in the second payroll from 5-Mar.	The employee is available in the second payroll. Payroll transfer = blank	The employee is available in the first payroll. Payroll transfer = TO	In the second payroll: Payroll transfer = TI, the employee is available in the second payroll from 5-Mar.	The employee is available in the second payroll. Payroll transfer = blank
Salary change	Salary change date = 5-Mar-2017	Salary change = Y Prior Value = N/Blank.	Salary change = N/Blank Prior Value = Y if the application	Salary Change = N/Blank Prior Value = N/Blank if the	Salary Change = Y Prior value = N/Blank.	Salary Change = N/Blank if application extracts the employee.

Indicator Name	Action Effective Date	1-Mar to 31-Mar	Any period after 31-Mar (Periodic Extract)	Daily Extract for 4-Mar	Daily Extract for 5-Mar	Daily Extract for 6-Mar
		The salary record shows the latest salary record based on the current design with the effective dates starting from 5-Mar. The element entries display the salary element entry records ending on 4-Mar and starting on 5-Mar	extracts the employee.	application extracts the employee.	The salary record shows the latest salary record based on current design with effective dates starting from 5-Mar. The element entries display the salary element entry record starting on 5-Mar.	
Salary Change = N/Blank if the employee is extracted.	Hire Date = 5-Mar-2017. Termination recorded on 5-Mar-2017 ATD = 20-Mar-2017.	ActionIndicator = H The application populates the termination details for the employee with ATD as 20-Mar-2017.	The application extracts the employee due to the element changes. ActionIndicator = O.	The application doesn't extract the employee.	ActionIndicator = H The application populates the termination details for the employee with ATD as 20-Mar-2017.	ActionIndicator = O The application reports other employee data as appropriate.
	Hire Date = 5-Mar-2017. Termination recorded on 6-Mar-2017 ATD = 20-Mar-2017.	ActionIndicator = H The application populates the termination details for the employee with ATD as 20-Mar-2017.	The application extracts the employee due to the element changes. ActionIndicator = O.	The application doesn't extract the employee.	ActionIndicator = H The application reports other employee data as appropriate.	ActionIndicator = T The application populates the termination details for the employee with ATD as 20-Mar-2017.
Terminate and Rehire in the extraction period	Mar-2017 Date on which the termination was recorded = 5-Mar-2017 Rehire Date = 21-Mar-2017.	If the same payroll relationship ID is used for rehire ActionIndicator = R, the application populates the termination details with ATD as 20-Mar-2017.	ActionIndicator = O	ActionIndicator = O	ActionIndicator = T. The application populates the termination details for the employee with ATD as 20-Mar-2017.	When extract is run for 21-Mar-2017: ActionIndicator = R.
Hire, Terminate and Rehire in the same period	Hire Date = 1-Mar-2017. Termination recorded on 5-Mar-2017 ATD = 20-Mar-2017 Rehire Date = 21-Mar-2017	If the same payroll relationship is used for rehire ActionIndicator = R the application populates the termination details. Also, it populates the previous hire details.	ActionIndicator = O	When running the extract for 1-Mar-2017, ActionIndicator = H From 2-Mar to 4-Mar, it will be O.	ActionIndicator = T. The application populates the termination details for the employee with ATD as 20-Mar-2017.	When extract is run for 21-Mar-2017: ActionIndicator = R.

Identify Stale Hires

Understand whether the application has already reported the current value of the Action Indicator appearing in the output file for an employee in a previous extraction. The application can determine whether the action for the current value of the Action Indicator, especially H, should be triggered or not.

For example, a newly hired employee has been reported in the output file with **Action Indicator** as **H**. The Hire action corresponding to the value H was completed by the third-party application. Due to some reasons, the extract was re-run for the same extraction window resulting in the same employee getting reported again with the Action Indicator as H. For the third-party application to not process this employee as a new hire again, the **Indicator Repeated** reports a value **Y**. This process conveys the third-party application that this employee isn't a new hire record and should not be processed as a new hire.

Some scenarios where the value of Action Indicator could repeat are:

- Ad-hoc extraction runs covering retrospective data changes. Such runs will have their start dates pushed back in history but their end dates will be the same or later than the end date of the previous run.
- With periodic extractions, the extract might actually be run daily with the extraction window sliding by a day every time. This run might cause an overlap of extraction windows.

Manage Payroll and Salary Definitions

Use the Payroll Definitions task in My Client Groups to specify payment frequency, processing schedule for a particular payroll. Create at least one payroll definition for each payroll period type that you use to pay employees.

Use payroll definitions to group employees with similar pay characteristics so that reporting and processing of payroll by the third party payroll application becomes efficient.

Task	Use To
Salary Basis	Configure salary basis that specifies the frequency of amount sent to payroll and stored as salary. For more information about salary basis, see Section: Salary for Payroll Interface for ADP Global Payroll.
Object Groups	Extract data for either one payroll or multiple payrolls that are defined within a legislative data group. You can also group employees. For more information about setting up object groups, see Section: Set up Object Groups.
Rate Definitions	Convert the salary defined in one frequency to equivalent value in another frequency. For more information about creating rate definitions, see Section: Create Rate Definitions.

Related Topics

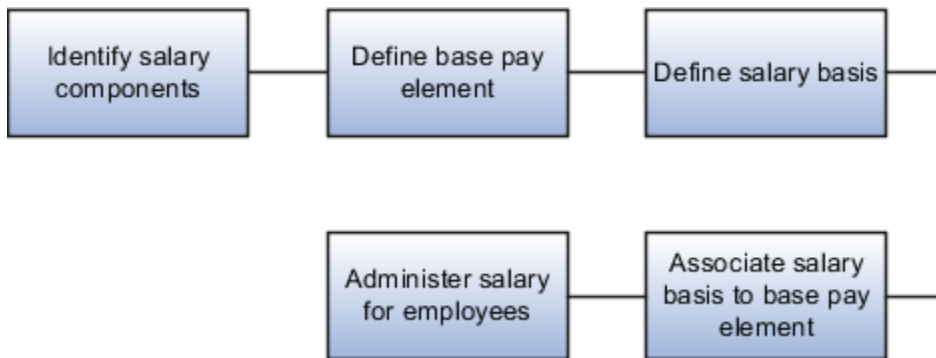
- [Create Payroll Definitions](#)

Manage Salary for Payroll Interface

Salary components itemize new or adjusted salary into one or more components that reflect different reasons for the allocation, such as merit, adjustment, and location. To configure the use of salary components, use the Salary Basis task in the Compensation work area.

The salary basis specifies the frequency of the amount sent to payroll and stored as salary, such as annual or hourly amount. Use the Elements task to define salary basis, which holds the payroll element for base pay.

Managing salary involves these steps



Perform these steps to create an element to use with salary basis.

1. On the Home page, click the **Elements** quick action under the **My Client Groups** tab.
2. In the Search Results section, click **Create** from the **Actions** menu.
3. In the Create Element dialog box, enter these details:

Parameter	Value
Legislative Data Group	Legislative Data Group under which you want to create the element
Primary Classification	Standard Earnings

4. Click **Continue** to open the Create Element: Basic Information page.
5. Enter these basic details:

Parameter	Value
Name	Annual Salary
Reporting Name	Enter the name that you want to display on reports for this element.

Parameter	Value
Effective Date	1/1/1951. Enter an early date so that the payroll element is available for use immediately in your salary bases.
What is the earliest entry date for this element?	First Standard Earning Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Match the employment level to the level at which the salary basis is associated with workers, either Assignment Level or Term Level.
Does this element recur each payroll period, or does it require explicit entry?	For base pay, use Recurring.

6. Complete the additional details as appropriate. Click **Next**.
7. Click **Next** to open the Create Element: Review page. Review the element definition.
8. Click **Submit** to open the Element Summary page.
9. In the Elements Overview section, select **Element Eligibility**. Select **Create Element Eligibility** from the **Actions** menu. Create an open element eligibility for the element just defined.

Set up Salary Basis

The salary basis type specifies how to determine the salary amount for a worker.

Note: When managing salary for employees, use the salary basis with the frequency that matches up with the employee pay frequency.

Here's how you can set up salary basis:

1. On the Home page, click the **Salary Basis** quick action under the **My Client Groups** tab.
2. On the Salary Basis page, click **Create** and specify the details.
3. Click **Save and Close** to return to the Salary Basis page.

Related Topics

- [Update Existing Setup Data](#)

Process Leave of Absence

When an employee is on a Leave of Absence, processing of payroll for the employee depends on the organization's policies. Some organizations may continue to process the employee's pay while some others may suspend the payroll run for the employee.

Use **Assignment Status** to communicate whether the application should process the assignment of the employee in the current period payroll.

Global Payroll Interface reports the Assignment Status, which comprises of HR and Payroll status.

- HR status: Status of assignment from HR perspective, determines whether the assignment is active, inactive, or suspended.
- Payroll status: Determines whether to include the assignment in payroll processing.

Record Leave of Absence

In **Setup and Maintenance** work area, use the **Manage Assignment Status** task in the **Workforce Functional** area to extend the list of assignment statuses and create statuses specifically for LoA. For example, create a status to convey that the employee is on LoA and another to convey that the employee is back to work. Each of these statuses will have the payroll status mentioned as **Process** or **Do not process** as required.

HR managers or specialists can update date effective assignments by setting the assignment status appropriately when an employee goes on leave of absence or returns from one.

Related Topics

- [Assignment Status](#)

Extract Employment Data in Payroll Interface

In alignment with the Oracle Global Human Resources, the payroll interface has deprecated the employment terms level.

As a result, data groups that were directly under **EmploymentData** doesn't return any data.

Data groups that were directly under EmploymentData earlier are now available and extracted under **AssignmentData**. For example, **EmploymentData > AssignmentData** won't be extracted anymore. Instead, you can find **ContractDetails** data under **EmploymentData > AssignmentData > ContractDetails**.

Options to Extract Terminated Employees

The application continues to process a terminated employee in payroll and make payments even after the employee leaves the company or after their last regular salary has been processed.

These dates determine till when the application processes an employee in payroll.

- Last Standard Earning Date
- Last Standard Process Date
- Final Close Date

Last Standard Earning Date

The date till which the employee can be paid his regular salary. This date is the employee's actual termination date.

Last Standard Process Date

The date on which the last regular payroll for the employee is processed. This date is the period end date of the payroll to which the employee is terminated.

Final Close Date

The date on which all settlements to the employee are expected to complete. No payments can be processed for the terminated employee after the final close date.

By default, the application sets the Final Close Date to end of time, which is 31-Dec-4712. You can modify the date manually as required. For example, if an employee is terminated in June, the application processes employee's last regular payroll in June. To make the full settlement in October, set the Final Close Date as 31st October.

Note: Payroll elements that have Final Close Date as their latest Entry Date remain available for payment to the terminated employees till the employee's Final Close Date. For example, if the bonus element is defined with the last entry date as Final Close date, you can use this element for paying bonus till 31st October.

Generate Baseline Extract

Run the Global Payroll Interface in Baseline Only mode to generate a full baseline extract record without producing any output file. The Global Payroll Interface uses this baseline record for comparison of attributes in the next incremental run.

You can generate a baseline extract when:

- HCM Cloud and the third-party payroll application are in sync, and you don't want to send the interface output file to the payroll application.
- You want to report additional attributes that were part of a delivered enhancement with other changes in the next incremental run.

Here's how you perform baseline extraction:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the **Legislative Data Group** from the list of values.
3. Search for and select **Run Global Payroll Interface V2** or **Run Payroll Interface for ADP Global Payroll V2** flow pattern.
4. Provide these values on the **Submit a Payroll Flow** page:

Parameters	What You Do
Payroll Flow	Enter a meaningful name.
Changes Only	Select All Attributes.
Object Group	Select the object group. If multiple groups exist for regular extractions, you must perform baseline extraction for all the groups.
Payroll	Select the payroll. If multiple groups exist for regular extractions, you must perform baseline extraction for all the groups.
Process Start Date	Specify the same start date as mentioned in the last completed regular run.
Process End Date	Specify the same end date as mentioned in the last completed regular run.
Instance Name	Select a value.
Process Configuration Group	Select the required process configuration group.
Baseline Only	Select Yes.

5. Ensure that the process completes successfully.

Related Topics

- [Overview of Global Payroll Interface Extract](#)
- [Run Payroll Interface Process for ADP Global Payroll](#)
- [Run Global Payroll Interface Process](#)

Enable Diagnostic Log

Use Diagnostic Log to identify the exact location and root cause of issues that you encounter in the interface process.

If you encounter any errors, perform these steps to enable the diagnostic log on ADP Global Payroll Interface process:

1. Login to the application as BI Administrator and navigate to BI Catalog.
2. Navigate to **/Shared Folders/Human Capital Management/Payroll Interface** folder. Select the desired report and click **Schedule**.
3. Specify the **flowInstanceName**.

4. Click the **Diagnostic** tab and select the **Enable Consolidated Job Diagnostic** check box.
5. Click **Submit**, and schedule the report by providing a **Report Job Name**.
6. Click **OK**.
7. After the job is complete, go to **Report Job History** from **Catalog**. Search the name of the job that you submitted.
8. Click **Report Job Name** from the search results.
9. Use the download icon next to **Diagnostic Log** in the **Output and Delivery** section.

Configure Payroll Interface Properties

Delivered payroll interfaces are supported by additional configurations to ensure the primary and supplemental functionalities are accomplished. These additional configurations are delivered using the existing infrastructure like lookups, user defined tables, profile options and so on.

Use **Configure Payroll Interface Properties** to consolidate additional configurations, required for a selected payroll interface.

Follow these steps to configure payroll interface properties:

- On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
- Select **Configure Payroll Interface Properties** under **Data Exchange Configurations** on the Data Exchange page.
- Select the required payroll interface. A list of configurations/properties associated with the interface is displayed in the Payroll Interface Properties page.

Properties can be associated at one of the three levels, namely Enterprise, Legislative Data Group (LDG) or Payroll levels.

- If Legislative Data Group and Payroll level is not selected, the configuration is considered to be done at the Enterprise level. Only those properties that are associated at Enterprise levels can be configured. Properties that are by default associated with a Legislative Data Group or Payroll will not be editable.
- If Legislative Data Group is selected, properties associated with Legislative Data Group level are displayed as also Enterprise level properties that you can override at the Legislative Data Group level will also be enabled.
- If Legislative Data Group and Payroll level is selected properties associated with payroll level as also Legislative Data Group level properties that you can override at payroll level will be enabled.

For each configuration or attribute within that configuration, the default value is displayed (where seeded). Provide an override value if you want to change the default value.

Submit the changes after all configurations are complete.

Review the properties using **Show Properties** in the Payroll Interface Properties page once the changes are submitted.

Select the respective Legislative Data Group and/or Payroll to review the changes made at Legislative Data Group and/or Payroll level using **Show Properties**.

If you have already made additional configurations in the existing infrastructures, you won't be impacted until you port your configurations to this page.

3 Global Payroll Interface

Overview of Global Payroll Interface Extract

Use the Global Payroll Interface report to extract payroll and employee details, such as the salary and deduction details.

Note: Global Payroll Interface extracts and reports only employee information.

Global Payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records are all effective dated records that are effective within the specified extraction window. For all other data, Global Payroll Interface reports the top of the stack record that's effective within the specified extraction window.

You can use Business Intelligence Publisher templates to send the extracted data to the payroll provider. Copy this extract definition to generate a custom flow with the same name as the extract.

You can add custom fields to the extract definition. The extracted data includes global and country specific data. Depending upon the LDG, the application copies country specific data. For example, when you copy a GPI extract definition within an Australian LDG context, global and Australia specific data is copied to the new extract.

For the countries that support a calculation card, if you copy the delivered GPI V2 into the country's LDG, you get both global and data including the calculation card. If the country doesn't support a calculation card, only global data is extracted with the country specific name, address and bank account formats, and so on.

Payroll Interface uses the HCM Extracts infrastructure. All delivery options available within HCM Extracts are available for Global Payroll Interface. For example, the output file can either be sent across through SFTP or using HCM Connect over to pre-specified destinations.

Before You Begin

Set up certain elements including license type for country and territory while you configure the Global Payroll interface. Use the **Features by Country or Territory** task to set up **Payroll Interface** as the **Selected Extension**.

Geographies and Legislative Data Group

In the **Setup and Maintenance** work area, use the **Load Geographies for US** task in the Enterprise Profile functional area to load geographies and create the geography structure for each country. Ensure that you have selected the Data Source of either GBG/Loqate or your own provider.

In the **Setup and Maintenance** work area, use the **Manage Legislative Data Groups** task in the Workforce Structures functional area to define the legislative data groups to identify the country and its currency. Define at least one legislative data group for each country and associate it with a PSU to provide the payroll information for workers.

Legal Employer

A legal employer is a legal entity that employs workers. Define the legal entity type depending on the organization structure as follows:

- One legal entity that's also a payroll statutory unit and a legal employer.
- Multiple legal entities which are children of one payroll statutory unit.

Payment Methods

Use the **Organization Payment Methods** task in **My Client Groups** to create at least one payment method for each combination of legislative data group, payment type, and currency. You can also create rules to validate or process the distribution of payments.

When creating a payment method, select the **Payment Type** as **Electronic Funds Transfer (EFT)**.

Related Topics

- [Load Geographies](#)

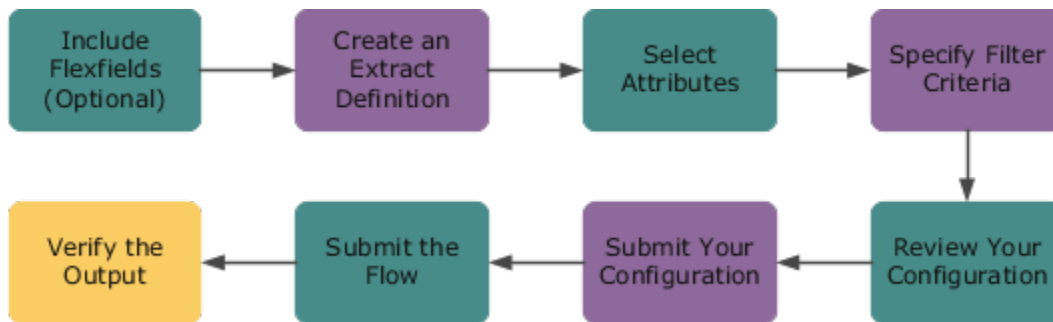
Generate Payroll Interface Using a Template

Global Payroll Interface has now been enabled as a template. Take advantage of this payroll interface configurator to generate your ready-to-submit payroll interfaces based on the Global Payroll Interface template.

- Configure and implement the payroll interface easily, without having any knowledge of the technicalities involved
- Select or deselect data elements to interface and add custom flexfields
- Add filters to refine the data for extraction

When you have completed your data element and filter selections and submitted your configurations, the application creates an extract definition. The user interface reflects the status of the configuration that you have submitted. When the status becomes Ready, you can find,

- A valid extract structure
- Compiled formulas
- Refined parameters
- Configurable delivery options
- A flow that's ready for submission to get your desired data extracted



Include Flexfields (Optional)

If you want to include additional flexfields, here's how you can push that data to the extract definition.

1. Search for and select **Submit a Flow** task under the **My Client Groups** tab.
2. Select a legislative data group.
3. Search for and select **Manage Global Payroll Interface Features Usage** flow.
4. Complete these fields:
 - **Payroll Flow Name:** Provide a meaningful name to the current flow so that you can track it later.
 - **Activate Usage:** Choose the Create Extract Definition Flexfield Data option.
 - **Feature:** Select the Global Payroll Interface option.
 - **Component:** You can select any of these components according to your requirements:
 - Assignment Extra Information
 - Legislative Person Extra Information
 - Person Extra Information
 - **Sub component:** You can select the data elements for the component you have selected. The application pushes all the contexts that you have created under this sub-component to the Global Payroll Interface flexfields structure.
5. Submit the flow.
6. Once you submit the flow, you can find these additional data under Business Objects while you create an extract definition. Let's say, you had selected the Assignment Extra Information component and submitted the flow. In this scenario, all the contexts defined under Assignment Extra Information get listed under Business Objects, and the attributes defined for the selected context get listed under Attributes.

You can select the required additional data while configuring the payroll interface using the Global Payroll Interface template, and the extract output pulls all the data you have selected.

Create an Extract Definition

Here's how you configure the payroll interface using the Global Payroll Interface template:

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
2. Search for and select **Extract Definition** on the Data Exchange page.
3. Create an extract. On the **Create Extract Definition** dialog box, complete these fields:
 - **Name:** Provide the name of the interface. The application generates the flow with this name. Let's say, the name is ABC Payroll Interface, then the flow gets generated as Run ABC Payroll Interface.
 - **Start Date:** Provide a start date to create the extract definition.

- **Type:** Select the type as Payroll Interface.
 - **Changes Only:** Ensure that you have selected this check box.
 - **Legislative Data Group:** Search for and select an appropriate legislative data group.
 - **Source Template:** Select the source template as Global Payroll Interface.
4. Click **OK**. You will find a list of default objects and attributes that are available. You can find the **Business Objects** in the left pane and the **Attributes** for the selected objects in the right pane.
 5. Select the business objects to be included in the extract under Business Objects. You can find the attributes that are available in each business object under Attributes. Select or deselect the attributes for each business object based on your requirement. You can also add filter criteria on the selected data group. For example, you can filter Address as Mailing or Home Address.
 6. Once you have selected the attributes, click **Review** in the left-most pane to review your selection.
 7. Click **Save** to submit your configuration. You can view the status of your configuration that you have submitted. The application creates an extract definition with the interface name you had provided earlier, creates, and compiles all the required fast formulas.
 8. Once the **Status** on the **<Payroll Interface Name>: Review** page is Ready, you can find a ready-to-submit flow on the **Flow Submission** page with the same interface name.

Note: If you want to manage your extract definition, search for and select **Extract Definitions** on the **Data Exchange** page, and click **Advanced Edit**.

Note: Use only delivered payroll interfaces for integrating with ADP Global Payroll, ADP Celergo and ADP Workforce Now. Payroll interfaces for ADP Global Payroll, ADP Celergo and ADP Workforce Now should not be generated using the GPI template using the configurator UI.

Note: To make changes to the parameters in the extraction definition generated using GPI template, make use of the Flow Patterns page. Don't make the changes directly in the extract definition. Follow these steps to make changes in the **Flow Patterns** page

1. Navigate to My Client Groups > Payroll > Show More on Quick Actions > Flow Patterns
2. Search by pattern name. This will be same as the name provided when generating the interface using GPI template in in the configurator UI.
3. Click the edit icon and make necessary changes in the parameter tab.
4. Save the changes.

For information about GPI Configurator output specifications, see the following document on My Oracle Support ([https:// support.oracle.com](https://support.oracle.com)): (Doc ID 2815130.1)

Generate Payroll Interfaces for Payroll Connect Vendors

You can generate a standard payroll interface for the Payroll Connect vendors. You don't have to create multiple copies of the same interface for various countries.

Use the **Generate Payroll Connect Interfaces** process to generate payroll interfaces for Oracle Payroll Connect vendors.

Use this process to convert an interface defined at one Legislative Data Group level to enterprise level and to inject country level data into the interface converted to enterprise level.

When configuring payroll interface for payroll connect partners, create an initial interface at any Legislative Data Group level selecting the global attributes you want to include in the interface across countries. This creates an interface with all global data required in the standard interface for the payroll partner.

Follow these steps to run the **Generate Payroll Connect Interfaces** process to convert Legislative Data Group level interface to enterprise level interface:

1. Search for and select **Submit a Flow** task under the **My Client Groups** tab.
2. Search for and select **Generate Payroll Connect Interfaces** flow.
3. Complete these fields:
 - o Payroll Flow Name: Provide a meaningful name.
 - o Usage: Select **Configure Payroll Connect**.
 - o Consumer: Select the appropriate Payroll Connect partner.
 - o Extract Definition: Select the extract definition created through the configurator for the selected payroll partner.
4. Submit the flow.
5. To include country specific data for countries after converting to enterprise level interface, run the **Generate Payroll Connect Interfaces** process again with the usage parameter value as **Incorporate Country** and inject country level data for countries which have an extension provided by Global Payroll Interface.
6. You can start using the interface after running this process to generate the output files for the payroll partner.

Note: Use only delivered payroll interfaces for integrating with ADP Global Payroll, ADP Celergo and ADP Workforce Now. Payroll interfaces for ADP Global Payroll, ADP Celergo and ADP Workforce Now should not be generated using the Generate Payroll Connect Interfaces process.

Effective Dates

The payroll interface extract uses the effective start date and end date features to manage the data elements. The two data elements EffectiveStartDate and EffectiveEndDate contain the start and end date of the records extracted.

Note: Both Global Payroll and ADP Global Payroll interfaces extract the top of the stack record effective on the date of extraction for all HR-related data. The interface considers the Process End Date parameter that you specify at the time of submitting the payroll interface as the effective date for data extraction.

For extracting data, the interface uses the **Process End Date** parameter specified at the time of submitting the payroll interface as the effective date.

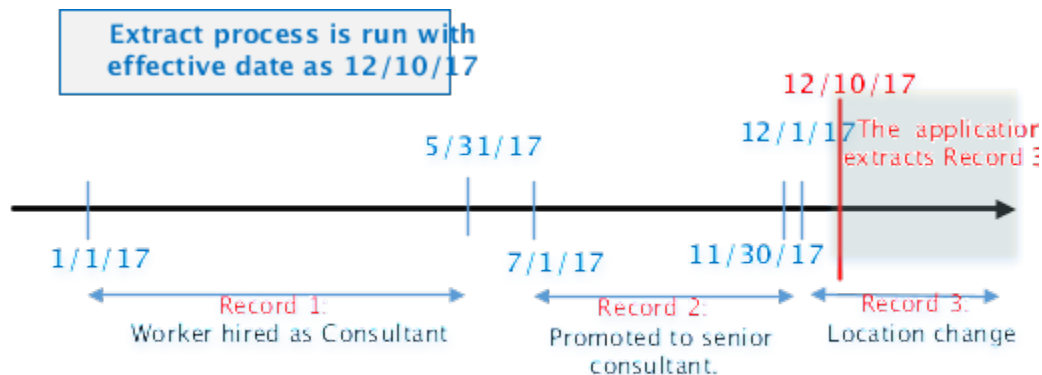
For example, consider these set of date effective assignment data records for an employee:

Record ID	Start Date	End Date	Description
1	1-Jan-17	31-May-17	The worker is hired as Consultant.
2	1-Jun-17	30-Nov-17	The worker gets promoted as Senior Consultant.
3	1-Dec-17	End of time	The worker gets a change in location.

Scenario 1

When you run the extract process with effective date as 10-Dec-2017, the application extracts Record 3.

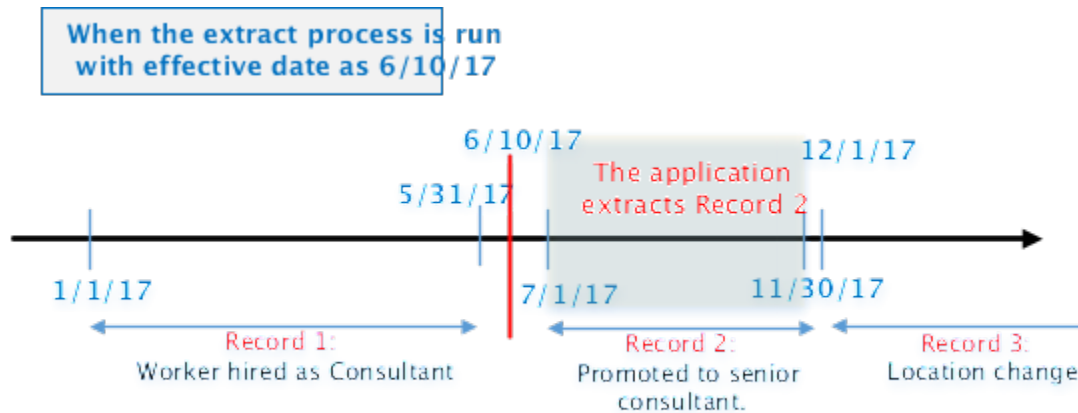
This figure shows which record is extracted when the extract process is run with effective date as 10-Dec-17:



Scenario 2

When you run the extract process with effective date as 10-June-2017, the application extracts Record 2.

This figure shows which record is extracted when the extract process is run with effective date as 10-June-17:



Include Ready to Transfer Time Entries

You can generate payroll interfaces that include time entries for your third-party payroll vendor using the Global Payroll Interface template.

The **Time Entries Ready To Transfer** extract will extract approved or unapproved time entries marked **ready-to-transfer**.

You can also include changes made to previously transferred entries and deleted entries.

When time entries are included, comparison of snapshots and generating incremental files with changes are handled internally by the interface. So it's recommended that you create interfaces that include time entries without selecting the **changes only** check box.

It's recommended that you create and maintain interfaces that include **Time Entries Ready To Transfer** separately from regular payroll interfaces.

To create an interface with **ready-to-transfer** time entries perform the following steps:

1. Go to My Client Groups > Data Exchange > Extract Definition
2. Click **Create** icon
3. Enter the following in the window that pops up:
 - a. **Name:** Any meaningful name. The interface will be created with this name
 - b. **Start Date:** As required by your implementation
 - c. **Type:** Payroll Interface
 - d. **Changes Only:** Ensure this is unchecked
 - e. **Legislative Data Group:** Select as appropriate from the LOV
 - f. **Source Template:** Global Payroll Interface
4. Click on **Ok**
5. Time entries Ready To Transfer can be found under Global Person Information > Employment Information > Assignment Data > Time Entry Ready To Transfer Data

Integrate Salary Using Simple Components

Integrate salary based on simple components with third-party payroll systems using the Global Payroll Interface template to generate payroll interfaces.

Here's how you configure the payroll interface using the Global Payroll Interface template:

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab
2. Search for and select Extract Definition on the Data Exchange page.
3. Create an extract. In the Create Extract Definition dialog box, complete these fields:
 - o Name: Provide the name of the interface. The application generates the flow with this name. For eg: if the name is ABC Payroll Interface, then the flow gets generated as Run ABC Payroll Interface.
 - o Start Date: Provide a start date to create the extract definition.
 - o Type: Select Payroll Interface.
 - o Changes Only: Ensure that you have selected this check box.
 - o Legislative Data Group: Search for and select the appropriate legislative data group.
 - o Source Template: Select **Global Payroll Interface**
4. Click OK. You will find a list of default objects and attributes that are available.
5. Select **Salary Simple Component Details** under **Salary**. You can find the attributes available under **Attributes**.
6. Click **Save** to submit your configuration and wait for the status to reflect **Ready**.

Integrate Summary Person Level Absence Records

Generate payroll interfaces using the **Global Payroll Interface For Absence** template to integrate summary level person absence records with third-party payroll vendors.

Absences that are effective within the specified extraction window (process start and end date params) will be extracted. Only those employees who have absences effective within the specified extraction window will be extracted.

Here's how you configure the payroll interface using the Global Payroll Interface For Absence template:

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
2. Search for and select **Extract Definition** on the Data Exchange page.
3. Create an extract. On the Create Extract Definition dialog box, complete these fields:
 - o **Name**: Provide the name of the interface. The application generates the flow with this name. Let's say, the name is ABC Payroll Interface, then the flow gets generated as Run ABC Payroll Interface.
 - o **Start Date**: Provide a start date to create the extract definition.
 - o **Type**: Select the type as Payroll Interface.
 - o **Changes Only**: Ensure that you have selected this check box.
 - o **Legislative Data Group**: Search for and select an appropriate legislative data group.
 - o **Source Template**: Select the source template as **Global Payroll Interface For Absence**.
4. Click **OK**. You will find a list of default objects and attributes that are available.

5. Select **Absence Information**. You can find the attributes available under **Attributes**.
6. Once you have selected the attributes, click **Review** in the left-most pane to review your selection.
7. Click **Save** to submit your configuration and wait for the status to reflect **Ready**.

Run the generated Absence Interface

Use the **Submit a Flow** task to submit the global payroll interface process.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. Search for and select the name of the extract definition provided during creation of the payroll interface.
4. On the **Enter Parameters** page, enter these parameters.

Parameter	Value
Payroll Flow	Enter a meaningful name.
Changes Only	Changed and marked attributes/All attributes/Changed attributes
Object Group	<p>The application extracts data depending on the conditions mentioned in the selected object group.</p> <ul style="list-style-type: none"> ○ If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. ○ If the object group is a group of payroll relationships created for exception reporting, the application extracts only those payroll relationships (employees) mapped to this object group.
Payroll	<p>Payroll is an optional parameter you can use if you want to extract employees by payroll.</p> <p>If you specify payroll, the application extracts only those employees that are mapped to a particular payroll.</p> <p>Note: The application will extract data only if you provide either an Object Group or a Payroll or a combination of both.</p>
Process Start Date	<p>Enter the start date of the extraction window.</p> <p>Note: Payroll data is extracted only if the Process Start Date is provided.</p> <p>Absences that are effective within the specified extraction window (process start and end date parameters) will be extracted.</p>

Parameter	Value
Process End Date	<p>Enter the end date of the extraction window. The application considers this date as the effective as of date and extracts those records effective as on this date.</p> <p>Note: Payroll data is extracted only if the Process End Date is provided.</p> <p>Absences that are effective within the specified extraction window (process start and end date parameters) will be extracted.</p>
Instance Name	Development/Production/QA Test
Process Configuration Group	Select the required process configuration group
Baseline Only	Yes/No

5. Click **Submit**. Monitor the status of the process to successful completion.

Set Up Recommendations for Global Payroll Interface

Follow certain recommendations while configuring Global Payroll Interface on Oracle HCM Cloud.

Discuss with the Global Payroll team for any additional requirements you may have for some of the business objects, such as address format. Perform configurations in the HCM cloud to address these additional requirements.

Set the License Type and Load Geography Data

Use the **Manage Features by Country or Territory** task under **Setup and Maintenance** to set license types.

Set the license type for all countries that are part of the implementation scope to,

- Human Resources or None
- Payroll Interface

Load geography data from respective applications before starting with other configurations.

Note: For the United States and Canada, load the geography data from Vertex.

Oracle HCM Cloud delivers extensions for almost 120 countries under these classifications:

- Tier 1: HR Only extension
- Tier 2: HR and some parts of payroll extension

- Tier 3: Fully localized including compliant payroll

For countries where Oracle has either not delivered an extension or has delivered a light extension, you may require additional configurations to use these legislations.

Legislative Data Groups and Employment Models

The best approach is to set up one Legislative Data Group (LDG) for one country.

Actions and Reasons

When you want to modify HR Actions for addressing business requirements, discuss the list of custom actions and their underlying system actions with ADP for a value-mapping. This discussion ensures that ADP can perform appropriate actions when these actions are extracted as part of the output file.

Currency

Set up currencies with the same number of decimal places, as has been set up in Global Payroll. Discuss with ADP Consultants before finalizing the number of decimal places in Oracle HCM Cloud.

Payrolls

The best approach is to configure all pay frequencies supported by the payroll vendor for every legislation as payrolls within the respective legislations in Oracle HCM Cloud. The employee payroll mapping in Oracle HCM Cloud must be in sync with the mapping in the payroll system.

So the best idea is to carry out payroll definitions after consulting the Payroll implementation team.

Elements

Specify the output currency for elements as the currency associated with the legislative data group while configuring elements.

Typically, components that are part of a regular salary and are paid to the employee every pay period are configured as recurring elements. Components that aren't part of the regular salary and are paid only when applicable are configured as nonrecurring elements.

We recommend all earnings elements containing the input value Amount and payments fed into this input value. The application creates the input value automatically when delivered element classifications are used.

When you map an earnings element to a salary basis, specify the input value to which the salary would be fed as Amount.

For other input value types such as number, rate, percentage, Hours and Days, consult with your payroll vendor and create input values accordingly.

- If the current implementation requires elements that report a number such as the Number of Dependents, create these elements with an input value Number. Store the actual value to be passed to ADP in this Number input value.
- If the current implementation requires elements that report a rate such as a Rate per Overtime Hour, create these elements with an input value Rate. Store the actual value to be passed to ADP in this Rate input value.

- If the current implementation requires elements that report a percentage such as a percentage of basic salary, create these elements with an input value Percentage. Store the actual value to be passed to ADP in this Percentage input value.
- Input values Hours and Days are not supported by ADP Global Payroll.

Elements for Benefits

Oracle Benefits uses elements of primary classification Voluntary Deductions to communicate the amount to be deducted from the employee for participation in benefit plans.

When creating these elements in payroll interface scenarios, these elements get created without any default input values. Here, payroll interface scenarios mean where you have selected the **Selected Extension** under **Manage Features by Country or Territory** for the country as **Payroll Interface**. Use the **Add Input Values** option to create appropriate input values for such elements. Map these elements and input values to the corresponding benefits plans.

Object Groups

Object Groups are used to combine payrolls of interest, and perform the payroll interface extraction for this object group.

When setting up a group of payrolls, use the **Payroll Inclusions and Exclusions** section to specify the payrolls of interest. Similarly, when setting up a group of payroll relationships, use the Payroll Relationship Inclusion and Exclusion section to specify the payroll relationships of interest.

Personal Payment Methods

Personal Payment Methods are used by employees to choose how they want to receive payment of their salary. Employees can distribute payment of their salary to different payment options like a direct deposit to their bank accounts, cheques (checks), or cash using percentages, fixed amounts, or a combination.

We recommend to not specify a **Run Type** while creating personal payment methods. The Run Type field on the Personal Payment Methods page doesn't hold any significance in a payroll interface scenario.

Set Up SFTP and Delivery Destination

To configure the ADP's secured FTP server for automatic file delivery, go through the instructions in the 'How to setup SFTP Server for BI Publisher' document. When setting up delivery options for file delivery, specify the destination as the location provided by ADP.

Copy Delivered Extract Definitions

Refer to this section if you are using Global Payroll Interface V2. Use the delivered extract definition and flow if these considerations apply to your current implementation. Otherwise, create a copy of the delivered extract definition and update that copy.

- - The data defined in the delivered extract meets your interfacing requirements.
 - Few or no additional configurations are required on the delivered extract definition.
 - The report output template meets the reporting requirements.

Here's an approach to reduce the configuration effort in implementations involving multiple countries, for changes that are common to all countries.

- Create a copy of the delivered extract definition at the Enterprise level (without specifying a LDG).
- Update this copy at the enterprise level that are common across all countries.
- For making country specific changes, search for the extract definition by specifying the respective LDG and make the country specific changes. Repeat this step for individual countries.

Transactional and Operational Recommendations for Global Payroll Interface

Transfer employees as close as possible to the process period end date of the source payroll while performing transactions on the HCM cloud. Sometimes, the payroll to which the employee is transferred could belong to a different country. In such cases, update the Final Close Date in the source payroll as the process period end date.

Transactional Recommendations

Do not purge data. To delete data, use the end date of the business object. However, in unavoidable circumstances, if you delete the data, use the Deleted Data Report to extract the deleted data.

For terminations, specify the **Notified Termination Date** as the date on which the termination is recorded. The termination indicator is based on this date.

Your organization could use one of these approaches when handling payments to terminated employees.

1. Continue to make payments on the HCM cloud and send them to payroll for processing. In such a case, extract the termination details of the employee whenever payment related information is updated till you make the full settlement to the employee. Set the **Final Close Date** of the payroll relationship for the terminated employee to a future date. Till this final close date, the application extracts the employee details for any update.
2. Enter the post termination payment information directly in the application. In this case, don't extract the employee details after the termination date. Set the **Final Close** date as the actual termination date, so that the application doesn't extract the employee details after the termination date.

Operational Recommendations

Here are few recommendations while you submit the Global Payroll Interface:

- Use the delivered **Run Global Payroll Interface V2** flow to process the Global payroll interface.
- Specify the baseline parameter as **Yes** to run the initial extract in the baseline mode.
- Specify the baseline parameter as **No** to run the subsequent extracts.
- Consider these points while you select the extraction window:
 - Frequency of payments.
 - Frequency of the interface files sent to the third-party payroll application.
 - Data entry business practice.

- Run the extraction on a daily basis.
- Do not set **Process End Date** to a date earlier than the end date of any previous runs while scheduling the Global Payroll Interface process.
- For any unplanned runs, push the extraction start date back to cover all retrospective data changes.
- It is strongly recommended that the end date not be set too far into the future. An excessive amount of forward planning might result in manual data corrections. For example, reporting a hire planned for one month into the future might lead to manual data correction in case of a no-show.

Extraction Rollback

Rollback nullifies the extraction runs that failed or contain erroneous data.

CAUTION: Use the rollback process only when required. Otherwise, the rollback process might jeopardize the synchronization between Oracle HCM Cloud and the third-party payroll system.

Note: You can roll back an entire payroll interface process level or individual employee records within a selected process.

To roll back an entire payroll interface process, submit the roll back process by specifying the name of the payroll interface process to be rolled back as the parameter.

To roll back a selected set of employees from an already completed payroll interface extraction, perform these steps.

Note: The rollback can be performed only on the last completed run.

1. Navigate to **View Flows**.
2. Search for the flow on which the rollback needs to be performed.
3. Click the process name and go to the process details page.
4. Select the payroll relationship ID corresponding to the employee to be rolled back, and select **Rollback** from the **Actions** menu.

When rolling back multiple processes, roll back the last submitted process first.

Follow these steps to verify if the rollback was successful:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups tab**.
2. Search for and select the payroll interface process.
3. No employee records are displayed on the **Details** page if the entire process was rolled back. If the process was rolled back for some employees, information for those employees is not displayed on this page.

Include Job History

You can generate payroll interfaces that include all effective dated changes made to the assignment data within the extraction window.

You have an option to select if you need Job history when generating the interface using the GPI template.

Perform these steps to create an interface with Job history:

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
2. Search for and select **Extract Definition** on the Data Exchange page.
3. Create an extract. On the **Create Extract Definition** dialog box, complete these fields:
 - o **Name:** Provide the name of the interface. The application generates the flow with this name.
 - o **Start Date:** Provide a start date to create the extract definition.
 - o **Type:** Select the type as Payroll Interface.
 - o **Changes Only:** Ensure that you have selected this check box.
 - o **Legislative Data Group:** Search for and select an appropriate legislative data group.
 - o **Source Template:** Select the source template as Global Payroll Interface with Job History.
4. Click **OK**.

All assignment data except Job History will be top-of-stack. Job History will show all date-effective records that are effective within the extraction window.

Effective dated rows generated for Job History include the effective start and end dates of the assignment. Job details are linked with assignment. Make date effective updates to assignment to reflect effective dated changes to job.

Calculate Periodic Salary

Calculate the periodic salary of an employee based on the Salary Basis frequency. This frequency manages the salary of an employee and frequency of the payroll to which the employee is mapped.

You can find the periodic salary and pay frequency of the employee in Salary Details record.

- The application converts only the amount that you have specified as salary while managing salary using salary basis to the periodic value.
- If the salary structure in an organization has more than one salary component, the salary basis amount and periodic salary amount may not represent the complete salary.
- Consider the frequency of the salary basis amount as the frequency of the salary basis used. For example, if annual salary basis is used, the salary basis amount will carry the annual value. If an hourly salary basis is used, the salary basis amount will carry the hourly value.

Do these steps to calculate the periodic salary as a frequency converted value of the salary basis amount:

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab.
2. Create a fast formula with these details:
 - o **Formula Name:** Payroll Interface Periodic Salary Calculator
 - o **Formula Type:** Extract Rule
 - o **Description:** Formula to convert salary basis amount into periodic amount
 - o **Legislative Data Group:** Leave this blank
3. Click **Continue**.
4. Here's a sample formula text to do conversions based on commonly used salary basis and pay frequencies. You can provide conversion logic in the fast formula according to your implementation requirements.

```

inputs are l_salary(text),
l_PaymentFrequency(text),
l_payroll_freq(text)

if(l_payroll_freq= 'Annually' or l_payroll_freq= 'Year') then
(
  if(l_PaymentFrequency = 'ANNUAL' ) then
  (
    l_periodic_amount = to_number(l_salary)
  )
  else if(l_PaymentFrequency = 'HOURLY') then
  (
    l_periodic_amount = to_number(l_salary)*365*8
  )
  else if(l_PaymentFrequency = 'HOURLY2') then
  (
    l_periodic_amount = to_number(l_salary)*365
  )
  else if(l_PaymentFrequency = 'PERIOD') then
  (
    l_periodic_amount = to_number(l_salary)
  )
  else if(l_PaymentFrequency = 'WEEK') then
  (
    l_periodic_amount = to_number(l_salary)*52
  )
  else if(l_PaymentFrequency = 'SEMI_MONTH') then
  (
    l_periodic_amount = to_number(l_salary)*24
  )
  else if(l_PaymentFrequency = 'BIWEEKLY') then
  (
    l_periodic_amount = to_number(l_salary)*26
  )
  else if(l_PaymentFrequency = 'MONTHLY') then
  (
    l_periodic_amount = to_number(l_salary)*12
  )
  else
  (
    l_periodic_amount = to_number(l_salary)
  )
)
else
if(l_payroll_freq= 'Monthly Calendar' or l_payroll_freq= 'Calendar Month') then
(
  if(l_PaymentFrequency = 'ANNUAL') then
  (
    l_periodic_amount = (to_number(l_salary))/12
  )
  else if(l_PaymentFrequency = 'HOURLY') then
  (
    l_periodic_amount = (to_number(l_salary)*365*8)/12
  )
  else if(l_PaymentFrequency = 'HOURLY2') then
  (
    l_periodic_amount = (to_number(l_salary)*365)/12
  )
  else if(l_PaymentFrequency = 'PERIOD') then
  (
    l_periodic_amount = to_number(l_salary)
  )
  else if(l_PaymentFrequency = 'WEEK') then
  (

```

```
l_periodic_amount = ((to_number(l_salary)*52))/12
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/12
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/12
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/12
)
else
(
l_periodic_amount = to_number(l_salary)
)
)else
if(l_payroll_freq= 'Semimonthly' or l_payroll_freq= 'Semi-Month') then
(
if(l_PaymentFrequency = 'ANNUAL') then
(
l_periodic_amount = to_number(l_salary)/24
)
else if(l_PaymentFrequency = 'HOURLY') then
(
l_periodic_amount = (to_number(l_salary)*365*8)/24
)
else if(l_PaymentFrequency = 'HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/24
)
else if(l_PaymentFrequency = 'PERIOD') then
(
l_periodic_amount = to_number(l_salary)
)
else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/24
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/24
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/24
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/24
)
else
(
l_periodic_amount = to_number(l_salary)
)
)
)
else
if( l_payroll_freq= 'Biweekly' or l_payroll_freq='Bi-Week') then
(
if(l_PaymentFrequency = 'ANNUAL') then
(
l_periodic_amount = to_number(l_salary)/26
)
else if(l_PaymentFrequency = 'HOURLY') then
(
```

```

l_periodic_amount = (to_number(l_salary)*365*8)/26
)
else if(l_PaymentFrequency = 'HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/26
)
else if(l_PaymentFrequency = 'PERIOD') then
(
l_periodic_amount = to_number(l_salary)
)
else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/26
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/26
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/26
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/26
)
else
(
l_periodic_amount = to_number(l_salary)
)
)
else
if(l_payroll_freq= 'Weekly' or l_payroll_freq= 'Week') then
(
if(l_PaymentFrequency = 'ANNUAL') then
(
l_periodic_amount = to_number(l_salary)/52
)
else if(l_PaymentFrequency = 'HOURLY') then
(
l_periodic_amount = (to_number(l_salary)*365*8)/52
)
else if(l_PaymentFrequency = 'HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/52
)
else if(l_PaymentFrequency = 'PERIOD') then
(
l_periodic_amount = to_number(l_salary)
)
else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/52
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/52
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/52
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/52
)
)
)
)

```

```
    else
    (
    l_periodic_amount = to_number(l_salary)
    )
)
else
(
if(l_PaymentFrequency ='ANNUAL') then
(
l_periodic_amount = to_number(l_salary)/12
)
else if(l_PaymentFrequency ='HOURLY') then
(
l_periodic_amount = (to_number(l_salary)*365*8)/12
)
else if(l_PaymentFrequency ='HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/12
)
else if(l_PaymentFrequency ='PERIOD') then
(
l_periodic_amount = (to_number(l_salary))/12
)
else if(l_PaymentFrequency ='WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/12
)
else if(l_PaymentFrequency ='SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/12
)
else if(l_PaymentFrequency ='BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/12
)
else if(l_PaymentFrequency ='MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/12
)
else
(
l_periodic_amount = to_number(l_salary)
)
)
return l_periodic_amount
```

5. Submit the changes and compile the formula.
6. After the mentioned formula is compiled successfully, search for and recompile these formulas. Recompile these formulas even if they're already in a compiled status.
 - o ORA_EXT_ORA_HRY_GPY_V2_ASG_SALARY_DETAILS
 - o ORA_EXT_GPY_PERIODIC_SALARY_CALCULATOR

Salary History Information for Global Payroll Interface

The Global Payroll interface extracts salary history information. The HCM Cloud supports date effective salary management. HCM Cloud records all date effective changes made to the salary information as date effective records.

The interface extracts all the salary records that are effective within and overlap the start and end date.

This table summarizes salary records for an employee:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000
1-Jul-17	EOT	Promotion	200,000

This table shows the salary records when the extraction start and end date is 1-Jun-17 to 30-Jun-17:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000

This table shows the salary records when the extraction start and end date is 1-Jun-17 to 31-Jul-17:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000
1-Jul-17	EOT	Promotion	200,000

Filter Payroll Elements

Specify the payroll elements that you want to pass to or restrict from Global Payroll through Element Groups.

You can filter the payroll elements to interface when you have configured additional elements for implementation specific requirements. In this scenario, these elements aren't processed in payroll and aren't part of the interface file.

Configure the element group to filter out elements:

1. On the Home page, click the **Object Groups** quick action under the **My Client Groups** tab.
2. Create an object group with these details, and click **Continue**.
 - o **Name:** Global Payroll Interface Element Group
 - o **Legislative Data Group:** Choose as appropriate

- **Type:** Element Group
- 3. In the **Basic Data** section, enter the effective start date and provide a description.
- 4. Click **Next**. In the **Element** section, click the create icon and add the list of elements that you want to include in the interface.
- 5. Verify that the **Inclusion Status** column in the **Elements** section has **Include** as the value. Click **Submit**.

Only those elements that you included in this group will be extracted in all subsequent payroll interface runs

Exclude Payroll Elements

If you want to exclude elements from the interface that you had included earlier, do these steps:

1. Search for the element group **Global Payroll Interface Element Group**.
2. In the **Elements** section, update the **Inclusion Status** column to **Exclude** for those elements that you don't want to report.
3. Submit the changes.

Remove Filter from Payroll Elements

Use **Element Groups** to filter the elements that you want to report. After implementing the filter in initial stages, you might want to remove the filter later for reporting the elements in the ADP Global Payroll interface. In that case, end-date the element group **Global Payroll Interface Element Group**. When you do extractions after the element group's end date, the application reports all elements

Change User-Defined Delivery Options

If you have configured additional delivery options other than those delivered out of the box by Oracle, here are the mandatory changes for you to perform.

For example, these additional delivery options handle SFTP deliveries.

For these additional delivery options, perform these changes.

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab, and select **Payroll Interface For Global Payroll**.
2. In the **Advanced Edit** mode, go to **Delivery Options**.
3. For all the delivery options that you have created, update the value under **Template Name** from Global Payroll Interface Template to **Override Template**.
4. Submit the changes.

Extend Termination Reporting in Global Transfer

All transfers between legal employers are known as global transfers. During a transfer, the application creates a work relationship and assignment.

You can select the data that you want to copy from the source to the target assignment and payroll relationship within the legislative data group. In such scenarios, the application terminates the source legal employer record a day

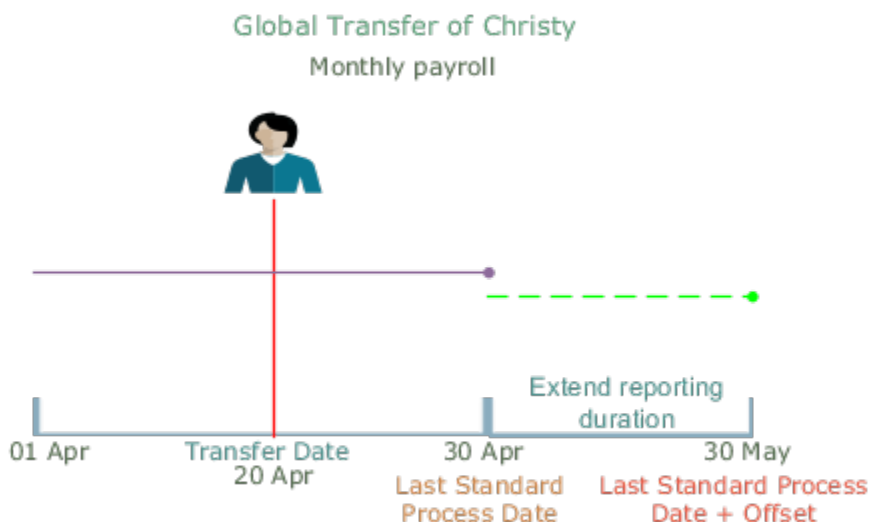
before the global transfer date and creates a hire record in the target employer with hire date as the transfer date. The application copies all the information that exists as of the global transfer date, but doesn't copy any changes effective after the global transfer date.

Global Payroll Interface reports source legal employer records till the Last Standard Process Date of the payroll to which the employee is mapped for the period in which the transfer happens.

For example, let's consider Christy is mapped to a monthly payroll and is transferred on 20-Apr. The application determines the Last Standard Process Date of the global transfer period for the payroll to which Christy is mapped. The value that you had provided for the Process End Date at the time of record submission acts as the Effective-As-Of-Date while retrieving records. When the Effective-As-Of-Date goes past the Last Standard Process Date, the application doesn't report the source legal employer details.

When you offset the Process End Date by 30 days, the Process End Date (System Date for that day + 30 days offset) might go beyond the Last Standard Process Date. So the application won't report the global transfer termination details at all.

To ensure that the application doesn't miss out the reporting of termination details, extend the reporting duration of source legal employer record details to Global Payroll during global transfer of an employee. Enable this feature if you have set the Process End Date of an employee to a future date and want to extend the reporting duration. You can extend the reporting duration of the source legal employer record by only the number of days specified in the Process End Date offset.



Here's how you can enable this feature:

1. On the Home page, click the **User-Defined Tables** quick action under the **My Client Groups** tab.
2. Search for and select **Profile Options For Payroll Interface**. Specify the LDG for which you want to extend the reporting duration. Click **Edit**.
3. Set the **Effective Start Date** as the date from which you want the changes to take effect.
4. In the **User-Defined Rows** section, search for and select **GPI - Extend Reporting of Home Records in Global Transfer**. Click **Next**.
5. In the **User-Defined Table Values** section, create a record.
6. Search for and select **GPI - Extend Reporting of Home Records in Global Transfer** in the **Exact** column.
7. Set the **Value** as **Y**, and ensure that the Effective Start Date is according to your requirement.
8. Click **Save**.

Here's how you can set the offset days:

9. You must set the **Effective-As-Of-Date** as the date from which you want the changes to take effect.

10. In the **User-Defined Rows** section, search for and select **Global Payroll Interface Flow Parameter EndDate Offset**. Click **Next**.
11. In the **User-Defined Table Values** section, create a record.
12. Search for and select **Global Payroll Interface Flow Parameter End Date Offset** in the **Exact** column.
13. Set the **Value** as the number of days by which you want to offset the Process End Date parameter. If you want to move the end date to a future date, set the number of days with a plus (+) sign. For example, if you want to move it forward by 30 days, specify the value as **+30**.
14. Ensure that the Effective Start Date is according to your requirement, and click **Submit**.

Configure Dynamic File Names for Global Payroll Interface

Global Payroll Interface generates the output file names dynamically.

Fast Formula

A fast formula combines the various file name components in the correct sequence and returns the final file name.

This table shows how to create fast formula of type Extract Rule:

Note: Don't specify the LDG while creating the fast formula, so that the formula is available across LDGs.

Formula Parameter	Value
Formula name	GPI_OUT_FILENAME_FORMULA
Description	Formula to consolidate various file name components and return the final output file name dynamically.
Formula text	<pre> -----Formula starts----- DEFAULT FOR RULE_VALUE IS ' ' l_instance_name=GET_PARAMETER_VALUE('INSTANCE_NAME') l_date=GET_VALUE_SET('System_Time_Stamp') l_leg_id = GET_PARAMETER_VALUE_NUMBER('LEGISLATIVE_DATA_GROUP_ID') l_leg_id_param = to_char(l_leg_id) l_final_value='ORC_'+l_instance_name+'_'+l_date+'_'+l_leg_id_param +'GPI'+ '_'+'HRMD'+ '01'+ '_'+'D'+ 'UT8'+ 'G2I'+ '.XML'+ '.pgp' RULE_VALUE = l_final_value RETURN RULE_VALUE -----Formula ends----- </pre>

Ensure that the formula returns the value through variable RULE_VALUE.

Save and compile this formula.

Update Extract Structure

Save the generated file name in one of the attributes in the extract. The application uses the attribute in the delivery options to generate the file with the dynamic file name.

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab.
2. Search for the extract definition specifying **Name** as **Global Payroll Interface**.
3. Create a record in the extract.
4. Add an attribute of type **Rule** to this record and attach the rule formula that you created earlier.

Note: The best approach is that you create the record under Root Block, like Payroll Group Data.

5. Specify **Type** as **Rule** and **Rule** as **GPI_OUT_FILENAME_FORMULA..**
6. Select the attribute created in Step 4 as the Run Time File Name for the delivery option you are creating.
7. Submit the changes and ensure that the validations are successful.

Configure a FTP Server

Configure a FTP Server to post the files in through BI Publisher.

To configure a secured FTP server for automatic file delivery, follow the instructions provided in **How to setup SFTP Server for BI Publisher (Doc ID 1526505.1)**.

Add Delivery Option

Add a new delivery option to generate the files with configured file names.

Perform these steps to add a new delivery option:

1. Click Extract Delivery Options and add a new extract delivery option.
2. Enter these details:

- o Delivery Option Name: Any name
- o Output Type: XML
- o Report: /Human Capital Management/Payroll Interface/Global Payroll Interface.xdo
- o Template Name: Global Payroll Interface Template
- o Output Name: %de
- o Delivery Option: FTP

3. In **Additional Details** section enter this detail

Run Time File Name: Search for and select the Attribute you created in the **Update Extract Structure** section.

4. If **Delivery Type** is FTP, ensure that you have already configured the FTP server as mentioned in the Configure a FTP Server section. Add the server details in the Additional Details section as mentioned in the next steps:
 - o Secure FTP: True
 - o Remote Directory: SFTP Destination Folder Name
 - o Server Name: SFTP server name as entered in BIP
 - o Run Time File Name: Search for and select the attribute you created in the **Update Extract Structure**
 - o Click Save and Close

Report Person Name in Local Language

You can interface person names captured in the local language using the **LocalPersonNames** section in the Global Payroll Interface output XML file.

This section contains all name components as the employees have reported in **GlobalPersonData**. For example, the application has captured an employee's name in both English and Spanish. You can find the name in English in the **GlobalPersonData** section, and the same name in Spanish in the **LocalPersonNames** section.

Note: For Japan, you can find two scripts as Kanji and Kana. Oracle HCM Cloud for Japan captures and Global Payroll Interface reports the following names:

- **GlobalPersonData** section: One set of attributes captures the name in English, another set of attributes captures the name in Kanji
- **LocalPersonNames** section: One set of attributes captures the name in Kana, another set of attributes captures the name in Kanji

Use Extensible Fields to Include Additional Attributes

Use the configurable extensible fields to include additional attributes in your extract definition. You can include up to five additional attributes. You can configure fast formulas to determine the values for these attributes and map these formulas to the extensible fields.

To use the configurable extensible fields, do these actions:

1. Create a rule formula of type **Extract Rule** for each extensible attribute that you want to extract.
2. Map the rule formula to the extensible attributes using the delivered lookup type **ORA_HRY_EXTND_DATA_FORMULA_MAP**.

Map the Rule Formula to the Lookup Type

Do these steps to map the rule formula to the lookup type:

1. In Setup and Maintenance, search for and select the **Manage Common Lookups** task.
2. On the Manage Common Lookups page, in the **Lookup Type** field, enter **ORA_HRY_EXTND_DATA_FORMULA_MAP** and click **Search**.
3. In the **ORA_HRY_EXTND_DATA_FORMULA_MAP: Lookup Codes** section, for the **ORA_HRY_ENABLE_EXTND_VALUES** lookup code, enter **Y** in the **Meaning** field to enable this feature.
4. In the **ORA_HRY_EXTND_DATA_FORMULA_MAP: Lookup Codes** section, add these lookup codes:

Lookup Code	Meaning	Description
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or	Valid rule formula name to populate the value for the attribute Extensible Field 1.	Enter a valid description. For example: This attribute is being extracted through this extensible field.

Lookup Code	Meaning	Description
interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country		
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 2.	Enter a valid description.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 3.	Enter a valid description.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 4.	Enter a valid description.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 5.	Enter a valid description.

5. Click **Save and Close**.

Related Topics

- [Overview of Using Formulas](#)
- [Overview of Writing Formulas](#)

Seniority Dates for Global Payroll Interface

Define and manage the seniority of workers using Seniority Dates version 3. You can define seniority rules in all the levels such as person, work relationship, and assignment.

Note: If you're using **Seniority Dates version 1**, you can still manage and report seniority dates through **EnterpriseSeniorityDate** and **LegalEmployerSeniorityDate** under **ServiceData** section.

Use the **SeniorityDetails** section under **AssignmentData** in Global Payroll Interface to report Seniority Dates version 3. You must identify the rules and the seniority dates that you want to interface over to your payroll partner.

Seniority Dates are effective between a start date and end date depending on when you have run the Recalculate Seniority Dates process and the adjustments you have performed. Global Payroll Interface identifies the reported seniority records based on the value of the Process End Date parameter. This value is the Effective-As-Of-Date, the date you would have provided while submitting the extract. Global Payroll Interface reports the top of stack seniority date record effective as on the effective date across all levels under the assignment.

Each rule that's processed in seniority calculation reports the seniority date for each value of the attribute on which the rule is defined. Let's say, you define a rule on a job. In this case, the application calculates the seniority date for each job code that the assignment has been associated with.

So Global Payroll Interface reports the seniority date for that value of the attribute that's reported in the assignment data. Let's take an example. An assignment has been through Job Codes J1, J2, and J3 over various periods. In this scenario, if the assignment record reports job J2, then the seniority date would be reported for job J2 only.

Seniority dates for other values of the attribute that the assignment may have been associated with over different periods aren't reported.

Global Payroll Interface repeats this behavior for each seniority rule that gets reported.

Here's how you can identify the seniority rules or dates that you want to send to your payroll partner:

1. On the Home page, click the **Lookups** quick action under the **My Client Groups** tab.
2. Search for the lookup type **ORA_HRY_GPI_SENIORITY_RULES** on the **Manage Common Lookups** page.
3. For every seniority date rule that you want to include in the interface, create a new lookup code and select the **Enabled** check box,
 - o **Lookup Code:** Any code that you can use to identify the rule
 - o **Start Date:** Enter an appropriate date
 - o **End Date:** Enter an appropriate date
 - o **Meaning:** Enter the lookup code that you used while creating this seniority rule in ORA_PER_SENIORITY_ITEMS
 - o **Description:** Enter any meaningful description for the lookup code
 - o **Tag:** Specify the country code for which you would use these seniority rules. For example, you have three rules R1, R2, and R3. The rules would be applicable like,
 - R1: For US and UK
 - R2: For all countries
 - R3: Only for AU

The Lookup Code along with Tag would be,

- Lookup Code R1, Tag: +US, +GB
- Lookup Code R2, Tag: None
- Lookup Code R3, Tag: +AU

4. Click **Save**.

Note: If there are changes to the data that affect seniority rules, run the **Recalculate Seniority** process for an individual or a group of employees before you run the payroll interface. You can find the **Recalculate Seniority** button when you search for a person on the **Seniority Dates** page.

Related Topics

- [Overview of Seniority Dates](#)
- [Seniority Dates](#)
- [Process to Calculate Seniority Dates](#)
- [Seniority Date Versions](#)
- [Considerations for Migrating to V3 Seniority Dates](#)

Run Global Payroll Interface Process

Use the **Submit a Flow** task to submit the global payroll interface process.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. Search for and select the **Run Global Payroll Interface V2** flow.

Note: If you have configured a payroll interface using the Global Payroll Interface template, search for and select the name of the extract definition provided during the creation of the payroll interface.

4. On the **Enter Parameters** page, enter these parameters.

Parameter	Value
Payroll Flow	Enter a meaningful name.
Changes Only	Changed and marked attributes/All attributes/Changed attributes/Changed and Marked Attributes With Prior Values
Object Group	<p>The application extracts data depending on the conditions mentioned in the selected object group.</p> <ul style="list-style-type: none"> ○ If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. ○ If the object group is a group of payroll relationships created for exception reporting, the application extracts only those payroll relationships (employees) mapped to this object group.
Payroll	Payroll is an optional parameter that you can use if you don't want to group payrolls.

Parameter	Value
	<p>If you specify payroll, the application extracts only those employees that are mapped to a particular payroll.</p> <p>Note: The application will extract data only if you provide either an Object Group or a Payroll or a combination of both.</p>
Process Start Date	<p>Enter the start date of the extraction window.</p> <p>Note: Payroll data is extracted only if the Process Start Date is provided.</p>
Process End Date	<p>Enter the end date of the extraction window. The application considers this date as the effective as of date and extracts those records effective as on this date.</p> <p>Note: Payroll data is extracted only if the Process End Date is provided.</p>
Instance Name	Development/Production/QA Test
Process Configuration Group	Select the required process configuration group
Baseline Only	Yes/No

- Click **Submit**. Monitor the status of the process to successful completion.

Related Topics

- [Guidelines for Using Different Modes for HCM Extracts](#)

Extraction Schedule

Schedule the regular Global Payroll interface processes like any other process within the Oracle HCM Cloud. The application supports all options, such as dynamic (fast formula based) date parameter setting.

Perform these steps to schedule the extraction:

- On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.

2. Select the Legislative Data Group.
3. Select the **Run Global Payroll Interface V2** flow.
4. Enter all the parameters except **Process Start Date** and **Process End Date**
5. Specify the schedule frequency and submit the process.

Note:

- Don't set the **Process End Date** parameter to a date earlier than the end date of any previous runs.
- While scheduling the initial extraction, leave the start date and end date parameters blank.

Increment Process Dates Automatically

The data that the Global Payroll Interface reports depend on the extract start and end dates that you select while submitting the interface.

The recommended extraction window is 21 days with this requirement:

- The start date is 14 days before the current system date.
- The end date is 7 days after the current system date.

Consider these points while you automatically increment process dates:

Use these actions to automatically increment the extract start and end date parameters:

1. On the Home page, click the **User-Defined Tables** quick action under the **My Client Groups** tab.
2. In the **Name** field, enter **Profile Options For Payroll Interfaces**.
3. Select your required **Legislative Data Group** and click **Search**.
4. In the **Search Results** section, select the **Profile Options For Payroll Interfaces** row.
5. On the **Profile Options For Payroll Interfaces** page, click **Edit**.
6. In the **Effective As-of Date** field, select an effective date.
7. Click **Next** to open the User Defined Table Values page.
8. In the **User-Defined Table Values** section, click **Create**.
9. In the **Add User-Defined Table Values** dialog box, select **Global Payroll Interface Flow Parameter Start Date Offset**.
10. Click **OK**.
11. In the **Value** field, enter the number of days by which you need to offset the start date. Typically, set this value to the number of days by which you want to move the start date from the date of execution. To move the start date into the past, prefix the value with a minus sign. To move the start date forward, prefix the value either with a + sign or don't provide any sign. For example, to set the start date 14 days into the past, set the value as -14. Repeat this step for **Global Payroll Interface Flow Parameter End Date Offset**.
12. Click **Submit**.

Note: While you submit the extracts manually in unplanned runs, you can manually enter the start and end date parameters. User entry takes precedence over the automatic setting, and the interface is processed for the dates that you have manually entered.

Global Payroll Interface Extract FAQs

Does the Global Payroll Interface output files contain future date changes?

Depending upon the extract window, the output file contains future dated changes.

What happens if you delete data in the Global Payroll Interface Outbound file?

If you delete data before sending it to the payroll provider, then it's not available to the payroll provider. Do not delete any data that has been sent out to the payroll provider.

Can the Global Payroll Interface include Terminated employees?

The TerminationDetail section of Global Payroll Interface includes terminated employees details, such as action reason and action code.

Can I add an additional BI Publisher template on top of existing Global Payroll Interface?

You can add a BI publisher to global payroll interface as long as it works with the raw xml that the HCM Extract generates.

4 Payroll Interface for ADP Global Payroll

Overview of Payroll Interface for ADP Global Payroll

The Payroll Interface for ADP Global Payroll integrates Oracle HCM Cloud with the ADP Global Payroll application. Use this interface to extract information, such as the salary and earnings details of employees in the format required by ADP Global Payroll.

Note: ADP Global Payroll Interface extracts and reports only employee information.

ADP Global Payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records are all effective dated records that are effective within the specified extraction window. For all other data, the top of the stack record that's effective within the specified extraction window is reported.

The delivered payroll interface for ADP Global Payroll contains:

- An extract definition named as **Payroll Interface for ADP Global Payroll**
- An ESS flow named as **Run Payroll Interface for ADP Global Payroll**
- A standard template to generate the output file

Note: Use only the delivered extract definition, flow, and template. You can't create a copy or export the delivered extract definition. If your requirements aren't addressed in the delivered interface, raise a service request with Oracle or log a ticket with ADP.

Set up these prerequisite elements while you configure the payroll interface for ADP Global Payroll:

Task	Use To
Manage Enterprise HCM Information	Configure any implementation specific details at the enterprise level.
Load Geographies	Load geographies to create the geography structure for each country. For example, create geography types called State, City, and Postal Code.
Manage Legislative Data Group	Define legislative data groups to identify the country and it's currency.
Manage Legal Entity HCM Information	Enter the details for the new entry and select both Payroll Statutory Unit and Legal Employer check boxes.
Organization Payment Methods	Create a payment method and associate it with a payment source.
Payroll Definitions	Define at least one payroll for each payment frequency. While you define a payroll, you must define a consolidation group. For example, you can use three pay frequencies, namely Monthly, Biweekly, and Weekly to process payments for different categories of it's employees.

Task	Use To
<ul style="list-style-type: none"> • Elements • Salary Basis 	<p>Do these tasks:</p> <ul style="list-style-type: none"> • Identify a base pay element • Define salary basis • Associate salary basis with base pay element

In Scope

This table lists the modules from which the ADP Global Payroll Interface reports data in the current release.

Source Module	Data Reported
Global Human Resources	<p>Person</p> <ul style="list-style-type: none"> • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability <p>Employment</p> <ul style="list-style-type: none"> • Assignment • Salary • Manager • Department Cost Center • Termination
Global Payroll	<ul style="list-style-type: none"> • Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

Element entries act as the pivot of integration between payroll and a range of other modules like Absence, Time and Labor, Benefits, Compensation, and so on. ADP Global Payroll Interface has no restrictions when extracting element entry data, element entries pertaining to all classifications are extracted if they're effective during the extraction period.

Due to the differences in the functional nature of element entries that are posted by various modules, additional configurations or minor fine tuning may be required to ensure that these entries are consumed by ADP Global Payroll the way they're intended to be.

Out Of Scope

Data from the following modules aren't reported in the current release.

- Absences
- Time and Labor

Configure Additional Data for ADP Global Payroll Interface

Configure additional data for ADP Global Payroll interface by enabling these settings. These settings are disabled by default.

If you want to use the ADP Global Payroll interface and send these fields to ADP, enable these settings before using them.

The data elements that you capture using these settings would address most implementation scenarios. Specific implementation scenarios might arise where you don't need to capture all of these data elements. For such scenarios, you can enable only those data elements that you want to capture.

Do these steps to enable the settings and capture the additional data:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Search for and select **Manage Global Payroll Interface Features Usage** flow, then click **Next**.
3. Complete these fields:
 - **Payroll Flow Name:** Provide a meaningful name to the current flow so that you can track it later
 - **Activate Usage:** Yes
 - **Feature:** Search for "Assignment EIT Information EFF"
 - **Component:** Search for Additional Assignment Details for ADP Global Payroll
 - **Sub component:** The search displays all the delivered data elements under the component. Choose the element that you want to enable.

Note: If you want to enable all these fields, choose All.

4. Submit the flow.
5. Repeat steps 3 through 6 choosing the various sub-components that you want to enable.
6. If you want to enable the additional data available under **Person**, repeat the above steps using these details:
 - **Feature:** Person EIT Information
 - **Component:** Additional Person Details for ADP Global Payroll
 - **Sub component:** Select the sub-components as applicable

Note: Consult with ADP before enabling the features and sub-components.

7. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
8. Search for the **Assignment Extensible Flexfield** providing search parameters as,

- o **Name:** Assignment EIT Information
- 9. Select the returned **Assignment EIT** and click **Deploy Flexfield**.
- 10. Once the deployment is successfully complete, the **Deployment Status** column shows a green tick mark.
- 11. If you have enabled data under Person in step 7, repeat steps 9 through 11 searching for **Name** as **Person EIT Information**.

Capture Values for Data Elements

ADP specifies and manages most of the data elements, which have implementation-specific pre-defined list of values. Record these values to Oracle HCM Cloud before they become available for use during person management transactions. Use user lookup types and value sets to capture these values.

The application captures values as lookup codes within specific lookup types, or as value set values directly to establish a parent child relationship between them. For example, Business Area is captured as a lookup code but Employee Group and Subgroup are captured as value set values.

Note: Discuss about these fields with ADP implementation team early in the implementation cycle. Setup of some of these attributes might be part of ADP Global Payroll implementation scope. ADP Global Payroll may configure these fields, ruling out the need for you setting up these fields in the interface.

For example, according to the implementation scope, work schedules are configured on the ADP Global Payroll system. So don't expect attributes like Work Schedule Rule and Working Hours Per Payroll Period through the interface.

Here are the additional data elements for the payroll interface for ADP Global Payroll:

Data Element Name	Level
Type Of Transfer	Assignment
Company Code	Assignment
Personnel Area	Assignment
Personnel Subarea	Assignment
Employee Group	Assignment
Employee Subgroup	Assignment
Business Area	Assignment
Work Contract	Assignment
Organizational Key	Assignment

Data Element Name	Level
HR Administrator	Assignment
Payroll Administrator	Assignment
Time Administrator	Assignment
Work Schedule Rule	Assignment
Employment Percentage	Assignment
Weekly Workdays	Assignment
Pay Scale Type And Area	Assignment
Pay Scale Group And Level	Assignment
Capacity Utilization Level	Assignment
Working Hours Per Payroll Period	Assignment
Number of Dependents	Person
Distance in Kilometers	Person

Additional Data Elements

Here's the detail of data elements that ADP Global Payroll interface captures as lookup codes and value sets:

Data Element Name	Data Type	Code
Type Of Transfer	Lookup	ORA_GPY_TRANSFER_TYPE
Company Code	Lookup	ORA_GPY_COMPANY_CODE
Personnel Area	Value set	ORA_GPY_PER_AREA_VS
Personnel Subarea	Value set	ORA_GPY_PER_SUB_AREA_VS
Employee Group	Value set	ORA_GPY_EMP_GRP_VS

Data Element Name	Data Type	Code
Employee Subgroup	Value set	ORA_GPY_EMP_SUB_GRP_VS
Business Area	Lookup	ORA_GPY_BUSINESS_AREA
Work Contract	Lookup	ORA_GPY_WORK_CONTRACT
Organizational Key	Lookup	ORA_GPY_ORG_UNIT
HR Administrator	Lookup	ORA_GPY_HR_ADMIN
Payroll Administrator	Lookup	ORA_GPY_PY_ADMIN
Time Administrator	Lookup	ORA_GPY_TM_ADMIN
Work Schedule Rule	Lookup	ORA_GPY_WRK_SCHD_RULE
Employment Percentage	Free text	Numeric field
Weekly Workdays	Free text	Numeric field
Pay Scale Type And Area	Value set	ORA_GPY_PAY_SCALE_TYPE_AREA_VS
Pay Scale Group And Level	Value set	ORA_GPY_PAY_SCALE_GRP_LEVEL_VS
Capacity Utilization Level	Free text	Numeric field
Working Hours Per Payroll Period	Free text	Numeric field
Number of Dependents	Free text	Numeric field
Distance in Kilometers	Free text	Numeric field

Capture Values Through Lookups

Here's how you can capture values through lookups:

Note: Follow the same steps for other lookups by replacing the lookup types.

1. In the **Setup and Maintenance** work area, go to the **Manage Common Lookups** task.
2. Search for the **ORA_GPY_BUSINESS_AREA** lookup type.
3. In the lookup codes, enter the business areas as lookup codes. Specify the meaning and a meaningful description.

4. Click **Save and Close**.

Capture Values Through Value Sets

Here's how you can capture values through value sets:

Note: Follow the same steps for other value sets replacing the value set codes.

1. In the **Setup and Maintenance** work area, go to the **Manage Value Sets** task.
2. Search for the value set code **ORA_GPY_PER_AREA_VS**.
3. Click **Manage Values**.
4. Click the **Create** icon and enter each **Personnel Area** as a new value.
5. After you have entered values for all areas, click **Save and Close**.
6. On the **Manage Value Sets** page, search for the value set code **ORA_GPY_PER_SUB_AREA_VS**.
7. Click **Manage Values**.
8. Click the **Create** icon and enter each sub area as a new value. When entering each sub area, choose the area to which this sub area belongs in the **Independent Value** column.
9. After you have entered values for all sub areas, click **Save and Close**.

Filter Payroll Elements for ADP

Specify the payroll elements that you want to pass to or restrict from ADP Global Payroll through Element Groups.

You can filter the payroll elements to interface when you have configured additional elements for implementation specific requirements. In this scenario, these elements aren't processed in payroll and aren't part of the interface file.

Configure the element group to filter out elements:

1. On the Home page, click the **Object Groups** quick action under the **My Client Groups** tab.
2. Create an object group with these details, and click **Continue**.
 - o **Name:** ADP Global Payroll Interface Element Group
 - o **Legislative Data Group:** Choose as appropriate
 - o **Type:** Element Group
3. In the **Basic Data** section, enter the effective start date and provide a description.
4. Click **Next**. In the **Element** section, click the create icon and add the list of elements that you want to include in the interface.
5. Verify that the **Inclusion Status** column in the **Elements** section has **Include** as the value. Click **Submit**.

Only those elements that you included in this group will be extracted in all subsequent payroll interface runs

Exclude Payroll Elements

If you want to exclude elements from the interface that you had included earlier, do these steps:

1. Search for the element group **ADP Global Payroll Interface Element Group**.
2. In the **Elements** section, update the **Inclusion Status** column to **Exclude** for those elements that you don't want to report.

3. Submit the changes.

Remove Filter from Payroll Elements

Use **Element Groups** to filter the elements that you want to report. After implementing the filter in initial stages, you might want to remove the filter later for reporting the elements in the ADP Global Payroll interface. In that case, end-date the element group **ADP Global Payroll Interface Element Group**. When you do extractions after the element group's end date, the application reports all elements

Set Up Object Groups

Use Object Groups to group one or more payrolls together. ADP Global Payroll interface extracts data of one or multiple payrolls defined within a legislative data group to a single output file.

Object Groups also define and group payrolls that are handled by ADP, from those that are handled by other vendors. This scenario might occur when multiple payroll vendors are involved in processing the payroll for an enterprise.

Object Groups group employees and processes the extraction for employees who have been grouped together for some reason. For example, you can group employees to process the extraction only for those employees for whom the regular extraction wasn't complete.

For example, Robertson Global Services uses three payrolls to process payments for its employees. All these three payrolls could be grouped into one or two object groups.

Run the extract process against each object group to extract data belonging to the payrolls grouped together.

1. In the **Setup and Maintenance** work area, go to the **Manage Object Groups** task.
2. Create an object group and complete these fields:
 - o **Name:** Specify a meaningful name
 - o **Legislative Data Group:** US Legislative Data Group name
 - o **Type:** Payroll Relationship Group
 - o **Static or Dynamic:** Dynamic
3. Select the **Advanced Options** check box.
4. Click **Continue**.
5. On the **Create Object Group** page, specify the **Start Date** and **End Date** as applicable.
6. Click **Next**.
7. In the **Payroll Definition** section, add a new record.
8. Select the payrolls that you want to group together using the lens icon into this section.

Note: You can also group employees using Object Groups. Perform the steps 1 through 6 to create a group of employees for impromptu extraction scenarios.

- o In step 2, **Static or Dynamic**, select Static.
- o In step 7, instead of choosing the Payrolls into the Payroll Definition section, select the relevant payroll relationships into the Payroll Relationship section.

9. Submit the changes.

Related Topics

- [Update Existing Setup Data](#)

Calculate Periodic Salary for ADP

Calculate the periodic salary of an employee based on the Salary Basis frequency. This frequency manages the salary of an employee and frequency of the payroll to which the employee is mapped.

You can find the periodic salary and pay frequency of the employee in Salary Details record.

- The application converts only the amount that you have specified as salary while managing salary using salary basis to the periodic value.
- If the salary structure in an organization has more than one salary component, the salary basis amount and periodic salary amount may not represent the complete salary.
- Consider the frequency of the salary basis amount as the frequency of the salary basis used. For example, if annual salary basis is used, the salary basis amount will carry the annual value. If an hourly salary basis is used, the salary basis amount will carry the hourly value.

Do these steps to calculate the periodic salary as a frequency converted value of the salary basis amount:

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab.
2. Create a fast formula with these details:
 - **Formula Name:** Global View Salary Conversion Factor
 - **Formula Type:** Extract Rule
 - **Description:** Formula to convert salary basis amount into periodic amount
 - **Legislative Data Group:** Leave this blank
3. Click **Continue**.
4. Here's a sample formula text to do conversions based on commonly used salary basis and pay frequencies. You can provide conversion logic in the fast formula according to your implementation requirements.

```
inputs are l_salary(text),
l_PaymentFrequency(text),
l_payroll_freq(text)

if(l_payroll_freq= 'Annually' or l_payroll_freq= 'Year') then
(
  if(l_PaymentFrequency = 'ANNUAL' ) then
  (
    l_periodic_amount = to_number(l_salary)
  )
  else if(l_PaymentFrequency = 'HOURLY') then
  (
    l_periodic_amount = to_number(l_salary)*365*8
  )
  else if(l_PaymentFrequency = 'HOURLY2') then
  (
    l_periodic_amount = to_number(l_salary)*365
  )
  else if(l_PaymentFrequency = 'PERIOD') then
  (
    l_periodic_amount = to_number(l_salary)
  )
)
```

```

else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = to_number(l_salary)*52
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = to_number(l_salary)*24
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = to_number(l_salary)*26
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = to_number(l_salary)*12
)
else
(
l_periodic_amount = to_number(l_salary)
)
)
else
if(l_payroll_freq= 'Monthly Calendar' or l_payroll_freq= 'Calendar Month') then
(
if(l_PaymentFrequency = 'ANNUAL') then
(
l_periodic_amount = (to_number(l_salary))/12
)
else if(l_PaymentFrequency = 'HOURLY') then
(
l_periodic_amount = (to_number(l_salary)*365*8)/12
)
else if(l_PaymentFrequency = 'HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/12
)
else if(l_PaymentFrequency = 'PERIOD') then
(
l_periodic_amount = to_number(l_salary)
)
else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/12
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/12
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/12
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/12
)
else
(
l_periodic_amount = to_number(l_salary)
)
)else
if(l_payroll_freq= 'Semimonthly' or l_payroll_freq= 'Semi-Month') then
(
if(l_PaymentFrequency = 'ANNUAL') then
(
l_periodic_amount = to_number(l_salary)/24
)
)

```

```

else if(l_PaymentFrequency = 'HOURLY') then
(
l_periodic_amount = (to_number(l_salary)*365*8)/24
)
else if(l_PaymentFrequency = 'HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/24
)
else if(l_PaymentFrequency = 'PERIOD') then
(
l_periodic_amount = to_number(l_salary)
)
else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/24
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/24
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/24
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/24
)
else
(
l_periodic_amount = to_number(l_salary)
)
)
else
if( l_payroll_freq= 'Biweekly' or l_payroll_freq='Bi-Week') then
(
if(l_PaymentFrequency = 'ANNUAL') then
(
l_periodic_amount = to_number(l_salary)/26
)
else if(l_PaymentFrequency = 'HOURLY') then
(
l_periodic_amount = (to_number(l_salary)*365*8)/26
)
else if(l_PaymentFrequency = 'HOURLY2') then
(
l_periodic_amount = (to_number(l_salary)*365)/26
)
else if(l_PaymentFrequency = 'PERIOD') then
(
l_periodic_amount = to_number(l_salary)
)
else if(l_PaymentFrequency = 'WEEK') then
(
l_periodic_amount = ((to_number(l_salary)*52))/26
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
l_periodic_amount = ((to_number(l_salary)*24))/26
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
l_periodic_amount = ((to_number(l_salary)*26))/26
)
else if(l_PaymentFrequency = 'MONTHLY') then
(

```

```

    l_periodic_amount = (to_number(l_salary)*12)/26
  )
  else
  (
    l_periodic_amount = to_number(l_salary)
  )
)
else
if(l_payroll_freq= 'Weekly' or l_payroll_freq= 'Week') then
(
  if(l_PaymentFrequency = 'ANNUAL') then
  (
    l_periodic_amount = to_number(l_salary)/52
  )
  else if(l_PaymentFrequency = 'HOURLY') then
  (
    l_periodic_amount = (to_number(l_salary)*365*8)/52
  )
  else if(l_PaymentFrequency = 'HOURLY2') then
  (
    l_periodic_amount = (to_number(l_salary)*365)/52
  )
  else if(l_PaymentFrequency = 'PERIOD') then
  (
    l_periodic_amount = to_number(l_salary)
  )
  else if(l_PaymentFrequency = 'WEEK') then
  (
    l_periodic_amount = ((to_number(l_salary)*52))/52
  )
  else if(l_PaymentFrequency = 'SEMI_MONTH') then
  (
    l_periodic_amount = ((to_number(l_salary)*24))/52
  )
  else if(l_PaymentFrequency = 'BIWEEKLY') then
  (
    l_periodic_amount = ((to_number(l_salary)*26))/52
  )
  else if(l_PaymentFrequency = 'MONTHLY') then
  (
    l_periodic_amount = (to_number(l_salary)*12)/52
  )
  else
  (
    l_periodic_amount = to_number(l_salary)
  )
)
)
else
(
  if(l_PaymentFrequency = 'ANNUAL') then
  (
    l_periodic_amount = to_number(l_salary)/12
  )
  else if(l_PaymentFrequency = 'HOURLY') then
  (
    l_periodic_amount = (to_number(l_salary)*365*8)/12
  )
  else if(l_PaymentFrequency = 'HOURLY2') then
  (
    l_periodic_amount = (to_number(l_salary)*365)/12
  )
  else if(l_PaymentFrequency = 'PERIOD') then
  (
    l_periodic_amount = (to_number(l_salary))/12
  )
  else if(l_PaymentFrequency = 'WEEK') then

```

```

(
  l_periodic_amount = ((to_number(l_salary)*52))/12
)
else if(l_PaymentFrequency = 'SEMI_MONTH') then
(
  l_periodic_amount = ((to_number(l_salary)*24))/12
)
else if(l_PaymentFrequency = 'BIWEEKLY') then
(
  l_periodic_amount = ((to_number(l_salary)*26))/12
)
else if(l_PaymentFrequency = 'MONTHLY') then
(
  l_periodic_amount = (to_number(l_salary)*12)/12
)
else
(
  l_periodic_amount = to_number(l_salary)
)
)
return l_periodic_amount

```

5. Submit the changes and compile the formula.
6. After the mentioned formula is compiled successfully, search for and recompile these formulas. Recompile these formulas even if they're already in a compiled status.
 - o ORA_EXT_SALARY_ASG_RANGE_DETAILS
 - o ORA_EXT_GLOBAL_VIEW_PERIODIC_FREQUENCY_CALCULATOR

Salary History Information for ADP Global Payroll Interface

The ADP Global Payroll interface extracts salary history information. The HCM Cloud supports date effective salary management. HCM Cloud records all date effective changes made to the salary information as date effective records.

The interface extracts all the salary records that are effective within and overlap the start and end date.

This table summarizes salary records for an employee:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000
1-Jul-17	EOT	Promotion	200,000

This table shows the salary records when the extraction start and end date is 1-Jun-17 to 30-Jun-17:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000

This table shows the salary records when the extraction start and end date is 1-Jun-17 to 31-Jul-17:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000
1-Jul-17	EOT	Promotion	200,000

Run Payroll Interface Process for ADP Global Payroll

Use the **Submit a Flow** task to submit the payroll interface process.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. Search for and select **Run Payroll Interface for ADP Global Payroll** process.
4. Enter these parameters:

Parameter	Value
Payroll Flow	Enter a meaningful name.
Consumer	ADP Global Payroll
Changes Only	Changed, marked attributes, previous data under the employee / All attributes
Object Group	<p>The application extracts data pertaining to the conditions mentioned in the selected Object group.</p> <ul style="list-style-type: none"> ○ If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. ○ If the object group is a group of payroll relationships created for exception reporting, the application extracts only those payroll relationships (employees) mapped to this object group.

Parameter	Value
Payroll	<p>Payroll is an optional parameter that you can use if you don't want to group payrolls.</p> <p>If you specify a payroll, the application extracts only those employees that are mapped to that particular payroll.</p> <p>Note: The application will extract data only if you provide either an Object Group or a Payroll or a combination of both.</p>
Process Start Date	<p>Start date of the extraction window.</p> <p>Note: Payroll data is extracted only if the Process Start Date is provided.</p>
Process End Date	<p>End date of the extraction window. The application considers this date as the effective as of date and extracts those records effective as on this date.</p> <p>Note: Payroll data is extracted only if the Process End Date is provided.</p>
Instance Name	Development/Production/QA Test
Process Configuration Group	Select the required process configuration group
Baseline Only	Yes/No

5. Click **Submit**.

6. Monitor the status of the process to successful completion.

You can also group various flows and submit them in a single instance.

Process	Description
Data Validation Report	Validates the data available on the HCM cloud before passing them on to ADP. It takes into account statutory requirements and helps identify missing or noncompliant data. You can act necessarily to fix the data before passing the data over to ADP.
Payroll Interface for ADP Global Payroll	Submits the ADP Global Payroll interface process and generates the output file that must be passed to ADP.

Process	Description
Deleted Data Report	<p>Reports data belonging to a specified set of business objects that have been deleted from the HCM Cloud system during the extraction period. This report serves as a supplement to the ADP Global Payroll Interface output xml file to account for complete set of data changes within the given extraction period.</p> <p>Note: Don't delete any data in the HCM application. End date any incorrect data that should not be used for processing.</p>

Configure Prior Values for Payroll Interface for ADP Global Payroll

Use BLOCK_OLD mode in Payroll Interface for ADP Global Payroll to identify the employment and payment data changes. The application displays the updated data as on the effective date as the current value and the previous value of the attribute as prior value.

For example, an employee moves from the **Consulting** department to **Development** department changing their position from Consultant to Developer.

```
<gpi:JobDetails>
  <gpi:Position PriorValue="Consultant">Developer </gpi:position>
  <gpi:JobCode> JOB3 </gpi:JobCode>
  <gpi:Department PriorValue="Consulting">Development </gpi:Department>
  <gpi:ReportingEstablishment> Development </gpi:ReportingEstablishment>
  <gpi:WorkerCategory> White Collar </gpi:WorkerCategory>
  <gpi:WorkingHours> 40 </gpi:WorkingHours>
  <gpi:Frequency> W </gpi:Frequency>
</gpi:JobDetails>
```

This table summarizes the PriorValue attribute behavior to the type of change that the data element undergoes.

Scenario	Prior Value Attribute Present	Prior Value Attribute Populated	Element Populated	Sample Output
Initial Extracts All Attributes Run with Changes Only = N	Yes/No = No	Yes/No = No	Yes/No = Yes	<p>Change: Initial Extract. All data reported.</p> <pre><DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1> BELMONT </ ADDRESS1> <ADDRESS2> </ADDRESS2> </DEMO></pre>

Scenario	Prior Value Attribute Present	Prior Value Attribute Populated	Element Populated	Sample Output
<p>First Snapshot</p> <p>Run with Changes Only = BLOCK_OLD</p> <p>An object or entity reported for the first time.</p> <p>Includes New Hire and Payroll Transfer as a new entity.</p>	Yes/No = Yes	Yes/No = Prior value will be NULL	Yes/No = Yes	<p>Change: Available data is reported and the corresponding prior value shows NULL.</p> <pre><DEMO> <PERSON NUMBER Prior_value=""> 11111 </PERSON NUMBER> <NAME Prior_value=""> JACK </NAME> <ADDRESS1 Prior_value=""> </ADDRESS1> <ADDRESS2> </ADDRESS2> </DEMO></pre>
<p>Element changes from no value to a value.</p>	Yes/No = Yes	Yes/No = Prior value will be NULL	Yes/No = Prior value will be NULL	<p>Change: Address 2 changed from no value to a value and has a prior value NULL. The other attributes haven't changed and so they don't contain a prior value.</p> <pre><DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1>BELMONT </ADDRESS1> <ADDRESS2 Prior_value=""> </ADDRESS2> </DEMO></pre>
<p>Element changes from value to no value.</p>	Yes/No = Yes	Yes/No = Yes	Yes/No = Yes	<p>Change: Address 2 changed from value to no value and has a prior old value. The other attributes haven't changed and so they don't contain a prior value.</p> <pre><DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS 1>BELMONT </ADDRESS1> <ADDRESS2 Prior_value="Concourse"> </ADDRESS2> </DEMO></pre>
<p>Element doesn't change</p>	Yes/No = No	Yes/No = No	Yes/No = No	<p>Change: No changes. All values are shown as they're without prior values.</p> <pre><DEMO></pre>

Scenario	Prior Value Attribute Present	Prior Value Attribute Populated	Element Populated	Sample Output
				<pre><PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1>BELMONT </ ADDRESS1> <ADDRESS2> </ADDRESS2> </DEMO></pre>
Element changes from one non-null value to another non-null value.	Yes/No = Yes	Yes/No = Yes	Yes/No = Yes	<p>Change: Element changes from one non-null value to another non-null value. Address changes from Belmont to Jersey city.</p> <pre><DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1 Prior_ value="Belmont">JERSEY CITY </ADDRESS1> <ADDRESS2> </ADDRESS2> </DEMO></pre>

Set up Additional Payroll Interface Elements for ADP Global Payroll

Use Submit a Flow task to configure additional data elements while you configure the global payroll interface for ADP Global Payroll.

Enable these predefined contexts:

- Additional Assignment Details for ADP Global Payroll Interface
- Additional Person Details for ADP Global Payroll Interface

Enable Predefined Contexts

Complete these steps to enable predefined contexts:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Search and select for **Manage Global Payroll Interface Features Usage** flow.
3. Click **Next**.
4. On the flow parameter page, enter these details:

Parameter	Value
Payroll Flow Name	Meaning name to the current flow.

Parameter	Value
Activate Usage	Yes
Feature	Search for Assignment EIT Information EFF.
Component	Search for Additional Assignment Details for ADP Global Payroll.

5. Submit the flow.
6. To enable the additional data available under Person, repeat the previous steps using these details:

Parameter	Value
Feature	Person EIT Information
Component	Additional Person Details for ADP Global Payroll
Sub component	Select the sub components as applicable.

Note: Features and the sub components that you can enable for implementation depends on the ADP recommendation. Consult with ADP before you enable the features and sub components.

7. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
8. Search for the Assignment Extensible flexfield by entering **Assignment EIT Information** value in the **Name** field.
9. In the Search Results section, select the **Assignment EIT Information EFF** row and click **Deploy Flexfield**.
10. Ensure that the deployment completes successfully.
11. Ensure that the Deployment Status column shows a green tick mark.

Related Topics

- [Update Existing Setup Data](#)

Manage Payroll Interface Data Values for ADP Global Payroll

Use the Lookups task to create a lookup for managing additional data values, such as Company Code and Personnel Area. You can also manage these data values by using the Value Sets task to create a value set.

Create Lookups for Data Values

Complete these steps to create lookups for data values:

1. On the Home page, click the **Lookups** task under the **My Client Groups** tab.
2. In the **Lookup Type** field, enter **ORA_GPY_BUSINESS_AREA**, and click **Search**.
3. In the **ORA_GPY_BUSINESS_AREA: Lookup Codes** section, click **New** from the **Actions** menu.
4. Enter these details in the row:

Field	Description
Lookup Code	BA1
Display Sequence	10
Start Date	01/01/2000
End Date	12/31/4712
Meaning	Business Area
Description	Business Area

5. Click **Save and Close**.

Create Value Sets for Data Values

Complete these steps to create value sets for data values:

1. In the **Setup and Maintenance** work area, go to the **Manage Value Sets** task.
2. On the **Value Sets** page, **Value Set Code** field, enter **ORA_GPY_PER_AREA_VS**. Click **Search**.
3. Click **Values**.
4. On the **Values** page, click **Create**.
5. Enter each personal area as a value.
6. Click **Save and Close**.
7. On the **Values** page, click **Save and Close** to return to the Value Sets page.
8. In the **Search Results** section, ensure that **ORA_GPY_PER_AREA_VS** is selected.
9. Click **Values**.
10. On the **Values** page, click **Create**.
11. On the **Create Value** page, enter each sub area as a new value. Ensure that you choose the area to which this sub-area belongs to is under the **Independent Value** column.
12. Click **Save and Close**.

Override the Cost Center for ADP Global Payroll Interface

The **CostCenterDetails** section in the ADP Global Payroll interface, reports cost centers and its description mapped to departments, which are associated with employee assignments.

Use the **CostCenterOverride** attribute under the **Extensible Fields** section in **Assignment Data** to support requirements where you want to use a cost center that,

- Isn't mapped through departments
- Captured in a different location
- Logical combination of more than 1 attributes. For example, combination of project and cost center code

The **CostCenterOverride** attribute takes priority over the other cost center data values.

- If you provide a **CostCenterOverride** attribute value in the output XML file, ADP directly uses this value as the cost center code to build the record on ADP Global Payroll application.
- If you leave the **CostCenterOverride** attribute blank, ADP considers the cost center in the **CostCenterDetails**.

Calculate **CostCenterOverride** attribute through a custom fast formula. So you can build the fast formula according to the implementation requirements and return the final value of the computed cost center code to this attribute. Optionally, you can also send the override cost center description as a concatenation to the cost center code.

Configure a fast formula to define the value and description of the overriding cost center as a string delimited by **~|**. Map this formula to the delivered **CostCenterOverride** attribute. For example,

```
CostCenterCode = 'Cost Center Code' /** Return the computed value of the cost center **/  
CostCenterDesc = 'Cost Center Description'  
l_computed_val = ' '  
l_computed_val = CostCenterCode || '~|' || CostCenterDesc  
RETURN l_computed_val
```

Note: If you're including the description, concatenate the string delimited by **~|**. If you don't want to send the description, send only the cost center code without **~|**.

Here's how you create the fast formula:

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab to create a fast formula of type **Extract Rule**. This formula should return the logically determined override cost center value and description through a variable called **l_computed_val**. The variable returning the computed value should have the name **l_computed_val**. Ensure that the fast formula start date is sufficiently backdated, something like 1-Jan-1900.
2. Compile the formula successfully.

Here's how you enable the override cost center functionality:

1. In the **Setup and Maintenance** work area, go to the **Manage Common Lookups** task.
2. Search for the lookup type **ORA_HRY_EXTND_DATA_FORMULA_MAP**.
3. You can find lookup code **ORA_HRY_ENABLE_EXTND_VALUES**.
4. Update the value for **Meaning** of this lookup code to **Y**.

Here's how you map the custom fast formula to the override attribute:

1. If you're still using the same lookup type ORA_HRY_EXTND_DATA_FORMULA_MAP, create a lookup code as:

Lookup Code	Meaning	Description
ASG_EXTENDED_FIELD_5	Provide the name of the custom fast formula that you created earlier	Fast formula mapping for OverrideCostCenter attribute

2. Save the settings.

Note:

- If you have used a flexfield to capture the cost center, deploy the flexfield successfully and run the **Generate Flexfield Database Items** flow to generate the database items. You can use these generate database items in fast formulas to retrieve the cost center value.

Related Topics

- [Generate Baseline Extract](#)
- [Overview of Using Formulas](#)
- [Overview of Writing Formulas](#)

Configure Dynamic File Names for ADP Global Payroll

The global interface for ADP Global Payroll generates the output file names dynamically.

The name of the file generated corresponds to this format:

`ORC_PQx148_YYYYMMDDHHMMSS_USOGPI_HRMD01_DUT8G2I.XML`

Configure lookup types, value sets, and fast formula to generate ADP Global Payroll interface files with this file name.

Lookup Type

Configure a new lookup type to hold implementation-specific values for few components in the dynamic file name. For example, the Client Number might vary between different customers. Create a lookup type to use it in a file name.

Here's how you can create a lookup type:

1. On the Home page, click the **Lookups** quick action under the **My Client Groups** tab.
2. On the **Manage Common Lookups** page, click **New**.
3. Enter these values:

Parameter	Value
Lookup Type	ADP_GPY_OUT_FILE_NAME_COMP

Parameter	Value
Meaning	File name component values
Description	Holds values for components in the ADP Global Payroll Interface output file name.
Module	Oracle Fusion Middleware Extensions for Applications

- In the Lookup Codes section, click **New**.
- Enter these values:

Parameter	Value 1	Value 2
Lookup Code	ADP_GPY_SYSTEM_NUMBER	ADP_SAP_CLIENT_NUMBER
Enabled	Yes	Yes
Meaning	Actual value	Actual value
Description	ADP Global Payroll System Number	ADP Global Payroll Client Number

- Click **Save**.

Value Sets

Use value sets to extract various values required to form the dynamic output file name.

This table shows how to define new value sets:

To Derive	Name	FROM Clause	ID Column Name	WHERE Clause
Legislation Code	ADP_Legislation_Code	PER_LEGISLATIVE_DATA_GROUPS_VL	LEGISLATION_CODE	LEGISLATIVE_DATA_GROUP_ID=: {PARAMETER.LEGISLATIVE_DATA_GROUP_ID}
File Name Component	ADP_GPY_OUT_FILENAME_COMP	HCM_LOOKUPS	MEANING	lookup_type='ADP_GPY_OUT_FILE_NAME_COMP' and lookup_code=: {PARAMETER.LOOKUP_CODE}
Date and Time	System_Time_Stamp	dual	to_char(systimestamp, 'YYYYMMDDHHmiss')	NA

Note: If you create the value sets with same name and codes as mentioned in this table, you can use the sample formula mentioned in Fast Formula section as is. However, update the fast formula appropriately if you create different names and codes.

Fast Formula

A fast formula combines the various file name components in the correct sequence and returns the final file name.

This table shows how to create fast formula of type Extract Rule:

Note: Don't specify the LDG while creating the fast formula, so that the formula is available across LDGs.

Formula Parameter	Value
Formula name	ADP_GPY_OUT_FILENAME_FORMULA
Description	Formula to consolidate various file name components and return the final output file name dynamically.
Formula text	<pre> -----Formula starts----- DEFAULT FOR RULE_VALUE IS ' ' l_instance_name=GET_PARAMETER_VALUE('INSTANCE_NAME') l_param = ' =LOOKUP_CODE='ADP_GPY_SYSTEM_NUMBER' ' l_system_id = GET_VALUE_SET('ADP_GPY_OUT_FILENAME_COMP',l_param) l_date=GET_VALUE_SET('System Time Stamp') l_leg_id = GET_PARAMETER_VALUE_NUMBER('LEGISLATIVE_DATA_GROUP_ID') l_leg_id_param = ' =LEGISLATIVE_DATA_GROUP_ID='+to_char(l_leg_id) l_leg_code = GET_VALUE_SET('ADP_Legislation_Code',l_leg_id_param) l_final_value='ORC_P'+l_instance_name+l_system_id+'_'+l_date+'_'+l_leg_code +'OGPI'+'_'+HRMD'+01'+'_'+D'+UT8'+G2I'+'.XML'+'.pgp' RULE_VALUE = l_final_value RETURN RULE_VALUE -----Formula ends----- </pre>

Ensure that the formula returns the value through variable RULE_VALUE.

Save and compile this formula.

Update Extract Structure

Save the generated file name in one of the attributes in the extract. The application uses the attribute in the delivery options to generate the file with the dynamic file name.

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab.
2. Search for the extract definition specifying **Name** as **Payroll Interface for ADP Global Payroll**.
3. Create a record in the extract.
4. Add an attribute of type **Rule** to this record and attach the rule formula that you created earlier.

Note: The best approach is that you create the record under Root Block, like Payroll Group Data.

5. Specify **Type** as **Rule** and **Rule** as **ADP_GPY_OUT_FILENAME_FORMULA..**
6. Select the attribute created in Step 4 as the Run Time File Name for the delivery option you are creating.
7. Submit the changes and ensure that the validations are successful.

Configure a FTP Server

Configure a FTP Server to post the files in through BI Publisher.

To configure ADP's secured FTP server for automatic file delivery, follow the instructions provided in **How to set up SFTP Server for BI Publisher (Doc ID 1526505.1)**.

Add Delivery Option

Add a new delivery option to generate the files with configured file names.

Perform these steps to add a new delivery option:

1. Click Extract Delivery Options and add a new extract delivery option.
2. Enter these details:
 - o Delivery Option Name: Any name
 - o Output Type: XML
 - o Report: /Human Capital Management/Payroll Interface/ADP Global Payroll Interface.xdo
 - o Template Name: Dynamic switch Override Template
 - o Output Name: %de
 - o Delivery Type: FTP
3. In **Additional Details** section enter this detail
Run Time File Name: Search for and select the Attribute you created in the **Update Extract Structure** section.
4. If **Delivery Type** is FTP, ensure that you have already configured the FTP server as mentioned in the Configure a FTP Server section. Add the server details in the Additional Details section as mentioned in the next steps:
 - o Secure FTP: True
 - o Remote Directory: SFTP Destination Folder Name
 - o Server Name: SFTP server name as entered in BIP
 - o Run Time File Name: Search for and select the attribute you created in the **Update Extract Structure**
 - o Click Submit
5. Click Save and Close.

Additional Details Reported in the File

The payroll interface includes these additional details:

- **Extract Version Number:** Use the version number of the payroll interface extract definition to troubleshoot and diagnose issues. The extract version number is of the format x.y.z (example 1.0.0) where,
 - o X is the major release number of the extract. This number changes when major changes to the extract definition including its structure or critical data inclusion on the global data section occurs.
 - o Y is the medium release and tracks changes. For example, inclusion of new legislations, changes to existing legislation data, or minor changes to global data section.

- Z is the minor release and tracks minor changes to the extract, such as inclusion of one or two data elements.

The first release of the interface has the version number 1.0.0.

- **Extract Instance Name:** The source instance type, such as Production, Development, or Test from which an extract output file is produced determines the destination ADP instance.
- **Employees Reported in the File:** The individual payroll relationships reported in the file appear at the end of the file to help record count reconciliation.

Note: The count displayed in the file is the count of distinct payroll relationships. For example, an employee with two payroll relationships is reported as two in the record count.

Report Person Name in Local Language for ADP Global Payroll

You can interface person names captured in the local language using the LocalPersonNames section in the ADP Global Payroll Interface output XML file.

This section contains all name components as the employees have reported in **GlobalPersonData**. For example, the application has captured an employee's name in both English and Spanish. You can find the name in English in the GlobalPersonData section, and the same name in Spanish in the LocalPersonNames section.

Note: For Japan, you can find two scripts as Kanji and Kana. Oracle HCM Cloud for Japan captures and ADP Global Payroll Interface reports the following names:

- GlobalPersonData section: One set of attributes captures the name in English, another set of attributes captures the name in Kanji
- LocalPersonNames section: One set of attributes captures the name in Kana, another set of attributes captures the name in Kanji

Process Leave of Absence for ADP

When an employee is on a Leave of Absence, processing of payroll for the employee depends on the organization's policies. Some organizations may continue to process the employee's pay while some others may suspend the payroll run for the employee.

Use Assignment Status to communicate whether the application should process the assignment of the employee in the current period payroll.

Global Payroll Interface reports the Assignment Status, which comprises HR and Payroll status.

- HR status: Status of assignment from HR perspective, determines whether the assignment is active, inactive, or suspended.

- Payroll status: Determines whether to include the assignment in payroll processing.

Record Leave of Absence

In Setup and Maintenance work area, use the Manage Assignment Status task in the Workforce Functional area to extend the list of assignment statuses and create statuses specifically for Leave of Absence. For example, create a status to convey that the employee is on Leave of Absence and another to convey that the employee is back to work. Each of these statuses will have the payroll status mentioned as Process or Do not process as required.

HR managers or specialists can update date effective assignments by setting the assignment status appropriately when an employee goes on leave of absence or returns from one.

Manage Advanced Leave of Absence Requirements (optional setup)

If you want to manage advanced Leave of Absence requirements through Global Payroll Interface for ADP, you must configure additional Assignment Action Codes in accordance with ADP specifications. Reach out to ADP and identify the Action Codes to be configured on HCM Cloud for this purpose.

Change User-Defined Delivery Options for ADP

If you have configured additional delivery options other than those delivered out of the box by Oracle, here are the mandatory changes for you to perform.

For example, these additional delivery options handle SFTP deliveries.

For these additional delivery options, perform these changes.

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab, and select **Payroll Interface For ADP Global Payroll**.
2. In the **Advanced Edit** mode, go to **Delivery Options**.
3. For all the delivery options that you have created, update the value under **Template Name** from ADP Global Payroll Interface Template to **Override Template**.
4. Submit the changes.

Perform Global Transfers and Global Temporary Assignments

All transfers between legal employers are known as global transfers. During a global transfer, the application creates a work relationship and assignment under the new legal employer.

If the global transfer is permanent, the application terminates the existing work relationship and all assignments under it as of a day prior to the global transfer date.

Global Temporary Assignment is the temporary movement of an employee from one legal entity to another, within the same country or across different countries. The employment with the source legal employer remains active. The application creates a new employment with the target legal employer starting on the date of temporary assignment.

If you intend to use the **Type of Transfer** attribute to communicate global transfers across countries and within country to ADP, perform the following steps:

1. Go to **Manage Common Lookups** task and search for **Lookup Type: ORA_GPY_TRANSFER_TYPE**
2. Add a new lookup code as below:
 - o **Lookup code: INTERNATIONAL**
 - o **Start Date:** A sufficiently back dated date
 - o **Date : 31-Dec-4712**
 - o **Meaning: INTERNATIONAL**

Set **Type of Transfer** as **INTERNATIONAL** on the source legal employer while performing global transfers or global temporary assignments which are across countries.

If you don't set **Type of Transfer** as **INTERNATIONAL**, ADP Global Payroll won't be able to process the international transfers successfully.

Leave **Type of Transfer** blank for global transfer or global temporary assignment within the same country.

Enable Access to Global Payroll Local Data in ADP

Use the HCM Cloud to maintain payroll data in Global Payroll Local Data in ADP. For example, bank account and loan details, tax file number, and so on.

HCM secures data access for creation and maintenance of this data. Configure the data sent to ADP using this integration, based on your implementation and the data that you capture in HCM Cloud.

For the data that's entered directly in ADP systems, enable access to the Global Payroll Local Data in ADP from HCM Cloud.

Before You Start

- Set a profile option to enable ADP integration at the site level.
- Ensure that the Payroll Administrators are granted the required security privileges. Payroll Administrators must also have the Payroll Interface Coordinator job role with the appropriate data roles granted.
- Use the Payroll Integrations task to enable the integration setup.
- Configure federation SSO between HCM Cloud and external IdP, and also between the external IdP and ADP's Global Payroll Local Data in ADP Payroll systems.

For more detailed information about accessing the Global Payroll Local Data in ADP, refer **Define Payroll Integrations** topic.

Set Profile Option

Set the profile option at the site level to enable or disable the integration with ADP for payroll processing.

Profile Name	Role	Values
ORA_PAY_ENABLE_EXT_PAY_INTEGRATION	Payroll Administrator	<ul style="list-style-type: none"> • YES: Enables the integration and the associated task flows. • NO: Disables the integration.

Security Privileges

This table shows the security privilege and the predefined role that inherit it.

Privilege Name	Role	Use To
ORA_HRY_MANAGE_EXTERNAL_PAYROLL_INFORMATION	Payroll Interface Coordinator	Configure payroll data maintained in the Global Payroll Local Data in ADP for employees using payroll interface coordinator task flow.

Enable Payroll Integrations

Use the **Payroll Integrations** task to provide details for the setup.

On the **Payroll Integration Setup** page, provide the direct access URL for accessing the Global Payroll Local Data page in ADP.

- **Deep Link URL:** Provides the link for navigating to Global Payroll Local Data in ADP from HCM Cloud to manage payroll data. You must enter the encoded URL here. Here's a sample URL while you use Microsoft ADFS for federation SSO:

```
https://<ExternalIDPHOST>/adfs/ls/IDPInitiatedSignon.aspx?RelayState=RPID%3Dhttps%253A%252F%252Fportal10023.globalview.adp.com%252Ffederate2%26RelayState%3Dhttps%253A%252F%252Fportal10023.globalview.adp.com%252FadminCentral%252Fabcinc.home%253F
```

Note: Other attributes, such as Audience, Tenant, and REST Endpoint will be supported in the future releases.

Enable the Access to Global Payroll Local Data in ADP

Every employee in an organization belongs to a payroll group.

Administrators can manage data for employees administered by them by using the **Payroll Administrator task flow**.

1. Navigate to **Payroll** work area.
2. Search for and select **Payroll Information in ADP**.
3. Search for an employee record to view the Global Payroll Local Data in ADP launched in the HCM Cloud.

Related Topics

- [Define Payroll Integrations](#)

Extend Termination Reporting in ADP Global Transfer

All transfers between legal employers are known as global transfers. During a transfer, the application creates a work relationship and assignment.

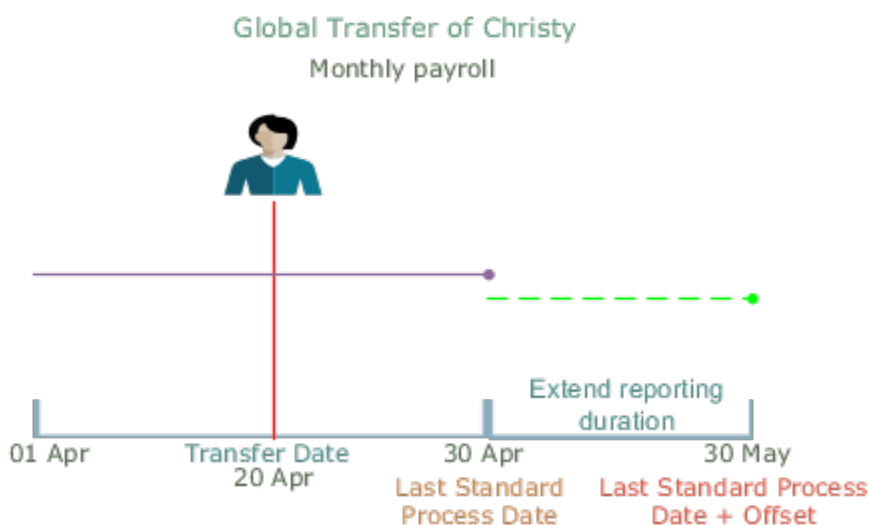
You can select the data that you want to copy from the source to the target assignment and payroll relationship within the legislative data group. In such scenarios, the application terminates the source legal employer record a day before the global transfer date and creates a hire record in the target employer with hire date as the transfer date. The application copies all the information that exists as of the global transfer date, but doesn't copy any changes effective after the global transfer date.

Global Payroll Interface reports source legal employer records till the Last Standard Process Date of the payroll to which the employee is mapped for the period in which the transfer happens.

For example, let's consider Christy is mapped to a monthly payroll and is transferred on 20-Apr. The application determines the Last Standard Process Date of the global transfer period for the payroll to which Christy is mapped. The value that you had provided for the Process End Date at the time of record submission acts as the Effective-As-Of-Date while retrieving records. When the Effective-As-Of-Date goes past the Last Standard Process Date, the application doesn't report the source legal employer details.

When you offset the Process End Date by 30 days, the Process End Date (System Date for that day + 30 days offset) might go beyond the Last Standard Process Date. So the application won't report the global transfer termination details at all.

To ensure that the application doesn't miss out the reporting of termination details, extend the reporting duration of source legal employer record details to ADP Global Payroll during global transfer of an employee. Enable this feature if you have set the Process End Date of an employee to a future date and want to extend the reporting duration. You can extend the reporting duration of the source legal employer record by only the number of days specified in the Process End Date offset.



Here's how you can enable this feature:

1. On the Home page, click the **User-Defined Tables** quick action under the **My Client Groups** tab.
2. Search for and select **Profile Options For Payroll Interface**. Specify the LDG for which you want to extend the reporting duration. Click **Edit**.

3. Set the **Effective Start Date** as the date from which you want the changes to take effect.
4. In the **User-Defined Rows** section, search for and select **ADP GPY - Extend Reporting of Home Records in Global Transfer**. Click **Next**.
5. In the **User-Defined Table Values** section, create a record.
6. Search for and select **ADP GPY - Extend Reporting of Home Records in Global Transfer** in the **Exact** column.
7. Set the **Value** as **Y**, and ensure that the Effective Start Date is according to your requirement.
8. Click **Save**.

Here's how you can set the offset days:

9. You must set the **Effective-As-Of-Date** as the date from which you want the changes to take effect.
10. In the **User-Defined Rows** section, search for and select **ADP Global Payroll Interface Flow Parameter EndDate Offset**. Click **Next**.
11. In the **User-Defined Table Values** section, create a record.
12. Search for and select **ADP Global Payroll Interface Flow Parameter End Date Offset** in the **Exact** column.
13. Set the **Value** as the number of days by which you want to offset the Process End Date parameter. If you want to move the end date to a future date, set the number of days with a plus (+) sign. For example, if you want to move it forward by 30 days, specify the value as **+30**.
14. Ensure that the Effective Start Date is according to your requirement, and click **Submit**.

Related Topics

- [Global Transfer Overview](#)
- [Global Transfer Example](#)

Seniority Dates for ADP Global Payroll Interface

Define and manage the seniority of workers using Seniority Dates version 3. You can define seniority rules in all the levels such as person, work relationship, and assignment.

Note: If you're using **Seniority Dates version 1**, you can still manage and report seniority dates through **EnterpriseSeniorityDate** and **LegalEmployerSeniorityDate** under **ServiceData** section.

Use the **SeniorityDetails** section under **AssignmentData** in ADP Global Payroll Interface to report Seniority Dates version 3. You must identify the rules and the seniority dates that you want to interface over to your payroll partner.

Seniority Dates are effective between a start date and end date depending on when you have run the Recalculate Seniority Dates process and the adjustments you have performed. ADP Global Payroll Interface identifies the reported seniority records based on the value of the Process End Date parameter. This value is the Effective-As-Of-Date, the date you would have provided while submitting the extract. ADP Global Payroll Interface reports the top of stack seniority date record effective as on the effective date across all levels under the assignment.

Each rule that's processed in seniority calculation reports the seniority date for each value of the attribute on which the rule is defined. Let's say, you define a rule on a job. In this case, the application calculates the seniority date for each job code that the assignment has been associated with.

So ADP Global Payroll Interface reports the seniority date for that value of the attribute that's reported in the assignment data. Let's take an example. An assignment has been through Job Codes J1, J2, and J3 over various periods. In this scenario, if the assignment record reports job J2, then the seniority date would be reported for job J2 only.

Seniority dates for other values of the attribute that the assignment may have been associated with over different periods aren't reported.

ADP Global Payroll Interface repeats this behavior for each seniority rule that gets reported.

Here's how you can identify the seniority rules or dates that you want to send to your payroll partner:

1. On the Home page, click the **Lookups** quick action under the **My Client Groups** tab.
2. Search for the lookup type **ORA_HRY_INT_SENIORITY_RULES** on the **Manage Common Lookups** page.
3. For every seniority date rule that you want to include in the interface, create a new lookup code and select the **Enabled** check box,
 - o **Lookup Code:** Any code that you can use to identify the rule
 - o **Start Date:** Enter an appropriate date
 - o **End Date:** Enter an appropriate date
 - o **Meaning:** Enter the lookup code that you used while creating this seniority rule in ORA_PER_SENIORITY_ITEMS
 - o **Description:** Enter any meaningful description for the lookup code
 - o **Tag:** Specify the country code for which you would use these seniority rules. For example, you have three rules R1, R2, and R3. The rules would be applicable like,
 - R1: For US and UK
 - R2: For all countries
 - R3: Only for AU

The Lookup Code along with Tag would be,

- Lookup Code R1, Tag: +US, +GB
- Lookup Code R2, Tag: None
- Lookup Code R3, Tag: +AU

4. Click **Save**.

Note: If there are changes to the data that affect seniority rules, run the **Recalculate Seniority** process for an individual or a group of employees before you run the payroll interface. You can find the **Recalculate Seniority** button when you search for a person on the **Seniority Dates** page.

Related Topics

- [Overview of Seniority Dates](#)
- [Seniority Dates](#)
- [Process to Calculate Seniority Dates](#)
- [Seniority Date Versions](#)
- [Considerations for Migrating to V3 Seniority Dates](#)

Payslip back feed from ADP Global Payroll to Oracle HCM Cloud

If you encounter any errors or corrections in payroll processing, create a ticket on ADP Global Payroll to initiate the correction payroll process.

Use HCM Data Loader to delete payslips that are in error, or which may need corrections. Follow these steps for deletion:

1. Delete the **PayrollInterfaceInboundRecord** and **PayrollInterfaceInboundRecordInfo** records for the payslip to be deleted.
2. Delete the **DocumentsOfRecord** and **DocumentAttachment** for the payslip to be deleted

Extraction Schedule for ADP

Schedule the regular ADP Global Payroll interface processes like any other process within the Oracle HCM Cloud. The application supports all options, such as dynamic (fast formula based) date parameter setting.

Perform these steps to schedule the extraction:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. Select the **Run Payroll Interface for ADP Global Payroll** flow.
4. Enter all the parameters except **Process Start Date** and **Process End Date**.
5. Specify the schedule frequency and submit the process.

Note:

- Don't set the **Process End Date** parameter to a date earlier than the end date of any previous runs.
- While scheduling the initial extraction, leave the start date and end date parameters blank.

Increment Process Dates Automatically in ADP

The data that the ADP Global Payroll Interface reports depend on the extract start and end dates that you select while submitting the interface.

For ADP Global Payroll the recommended extraction window is 28 days with this requirement:

- The start date is 21 days before the current system date.
- The end date is 7 days after the current system date.

For ADP Celergo the recommended extraction window is 21 days with this requirement:

- The start date is 14 days before the current system date.
- The end date is 7 days after the current system date.

Consider these points while you automatically increment process dates:

Use these actions to automatically increment the extract start and end date parameters:

1. On the Home page, click the **User-Defined Tables** quick action under the **My Client Groups** tab.
2. In the **Name** field, enter **Profile Options For Payroll Interfaces**.
3. Select your required **Legislative Data Group** and click **Search**.
4. In the **Search Results** section, select the **Profile Options For Payroll Interfaces** row.
5. On the **Profile Options For Payroll Interfaces** page, click **Edit**.
6. In the **Effective As-of Date** field, select an effective date.
7. Click **Next** to open the User Defined Table Values page.
8. In the **User-Defined Table Values** section, click **Create**.
9. In the **Add User-Defined Table Values** dialog box, select **ADP Global Payroll Interface Flow Parameter Start Date Offset**.
10. Click **OK**.
11. In the **Value** field, enter the number of days by which you need to offset the start date. Typically, set this value to the number of days by which you want to move the start date from the date of execution. To move the start date into the past, prefix the value with a minus sign. To move the start date forward, prefix the value either with a + sign or don't provide any sign. For example, to set the start date 14 days into the past, set the value as -14. Repeat this step for **Exact ADP Global Payroll Interface Flow Parameter End Date Offset**.
12. Click **Submit**.

Note: While you submit the extracts manually in unplanned runs, you can manually enter the start and end date parameters. User entry takes precedence over the automatic setting, and the interface is processed for the dates that you have manually entered.

Set Up Recommendations for ADP Global Payroll

Follow certain recommendations while configuring ADP Global Payroll on Oracle HCM Cloud.

Discuss with the ADP team any additional requirements they may have for some of the business objects, such as address format. Perform configurations in the HCM cloud to address these additional requirements.

Set the License Type and Load Geography Data

Use the **Manage Features by Country or Territory** task under **Setup and Maintenance** to set license types.

Set the license type for all countries that are part of the implementation scope to,

- Human Resources or None
- Payroll Interface

Load geography data from respective applications before starting with other configurations.

Note: For the United States and Canada, load the geography data from Vertex.

Oracle HCM Cloud delivers extensions for almost 120 countries under these classifications:

- Tier 1: HR Only extension

- Tier 2: HR and some parts of payroll extension
- Tier 3: Fully localized including compliant payroll

For countries where Oracle has either not delivered an extension or has delivered a light extension, you may require additional configurations to use these legislations.

Legislative Data Groups and Employment Models

The best approach is to set up one Legislative Data Group (LDG) for one country.

ADP Global Payroll supports the Two-Tier Single Assignment employment model. The best idea is to specify the employment model as Two-Tier Single Assignment when you set up legal employers on Oracle HCM Cloud.

If the customer has a requirement for multiple assignments, then all earnings that need processing in payroll needs to be consolidated on the primary assignment.

Actions and Reasons

When you want to modify HR Actions for addressing business requirements, discuss the list of custom actions and their underlying system actions with ADP for a value-mapping. This discussion ensures that ADP can perform appropriate actions when these actions are extracted as part of the output file.

Since ADP uses Action Reasons as critical components in their processing logic, configure appropriate action reason values while performing actions. We recommend discussing the Action Reasons associated with various Actions with ADP and values are mapped before configuration. ADP won't perform key transactions such as hire or termination if you haven't entered the corresponding action reason. This behavior holds well even if the Hire and Termination happen as a result of transactions such as Global Transfer or Global Temporary Assignment.

Currency

Set up currencies with the same number of decimal places, as has been set up in ADP Global Payroll. Discuss with ADP Consultants before finalizing the number of decimal places in Oracle HCM Cloud.

Payrolls

The best approach is to configure all pay frequencies supported by ADP for every legislation as payrolls within the respective legislations in Oracle HCM Cloud. The employee payroll mapping in Oracle HCM Cloud must be in sync with the mapping in ADP.

So the best idea is to carry out payroll definitions after consulting the ADP Global Payroll implementation team.

Elements

Specify the output currency for elements as the currency associated with the legislative data group while configuring elements.

Typically, components that are part of a regular salary and are paid to the employee every pay period are configured as recurring elements. Components that aren't part of the regular salary and are paid only when applicable are configured as nonrecurring elements.

We recommend all earnings elements containing the input value Amount and payments fed into this input value. The application creates the input value automatically when delivered element classifications are used.

When you map an earnings element to a salary basis, specify the input value to which the salary would be fed as Amount.

- If the current implementation requires elements that report a number such as the Number of Dependents, create these elements with an input value Number. Store the actual value to be passed to ADP in this Number input value.
- If the current implementation requires elements that report a rate such as a Rate per Overtime Hour, create these elements with an input value Rate. Store the actual value to be passed to ADP in this Rate input value.
- If the current implementation requires elements that report a percentage such as a percentage of basic salary, create these elements with an input value Percentage. Store the actual value to be passed to ADP in this Percentage input value.
- Input values Hours and Days are not supported by ADP Global Payroll.

Elements for Benefits

Oracle Benefits uses elements of primary classification Voluntary Deductions to communicate the amount to be deducted from the employee for participation in benefit plans.

When creating these elements in payroll interface scenarios, these elements get created without any default input values. Here, payroll interface scenarios mean where you have selected the **Selected Extension** under **Manage Features by Country or Territory** for the country as **Payroll Interface**. Use the **Add Input Values** option to create appropriate input values for such elements. Map these elements and input values to the corresponding benefits plans.

Object Groups

Object Groups are used to combine payrolls of interest, and perform the payroll interface extraction for this object group.

When setting up a group of payrolls, use the **Payroll Inclusions and Exclusions** section to specify the payrolls of interest. Similarly, when setting up a group of payroll relationships, use the Payroll Relationship Inclusion and Exclusion section to specify the payroll relationships of interest.

Personal Payment Methods

Personal Payment Methods are used by employees to choose how they want to receive payment of their salary. Employees can distribute payment of their salary to different payment options like a direct deposit to their bank accounts, cheques (checks), or cash using percentages, fixed amounts, or a combination.

We recommend to not specify a **Run Type** while creating personal payment methods. The Run Type field on the Personal Payment Methods page doesn't hold any significance in a payroll interface scenario.

Set Up SFTP and Delivery Destination

To configure the secured FTP server for automatic file delivery, go through the instructions in the How to setup SFTP Server for BI Publisher document. When setting up delivery options for file delivery, specify the destination as the location provided by the payroll vendor.

Related Topics

- [How to Set Up SFTP Server for BI Publisher](#)

Transactional Recommendations for Payroll Interface for ADP Global Payroll

Follow certain recommendations while you perform transactions on the HCM Cloud.

Data Deletion

The best practice is to not purge data. To delete data, use the end date option of the business object. In an exceptional case if you delete data, use the Deleted Data Report to extract the data that has been deleted during the extraction window. Notify ADP by sending the output of this report and the ADP Global Payroll Interface file.

Payroll Transfers

Transfer employees as close as possible to the process period end date of the destination payroll. Update the Final Close Date of the source payroll as the process period end date.

Indicate these details in the output file for transferred employees:

- **TO** (transfer out) on the source payroll.
- **TI** (transfer in) on the destination payroll.

The application reports transferred employees under both source and destination payroll until the source payroll's period end date, which is also the Final Close Date.

Employee Terminations

The **Notified Termination Date** is the date on which the employee is terminated.

The interface supports these two approaches to pay terminated employees:

- Update the payments on the HCM cloud and send the details to Payroll for processing.
 - Until you make the final settlement for the employee, extract details of the terminated employee for any update in the employee information.
 - Update the **Final Close Date** of the payroll relationship of the terminated employee.
 - Set the date into a future period in time so that the organization can process the final settlement.

After the Final Close Date, the application doesn't extract the employee.

- Process the payroll details directly on the Global Payroll application. In this case, the application doesn't extract the terminated employee details after the terminated date. Set the Final Close Date as the actual termination date of the employee so that the application doesn't extract the employee details after the termination date.

Update the Final Close Date

Use the **Person Management** task to set the final close date. For example, for terminated employees, you can set the date to complete all of their payroll related activities.

1. On the Home page, click the **Person Management** quick action under the **My Client Groups** tab.
2. On the **Person Management** page, select the **Include terminated work relationships** check box.
3. Search for and select the terminated employee.
4. On the **Employment** page, click **Tasks** and select **Payroll Relationships**.
5. In the **Assignment** section, **Element Duration** section, select the **Final Close** row and click **Edit**.
6. In the **Date** field, enter the required date. Click **Save**.

Cost Center Allocations

The Interface supports cost allocation only to department cost centers that the assignment belongs to. The interface doesn't support splitting of costs across multiple cost centers.

Operational Recommendations for ADP Global Payroll Interface

Follow certain recommendations while you submit the payroll interface for ADP Global Payroll on the Oracle HCM Cloud. Use only the delivered Run Payroll Interface for ADP Global Payroll flow to process the ADP Global Payroll interface.

If you run this flow from a LDG, the application extracts the global and legislative data pertaining to the country to which that LDG is associated.

Note: You can't create a copy or export the delivered extract definition. Oracle HCM Cloud and ADP Global Payroll doesn't support modified interface, use only the delivered extract definition and flow.

Instance Name Parameter

The **Instance Name** parameter identifies whether the current data extraction is run in Production, Development, or QA Test. The source determines the ADP destination into which the application imports the extracted data. Since this routing is automatically done, verify the parameter value and set it appropriately before you submit the process. The default value of this parameter is QA Test.

Initial Extract

Extract complete information pertaining to all employees that are identified based on the process parameters. Since this information is available on the ADP Global Payroll application, the application doesn't use the output file of the initial extract for any processing.

- Specify the baseline parameter as **Yes** to execute the initial extract in the baseline mode. The application extracts and keeps the extract without generating any output file.
- Specify the baseline parameter as **No** to execute the subsequent extracts.

Extraction Window

Extraction window is the time interval between the **Process Start Date** and **Process End Date** parameters.

- Choose the extraction window and don't change it later.
- Run the extraction on a daily basis, typically at the end of the day's work.

Consider these points while you select the extraction window:

- Frequencies of payments supported. For example, Monthly, Weekly, Biweekly.
- How often interface files are sent to the ADP Global Payroll application.
- When the application records the data. For example, as and when the changes happen, after the changes happen with a past date, or in advance before the actual changes happen.

To ensure that you address the retrospective data entries and future dated changes, set the extraction dates as recommended below:

- Set extraction start date to a date sufficiently earlier than the current date.
- Set extraction end date to a date sufficiently later than the current date.

It is strongly recommended that the end date not be set too far into the future. An excessive amount of forward planning might result in manual data corrections. For example, reporting a hire planned for one month into the future might lead to manual data correction in case of a no-show.

Unplanned Runs

The payroll interface for ADP Global Payroll supports unplanned runs to address exception scenarios that result in transaction changes. Examples of unplanned transactions include retrospective changes to the employees' salary, mistakes in data entry, and so on.

For such unplanned runs, set the extraction start date as early as needed to cover all retrospective data changes. Set the extraction end date same as the end date of the immediate last regular interface run. Subsequent runs of the interface picks up only the data that you changed after the unplanned run was complete.

Extraction Rollback

Rollback nullifies the extraction runs that failed or contain erroneous data.

CAUTION: Use the rollback process only when required. Otherwise, the rollback process might jeopardize the synchronization between Oracle HCM Cloud and ADP Global Payroll.

Note: You can roll back an entire payroll interface process level or individual employee records within a selected process.

To roll back an entire payroll interface process, submit the roll back process by specifying the name of the payroll interface process to be rolled back as the parameter.

To roll back a selected set of employees from an already completed payroll interface extraction, perform these steps.

Note: The rollback can be performed only on the last completed run.

1. Navigate to **View Flows**.
2. Search for the flow on which the rollback needs to be performed.
3. Click the process name and go to the process details page.
4. Select the payroll relationship ID corresponding to the employee to be rolled back, and select **Rollback** from the **Actions** menu.

When rolling back multiple processes, roll back the last submitted process first.

Follow these steps to verify if the rollback was successful:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Search for and select the payroll interface process.
3. No employee records are displayed on the **Details** page if the entire process was rolled back. If the process was rolled back for some employees, information for those employees is not displayed on this page.

ADP Global Payroll Interface V2

Overview of ADP Global Payroll Interface V2

The Payroll Interface for ADP Global Payroll V2 extract definition retains all the functionalities and features delivered in the earlier version. The enhanced version includes these enhancements.

- Excludes attributes that ADP Global Payroll doesn't consume currently and has no plans to consume in the future. The following data is no longer included in the extracted data set:
 - Calculation card data (for all applicable countries) storing employee information related to statutory deductions is deprecated since ADP captures this information directly on their application.
 - Employment Term is deprecated as three-tier employment model is no longer supported in Oracle Global Human Resources Cloud. Contract information is reported under Assignment Data in alignment with the employment pages in Oracle Global Human Resources Cloud.
- Supports real time interfacing of new hire. This new version is a mandatory prerequisite for real time interfacing of new hire transactions to ADP Global Payroll. For details on real time integration, refer chapter, 'Oracle Payroll Connect for ADP Global Payroll' of the Implementing Global Payroll Interface guide available on the Oracle Help Center.
- Allows you to work with country-specific payload rules to select and deselect attributes and data groups from within the master data set in accordance with the data requirements agreed with the ADP implementation team. It also ensures that the configured data adheres to data protection policies.

The delivered payroll interface for ADP Global Payroll V2 contains:

- An extract definition named as **Payroll Interface for ADP Global Payroll V2**
- An ESS flow named as **Run Payroll Interface for ADP Global Payroll V2**

Uptake Recommendations for ADP Global Payroll V2 Extract

- If you're already using the standard ADP Global Payroll Interface, we strongly recommend that you reach out to Oracle by logging a service request and to ADP by logging a ticket, for key considerations before planning a move to the enhanced version.

- If you're planning to start using the standard ADP Global Payroll Interface, we recommend that you review and use the V2 version.

How to Uptake ADP Global Payroll V2 Extract

Use the steps given in this section, only if you're moving to ADP Global Payroll Interface V2 after due confirmation from both Oracle and ADP.

1. Recreate in the Payroll Interface for ADP Global Payroll V2 extract definition, the following configurations performed on the earlier version:

- Additional delivery options (for example, to enable SFTP delivery)
- Dynamic file names

Following configurations performed on the earlier version are automatically applied in V2 version:

- Lookup Codes
- Value Sets
- Fast Formulas
- Element Groups
- Payroll Relationship Groups
- Object Groups
- Values in the **Profile Options for Global Payroll Interface** user-defined table

2. On the day you plan to move over to the new version, follow these steps and perform a baseline run using the **Run Payroll Interface for ADP Global Payroll V2** flow:

- a. Complete the regular **Run Payroll Interface for ADP Global Payroll** flow and transfer the output file to ADP.
- b. Submit a baseline run using the new **Run Payroll Interface for ADP Global Payroll V2** flow across all LDGs in scope.
- c. Validate that the baseline run completed successfully and processed all employees within the LDGs as expected. If the results are as expected, proceed to the next step.

If you face any issues in the baseline run, create an Oracle service request. Continue with the regular interface runs with the earlier version until the issue with the new version is resolved by Oracle Support.

3. If you have created an automatic scheduler for your regular interface runs, end the existing scheduler as on the date you move over to the new version.
4. Use the new **Run Payroll Interface for ADP Global Payroll V2** process flow and create a new schedule to start from the day after the date you move over to the new version. All your existing configurations around scheduling like **Process Start Date** and **Process End Date** offsets get automatically incorporated into the new schedule.
5. If you're executing your regular interface runs manually, start using the new **Run Payroll Interface for ADP Global Payroll V2** process flow in your regular runs from the day after the date you move over to the new version. Incremental changes are picked up automatically ensuring zero break in interfacing.

Configure Dynamic File Names for ADP Global Payroll Interface V2

The name of the file generated corresponds to this format:

```
ORC_Pxxxxx_YYYYMMDDHHMMSS_USOGPI_HRMD01_DUT8G2I.XML
```

Configure lookup types, value sets, and fast formula to generate ADP Global Payroll interface files with this file name.

Lookup Type

Configure a new lookup type to hold implementation-specific values for few components in the dynamic file name. For example, the Client Number might vary between different customers. Create a lookup type to use it in a file name.

Here's how you can create a lookup type:

1. On the Home page, click the **Lookups** quick action under the **My Client Groups** tab.
2. On the **Manage Common Lookups** page, click **New**.
3. Enter these values:

Parameter	Value
Lookup Type	ADP_GPY_OUT_FILE_NAME_COMP
Meaning	File name component values
Description	Holds values for components in the ADP Global Payroll Interface output file name.
Module	Oracle Fusion Middleware Extensions for Applications

4. In the Lookup Codes section, click **New**.
5. Enter these values:

Parameter	Value 1	Value 2
Lookup Code	ADP_GPY_SYSTEM_NUMBER	ADP_SAP_CLIENT_NUMBER
Enabled	Yes	Yes
Meaning	Actual value	Actual value
Description	ADP Global Payroll System Number	ADP Global Payroll Client Number

Parameter	Value 1	Value 2

6. Click **Save**.

Value Sets

Use value sets to extract various values required to form the dynamic output file name.

This table shows how to define new value sets:

To Derive	FROM Clause	ID Column Name	WHERE Clause
Legislation Code	PER_LEGISLATIVE_DATA_GROUPS_VL	LEGISLATION_CODE	LEGISLATIVE_DATA_GROUP_ID=: {PARAMETER.LEGISLATIVE_DATA_GROUP_ID}
File Name Component	HCM_LOOKUPS	MEANING	lookup_type='ADP_GPY_OUT_FILE_NAME_COMP' and lookup_code=: {PARAMETER.LOOKUP_CODE}
Date and Time	dual	to_char(sysimestamp, 'YYYYMMDDHHmiss')	NA
Random number to serve as a sequence number when generating multiple files on the same day	dual	lpad(round(DBMS_Random.Value(1.99)), 2, '0')	NA

Note: If you create the value sets with same name and codes as mentioned in this table, you can use the sample formula mentioned in Fast Formula section as is. However, update the fast formula appropriately if you create different names and codes.

Fast Formula

A fast formula combines the various file name components in the correct sequence and returns the final file name.

This table shows how to create fast formula of type Extract Rule:

Note: Don't specify the LDG while creating the fast formula, so that the formula is available across LDGs.

Formula Parameter	Value
Formula name	ADP_GPY_OUT_FILENAME_FORMULA
Description	Formula to consolidate various file name components and return the final output file name dynamically.

Formula Parameter	Value
Formula text	<pre> -----Formula starts----- DEFAULT FOR RULE_VALUE IS ' ' l_instance_name=GET_PARAMETER_VALUE('INSTANCE_NAME') l_param = ' =LOOKUP_CODE='ADP_GPY_SYSTEM_NUMBER'' l_system_id = GET_VALUE_SET('ADP_GPY_OUT_FILENAME_COMP',l_param) l_date=GET_VALUE_SET('System Time Stamp') l_leg_id = GET_PARAMETER_VALUE_NUMBER('LEGISLATIVE_DATA_GROUP_ID') l_leg_id_param = ' =LEGISLATIVE_DATA_GROUP_ID=++to_char(l_leg_id) l_leg_code = GET_VALUE_SET('ADP_Legislation_Code',l_leg_id_param) l_final_value='ORC_P'+l_instance_name+l_system_id+'_'+l_date+'_'+l_leg_code +'OGPI'+'_'+HRMD'+01'+'_'+D'+UT8'+G2I'+'.XML'+'.pgp' RULE_VALUE = l_final_value RETURN RULE_VALUE -----Formula ends----- </pre>

Ensure that the formula returns the value through variable RULE_VALUE.

Save and compile this formula.

Update Extract Structure

An additional attribute called **ADP Global Payroll File Name** has been delivered to address dynamic file name requirements. You can map additional delivery options you create with this attribute to generate files with the filename returned by the formula ADP_GPY_OUT_FILENAME_FORMULA.

The application uses the attribute in the delivery options to generate the file with the dynamic file name.

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab.
2. Search for the extract definition specifying **Name** as **Payroll Interface for ADP Global Payroll V2**.
3. Create additional delivery options corresponding to every additional delivery type you need.
4. In the Runtime File Name attribute search for ADP Global Payroll File Name and map it to the delivery option.
5. Submit the changes and ensure that the validations are successful.

Configure a FTP Server

To configure ADP's secured FTP server for automatic file delivery, follow the instructions provided in **How to set up SFTP Server for BI Publisher (Doc ID 1526505.1)**.

Add Delivery Option

Perform these steps to add a new delivery option:

1. Click Extract Delivery Options and add a new extract delivery option.
2. Enter these details:
 - o Delivery Option Name: Any name
 - o Output Type: XML
 - o Report: /Human Capital Management/Payroll Interface/ADP Global Payroll Interface.xdo
 - o Template Name: Override Template

- Output Name: %de
- Delivery Type: Select as needed
- 3. In the **Additional Details** section enter this detail:
 - **Run Time File Name:** Search for and select the attribute **ADP Global Payroll File Name**.
- 4. If the **Delivery Type** is FTP, , ensure that you have already configured the FTP server as mentioned in the Configure a FTP Server section. Add the server details in the **Additional Details** section as mentioned in the next steps.
 - **Secure FTP:** True.
 - **Remote Directory:** SFTP Destination Folder Name.
 - **Server Name:** SFTP servername as entered in BIP.
 - **Run Time File Name:** Search for the attribute **ADP Global Payroll File Name**.
- 5. Click Submit.

Integrate Salary Using Simple Components for ADP Global Payroll Interface V2

Integrate salary based on simple components with ADP Global Payroll systems using the **Payroll Interface For ADP Global Payroll V2** template to generate payroll interfaces.

Use the **Payload Rules** task under **HCM Extracts** to include or exclude salary components object from the payload for real-time flow and batch processing flow.

5 Oracle Payroll Connect for ADP Global Payroll

Overview of Oracle Payroll Connect for ADP Global Payroll

Integrate Oracle HCM Cloud with ADP Global Payroll through Oracle Payroll Connect for ADP Global Payroll. With this integration, you can convey new-hire transactions in Oracle HCM Cloud to ADP Global Payroll in real-time.

You can also send updates and maintenance to this transaction to ADP in batch mode using HCM Extracts.

You can configure and maintain the integration to ADP Global Payroll through:

- A simplified configuration page to define the data elements that you want to send to ADP Global Payroll in real-time and batch mode
- A status page to review the status of various transactions sent to ADP Global Payroll in both real-time and batch mode
- An embedded page from ADP Global Payroll to manage payroll information from within Oracle HCM Cloud

Here's an overview of the new-hire flow with the Oracle Payroll Connect for ADP Global Payroll:

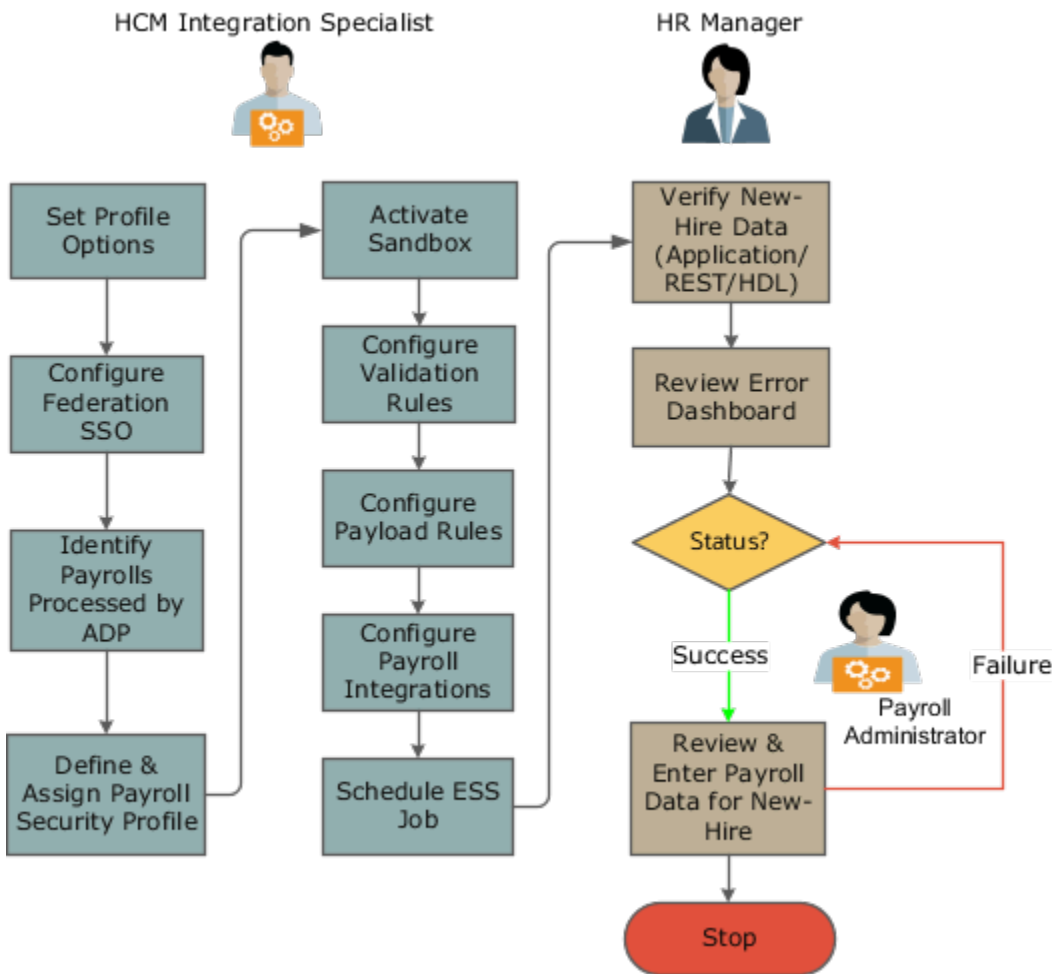
1. **Hire Employee:** Hire an employee in Oracle HCM Cloud through the user interface, loader, or API. Use ADP specific validations to enter the employee data.
2. **Publish Data to ADP:** Wait for the application to capture necessary data, then call real-time API to ADP for establishing employee records.
3. **Enter Payroll Data:** The new-hire can enter payroll data into ADP through self-service. The Payroll Administrator can add more info to the payroll data in ADP.
4. **Run Payroll Interface for ADP Global Payroll v2:** Send additional changes from Oracle HCM Cloud to ADP using HCM Extracts.



You would need various configurations for the transaction flows in both the applications:

1. Set Profile Options
2. Configure Federation SSO
3. Identify Payrolls Processed by ADP
4. Define and Assign Payroll Security Profile
5. Activate Sandbox
6. Configure Data Validation Rules
7. Configure Payload Rules
8. Configure Payroll Integrations

9. Schedule ESS Job



Before You Start

Before you integrate Oracle HCM Cloud with ADP Global Payroll, perform these tasks:

- 1. Set Profile Options:** Log in to Oracle HCM Cloud as an Integration Specialist and set profile options.

Profile Option Code	Profile Option Name	Profile Level	Value
ORA_PAY_ENABLE_EXT_PAY_INTEGRATION	Enable Integration with ADP Systems for Payroll Processing	Site	Yes

- 2. Authenticate Real-Time Integration:** You must authenticate this real-time integration using Single Sign-On (SSO) and JSON Web Token (JWT).
 - o **Use SSO for authentication:** Payroll Administrator can navigate to ADP Global Payroll embedded interface from within Oracle HCM Cloud using this SSO setup, whereby session credentials are used to establish authentication in ADP Global Payroll. Configure federation SSO between Oracle HCM Cloud

and Customer Identity Provider (IdP), and also between the Customer IdP and ADP's Global Payroll applications.

Here are few points that you must consider for this implementation:

- You must have an IdP that's trusted by both Oracle HCM Cloud and ADP Global Payroll.
- Establish SSO between Oracle HCM Cloud (Service Provider 1) and the IdP using Security Console.
- Establish SSO between ADP (Service Provider 2) and the IdP using the ADP SR process.
- You must be present and e-mail must be synced in Customer IdP, Oracle HCM Cloud, and ADP.

Once you have completed the SSO setup, you must review and complete the Single Log-Out (SLO) setup too. This approach ensures that once you log out from Oracle HCM Cloud, the user session terminates in ADP Global Payroll too.

Here's how you review the SLO setup:

- i. Enter IdP Global SLO URL in Security Console. For example, Log-out URL for ADFS IdP:

```
https://<external IDP>/adfs/ls/?wa=wsignout1.0
```

- ii. ADP must provide PING SLO URL for ADP-IdP trust setup. For example, SLO URL:

```
https://portal100x.globalview.adp.com/federate2/sp/SLO.sam12
```

- o **Authenticate using JWT:** Oracle Payroll Connect integration uses ADP REST APIs to send new-hire data in real-time, and JWT token authenticates these APIs.

Here's how you can set up the JWT authentication:

- i. Export orakey_sign public key from Oracle HCM Cloud for ADP Global Payroll integration.
 - a. Navigate to Security Console and API Authentication tab.
 - b. Click the Oracle Public Certificate to download the certificate.
- ii. Once you receive the key, open a service request with ADP for importing the key to the corresponding ADP instance. For example, public key from Oracle HCM Cloud production instance imported into the ADP Global Payroll production instance. Here's a sample JWT generated for ADP authentication flow:

```
JWT HEADER
{
  "alg": "RS256",
  "typ": "JWT",
  "x5t": "r2oR5F01a-a5cwAdgUAt6JfE4k0"
}
JWT PAYLOAD
{
  "exp": 155364350,
  "tenant": "123456",
  "iss": "www.oracle.com",
  "aud": "globalview-prod",
  "jti": "1234-12345-123456-12345-1234",
  "iat": 155363750
}
```

3. **Identify Payrolls Processed by ADP:** Identify payroll definitions that are processed by ADP Global Payroll, and for which you want to enable this integration.

4. **Review Data Security:** Payroll Interface Coordinators must have the required data roles to review the data associated with specific payrolls that interfaces with ADP Global Payroll. You can create data roles with appropriate payroll security profiles from the **Manage Data Roles and Security Profiles** page.
 - Note:** You can't use **View All** payroll security profile while creating data roles using payroll security profile
5. **Assign Data Roles to Payroll Administrators:** Assign the generated data roles from Step 4 to the Payroll Administrators who are managing the identified payrolls. This step provides these administrators access to the navigation to the ADP Global Payroll interface embedded in Oracle HCM Cloud.

Data Validation Rules

You can find two different types of data validation rules implementation and the relevance of these rules at different stages of this integration with ADP Global Payroll. These rules ensure data quality and completeness to avoid cycles of data processing and error correction.

The required HCM Experience Design Studio validation rules are defined for each country for which the ADP Global Payroll integration is being set up. For more information about the detailed rules grouped by country, refer the **Validation Rules** topic.

This table summarizes the significance of these rules at different stages:

Stage	What You Can Do	HCM Experience Design Studio Rules	Payload Rules	Example
New-Hire	Create the new-hire in real-time in ADP Global Payroll with the new-hire data captured in Oracle HCM Cloud.	Use HCM Experience Design Studio to configure rules that are impacted during data capture in HCM Cloud. These rules are applied for data captured using application pages, REST APIs, or HCM Data Loader methods.	Configure payload rules when the new-hire data is extracted and a payload is to be sent to ADP. If an attribute is marked as Mandatory, the new-hire payload will be sent to ADP only when this required attribute has a value captured for the new-hire.	SSN is a required attribute for US employees. <ul style="list-style-type: none"> • Configure HCM Experience Design Studio rules to capture data. • Configure payload rules to include SSN data in the payload.
Payroll Processing	Update the employee details applied during the payroll processing. Data is captured during an event like transfer, termination, and so on in Oracle HCM Cloud. The application sends this captured data periodically to ADP Global Payroll using HCM Extracts.	You can't implement data capture rules for updates to employee data using HCM Experience Design Studio. But the implementation project team can design auto-complete validation rules based on specific requirements.	Configure these rules to be applied when HCM Extracts run generates the batch feed to be sent to ADP Global Payroll for payroll processing. If an attribute is marked as Required but isn't present for an employee, this employee data won't be sent to ADP Global Payroll.	Bank account details of the employee are required for payroll processing. <ul style="list-style-type: none"> • Configure payload rules to include bank account information in the payload sent to ADP Global Payroll.

Stage	What You Can Do	HCM Experience Design Studio Rules	Payload Rules	Example
		<p>Note: Rules defined for the new-hire process will still be effective for any changes to the employee data.</p>		<ul style="list-style-type: none"> Configure payload rules to include or exclude specific attributes of an object. For example, you can exclude priority data from the payload.

Activate a Sandbox

Activate a sandbox to define the Oracle Payroll Connect integration-specific validation rules using HCM Experience Design Studio. For more information about the instructions to define the sandbox, refer to Oracle Learning Library.

Configure Autocomplete Validation Rules

HCM Experience Design Studio allows configuration of validation rules that are specific to your implementation and that aren't delivered by Oracle HCM Cloud. You can configure validation rules for a flow, like new-hire data capture flow to validate new-hire data in real-time. For example, you can configure a rule to capture the e-mail address of the new-hire when the new-hire data is entered in Oracle HCM Cloud. Implement these validation rules using the Auto-complete feature in the HCM Experience Design Studio. These rules are effective for all methods of data entry.

Note: Create a Service Request with Oracle Support to request this feature and provide the Account Name and the business requirement.

This table provides an example for each of the rule patterns to set up the integration with ADP Global Payroll.

Pattern Code	Pattern Name	What You Do	Pseudo Code
M	Mandatory	When an attribute is a mandatory requirement, configure this validation rule by adding conditions using the attributes available in a VO. For example, you can add conditions for a legal employer or a country.	<pre>IF (Gender is null) THEN IF (Country IN ['CA','GB', 'IN','MX','US']) THEN ShowError('Gender is required'); END IF; END IF;</pre>
L	Length Validation	When the value entered for an attribute should not be more than a specified number of characters, configure this validation rule.	<pre>IF (LastName isn't null) THEN length := LengthOf(LastName); IF (length > 40) THEN ShowError('Last Name cannot have more than 40 characters');</pre>
ML	Mandatory + Length Validation	When an attribute is mandatory and the value entered should not be more than a specified number of characters, configure this validation rule.	<pre>IF (AddressLine2 isn't null) THEN length := LengthOf(AddressLine2); IF (length > 40) THEN</pre>

Pattern Code	Pattern Name	What You Do	Pseudo Code
			<pre>ShowError('Address Line 2 cannot have more than 40 characters'); ELSE IF (Country IN ['MX']) THEN ShowError('Address Line 2 is required');</pre>

For more information about creating the validation rules, refer to Oracle Learning Library.

Configure Payload Rules

Select data components and attributes for both real-time and HCM extracts batch mode integration to configure Oracle HCM Cloud data integrated with ADP Global Payroll.

Here's what you can do,

- Choose the payload content for both real-time and batch processing flows, and also the mandatory and optional attributes that are applied for both flows.
- Include or exclude specific data elements for a given entity. For example, you can exclude **Preferred Name** from the payload, if it isn't required or consumed for processing payroll in ADP Global Payroll.
- Define available filters to include specific data in the payload. For example, you can select **Home Address** to be excluded from the payload to ADP Global Payroll.

Define the payload rules to select the objects and their attributes in a payload that you want to send to ADP Global Payroll. The source template, the HCM Extracts template, defines the objects and their attributes that are available for your selection. The Legislative Data Group associated with these rules defines and includes the legislation-specific content in the payload.

Use the **Payload Rules** task under **HCM Extracts** to perform these tasks:

- Include or exclude an object from the payload for real-time flow and batch processing flow
- Identify mandatory attributes for objects that are included
- Identify available filters for objects that are included in the payload

The **Payload Rules** page lists all the available rules defined in the application. You can also create a rule set for an LDG.

Here's how you create a rule set:

1. Click **Add** on the **Payload Rules** page.
2. Provide a name for the payload rule set. This name gets associated with the payroll on the **Payroll Integrations** page.
3. Choose a legislative data group for which the rules are defined.
4. Select the template that lists the objects and attributes for **Payroll Interface for ADP Global Payroll**. When the template is loaded, you find a list of default objects and attributes that are available in the template.

5. You can find the Business Objects in the left pane and the Attributes for the selected objects in the right pane.

- o **Business Objects:** You can select the business objects to be included in the data that you send to ADP using different methods of data feed to ADP Global Payroll.
 - **Real-time payload:** The application sends the objects that you select to be included in the real-time payload to create the new-hire data in ADP Global Payroll. ADP Global Payroll requires these objects to establish the new-hire record in their application. Once you select the objects for real-time payload, the objects are automatically included in the batch payload (HCM Extracts) and you can't deselect later.
 - **Batch payload:** The application sends the objects that you select to be included in the HCM Extracts to ADP Global Payroll. ADP Global Payroll requires these objects for successful payroll processing of the employees in payroll. You can select the objects to be included only in the batch payload, and excluded from the real-time payload.

Note: The best approach is to maintain the real-time payload to a minimum so that the data capture in HCM Cloud is optimized with minimum validation rules. This approach results in a successful integration with ADP Global Payroll with the new-hire created at the earliest.

- o **Attributes:** Select the attributes that are available in each business object and mark the mandatory attributes as **Required**. The integration process delays the data from being sent to the ADP Global Payroll until the attributes that are marked as Required are available. If you don't select an attribute to be Required, the data is sent to ADP Global Payroll even if the attribute has no value. You can also include attributes in your payload by selecting the **Include** check-box.
- o **Filter Criteria:** You can select specific types of an entity or object to be sent in the payload, where filter criteria are listed. For example, you can select **Home Address** which will only include home address in the payload sent to ADP Global Payroll.

6. Click **Save**.

Associate Payload Rules to Payroll and Payload Generation

You can associate the defined payload rules with the payroll and use this association from the **Payroll Details** section of the **Add Payroll Integration** page.

Related Topics

- [Creating Autocomplete Validations](#)

Define Payroll Integrations

Identify the payrolls that are processed by ADP Global Payroll. Navigate to the Payroll Integrations page from Data Exchange under My Client Groups. You will require Manage Payroll Integration Setup (HRY_MANAGE_PAYROLL_INTEGRATION_SETUP_PRIV) privilege to access this page.

Before You Start

Complete these tasks before you access the **Global Payroll Local Data** page in ADP:

- Collaborate with the ADP project team to determine the Audience, Tenant, and REST Endpoint values.

- Complete the certificate exchange for ADP Global Payroll to authenticate the REST API call.
- Complete the federation SSO configuration for the Deep Link URL.
- Verify that the user account of a Payroll Administrator in Oracle HCM Cloud can also access ADP Global Payroll.

On the **Payroll Integrations** page, provide these details to access the Global Payroll Local Data page in ADP:

Note: Use the Audience and Tenant parameters to establish the JWT authentication. Payroll Administrator uses the Deep Link URL with SSO authentication while navigating to the Global Payroll Local Data page in ADP.

- **Integration Details**

- Issuer: Indicates the source application for this integration.
- Select the Enabled check box.

- **Target System**

- **Audience:** Indicates the target application for this integration. Provide a name of the ADP Global Payroll pod that the Oracle HCM Cloud instance will integrate with. You can find the available ADP Global Payroll systems from the list of values. Here are the supported combinations for this integration setup to be complete and functional.

Environment	Audience	Issuer
Production	globalview-prod	oracle-prod
Demo	globalview-demo	oracle-demo
UAT	globalview-uat	oracle-uat
DEV	globalview-dev	oracle-dev
RDQUA	globalview-rdqua	oracle-rdqua
RDDEV	globalview-rddev	oracle-rddev

Any other unsupported combination of Issuer and Audience will result in authentication failure while connecting the systems for this integration.

- **Tenant:** Enter the Client ID provided by ADP.

- o **Deep Link URL:** Provide the encoded URL to connect to ADP Global Payroll for embedding your application in Oracle HCM Cloud. This URL is encoded and varies with the Identity Provider in use in your organization.

- For ADFS as an IdP, the URL pattern is,

```
https://<external IDP>/adfs/ls/IDPInitiatedSignon.aspx?RelayState=RPID%3D<URL encoded ADP Entity ID>%26RelayState%3D<URL encoded ADP RelayState value>
```

For example, if

```
external IDP = https://mycompany.idp.com/adfs/ls/IDPInitiatedSignon.aspx  
ADP Entity ID = https://companyportal.globalview.adp.com/federate2
```

ADP Relaystate Value = `https://companyportal.globalview.adp.com/adminCentral/abcinc.home`

URL would be,

```
https://mycompany.idp.com/adfs/ls/IDPInitiatedSignon.aspx?RelayState=RPID=https://
companyportal.globalview.adp.com/federate2&RelayState=https://
companyportal.globalview.adp.com/adminCentral/abcinc.home
```

Provide the encoded URL of this URL as the Deep Link URL. You can get the encoded URL from any online URL encoding sites like `https://www.urlencoder.org`.

Deep Link URL:

```
https://mycompany.idp.com/adfs/ls/IDPInitiatedSignon.aspx?RelayState=RPID%3Dhttps%253A%
%252F%252Fcompanyportal.globalview.adp.com%252Ffederate2%26RelayState%3Dhttps%253A%252F%
%252Fcompanyportal.globalview.adp.com%252FadminCentral%252Fabcinc.home%253F
```

- For Okta as an IdP, the URL pattern is,

IDP Single Sign-on URL:

```
https://mycompany.okta.com/app/myco_adpglobalview/exk86sywoaLvu6ZYr2p7/sso/saml
```

ADP RelayState value:

```
https://companyportal.globalview.adp.com/adminCentral/abcinc.home
```

Encoded URL would be,

```
https://mycompany.okta.com/app/myco_adpglobalview/exk86sywoaLvu6ZYr2p7/sso/saml?
RelayState=https%3A%2F%2Fportal0023.globalview.adp.com%2FadminCentral%abcinc.home
```

Single encoding is used in the RelayState value for Okta, while double encoding is used in the RelayState value for ADFS IdP.

Note:

- ADFS encoding pattern requires double-encoding of the query parameters that are appended to the Deep Link URL defined in the Payroll Integrations page. Okta is verified to require single-encoding. So you must verify the required encoding pattern with your IdP vendors.
- Contact your ADP implementation and IdP administration teams to verify and configure this setup and the IdP SSO URLs, and ADP RelayState values.
- All the sample URLs provided are for references. You must verify with your SSO and ADP teams for specific URLs for your implementation.

By default, the encoding pattern is set as double encoded. You can control and specify the encoding pattern honored by your IdP using a lookup code defined as:

- a. In the Setup and Maintenance work area, search for and select **Manage Common Lookups**.
- b. Search for and select the lookup type **ORA_HRY_PI_PROFILE_OPTIONS** (Payroll Interface Profile Options).
- c. Add a new lookup code,
 - **Lookup Code:** IFRAME_URL_ENCODE
 - **Meaning**
 - SINGLE: If your IdP requires a single encoded URL
 - DOUBLE: If your IdP requires a double encoded URL
- o **REST Endpoint:** Provide an endpoint URL to call the REST APIs. Gather the URL from your ADP representative. Here's a sample URL:

```
https://portalxxx.globalview.adp.com/mnccc/v1/edi
```

- **Payroll Details**

- o Name: Provide a name of the payroll that's processed by ADP and for which this integration is being defined.
- o Rule Name: Provide the payload rule associated with this payroll.
- o Event: New-hire is the only event to publish the payload in real-time to ADP Global Payroll.

Real-Time Integration Service for External Payroll

An ESS daemon process executes continuously to monitor the new-hire data created in Oracle HCM Cloud. You must start this ESS job once and define a schedule to execute the job at a defined frequency.

Consider these points while determining the frequency:

- How often the new-hire data is created in Oracle HCM Cloud?
- How often the new-hire data should be sent to ADP Global Payroll?

These considerations will help you determine the scheduling frequency of this ESS job. A frequency of 15 or 30 minutes would meet the common requirements of the new-hire data created or delivered to ADP Global Payroll within the 15 or 30 minutes of the new-hire creation and approval in Oracle HCM Cloud.

The ESS job reads the ATOM feeds generated by the new-hire transactions in HCM Cloud to:

- Identify and publish the ATOM feeds to ADP Global Payroll
- Process the new-hire assigned to the payroll for which you enabled integration on the Payroll Integrations page

If you create the new-hire data using HCM Data Loader, include the SET command in the data file to generate ATOM feeds for the new-hire being created.

```
SET ENABLE_INCREMENTAL_LOAD_EVENTS Y
```

Here are few points before you start the ESS job:

- HCM Extracts processes any new-hire record entered before you start the ESS job.

- The real-time integration doesn't process any future dated hires to ADP Global Payroll, but HCM Extracts processes and publishes the records.
- When you enable the integration, all the newly created new-hire transactions are processed. You must manually stop these transactions from being sent to ADP Global Payroll when the real-time integration isn't required for a subset of data and you want it to be processed by HCM Extracts.

Configure Lookup Codes

You must set up this lookup code for the process to construct the file name for the payload that's being sent by both the real-time integration and the batch integration through HCM Extracts.

Lookup Type	Lookup Code	What Does It Do?
ADP_GPY_OUT_FILENAME_COMP	ADP_GPY_SYSTEM_NUMBER	This lookup code is a system number that forms part of the output file name sent to ADP Global Payroll. ADP must provide this value and it's a concatenation of ADP GlobalView system number and Client Number.

Baseline Extracts Run

Run a baseline extract immediately after your regular periodical run of ADP extracts when,

- You're sending HCM data through HCM Extracts to ADP Global Payroll
- Switching to the Oracle Payroll Connect integration for the new hire feeds

Let's take an example. If you're currently running the extract **Payroll Interface for ADP Global Payroll** in **Incremental** or **Changes Only** mode, you must run this extract in baseline mode. After this run, start the **Real Time Integration Service for External Payroll ESS** job. This job will start to monitor any new-hire data in Oracle HCM Cloud from then.

Related Topics

- [Generate Baseline Extract](#)

Country-Specific Validation Rules for Oracle Payroll Connect Integration

Find the country-specific rules agreed with ADP for creating the new-hire transaction in ADP Global Payroll that are sent from Oracle HCM Cloud using the Oracle Payroll Connect integration.

Note: For an updated list of countries and validation rules, work with your ADP implementation team.

Autocomplete rules define the validations specifying the mandatory set of attributes for creating new-hire transaction, and used by the real-time integration. The complete list of attributes that are required for payroll processing in ADP Global Payroll are defined in the Payload rules configuration and used by the HCM Extracts.

Validation Rules for US

Here are validation rules for US:

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup	LegislationCo	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData	Payroll	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \EmployerInfo	LegalEmployer	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	PersonNumber	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	GUID	None	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	FirstName	ML	PersonName	First Name	Yes	Yes	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson	MiddleName	L	PersonName	Middle Names	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson	LastName	L	PersonName	Last Name	Yes	Yes	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson	Title	M	PersonName	Title	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	DateOfBirth	M	Person	Date of Birth	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	RegionOfBirth	L	Person	None	No	No	Maximum length: 100 characters

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson	TownOfBirth	L	Person	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \ServiceInfor	HireDate	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \ServiceInfor	Action	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Identifiers	IdentifierType	M	PersonNational	National ID Type	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Identifiers	IssuingCountry	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Identifiers	Identifier	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	AddressType	M	PersonAddress	Type	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	FromDate	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	ToDate	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	AddressLine1	ML	Address	Address Line 1	Yes	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \Address	AddressLine2	L	Address	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \Address	AddressLine3	L	Address	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \Address	City	M	Address	Town or City	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	State	L	Address	Region 2	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	County	L	Address	Region 1	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \Address	PostalCode	ML	Address	Postal Code	Yes	Yes	Maximum length: 5 characters
PayrollGroup \PayrollData \GlobalPerson \Address	Country	M	Address	Country	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Email	E-MailAddress	ML	PersonEmail	None	No	No	Maximum length: 241 characters
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	ContactType	Pre-defined	PersonContact	Contact Type	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	FirstName	ML	PersonContact	None	No	Yes	Maximum length: 40 characters

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	LastName	L	PersonContact	None	No	Yes	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	Gender	M	PersonContact	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Citizenships	Nationality	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	IssuingCountry	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	PassportType	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	PassportNumber	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	IssueDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	ExpirationDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	VisaType	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	VisaNumber	None	None	None	No	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	VisaIssueDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	ExpirationDat	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn	BusinessUnit	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn	LegalEmployer	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa	BusinessUnit	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \WorkTaxAddre	WorkTaxAddress	M	WorkAssignment	None	No	Yes	Warning rule implementation
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	FromDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	ToDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	SalaryBasisNa	M	SalaryVO	None	No	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	Salary	ML	SalaryVO	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	PeriodicSalar	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	CurrencyCode	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Costing	CostCenter	None	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Costing	CostCenterDes	None	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	ElementName	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	EntryStartDat	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	EntryEndDate	None	None	None	No	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	CurrencyCode	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements \ElementAttri	EntryValue	M	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	PaymentMethod	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	PaymentMethod	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	PaymentMethod	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	CurrencyCode	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	AccountName	None	None	None	No	None	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	BankName	M	None	None	No	Yes	Maximum length: 60 characters
PayrollGroup \PayrollData \GlobalPerson	BankBranchNum	None	None	None	No	No	Maximum length: 15 characters

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
\PayDistribut \PaymentMetho \BankAccounts							
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	Country	M	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	AccountType	None	None	None	No	No	Maximum length: 100 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	AccountNumber	None	None	None	No	No	Maximum length: 20 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	SWIFT	None	None	None	No	No	Maximum length: 11 characters
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information2	M	None	None	Yes	Yes	PersonnelArea
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information3	M	None	None	Yes	Yes	PersonnelSubArea
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information4	M	None	None	Yes	Yes	EmployeeGroup
PayrollGroup \PayrollData \GlobalPerson	Information6	M	None	None	Yes	Yes	EmployeeSubGroup

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
\CustomDetail \AssignmentCu							
PayrollGroup \PayrollData \GlobalPerson \LegislativeI \LocalPersonD	Gender	None	Person Legislative	Gender	Yes	Yes	None

Validation Rules for Mexico

Here are the validation rules for Mexico:

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup	LegislationCo	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData	Payroll	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \EmployerInfo	LegalEmployer	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	PersonNumber	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	GUID	None	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	FirstName	ML	PersonName	First Name	Yes	Yes	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson	MiddleName	L	PersonName	Middle Names	No	No	Maximum length: 40 characters In MX, named Second Name
PayrollGroup \PayrollData \GlobalPerson	LastName	L	PersonName	Last Name	Yes	Yes	Maximum length: 40 characters

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson	Title	M	PersonName	Title	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	Prefix	L	PersonName	Prefix	No	No	Maximum length: 100 characters
PayrollGroup \PayrollData \GlobalPerson	DateOfBirth	M	Person	Date of Birth	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson	RegionOfBirth	L	Person	None	No	No	Maximum length: 100 characters
PayrollGroup \PayrollData \GlobalPerson	TownOfBirth	L	Person	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson	Corrsesponden	M	Person	Correspondenc Language	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \ServiceInfor	HireDate	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \ServiceInfor	Action	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Identifiers	IdentifierTyp	M	PersonNationa	National ID Type	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Identifiers	Identifier	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	AddressType	M	PersonAddress	Type	Yes	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \Address	FromDate	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	ToDate	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	AddressLine1	M	Address	Address Line 1	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	AddressLine2	ML	Address	Address Line 2	Yes	Yes	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \Address	AddressLine3	M	Address	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \Address	City	M	Address	Town or City	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	State	M	Address	Region 2	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	PostalCode	M	Address	Postal Code	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Address	Country	M	Address	Country	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Email	E-MailAddress	ML	PersonEmail	None	No	No	Maximum length: 241 characters

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	FirstName	L	PersonContact	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	MiddleName	None	None	None	No	No	In MX, named Second Name
PayrollGroup \PayrollData \GlobalPerson \ContactInfor	LastName	L	PersonContact	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \Citizenships	Nationality	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	IssuingCountry	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	PassportType	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	PassportNumber	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	IssueDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \Passport	ExpirationDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	VisaType	None	None	None	No	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	VisaCategory	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	VisaIssueDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \VisaAndPermi	ExpirationDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn	BusinessUnit	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn	LegalEmployer	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa	BusinessUnit	Pre-defined	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	SalaryBasisName	M	SalaryVO	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	Salary	ML	SalaryVO	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	PeriodicSalary	None	None	None	No	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Salary	CurrencyCode	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Costing	CostCenter	None	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \EmploymentIn \AssignmentDa \Costing	CostCenterDes	None	None	None	Yes	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	ElementName	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	EntryStartDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	EntryEndDate	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements	CurrencyCode	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayrollInfor \PayElements \ElementAttri	EntryValue	M	None	None	No	Yes	None
PayrollGroup \PayrollData	PaymentMethod	None	None	None	No	Yes	None

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
\GlobalPerson \PayDistribut \PaymentMetho							
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	PaymentMethod	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	PaymentMethod	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho	CurrencyCode	None	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	AccountName	None	None	None	No	No	Maximum length: 40 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	BankName	M	None	None	No	Yes	Maximum length: 60 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	BankBranchNum	None	None	None	No	No	Maximum length: 15 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	Country	M	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut	AccountType	None	None	None	No	No	Maximum length: 100 characters

Payload Block	Attribute	AutoComplete Rule Type	AutoComplete Rule VO	AutoComplete Rule Attribute	New-Hire Process?	Payroll Process?	Comments
\PaymentMetho \BankAccounts							
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	AccountNumber	None	None	None	No	No	Maximum length: 20 characters
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	SecondaryAcco	M	None	None	No	Yes	None
PayrollGroup \PayrollData \GlobalPerson \PayDistribut \PaymentMetho \BankAccounts	SWIFT	None	None	None	No	No	Maximum length: 11 characters
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information2	M	None	None	Yes	Yes	PersonnelArea
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information3	M	None	None	Yes	Yes	PersonnelSubArea
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information4	M	None	None	Yes	Yes	EmployeeGroup
PayrollGroup \PayrollData \GlobalPerson \CustomDetail \AssignmentCu	Information6	M	None	None	Yes	Yes	EmployeeSubGroup
PayrollGroup \PayrollData \GlobalPerson \LegislativeI \LocalPersonD	Gender	None	Person Legislative	Gender	Yes	Yes	None

View Payload Delivery Status

During the Oracle HCM Cloud to ADP Global Payroll integration flow, the application generates errors at these stages:

- Payload validation messages in Oracle HCM Cloud before sending the payload to ADP Global Payroll
- Delivery status of the payload to ADP Global Payroll from Oracle HCM Cloud
- Response from ADP Global Payroll after processing the payload that was sent
- Any process error messages from ADP Global Payroll for a batch file that was sent using HCM Extracts **Payroll Interface for ADP Global Payroll**

Payroll Interface Coordinator can review any exceptions or errors generated during these stages in the **View Payload Delivery Results** task under **Data Exchange**. You can also manage and process data for specific payrolls.

Payroll Interface Coordinator must have the data role with appropriate security profile inherited to review the messages. For more information about generating data roles using payroll security profiles, see *Securing HCM guide*.

A notification with the status message is sent to the Line Manager of the new-hire when,

- A new-hire is successfully created in ADP Global Payroll using the payload sent from Oracle HCM Cloud
- An error message is received from ADP Global Payroll while processing the payload

You can search records from the **View Payload Delivery Results** page using these filters:

- **Person Number:** Person number of the new-hire included in the payload
- **Payroll Name:** Name of the payroll associated with the new-hire transaction
- **Start Date:** Range start date when an error was generated
- **End Date:** Range end date when an error was generated
- **Error Code:** Error code generated during payload delivery failure
- **Status:** Codes of the records with Error, Reprocess, Reassigned, or Stopped status

Once you use these filters and search for a record, the retrieved message displays these attributes:

- **Person Name:** Name of the new-hire
- **Person Number:** Person number of the new-hire
- **Payroll Name:** Name of the payroll associated with the new-hire
- **Source:** Source of the error, such as ADP Delivery, Payload Validation, or HCM Extracts
- **Assignee:** Assigned person to act on the error when the status is reassigned
- **Error Code:** An unique code of the error
- **Error Description:** A short description of the error code
- **Error Date:** Date when the error was recorded
- **Status:** Processing status of the error message
- **Actions**
 - **Row level action:** Perform actions such as Reprocess and Stop on an error record.

- **Region level action:** Perform actions such as Reprocess and Stop on a group of records.

Related Topics

- [Enable Access to Global Payroll Local Data in ADP](#)
- [HCM Data Roles](#)
- [HCM Security Profiles](#)
- [Best Practices for HCM Data Roles and Security Profiles](#)

6 Payroll Interface for ADP Workforce Now

Overview of Payroll Interface for ADP Workforce Now

To set up payroll interface for ADP-WFN, define the value sets and the object group for payroll relationship. Once you define the requirements for payroll relationship, associate the employees to payroll.

Use the delivered **Run Payroll Interface for ADP Workforce Now** flow pattern to run the payroll interface extract process.

Define Value Sets

Create value sets for multiple company details. The application delivers the `ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET` value set.

Here's how you can enter values for `ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET` company code value set:

1. In the Setup and Maintenance work area, go to the **Manage Value Sets** task.
2. Search for and select the **ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET** value set.
3. Click **Manage Values**.
4. On the **Manage Values** page, click **Create**.
5. Enter each company code as a new value.
6. Click **Save and Close**.

Define Object Groups

Extract the multiple payroll group employee data in a single file. Use the **Object Groups** task to group the payroll in a single extract. Run the extract process for each object group to extract data belonging to the grouped payrolls. Use the same approach to group employees that weren't included in the extract or that must be extracted again.

Associate Employees to Payroll

Specify the payroll to which the employee must be mapped in the Payroll Details sub section of the Assignment section while hiring an employee using the Oracle Fusion HCM hire flow. On the Payroll Relationships page, you can associate newly-hired employees to the respective payroll.

Payload Rules

Use **Payload Rules** to configure the attributes required for the Payroll Interface for ADP Workforce Now integration. Payload rules support a dynamic selection of required attributes to include in the extract output file for your business needs and data protection policies. You can select and deselect attributes and data groups from the parent data set, which is delivered as a seeded integration and is more specific to ADP Workforce Now interfacing requirement.

Payroll Transfers

When you transfer an employee from Monthly payroll to Biweekly payroll, then the extract sends the new payroll information along with related employment and payroll data to the third-party payroll application.

Run the ADP Workforce Now Interface Process

Use the **Submit Extracts** task to execute **Run Payroll Interface for ADP Workforce Now** extract process.

The new extract:

- Removes redundant and obsolete attributes information from the data set extraction. For example, the redundant federal level attributes in the calculation card page from the W-4 form that's effective from 2020 isn't included in the extract.
- Excludes unconsumed data sets related to Bank and Absence transactions.

Delivered Contexts and Segments

The context and segments are delivered to accommodate the additional attributes.

This table shows the contexts that are available under the Assignment EIT Information EFF flexfield, which is associated with the respective **PER_ASSIGNMENT_EXTRA_INFO_M** table.

Context Name	Use To
ORA_HRY_GPI_WFN_EMP_INFO	Capture employment details of employees at the assignment level
ORA_HRY_GPI_WFN_PAYROLL_ADDL_INFO	Accommodate additional payroll agreement custom field attributes.
ORA_HRY_GPI_WFN_JOB_INFO	Create the Compensation Defaulting Values, which is used for NAICS Compensation code at Employee level in Assignment UI.

You can enable and deploy these contexts.

FLEXFIELD NAME	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF
Flexfield Code	Assignment EIT Information EFF	Assignment EIT Information EFF
Context Code (Code)	ORA_HRY_GPI_WFN_EMP_INFO	ORA_HRY_GPI_WFN_PAYROLL_INFO
Context Name (Display Name)	GPI Workforce Now Extended Employment Information	GPI Workforce Now Extended Payroll Additional Information
Behavior	Single Row	Single Row
Enabled	Yes	Yes

Enable the Context

Here's how you can enable the delivered flexfield context:

Note: Before you enable the context, consult with ADP.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select a US Legislative Data Group.
3. Search for and select the **Manage Global Payroll Interface Feature Usage** flow.
4. Click **Next**.
5. On the Enter Parameters page, complete these fields:

Flow Parameter	Value
Payroll Flow Name	Meaningful name
Activate Usage	Yes
Feature	Search for and select Assignment EIT Information EFF .
Component	Search for and select GPI Workforce Extended Employment Information.
Subcomponent	Select the required subcomponent.

6. Click **Submit**.
7. You can repeat steps 3 through 7 to enable **Extended Payroll Additional Information**.
8. Select these parameters.

Flow Parameter	Value
Payroll Flow Name	Meaningful name
Activate Usage	Yes
Feature	Search for and select Assignment EIT Information EFF .
Component	Search for and select GPI Workforce Extended Payroll Additional Information .
Subcomponent	Select the required subcomponent.

9. Click **Submit**.

Deploy Extensible Flexfields

Here's how you can deploy extensible flexfields:

Note: Before you deploy the extensible flexfields, consult with ADP.

1. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
2. On the **Manage Extensible Flexfields** page, search for the **Assignment EIT Information EFF** flexfield.
3. Click **Deploy Flexfield**.
4. Ensure that the deployment completes successfully and the deployment status column displays a green tick mark.

Delivered Lookups

The delivered LOVs are either lookup codes with specific lookup types or value sets. For example, Pay Frequency Code is a lookup code, but Company Code and Client Code are value set values.

Attribute	WFN-LOVs	GPI-LOVs	Description	Remarks
Gender	<ul style="list-style-type: none"> • M- MALE • F- FEMALE • N- Not Specified 	<ul style="list-style-type: none"> • F • M 	<ul style="list-style-type: none"> • Female • Male 	If you don't specify a value, the ADP application translates it as N.
Pay Frequency Code	<ul style="list-style-type: none"> • B-Biweekly • D-Daily • M-Monthly • S-Semimonthly • W-Weekly 	<ul style="list-style-type: none"> • Bi-monthly • Bi-week • Calendar Month • Quarter • Semi-month • Semi-year • Week • Year 	<ul style="list-style-type: none"> • Bimonthly • Biweekly • Monthly Calendar • Quarterly • Semimonthly • Semiannually • Weekly 	The application creates these time periods. <ul style="list-style-type: none"> • Bimonthly: Time periods occurring once in two months. • Biweekly: Time periods every 14 days. • Semimonthly: Time periods occurring twice a month. • The application doesn't support Daily.
Education Level	<ul style="list-style-type: none"> • ASC- Associate • DOC- Doctorate and above • DPL- Diploma • GRD- Graduate • MS- ** • NI- Not Indicates • UGR - Under Graduate 	<ul style="list-style-type: none"> • BACHELOR • CA_10 • CA_20 • CA_80 • DOCTORAL MASTERS 	<ul style="list-style-type: none"> • Bachelor Degree • High school graduate • Associate degree • Other education level • Doctorate Master Degree 	This is a 3 character field.

Attribute	WFN-LOVs	GPI-LOVs	Description	Remarks
EEO Ethnic Code	<ul style="list-style-type: none"> White African American Hispanic or Latino Asian Indian or Alaskan Hawaiian/Pacific Islander Two or more races 	<ul style="list-style-type: none"> 1 2 3 4 5 6 7 8 	<ul style="list-style-type: none"> White Two or more races Black or African American Hispanic or Latino Asian Native Hawaiian or other Pacific Islander American Indian or Alaska Native Not disclosed 	The application translates '2' to '9', '3' to '2', '4' to '3', '5' to '4', '7' to '5'.
Salutation	<ul style="list-style-type: none"> Dr. Hon. Miss. Mrs. Mr. Ms. Msgr. Rabbi. 	<ul style="list-style-type: none"> DR. MS. MISS MRS. MR. 	<ul style="list-style-type: none"> Doctor. Ms. Miss. Mrs. Mr. 	The application checks if upper or lower case makes a difference.
EEOC Job Code	<ul style="list-style-type: none"> 1- First/Mid-Level Officials and Managers 2- Professionals 3- Technicians 4- Sales Workers 5- Administrative Support Workers 7- Operatives 8- Laborers and Helpers 9- Service Workers A- Executive/Senior Level Officials and Managers 	<ul style="list-style-type: none"> FIR/MIDOFFICIAL PROFESSIONAL TECHNICIAN SALES ADMIN CRAFTWORKER OPERATIVE LABOURER SERVICE EXECS MIDLEVEL 	<ul style="list-style-type: none"> First, middle level officials and managers Professionals Technicians Sales workers Administrative support workers Craft workers Operatives Laborers and helpers Service workers Executive or senior level officials and managers First or mid level officials and managers 	If you don't specify a value, the ADP application translates it as N.
Employee Type	<ul style="list-style-type: none"> Full Time Part Time 	<ul style="list-style-type: none"> PR PT FT FR 	<ul style="list-style-type: none"> Part time regular Part time Temporary Fulltime temporary Fulltime regular 	User defined. 4 characters. The application doesn't translate. Ensure that the values are in the ADP table.

Attribute	WFN-LOVs	GPI-LOVs	Description	Remarks
Hire Reason		<ul style="list-style-type: none"> CDD CDI NEWHIRE 	<ul style="list-style-type: none"> Fixed term - CDD Permanent - CDI Hire to fill vacant position. 	Pass the Action Code and Action Reason to WFN for reference.
Termination Reason		<ul style="list-style-type: none"> WORK_RELATED DISMISSAL WORK_RELATED REDUND_ECONOMIC RESIGNATION RESIGN_PERSONAL RETIRE_VOLUNTARY RETIRE_UNVOLUNTARY WORK_RELATED TERMINATE_END_CDD TERMINATE_MUTUAL 	<ul style="list-style-type: none"> Work Incident or Work Related Illness Dismissal Work Incident or Work Related Illness Redundancy following economic recovery Resignation Personal Reasons Voluntary retirement Involuntary retirement Work Incident or Work Related Illness End of fixed term contract Contract breach by mutual agreement 	
Bank Deposit Deduction Type	<ul style="list-style-type: none"> S-Saving C-Checking 	CHECKING MONEYMRKT SAVINGS	Checking Money market Savings	The application translates Checking to C and Savings to S. MONEYMRKT is invalid.

Create Payroll Elements

This example shows how to define elements for a US legislative data group where the country extension is set to Payroll Interface.

This table summarizes the key decisions for each element that you define and provides the selections for this example.

Decision to Consider	In This Example
What is the primary classification?	One of these choices: <ul style="list-style-type: none"> Standard Earnings Supplemental Earnings Taxable Benefits Pretax Deductions Voluntary Deductions

Decision to Consider	In This Example
	Information elements aren't supported.
At which employment level should this element be attached?	<p>Select the appropriate level. Typical examples are:</p> <ul style="list-style-type: none"> • Payroll relationship level for deductions and benefits elements • Assignment or terms level for salary, pension, and social insurance elements • Assignment level for overtime rules, rates, and bonus elements <p>Verify whether your third-party payroll provider can handle terms-level information.</p>
Does this element recur each payroll period, or does it require explicit entry?	Select Recurring or Nonrecurring .
What are the values to enter for deduction elements?	<p>Period Deduction Amount</p> <p>Goal Amount</p>

Define an Element

Before you define an element, set your country extension to **Payroll Interface** on the Features by Country or Territory page. This setting controls the behavior of important payroll-related features, such as element templates.

1. On the Home page, click the **Elements** quick action under the **My Client Groups** tab.
2. On the Elements page, click **Create**.
3. Select your Legislative Data Group.
4. Select the primary classification that matches the purpose or use of the payroll element.

Element	Example	Primary Classification
Recurring base pay	Annual salary, hourly earnings	Standard Earnings
Recurring payments	Allowance	Standard Earnings
Nonrecurring payments	Bonus	Supplemental Earnings
Recurring or nonrecurring voluntary deductions	Savings plans, charitable contributions, or uniform deposit	Voluntary Deductions

5. In the **Category** field, select **Standard**.
6. Select the secondary classification that corresponds to the selected primary classification.

Example Purpose or Use	Secondary Classification
Recurring base pay	Regular

Example Purpose or Use	Secondary Classification
Nonrecurring payment	Bonus
Recurring voluntary deduction	Select the relevant choice. If there is none, leave it blank.

7. Click **Continue**.
8. On the **Basic Information** page, complete these fields. Click **Next**.

Field	Sample Value
Name	Annual Salary Hourly Wages Allowance Spot Bonus Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.
Effective Date	1/1/1951 Enter an early date so that the payroll element is available for use immediately.
Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Select the appropriate level, such as terms or assignment level for salary.

Field	Sample Value
Does this element recur each payroll period, or does it require explicit entry?	Recurring or Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Does this element have a limit on the amount which is exempt from Federal Tax?
Does this element have a limit on the amount which is exempt from Federal Tax?	No
Does this element have a limit on the amount which is exempt at state level?	No

- Click **Next**.
- On the **Additional Details** page, complete these details:

Field	Value
What is the default periodicity of this element?	Bimonthly
Periodicity Conversion Rule	Standard Rate Annualized

- Verify whether the information is correct, click **Submit**.

Set Up Values for Deduction Elements

Configure values for deductions and select the special purpose **Primary Input Value** as one of the values.

Specify a value that limits the amount deducted for a value using a goal amount for recurring elements.

- On the **Element Summary** page, **Element Overview** hierarchy, select **Input Values**.
- From the Actions menu, select **Create Input Values**.

3. For all deduction elements, enter these values:

Field	Value
Name	Name of the value, such as Period Deduction Amount
Display Sequence	1
Special Purpose	Primary input value or Percentage
Unit of Measure	Money
Create a Database Item	Yes

4. For recurring deduction elements with a goal amount, name the value **Goal Amount**
5. Click **Save**.
6. Click **Submit**.

Set Up Element Eligibility

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

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix as **Open**.
5. In the **Eligibility Criteria** section, select **All payrolls eligible**.
6. Save and submit the element.

Related Topics

- [Update Existing Setup Data](#)

Business Requirements for ADP-WFN

Some features, such as File ID and Position ID don't require any specific data set up or configuration.

Paid and Nonpaid Employee

The application extracts both employee categories in the same file. However, the required attributes have certain limitations.

This table describes these employee categories

Employee Category	Description
Paid Employee	Configured with payroll relationship and element mapping. The extraction passes the element entry values and payment details. Such details are used in third-party payroll system for processing and making payment.
Nonpaid Employee	The cloud HR application maintains nonpaid employees by assigning them to a payroll relationship. However, the application doesn't maintain the Compensation, Statutory, and Bank related details.

File ID

Each employee has a unique File ID for their employment record. The application stores this information in the Assignment Number field too. You can store the File ID into the person number. In this scenario, the application automatically generates the Assignment Number and also restricts the field as non-editable. Use the File ID to derive the position ID.

Scenario 1

If you enter File ID in the Person Number field, the application automatically adds Employee Type with Person Number and generates the Assignment Number.

Scenario 2

When you enter File ID in the Assignment Number field, don't begin the entry with alphabets. The application supports multiple assignments

Position ID

The Position ID is a unique 9 character attribute. The combination of Company Code and File ID derives the Position ID.

Note: The Position ID is derived from File ID.

You can identify the File ID in two ways

- If Assignment Number doesn't start with alphabets, consider the File ID from the Assignment Number field
- If the Assignment Number field start with alphabets, consider the Person Number as File ID.

The first 3 positions is Company Code and the next 6 positions is File ID.

- Position 1 to 3 => Company Code (Say 'T24')
- Position 4 to 9 => File ID (say 786, if the file ID is less than 6 digit, then pad with leading zeros)
- Position 10 => 'N' if the assignment status is Active- no payroll else blank.

The derived Position ID is T24000786N.

The application derives the Position ID from the Company Code, Assignment Number, and Assignment Status during extraction. If Assignment Status = Active-No Payroll, the application doesn't either display or store the Position ID.

Element Mapping

The application maps elements that are based on the standard element template delivered for US localization. Consider these points while you create elements:

- Add the additional input value to attach the goal limit and goal number to the deduction element.
- Enter the element name to extract to the third-party payroll supplier in the Reporting Name field.

Element Eligibility and Input Values

Create and provide these input values for each deduction element while you define a deduction element.

Input Value	Description
Deduction value	<ul style="list-style-type: none"> • Identify whether the element is deducting a flat amount or percentage. • Use this input value to track the amount of the deduction. • For this input value, set the special purpose field as Primary Input Value.
Third-Party Goal Limit	<ul style="list-style-type: none"> • Define values for each of the Goal Limit associated WFN deduction codes. • This input value is optional for deduction element.
Third-Party Goal Number	<ul style="list-style-type: none"> • Define values for each of the Goal Number associated WFN deduction codes. • This input value is optional for deduction element.

Termination and Rehire Requirements for ADP WFN

When you terminate an employee, the application updates payroll records of the employee accordingly. These scenarios explain the impact of a termination.

HR Records

- The status of the employee records remains Active on and before the actual termination date.
- The status of the employee records becomes Inactive from the next day of the termination date.

Payroll Records

The duration until which the payroll relationship remains open depends on the payroll relationship rule that the respective country defines.

For countries that have the rule:

- "I", the payroll relationship ends on the next day after the actual termination date.
- "L", the payroll relationship remains active endlessly.

- "C", the payroll relationship becomes inactive from the next day after the ATD.

The application end dates the regular earnings on the ATD (=LSED). However, you can add severance pay related element to an employee till the Final Close date. The application processes the employee in a payroll till their Final Close date.

When terminating employees, choose the final close date in such a way that the application can process employee's severance pay a few days or months after their last working day.

Note: You can re-extract the updated termination details after the initial extraction to the third-party application. However, you can't reverse the termination process as the integration supports only deleted transactions for Elements and Bank accounts. Reversing a termination process might be considered in future releases.

Rehire

If the hire date is within the current extract period, the application extracts the employee. In case of rehire, the application considers the work relationship of that rehire process. If the hire date of this work relationship is within the current extract period, the application includes the employee in the extract. The application retains person number of the employee if they're rehired within the Legal Employer.

Note: You must enter the employee's prior employment final close date before you rehire employees.

Transfer

In case of a transfer of an employee, the application terminates the current work relationship and creates a new work relationship. In this case, the extraction file includes two records.

Leave Information

The Absence application records the leave information as a single record. But when the interface application extracts the details the Absence application separates the leave information as a separate transaction.

Rate Type Change

The application supports Hourly and Salaried (monthly) Rate types.

- For Hourly basis, enter the scheduled hours with the rate 1 amount for hourly rate. Leave the Standard Hour field blank.
- For Salaried Rate type, enter the standard hours with the rate 1 amount for month frequency.

In case of any change in the rate type, change the respective standard or schedule hours automatically. Hence the existing rate type has a delete record and a new record for the proposed change rate type in the extractions.

How You Split Personal Payment Methods

You can enter bank account details for existing banks and branches on the Personal Payment Methods page. But you can't create any banks and branches details. Payroll Managers, Payroll Administrators, and Payroll Coordinators can only enter account details for the employees they handle.

Note:

- To enable the create option for any of these roles, add the Bank and Branch Management duty role to the relevant role.
- You can't edit bank and branch details on the Personal Payment Methods page.
- Use the Set Up Bank, Branches, and Accounts task list to edit existing banks and branches.

These scenarios illustrate multiple ways to split up payment methods.

Use Fixed Amount Payments

Barbara Franklin wants to save 600 before the next holiday season and wants the money transferred electronically as part of her regular payroll payment processing. She is paid semimonthly and can afford to put aside 100 each payroll period.

At the time when Barbara wants the transfers to start, she adds an electronic funds transfer (EFT) payment method for her savings account and sets the amount to 100 . Because Barbara's net payment amount is approximately 1,000 each payroll period, the remaining amount of approximately 900 would be paid using her default payment method, which transfers her payroll payment to her checking account. Before the holiday season, when Barbara decides to stop the transfers to her savings account, she deletes the payment method.

Use Percentage Payments

Terry Smith has a college fund set up for his children and wants to contribute to it each payroll period. Because Terry frequently receives bonuses and sales commissions, his net payment amount is always changing. So, he decides to add a payment method that allocates four percent of his pay to the fund. By using a percentage rather than a fixed amount, Terry can contribute to the fund at the same rate that he earns.

Configure Payload Rules

Select data components and attributes for HCM extracts batch mode integration to configure Oracle HCM Cloud data integrated with ADP Workforce Now.

Here's what you can do:

- Choose the payload content for batch processing flow, and also the mandatory and optional attributes that are applied for the flow.

- Include or exclude specific data elements for a given entity. For example, you can exclude **Middle Name** from the payload, if it isn't required or consumed for processing payroll in ADP Workforce Now.
- Define available filters to include specific data in the payload. For example, you can select Home Address to be excluded from the payload to ADP Workforce Now.

Define the payload rules to select the objects and their attributes in a payload that you want to send to ADP Workforce Now. The source template, the HCM Extracts template, defines the objects and their attributes that are available for your selection. The Legislative Data Group associated with these rules defines and includes the legislation-specific content in the payload.

Use the **Payload Rules** task under **HCM Extracts** to perform these tasks.

- Include or exclude an object from the payload for batch processing flow
- Identify mandatory attributes for objects that are included
- Identify available filters for objects that are included in the payload

The Payload Rules page lists all the available rules defined in the application. You can also create a rule set for an LDG.

Here's how you can create a rule set.

1. Click **Add** on the **Payload Rules** page.
2. Provide a name for the payload rule set. This name will appear in the flow parameter for user selection.
3. Choose a legislative data group for which the rules are defined.
4. Select the template that lists the objects and attributes for **Payroll Interface for ADP Workforce Now**. When the template is loaded, you will find a list of default objects and attributes that are available in the template.

You can find the Business Objects in the left pane and the Attributes for the selected objects in the right pane.

- You can select the **Business Objects** you want to include in the data that you send to ADP Workforce Now.
 - The application sends the **Batch Payload** that includes the objects you select to be included in the HCM Extracts to the **Payroll Interface for ADP Workforce Now**. ADP Workforce Now requires these objects for successful payroll processing of the employees in payroll.
 - Select the **Attributes** that are available in each business object as **Required**. The mandatory attributes are selected by default and shown in a non-editable mode. If you select an attribute to be **Required**, the data is sent to ADP Workforce Now even if the attribute has no value. You can also include attributes in your payload by selecting the **Include** check box.
 - Use **Filter Criteria** to select specific types of an entity or object to be sent in the payload. For example, you can select **Home Address** to only include home address in the payload sent to ADP Workforce Now.
5. Click **Save**.

7 Payroll Interface for Immedis

Overview of Payroll Interface for Immedis

Payroll Interface for Immedis integrates Oracle HCM Cloud with Immedis payroll application. Use this interface to extract information, such as the salary and earnings details of employees in the format required by Immedis payroll.

Note: Immedis payroll Interface extracts and reports only employee information.

Immedis payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that is effective on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Immedis payroll interface:

Refer to chapter **Common Configurations for Payroll Interfaces**

Configuration of Immedis payroll interface

Learn how to set up a payroll interface for Immedis in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Immedis contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Immedis payroll.

In Scope

This table lists the modules from which the Immedis Payroll Interface reports data in the current release.

Source Module	Data Reported
Global Human Resources	Person <ul style="list-style-type: none"> • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment <ul style="list-style-type: none"> • Assignment • Salary

Source Module	Data Reported
	<ul style="list-style-type: none"> • Manager • Department Cost Center • Termination
Global Payroll	<ul style="list-style-type: none"> • Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

Element entries act as the pivot of integration between payroll and a range of other modules like Absence, Time and Labor, Benefits, Compensation, and so on. Immedis payroll interface has no restrictions when extracting element entry data. Element entries pertaining to all classifications are extracted if they are effective during the extraction period.

Due to the differences in the functional nature of element entries that are posted by various modules, additional configurations or minor fine tuning may be required to ensure that these entries are consumed by Immedis payroll the way they are intended to be.

Note: Work with your Immedis counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Out Of Scope

Data from the following modules are not reported in the current release.

- Absences
- Time and Labor

Setup Recommendations

- The Payroll Interface extension must be turned on.
- Immedis expects a one to one relationship between payroll and Legal Entities.
- All Earnings should be held on the Primary Assignment.
- Output File Name should be generated in the below format
 - Global Payroll Interface XML_20210915033758_PROD_~<Payroll Name>.xml
 - To configure file names in the above format, refer to **Configure Dynamic File Names for Global Payroll** section in chapter **Global Payroll Interface**

For more information on GPI Attributes Consumed by Immedis Integration Adaptor, see <https://immedis.com/gpi-attributes-consumed-by-immedis-integration-adaptor/>

8 Payroll Interface for Ramco

Overview of Payroll Interface for Ramco

Payroll Interface for Ramco integrates Oracle HCM Cloud with Ramco payroll application. Use this interface to extract information, such as the salary and earnings details of employees in the format required by Ramco payroll.

Note: Ramco payroll Interface extracts and reports only employee information.

Ramco payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that's effective, as on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Ramco payroll interface:

Refer to chapter **Common Configurations for Payroll Interfaces**

Configuration of Ramco payroll interface

Learn how to set up a payroll interface for Ramco in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Ramco contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Ramco payroll.

In Scope

This table lists the modules from which the Ramco Payroll Interface reports data in the current release.

Source Module	Data Reported
Global Human Resources	Person <ul style="list-style-type: none"> • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment <ul style="list-style-type: none"> • Assignment • Salary

Source Module	Data Reported
	<ul style="list-style-type: none"> • Manager • Department Cost Center • Termination
Global Payroll	<ul style="list-style-type: none"> • Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

Element entries act as the pivot of integration between payroll and a range of other modules like Absence, Time and Labor, Benefits, Compensation, and so on. Ramco payroll interface has no restrictions when extracting element entry data, element entries pertaining to all classifications are extracted if they're effective during the extraction period.

Due to the differences in the functional nature of element entries that are posted by various modules, additional configurations or minor fine tuning may be required to ensure that these entries are consumed by Ramco payroll the way they're intended to be.

Note: Work with your Ramco counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Out Of Scope

Data from the following modules aren't reported in the current release.

- Absences
- Time and Labor

9 Payroll Interface for Ascender

Overview of Payroll Interface for Ascender

Payroll Interface for Ascender integrates Oracle HCM Cloud with Ascender payroll application. Use this interface to extract information, such as the salary and earnings details of employees in the format required by Ascender payroll.

Note: Ascender payroll Interface extracts and reports only employee information.

Ascender payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that's effective, as on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Ascender payroll interface:

Refer to chapter **Common Configurations for Payroll Interfaces**

Configuration of Ascender payroll interface

Learn how to set up a payroll interface for Ascender in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Ascender contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Ascender payroll.

In Scope

This table lists the modules from which the Ascender Payroll Interface reports data in the current release.

Source Module	Data Reported
Global Human Resources	Person <ul style="list-style-type: none"> • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment <ul style="list-style-type: none"> • Assignment • Salary

Source Module	Data Reported
	<ul style="list-style-type: none"> • Manager • Department Cost Center • Termination
Global Payroll	<ul style="list-style-type: none"> • Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

Element entries act as the pivot of integration between payroll and a range of other modules like Absence, Time and Labor, Benefits, Compensation, and so on. Ascender payroll interface has no restrictions when extracting element entry data, element entries pertaining to all classifications are extracted if they're effective during the extraction period.

Due to the differences in the functional nature of element entries that are posted by various modules, additional configurations or minor fine tuning may be required to ensure that these entries are consumed by Ascender payroll the way they're intended to be.

Note: Work with your Ascender counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Out Of Scope

Data from the following modules aren't reported in the current release.

- Time and Labor

Use Extensible Fields to Include Additional Attributes for Ascender

Use the configurable extensible fields to include additional attributes in your extract definition. You can configure fast formulas to determine the values for these attributes and map these formulas to the extensible fields.

To use the configurable extensible fields, perform these actions:

1. Create a rule formula of type **Extract Rule** for each extensible attribute that you want to extract.
2. Map the rule formula to the extensible attributes using the delivered lookup type **ORA_HRY_EXTND_DATA_FORMULA_MAP**.

Create Fast Formula

Here's how you create the fast formula:

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab to create a fast formula of type **Extract Rule**. This formula should return the logically determined override cost center value and description through a variable called **I_computed_val**. The variable returning the computed value should have the name **I_computed_val**. Ensure that the fast formula start date is sufficiently backdated, something like 1-Jan-1900.
2. Compile the formula successfully.

Map the Rule Formula to the Lookup Type

Do these steps to map the rule formula to the lookup type:

1. In Setup and Maintenance, search for and select the **Manage Common Lookups** task.
2. On the Manage Common Lookups page, in the **Lookup Type** field, enter **ORA_HRY_EXTND_DATA_FORMULA_MAP** and click **Search**.
3. In the ORA_HRY_EXTND_DATA_FORMULA_MAP: Lookup Codes section, for the **ORA_HRY_ENABLE_EXTND_VALUES** lookup code, enter **Y** in the **Meaning** field to enable this feature.
4. In the ORA_HRY_EXTND_DATA_FORMULA_MAP: Lookup Codes section, add these lookup codes:

Lookup Code	Meaning	Description
ASG_EXTENDED_FIELD_1	Fast formula mapping for Employment Status.	<ul style="list-style-type: none"> The default mapping for this field is the Global Payroll Interface concatenated values: JobDetails > Assignment Category JobDetails > HourlyOrSalary Include other values as required with a maximum length value of 50 characters <p>Note: ExtensibleField 1 takes a higher precedence. If ExtensibleField 1 is empty then Assignment Category & HourlyOrSalary is used.</p>
ASG_EXTENDED_FIELD_2	Fast formula mapping for Oncost Pattern.	<ul style="list-style-type: none"> The default mapping for this field is the Global Payroll Interface value JobDetails > LocationCode Include other values as required with a maximum length value of 50 characters <p>Note: ExtensibleField2 takes a higher precedence. If ExtensibleField 2 is empty then LocationCode is used.</p>

Lookup Code	Meaning	Description
ASG_EXTENDED_FIELD_3	Fast formula mapping for CostCenterOverride	<ul style="list-style-type: none"> ○ Create custom entry fields in Oracle HCM to capture this information. Use these fields to report upto 5 iterations of: <ul style="list-style-type: none"> - GL account >cost center codes (upto 50 characters) - Percentage Allocation: a percentage value up to 4 decimal digits, maximum value 100 ○ The combined entry/entries must sum up to 100% ○ The Extensible field mapping for these values will use the following format <Account>:<percentage> <Account>:<percentage> <p>For example: 901122:60 904433:40</p>

5. Click **Save and Close**.

Note:

- If you have used a flexfield to capture the cost center, deploy the flexfield successfully and run the **Generate Flexfield Database Items** flow to generate the database items. You can use these generate database items in fast formulas to retrieve the cost center value.

10 Payroll Interface for Alight Global Payroll

Overview of Payroll Interface for Alight Global Payroll

Payroll Interface for Alight global payroll integrates Oracle HCM Cloud with Alight global payroll application. Use this interface to extract information, such as the salary and earnings details of employees in the format required by Alight global payroll.

Note: Alight Global Payroll Interface extracts and reports only employee information.

Alight Global Payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that is effective on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Alight Global Payroll interface:

Refer to chapter **Common Configurations for Payroll Interfaces**

This chapter deals with the prerequisite configurations like LDG, Legal Employer, Payroll Definitions, Elements, association of employees with Payroll etc.

Configuration of Alight Global Payroll interface

Learn how to set up a payroll interface for Immedis in the chapter **Generate Your Payroll Interfaces**. Understand the steps to configure the payroll interface using Global Payroll Interface template. You will need to collaborate with your Immedis contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Immedis payroll.

In Scope

This table lists the modules from which the Alight Global Payroll Interface reports data in the current release.

Source Module	Data Reported
Global Human Resources	Person <ul style="list-style-type: none"> • Names • Communication Details • Identifiers • Address

Source Module	Data Reported
	<ul style="list-style-type: none"> • Citizenship • Passport, Visa, and Driving License • Disability Employment <ul style="list-style-type: none"> • Assignment • Salary • Manager • Department Cost Center • Termination
Global Payroll	<ul style="list-style-type: none"> • Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

Element entries act as the pivot of integration between payroll and a range of other modules like Absence, Time and Labor, Benefits, Compensation, and so on. Alight global payroll interface has no restrictions when extracting element entry data. Element entries pertaining to all classifications are extracted if they are effective during the extraction period.

Note: Work with your Alight global payroll counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Due to the differences in the functional nature of element entries that are posted by various modules, additional configurations or minor fine tuning may be required to ensure that these entries are consumed by Immedis payroll the way they're intended to be.

Out Of Scope

Data from the following modules are not reported in the current release.

- Absences
- Time and Labor

Operational Recommendations

Regular runs of Payroll Interface for Alight Global Payroll should be submitted with the **Changes Only** parameter value to **Changed and Marked Attributes With Prior Values**.

11 Payroll Interface Inbound Records

Overview of Payroll Interface Inbound Records

Use the HCM Data Loader to import processed payroll data and payslips from third-party payroll providers.

Each import record is associated with a master record that specifies a payroll name and payroll period. The Inbound table stores the imported payroll information, while the document of record stores payslips.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI). Use the mentioned Subject area and Fact data Data to create reports:

- Subject area: Payroll Interface Inbound Record - Real Time
- Fact Data: Payroll Interface Inbound Records and Payroll Interface Inbound Record Information

You can obtain these details from a typical data import:

- Absence entries of employees
- Employee specific messages
- Details of earnings and elements processed for employees
- Final payments made to employees
- Details of bank accounts to which payments are made

Extensible Flexfields

Oracle provides an extensible flexfield called Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF) to capture inbound payroll data from your third-party payroll processor.

These are the delivered contexts:

- Absence Information
- Message Information
- Payment Information
- Payroll Information

Predefined segments are associated with these contexts. In addition to this extensible flexfield, you can also use extensible and user-defined lookups to configure your inbound payroll interface with the third-party payroll provider.

Use the **Manage Payroll Interface Extensible Flexfields** task in **Setup and Maintenance** area to edit the Payroll Interface Inbound Record EFF flexfield. Contexts with predefined segments capture specific processed payroll values.

Payroll Interface Inbound Record

After your third-party payroll provider processes a payroll, the application extracts the results and configures them into a data file. Convert this data file to the HCM Data Loader required format.

This table shows the list of files to import your payroll data:

File Name	Content
PayrollInterfaceInboundRecord.dat You must use this file name as the HCM Data Loader recognizes only this file name.	Includes processed payroll information for employees included in the payroll run
PayrollInterfaceInboundRecord.zip After you create the data file, compress the file with the .zip file extension. In this scenario, you can create your own file name.	Compressed file that contains the data file

On the Home page, click the **Payroll Interface Inbound Records** quick action under the **My Client Groups** tab to perform these actions:

- Use one or more of these criteria to filter imported data:
 - Payroll Name
 - Batch Name
 - Name
 - Record Type
 - Person Number
 - Record Owner Type
- Select Payroll Data in the Record Type field to view, add, edit, and delete these details:
 - Payroll
 - Payment
 - Leave
 - Messages received from third-party payroll providers

Payslip Files

Use the HCM Data Loader to import payslips as PDF files into your Oracle Fusion HCM application.

This table shows the list of files to import payslips:

File Name	Content
DocumentsOfRecord.dat You must use this file name. The HCM Data Loader utility recognizes only this file name.	Data file listing employees for whom payslips are being provided. PDF file names
BlobFiles	Folder that contains all the PDF payslip files.

File Name	Content
You must use this folder name. The HCM Data Loader utility recognizes only this file name.	
DocumentsOfRecord.zip In this scenario, you can create your own file name.	Compressed file that contains both the data file and PDF payslip files.

The import process looks for the PDF files based on the information contained in the data file. After you complete the import process, employees can view their payslips. Use the **Payroll Interface Inbound Records** task in **My Client Groups**, and select **Payslip Data** in the **Record Type** field to view payslip data.

Related Topics

- [Configure Extensible Flexfields for Inbound Payroll Interface](#)
- [Import Payroll Data From Third-Party Payroll Providers](#)
- [Overview of HCM Data Loader](#)
- [How Data Is Imported and Loaded](#)

Manage Inbound Records

Use the Payroll Interface Inbound Records task to view, edit, and delete imported data. Imported data includes information about payroll, payment, leave, and messages from third-party payroll providers.

You can also view the net payment and payslip dates. To view the payslips that you imported, select the Pay work area and click **View Payslips**.

View Inbound Records

1. On the Home page, navigate to **My Client Groups > Payroll > Administration > Payroll Interface Inbound Records**
2. In the **Batch Name** field, select the required batch.
3. In the **Record Type** field, select the required Record Type. For example, **Payroll Data**.
4. In the **Record Owner Type** field, select the require Record Owner Type. For example, **Payroll Relationship**.
5. In the Search Results section, select **Update** from **Edit** menu.
6. On the Payroll Interface Inbound Records page, you can view, edit, and delete Payroll, Payment, Absence, and Messages information.
7. Click **Submit**.

Processed Payroll Values for Global Payroll Interface

The Inbound payroll interface also supports processed payroll data from the payroll provider.

Enable the following contexts and segments to manage processed payroll information. This process helps to bring in standardized data from Payroll provider that's used for further reporting and analysis.

Context	Segment	Description
Absence Information	<ul style="list-style-type: none"> Absence Name Accrual Balance Absence Unit Absence Message 	<ul style="list-style-type: none"> Name of absence for the employee. Number of leaves in balance. Number of absences taken.

Configure Extensible Flexfields for Inbound Payroll Interface

Configure extensible flexfields for your inbound payroll interface to your third-party payroll processor.

Configure Payroll Interface Extensible Flexfields

Use the predefined Payroll Interface Inbound Record EFF extensible flexfield to import processed payroll data from your third-party payroll provider. Use contexts with predefined segments to capture specific payroll values.

1. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
2. On the Manage Extensible Flexfields page, search for and select **Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF)**.
3. Select **Edit** from the Actions menu.
4. Select the **Inbound Record** category.
5. Click **Manage Contexts** to search for any contexts that you want to review.

Oracle delivers these contexts and context sensitive segments with the Payroll Interface Inbound Record EFF flexfield.

Context	Context Sensitive Segments
Absence Information	Absence Name Absence Balance Absence Unit Absence Unit of Measure Absence Message
Message Information	Message Type

Context	Context Sensitive Segments
	Message ID Message Text Outbound File Received Date Outbound File Name
Payment Information	Bank Name Branch Name Branch Number IBAN Payment Type Account Name Account Number Check Number Amount Currency Payment Date
Payroll Information	Payroll Run Type Payroll Run Sequence Element Classification Element Name Cost Center Current Amount Quarter-To-Date Amount Year-To-Date Amount Currency

Context	Context Sensitive Segments
	General Ledger Credit Account General Ledger Debit Account
Payslip Information	Net Payment Payslip View Date

6. Enter and search for the context name in the **Display Name** field.
7. To edit Context Sensitive Segments, select **Edit** from the Actions menu.
8. To create a context, select **Create** from the Actions menu.
9. Click **Save and Close**.
10. Click **Done**.

Note: If you add any segments or contexts, save and deploy the flexfield on the main page.

Related Topics

- [Overview of Extensible Flexfields](#)
- [Overview of Flexfield Deployment](#)

12 Payroll Interface Reports

Data Validation Report for Payroll Interface

Run the Data Validation Report for Payroll Interface either in a stand-alone mode or as a consolidated process before you extract data from HCM Cloud.

Use this report to validate a set of payroll relationships and its associated data. This report supports the object group or single payroll as a parameter.

The Data Validation Report for Payroll Interface includes validations for both HR and payroll data.

Data Groups

The data groups that you select when adding validation rules to the report determines the level of validation.

Add validation rules to these data groups to report worker and payroll related data validation.

- Payroll Group
- Payroll Relationship Group
- Legal Employers
- Reporting Establishments
- Work Relationships
- Employment Terms
- Assignments
- Payroll Relationships
- Payroll Assignments
- Payroll Terms

Run the Data Validation Report for Payroll Interface

Perform these steps to run the Data Validation Report for Payroll Interface report.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select a US Legislative Data Group.
3. Search for and select the **Run Data Validation Report for Payroll Interface** process.
4. Click **Next**.
5. Enter these parameters.

Field	Value to Enter
Payroll Flow	An identifier for the process that's run. Choose any format to describe the payroll flow.
Object Group	A predefined object group for which the report is run.

Field	Value to Enter
	The process retrieves a set of payrolls or payroll relationships that belong to the object group and performs the defined validation for each relationship.
Payroll	Object group, Payroll, or Both.
Effective Date	An effective date for process.
Process Configuration Group	The Payroll Statutory Unit for which the report is run.

6. Click **Next**.
7. On the Enter Flow Interaction page, click **Next**.
8. On the Schedule page, click **Next**.
9. On the Review page, click **Submit**.
10. Click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab you should see a green check mark in the **Run Data Validation Report for Payroll Interface** row, **Status** column. If not, click the **Refresh** icon on the toolbar intermittently until you do.
12. Click the **Go to Task** icon.
13. On the Run Data Validation Report for Payroll Interface page, click **Done** to submit.

Related Topics

- [Add Rules to Data Validation Reports](#)

Deleted Data Report for Payroll Interface

Use the **Deleted Data Report** to report data that have been deleted from Oracle HCM Cloud during the extraction period.

You can use this report as a supplement to the Payroll Interface output xml file to account for data changes for an extraction period.

Before You Begin

The Deleted Data Report is based on the audit functionality. Enable audit on all objects that must be tracked for deletions.

Here's how you can enable audit.

1. In the **Setup and Maintenance** work area, go to the **Manage Audit Policies** task in the Application Extensions functional area.
2. On the Manage Audit Policies page, click **Configure Business Object Attributes**.
3. On the Configure Business Object Attributes page, select **Global Payroll**.

4. Select **Personal Payment Method**. The attributes available for auditing are displayed on the right hand side of the page under Audited Attributes section.
5. In the Audited Attributes section, click **Create**.
6. In the Select and Add Audit Attributes dialog box, search for the attributes that you want to audit and click **OK**.
7. Click **Save and Close**.

Delivered File Name

The Deleted Data Report has a default delivery option that generates the output file name in the predefined format. With this option, you can view the output file with the specified name as the process output.

Support for SFTP and Other Modes

You can extend the delivery options associated with the deleted data report to support other modes of delivery like SFTP, FTP, UCM, and E-Mail.

If you want to deliver the output file in any of these modes, perform these steps to extend the delivery options for the deleted data report:

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab.
2. Search for the extract definition name, **Deleted Data Report**.
3. Click the extract definition name.
4. Click **Extract Delivery Options** and add new extract delivery option.
5. Enter these details:
 - o **Delivery Option Name:** Any name
 - o **Output Type:** XML
 - o **Report:** /Human Capital Management/Payroll Interface/Deleted Data Report.xdo
 - o **Template Name:** Template for XML output
 - o **Output Name:** Any name
 - o Delivery Option: FTP
 - o Add server details in Additional Details section
6. Repeat steps 1 through 5 for other delivery modes, and change the Delivery Option field appropriately.
7. Click Save and Close.
8. Submit and validate the extract definition.

Generate Deleted Data Report

Use the **Submit a Flow** task to generate the Deleted Data report.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the appropriate Legislative Data Group.
3. Search for and select **Run Deleted Data Report** process.
4. Click **Next**.
5. Enter values for these parameters.

Field	What it Means
Flow Name	Meaningful name of the flow.

Field	What it Means
Process Start Date	Start date of the extraction window. Typically, this should be the same as the ADP Global Payroll Interface extraction window.
Process End Date	End date of the extraction window. Typically, this date should be the same as the ADP Global Payroll Interface extraction window.
Object Group	Identifies the payroll relationships to consider and should be same as the object group used in the ADP Global Payroll Interface.

Note: If you're running the interface and the deleted data report for a single day extraction window (Process start date and Process end date are same), the application may delete the data after the extraction is complete for the day. To ensure that the application doesn't miss these deletions, the deleted data report considers the extraction window as 7 days before the Process Start Date and till the Process End Date that you provide. For example, if you have entered the Process Start Date as 7-Nov-2018 and Process End Date as 30-Nov-2018, the report considers the extraction window as 1-Nov-2018 through 30-Nov-2018.

6. Click **Submit**.
7. Monitor the process and view the report output.

The report displays purged information for the objects of assignment, jobs, salary, element entries, and personal payment methods.

Changed Attribute Report

Run the Changed Attribute Report to review a summary of the key changes in each employee record reported in the interface output throughout the reporting period.

The application generates the **Changed Attribute Report** automatically with the interface output file when you submit the ADP Global Payroll Interface process. You don't require any additional configuration or setup for this report.

Use the Changed Attribute Report to:

- Reconcile the number of employees reported in ADP Global Payroll Interface, and uploaded or updated on ADP Global Payroll.
- Perform a quick check on whether employees to be reported based on the data changes, are reported in the interface output.

Audit Report

Run the Audit Report to view a summary of the data reported in the associated interface process. This report provides a quick reference to the list of employees reported in the interface output and an indicator showing why they have been reported.

The application generates this report automatically with the interface output file when you submit the ADP Global Payroll Interface process. You don't require any additional configuration or setup for the Audit Report.

You can use this report to:

- Reconcile the number of employees reported in ADP Global Payroll Interface, and uploaded or updated on ADP Global Payroll.
- Perform a quick check on whether employees to be reported based on the data changes, are reported in the interface output.

Lookup Report

As Payroll interface partners, you must be aware of some of the master data configured on the Human Capital Management (HCM) cloud, such as lookup types and codes, or elements.

This is handled by providing an interface called Lookup Report that extracts identified master master data configured on the HCM cloud.

Use the Lookup Report to generate the list of lookup types and codes on the HCM cloud that have been setup by a customer or delivered by Oracle, or both. It also extracts other setup like Elements, Job codes, Position codes, or Legal Employers, that generally require value mapping on the third-party application. As a Payroll partner, you need this information to create the maps for transformation at your end before you can use the payroll interface data.

Generate the Lookup Report

1. Navigate to My Client Groups, Payroll, Submit a Flow.
2. Select the Legislative Data Group.
3. Search for the Run Global Payroll Interface Lookup Report flow.
4. Enter values for these parameters as given in this table.

Field	What It Means
Payroll Flow	Any name that can be used to monitor the progress of the flow.
Delivered By	Select a value from Both, Customer or Oracle. This parameter determines whether the report will contain values delivered by Oracle out of the box, or those that are created by the customer, or both.
Include Work Structures	Select Yes to include work structure information like Job, Cost Center, Location, Grade, and Position. Selecting No excludes this information from the report.

Field	What It Means
Schedule	Run the flow 'As soon as possible' or use a predefined schedule or frequency to run the report once or on a recurring basis.

5. Click Submit.
6. Monitor the process and view the report output.

Report Output

The Lookup Report generates the list of lookup types and codes on the HCM cloud that have been setup by a customer or delivered by Oracle, or both. The report extracts the following key information.

Configuration	What It Includes
Lookups	<ul style="list-style-type: none"> • Lookups included in the predefined 'ORA_HRY_GPI_LOOKUP_LIST' lookup type • Who created the Lookups: Customer, Oracle, or Both • Lookup codes defined within the lookups • Meaning and description of the lookup • Country tag added to the lookup to indicate if the lookup codes added to this lookup is global or specific to a country. If country-specific, it indicates the tags of countries for which this lookup code is applicable.
Legislative Data Group (LDG)	<ul style="list-style-type: none"> • Name of the LDG • Name of the LDG country • Address type selected for the country
Legal Employer and Business Units	<ul style="list-style-type: none"> • Classification name to identify if the organization is a legal employer or a business unit • Name of the organization • Start date and end date of the organization
Action Code and Action Reason	<ul style="list-style-type: none"> • Action code • Action name • Predefined action to which the user-defined action code is mapped • Start date and end date of the action • Action reason code • Action reason • Start date and end date of the reason
Assignment Status	<ul style="list-style-type: none"> • Status code to indicate if the assignment status code is delivered or user-defined • Status description • HR status corresponding to the assignment status • Payroll status corresponding to the assignment status

Configuration	What It Includes
	<ul style="list-style-type: none"> • Start date and end date of the status
Workforce Structures	<ul style="list-style-type: none"> • Code, name, status, start date and end date of the position, job, grade, and location
Cost Center Details	<ul style="list-style-type: none"> • Name of the department • Name of the cost center value set • Cost center code and description
Elements	<ul style="list-style-type: none"> • Element name • Element classification name • Reporting name of the element • Description of the element • Start date and end date of the element
Payroll Definition	<ul style="list-style-type: none"> • Payroll name • Pay frequency • Start date of the payroll • Last date up to which the payroll is valid

