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PeopleSoft HCM 9.2: PeopleSoft Global Payroll

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

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- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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Typographical Convention	*Description*
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)

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- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft HCM Related Links

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

“HCM Abbreviations” (Application Fundamentals)

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you’re using.

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	Connect with PeopleSoft on LinkedIn

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Chapter 1

Getting Started with Global Payroll

Global Payroll Documentation

This topic discusses:

- PeopleSoft Global Payroll application design.
- PeopleSoft Global Payroll documentation structure.
- Documentation road map.

PeopleSoft Global Payroll Application Design

Because the structure of the PeopleSoft Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to review the design of the application itself.

PeopleSoft Global Payroll is composed of two complementary parts:

- A core payroll application that includes:
    - A payroll rules engine.
    - A payroll processing framework.
    - Processes and setup steps that apply to all countries.
- Country extensions that include:
    - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
    - Country-specific rules and elements.

PeopleSoft Global Payroll Documentation Structure

Like the application, the documentation for PeopleSoft Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have

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been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Human Resources (HR) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Road Map

The core and the country extension documentation complement each other, therefore, it is important to read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

  For example, banking is a feature that you first define in the core application and then often continue in the country extension, because most country extensions have some type of banking functionality. You would first read the banking documentation in the core documentation, and then the banking documentation in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.
- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

  Technical readers who are interested in the technical design of the product should begin by reading the Understanding the Core Application Architecture topic of this documentation, as well as the batch processing information that is mentioned in many of the other topics.

- Functional

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Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the topics on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

  Managerial readers should begin by reading the introduction topics of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll product.

Note: To fully understand PeopleSoft Global Payroll, technical or functional persons who are involved in the product implementation should read the core documentation and the applicable country extension documentation in their entirety.

Global Payroll Overview

Global Payroll handles payroll and absence processing and enables you to fine-tune the design of your payroll system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing the source code, thus reducing installation time and costs.

Global Payroll contains no application-specific rules or code. Using pay items, called *elements,* you build rules that determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

Related Links

Global Payroll Features

Global Payroll Business Processes

Global Payroll provides these business processes:

- Payroll
- Absence
- Banking

We discuss these business processes in the business process topics in this product documentation.

Global Payroll Integrations

Global Payroll integrates with these applications:

- PeopleSoft HR.

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- PeopleSoft Time and Labor.
- PeopleSoft General Ledger.

We discuss integration considerations in the implementation topics in this product documentation.

Related Links

Understanding Payee Data
Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor
Understanding the General Ledger Interface

Global Payroll Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding product documentation.

Global Payroll also provides component interfaces to help you load data from the existing system into Global Payroll tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	*Component Interface*	*References*
GP_ACM_USER_ADJ	CI_GP_ACUM_USER_ADJ	See Understanding Accumulators.
GP_CALENDAR	CI_GP_CALENDAR	See Understanding Calendars.
GP_CALENDAR_PERIOD	CI_GP_CALENDAR_PERIOD	See Understanding Calendars.
GP_CALENDAR_RUN	CI_GP_CALENDAR_RUN	See Understanding Calendars.
GP_ED_PYE	CI_GP_ED_PYE	See Defining Payee Overrides.
GP_GL_GROUP	CI_GP_GL_GROUP	See Understanding the General Ledger Interface.
GP_GL_MAP	CI_GP_GL_MAP	See Understanding the General Ledger Interface.
GP_OFFCYCLE_REQ	CI_GP_OFFCYCLE_REV	See Initiating Off Cycle Transactions.

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Component	*Component Interface*	*References*
GP_PAYEE_SOVR	CI_GP_PAYEE_SOVR	See Defining Payee Overrides.
GP_RCP_PYE	CI_GP_RCP_PYE	See Assigning Recipients to Deductions and Payees.
GP_BNK_FILE_ENTRY	GP_BNK_FILE_ENTRY_CI	See Entering Bank File Information.
GP_BRACKETS	GP_BRACKETS	See Defining Bracket Elements.
GP_PYENT	GP_PAYENTITY_SOVR	See Defining Pay Entities.
GP_PYGRP	GP_PAYGROUP_SOVR	See Defining Pay Groups.
GP_PI_MNL_ERNDED	GP_POSITIVE_INPUT	See Entering Positive Input.
GP_PYE_SECTION	GP_PYE_SECTIONS	See Setting Up Sections.
GP_VARIABLE	GP_VARIABLES	See Defining Variable Elements.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) article on My Oracle Support for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

Installing Global Payroll Core and Country Extension Using Peoplesoft Update Manager

Global Payroll Core provides a mechanism to install Global Payroll Core and new Global Payroll Country Extension(s) (GPCE) during the normal update cycle on release 9.2.

For the step by step explanation on how to install Global Payroll Core and Global Payroll Country Extensions, please refer to My Oracle Support document (Document ID: 2381270.1).

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

See *PeopleTools: Setup Manager* product documentation.

Related Links

Application Fundamentals
Enterprise Components

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Chapter 2

Understanding Global Payroll

Global Payroll Features

Global Payroll gives you control over all aspects of your payroll operation in a multinational environment. It supports multiple countries, languages, and currencies, and European Monetary Unit (EMU) processing requirements.

The core application handles payroll and absence processing and enables you to fine-tune the design of your payroll system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing source code, thus reducing installation time and costs. Global Payroll adjusts to hardware and software upgrades without altering your view of the system. Your workstations can run on virtually any operating system, because the user interface is browser-based and operating-system-independent.

Because payroll runs are typically large and time-consuming, the system calculates only where needed. Rather than processing 10,000 workers during each run, it processes only 20 or 100 — whatever the number of adjustments you've made to the run. You can run the payroll process over and over again, without spending hours—or days—calculating payroll after payroll.

Elements

Global Payroll contains no application-specific rules or code. Using pay items called *elements,* you build rules that determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

Elements provide system flexibility. With no payroll rules in the code line, you don't depend on programmers to make system changes. Your functional team members can do most of the maintenance and changes. The system provides utilities to process the entered rules and operates using the element names you've applied.

You'll name and define many elements in Global Payroll, including:

- Earnings
- Deductions
- Formulas
- Proration rules
- Rounding rules
- Accumulators

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With a few exceptions, an element resolves to a value. For instance, you might create an element called SALARY that resolves to a specific number; for example, 50,000 for a particular payee and 67,000 for another.

Once an element is defined, you can associate it with a specific country or with all countries. You can even group elements by industry, category, or up to five database fields that are user-defined. The ability to group elements in various ways adds further flexibility to your payroll system.

You can set up elements in any language that is supported by PeopleSoft. PeopleSoft provides translations for all delivered system elements, and you can define the elements you create in more than one language. An organization building a payroll might use some or all of these languages. In short, each organization has the opportunity to create a payroll specific to its needs—in any or all languages—without having to rework the internal processes of the system.

Important! Defining elements is an important concept of Global Payroll because you must name, define, and sequence every aspect of the payroll process before the system can successfully complete a payroll.

Payroll Rules

Payroll rules are a set of elements that are used to:

- Calculate, accumulate, and aggregate pay items.
- Group and sequence pay items.
- Combine a series of formulas and logic statements into an iterative process.

A rule usually uses one or more elements. Payroll rules, combined with filtering mechanisms such as eligibility groups, generation control, payee assignments/overrides, and supporting element overrides, determine which elements are calculated. After defining your payroll rules, you add them to the main control feature, called a *process list.* The process list determines which elements are processed during the pay run, and the order of processing.

Each country defines its own Global Payroll rules.

Note: While the core application delivers a set of best-practice rules that can be used for any country, it does not include rules that are specific to a particular country. Country-specific rules are typically delivered as part of the country extensions. Some customers buy only the core application and develop new country-specific rules by modifying the delivered best-practice rules or creating new ones.

Payroll Processing

Once Global Payroll is set up to meet your organization's needs, processing your payroll involves:

- Determining which payees are to be paid for each payroll run.
- Running the payroll calculation process.
- Rerunning the payroll calculation process, if necessary, until you obtain the correct results.

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- Finalizing the payroll run.
- Performing postprocessing functions such as banking, reporting, and generating payslips.

The first step is determining which payees to process. Once payees are selected, you run the payroll calculation process. If a few payees have had changes to their data since your last payroll or absence run, you can run the calculation process again only for those payees. There is no need to reprocess all of your payees. You can rerun your calculations as many times as necessary, until you are confident of your results.

Off Cycle Processing

Off cycle payroll processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off cycle transactions are typically made to correct prior payments or to make early termination payments that can't wait until the next scheduled on-cycle payroll.

You can readily launch an off cycle process without creating additional calendars, and the system automatically suspends the on cycle run. This feature is useful for any organization, but especially those organizations that have high attrition rates. Global Payroll supports the following four types of off cycle transactions:

- Manual payments
- Corrections
- Additional payments
- Advances

Absence Processing

Tracking payee absences is critical for payroll accuracy. You need to know whether payees are sick, on vacation, or absent for another reason. Most important, you need to know whether to pay them for the time they were absent.

With Global Payroll, you define valid absence types and how your organization handles them. You set up absence entitlement and absence take rules and use them to track and pay for payee absences.

Segmentation

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can segment components of pay based on changes in compensation, employee status, or other events during a pay period. For example, if an individual changes jobs during a pay period and your organization separates components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earning results on the payslip when there's a change to the job change action/reason field in PeopleSoft HR.

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Global Payroll provides two types of segmentation—*period segmentation* and *element segmentation*— in order to handle such situations.

Retroactivity

Sometimes you must correct or add data that applies to a specific pay period after payroll processing for that pay period. Global Payroll's retroactivity features help you handle such situations.

Real Time Integration with Other PeopleSoft Applications

Global Payroll integrates with other PeopleSoft applications, sharing the same relational data structure, user interface, reporting tools, and configuration capabilities. Because the components are integrated, Global Payroll has access to information from other PeopleSoft tables.

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Chapter 3

Introducing the Core Application Architecture

Understanding the Core Application Architecture

Global Payroll is built on a core application that organizations in all countries can use to create payroll systems. Understanding the core application architecture will enable you to better understand the complex details of Global Payroll.

Understanding Elements

When you create your payroll system using Global Payroll, you want to be sure that it meets all the requirements of your organization. One of the ways that PeopleSoft ensures this is by building the payroll system through the use of components called *elements*.

this topic discusses:

- What is an element?
- Combining elements into rules.
- Why the core application uses pay item name (PIN) processing.

What Is an Element?

An element is the smallest component of Global Payroll. Elements are building blocks that relate to other building blocks to define your payroll system.

You define each element only once and use it repeatedly anywhere in the system.

This table lists the element categories:

Type of Element	***Description***
Data retrieval	Retrieves data. Some are predefined elements (called *system elements*) that are delivered by PeopleSoft. Others you define when creating your payroll system.
Calculation	Performs a calculation.
Organizational	Defines the structure and framework for the system.

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This table lists alternative element categories:

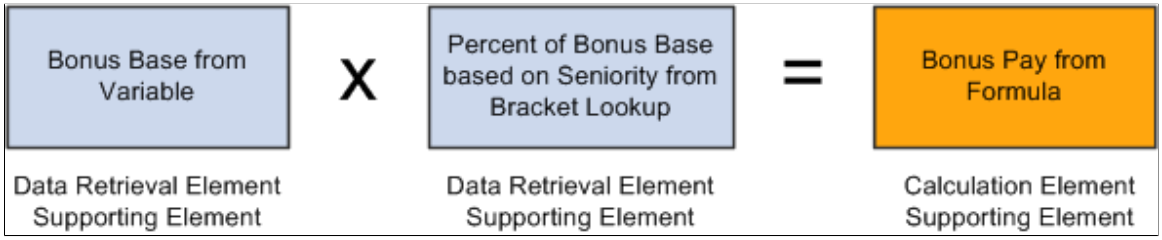
Type of Element	*Description*
Primary	Represents primary rules for earnings, deductions, and absences.
Supporting	Usually not used alone, but used to create other, more complex elements such as earnings and deductions.
Miscellaneous	Represents such things as eligibility criteria, accumulators, and certain types of rules.

You can combine these elements in an unlimited number of ways to produce the results that you need for your payroll processing.

Example

Let's say that you want to calculate a payee's bonus pay. One element might be defined to contain the base bonus amount. Another element might be defined as a bracket element that retrieves the correct percentage of the base bonus based on a payee's seniority. Still another element might be defined to calculate the bonus earning by multiplying the base bonus amount (from a variable) by the percentage of bonus base from the bracket lookup to produce a bonus earning amount.

This example shows how elements relate to each other in Global Payroll.



Related Links

Understanding Elements

Combining Elements Into Rules

In Global Payroll, you create and store rules by entering data through the online pages.

These rules drive the core application and define the payroll process. Think of a *rule* as what defines how an element is calculated. Rules define the payroll process itself.

Each country using Global Payroll defines its own rules. For example, overtime in one country might be defined as the last three-month average rate of pay multiplied by a factor based on the payee's seniority (5 years of service = factor of 1.3, 10 years of service = factor of 1.5, and so on). Global Payroll enables you to define rules that address your specific payroll processing needs.

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Note: Through its country extension applications, PeopleSoft delivers a set of data that predefines most of the country-specific rules that your organization needs for its payroll system.

This diagram shows how elements and rules define your payroll process.



Important! There is usually no need to modify the Global Payroll COBOL programs. Using the online pages, you can configure the system to meet your payroll processing needs. PeopleSoft strongly discourages the modification of the delivered COBOL programs—with the possible exception of modifying array size—because modifications can affect the integrity of the entire system.

Related Links

Defining Array Elements

Why the Core Application Uses Pay Item Name (PIN) Processing

A PIN number is a numeric identifier for an element. Every element in Global Payroll has a unique PIN number, including the elements that you create and the elements PeopleSoft delivers. Global Payroll programs access and process an element by referring to its PIN number, rather than its name.

A PIN is referred to as an *element* in Global Payroll. A PIN and an element are identical, and a PIN number is the same as an element number. We explain the term PIN here because it is referenced throughout the programs and table structure of the application. Think of PIN as the technical name that is used in the programming and table structure and *element* as the functional name that is used on all pages and discussions.

This is necessary because Global Payroll is designed for use by any organization in any country. Each organization will likely give the elements that form the basis for its payroll system different names, depending on its requirements. And organizations in different countries are going to name their elements using different languages. Also, the system elements delivered by PeopleSoft are often translated into many languages. If the name were the only way to identify an element, there could be problems.

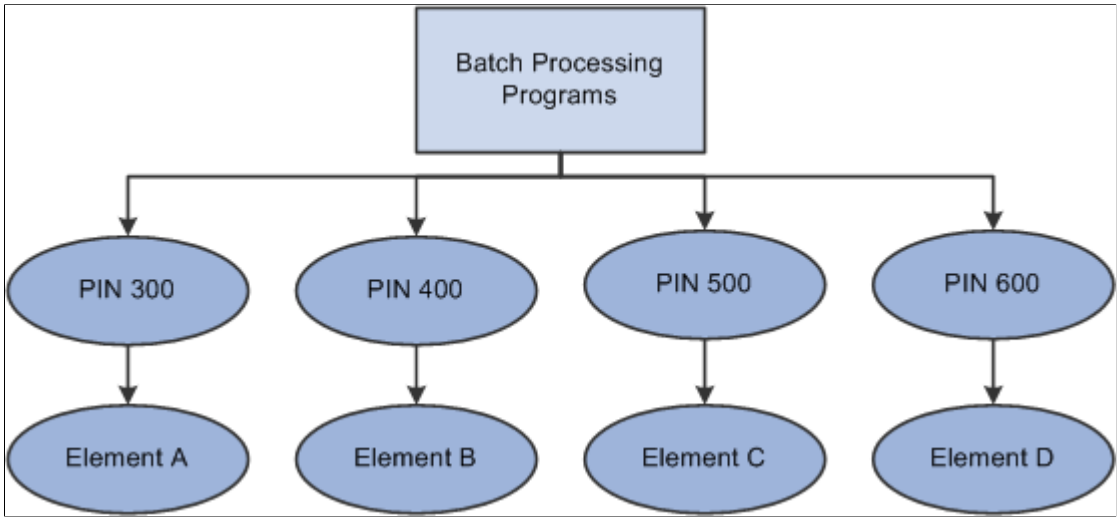
PIN numbers also improve performance within batch processes. It is more efficient for the system to use numeric values than to use character values. This performance improvement is a result of being able to easily read the numeric values into the processing arrays and create a pointer to the correct place in the array.

PINs are numbered sequentially.

Note: The system assigns a PIN number to each element that you create. The first number the system assigns is 100,001. PIN numbers prior to 100,001 are reserved for the elements that are delivered with Global Payroll.

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This graphic illustrates how elements are accessed by PIN number rather than by element name.



Understanding the Processing Framework

The Global Payroll core application is a common foundation and structure that organizations in every country use to build their own calculation rules. The core application determines the basic framework for your payroll and absence processing. This framework supplies the normal processing sequence, organizational structure, and processing structure for calculating a payroll or an absence.

this topic discusses:

- The processing sequence
- The organizational structure
- The processing structure
- Calendars

The Processing Sequence

A payroll or absence process consists of several processing phases, some of which you can run together. The typical processing sequence (the order in which Global Payroll executes phases of a batch process) for a payroll or absence run consists of these phases:

- Identification (payee selection)
- Calculation
- Finalization

You can also run Cancel, Freeze, Unfreeze, and Suspend phases as needed and modify processing instructions by payee.

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When you first launch the batch process, Global Payroll determines which payees are to be selected and calculated for the payroll or absence run, based on the selection criteria that you have specified. This identification phase is executed only once for each calendar group ID.

During the calculation phase, payroll or absence calculations are performed. Each payee is processed sequentially. As the system encounters each payee, it processes each element that is identified in the process list. Various criteria such as eligibility and generation control are considered in selecting which elements to process.

The calculation process can be repeated any number of times; only the payments that are appropriate to calculate are processed. When a calculation is first executed, all payments are processed. During subsequent calculations, only the following payments are processed:

- Payments resulting from iterative triggers.
- Payments for which you have entered recalculate instructions.
- Payments that encountered errors during the previous run.

An iterative trigger can be produced when data changes for a payee. For example, a change to a payee's rate of pay might create an iterative trigger. Or the addition of a new hire to the calendar group ID can produce iterative triggers.

Finalizing an absence or payroll run closes and completes the process.

Related Links

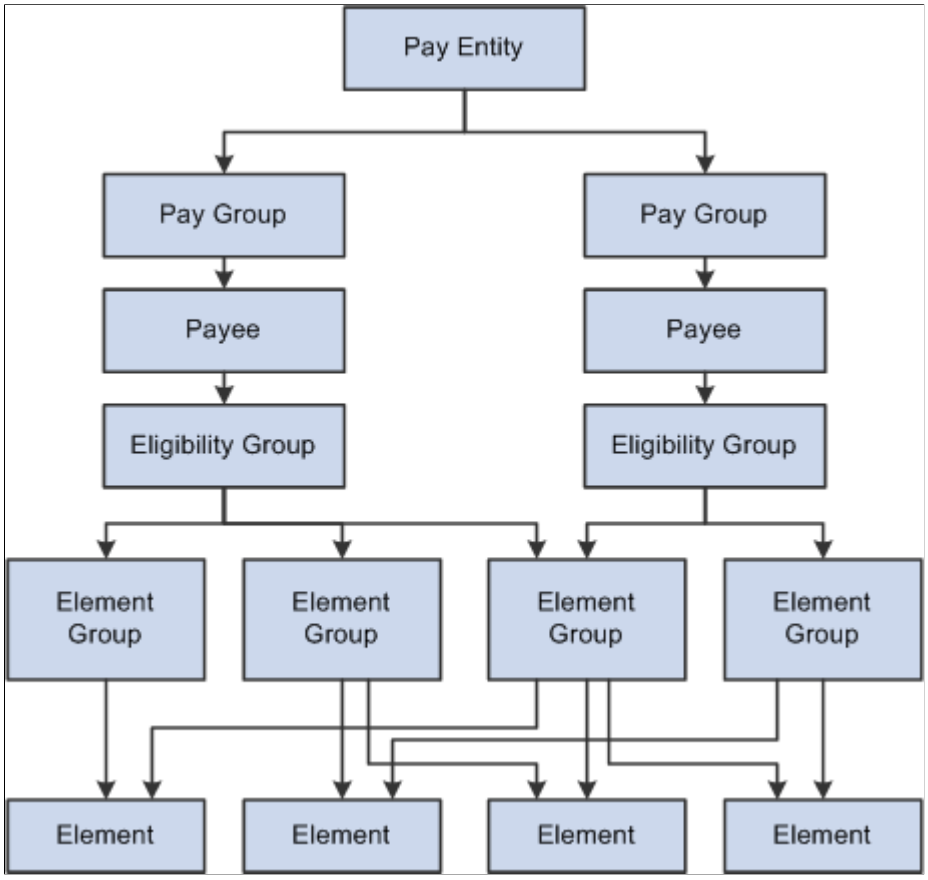
Understanding Payroll Processing
Understanding Triggers
Understanding Process Lists

The Organizational Structure

The Global Payroll core application determines the organizational structure for payroll processing.

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This diagram shows the hierarchy of components in the organizational structure.



Pay Entity

Pay entity defines the organization making payments to payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in pay entity.

The processing currency defined in pay entity is the currency that is used to generate reports.

A pay entity can be linked to one or more pay groups. However, each pay group is linked with only one pay entity.

You associate a specific country with each pay entity. This country designation is important for many features in Global Payroll such as the groups of calendars with a single calendar group ID, retroactive methods, and trigger definitions.

Pay Group

Global Payroll uses a logical grouping, called pay group, to qualify individuals for payment. Typically, all individuals in a pay group have something in common that causes them to be processed at the same time in the payroll system.

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Common examples of pay groups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on pay group if you select this option at installation time. A pay group can be associated only with a single pay entity.

Each pay group has a default eligibility group associated with it. This is traditionally the default earnings and deductions for the pay group population. The default eligibility group that is associated with a pay group is used as the payee level default. You can override these defaults.

Pay groups are ultimately associated with pay calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

Payee

Payees are the people in your organization that you want to pay.

Payees who are included in a pay group definition can be members of different eligibility groups. The only link between pay groups and eligibility groups is from a default perspective. The eligibility group that is defined on the Pay Group page is used as an initial default for the payee. You can override the default.

Eligibility Group

An eligibility group is a grouping of element groups. Eligibility groups indicate the specific elements for which a certain payee population is eligible. The default eligibility group is defined at the pay group level. A payee is assigned to an eligibility group through the default that is defined at the pay group level. You can override the default value.

For example, let's say that you have a pay group for all payees who are paid monthly. Of those payees, 99 percent are regular, salaried payees who are eligible for regular earnings. However, you also have 10 executives whom you want to pay in that same pay group. These executives are eligible for a slightly different set of earnings and deductions. You can override their eligibility group and assign them to the EXEC EARNINGS eligibility group. You can have only one default eligibility group for each pay group.

Element Group

Element groups provide a method of assigning a large number of elements (like taxes) to many eligibility groups without repeating the elements in each and every eligibility group. Element groups provide a means for grouping these elements. You can assign any number of element groups to an eligibility group.

Elements

Elements are the basic building blocks of Global Payroll. The organizational structure of the system begins with the definition of these basic payroll components.

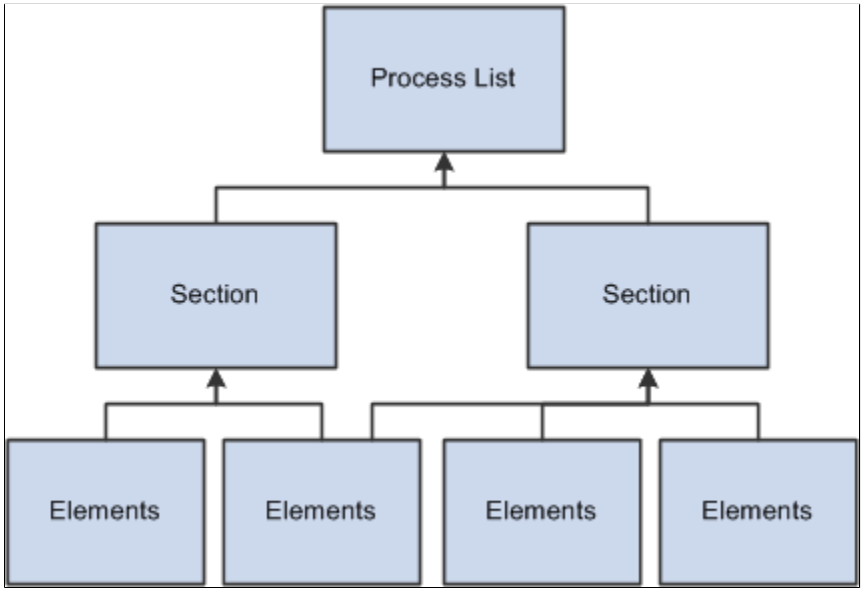
Related Links

Understanding Payee Data
Understanding the Organizational Structure

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The Processing Structure

This diagram shows the components of the Global Payroll processing structure.



Process List

A process list specifies the order in which gross and net pay elements are processed and resolved. You add these elements to the process list by using sections. You add sections to your process list; the sections are processed in the order in which you insert them into the list. You can also execute sections conditionally.

The process list is where you indicate whether you are calculating an absence or a payroll. You use separate calendars for absence and payroll processing runs, so you must create separate process lists for absence and payroll runs.

On the Process List - Definition page you indicate what type of calculation is taking place. If the calculation type is absence, then the gross, net pay, and minimum net element name fields are not available. If the calculation type is payroll, then the gross and net pay element name fields are required. The minimum net element is optional. If the minimum element is not entered, the minimum net amount is considered to be zero. When you enter the gross and net pay element names, you are referencing the gross and net accumulators.

The net pay element and minimum net element are used during deduction arrears processing. The deduction amount is compared to the net plus minimum to see if the deduction can be taken. If the net plus minimum is less than the deduction, the system follows its own set of rules to process the deduction.

The net and gross element numbers and values are stored in output tables so that you can access this data for reporting and online inquiries.

Section

A section is a grouping of elements and controls the order that those elements are processed on the process list. Five types of sections are used for different types of processing:

- Standard sections are used during an absence run, a payroll run, or both.

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- Sub process sections are used for payroll runs and can be used for gross-ups.
- Payee sections are used for payroll runs.

  Payee sections are used for garnishments or any other element that needs to provide the flexibility to distinguish which elements should be processed, and the order, at the payee level.
- Generate Positive Input sections are used during an absence run, a payroll run, or both.

  This type of section can be used to create positive input for different calendars.
- Absence Take section are used for absence runs.

  You can use this type of section to process absences in date sequence.

Once you have defined a section, you can reuse it in multiple process lists.

Elements

Elements are the basic building blocks in Global Payroll. Some stand alone while others use several simple elements (called *supporting elements*) that are combined to form more complex elements.

During a payroll or absence processing run, the system resolves each element in the process list for each payee. The elements that are resolved depend on a payee, so the resolved value of an element depends on which payee is under consideration.

Related Links

Understanding Processing Elements
Understanding Elements

Calendars

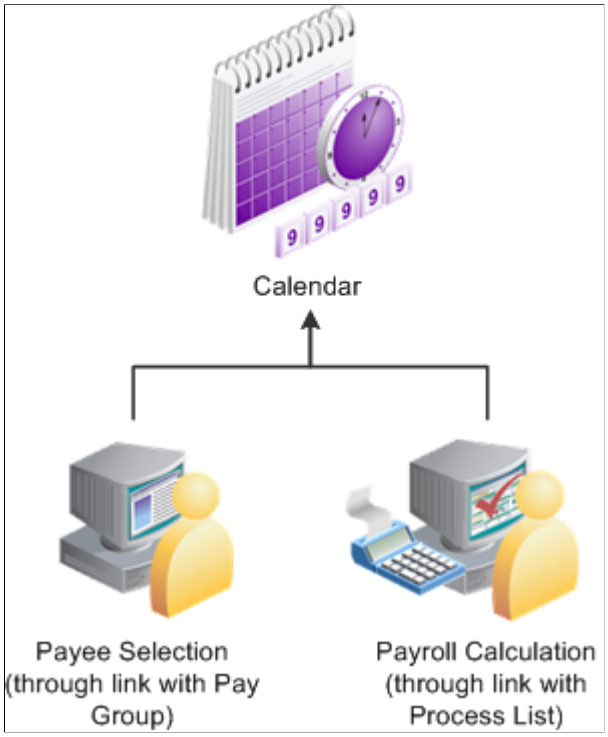
To run a payroll or absence process, the relevant components of the system are linked together through the use of calendars. A calendar controls who is to be paid, what amounts are to be paid, and the period of time for which the payment is being made.

Only one pay group can be associated with a calendar. Through the use of various selection criteria, you can define who is going to be paid:

- Calendar run types enable you to define what is being paid.
- Calendar period IDs define the period of time for which the payment is being paid.
- Calendar group ID groups the calendars that you want to process at the same time.

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This diagram shows how calendars tie together the components of a payroll or absence run.



Related Links

Understanding Calendars

Understanding the Batch Architecture Process Flow

this topic discusses:

- Global Payroll modes.
- Payee selection.
- Calculation (technical).
- Arrays used in batch processing (technical).
- Batch processing output tables.

Global Payroll Modes

Global Payroll processes payees and elements by utilizing a very specific processing order. All the components of the system that you define, such as payees, elements, and rules, come together at the time a payroll or absence run is executed.

Think of Global Payroll as having two primary modes:

- Setup mode

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During the setup mode, you define the various elements, rules, and other system configurations that make up your payroll system.

- Processing mode

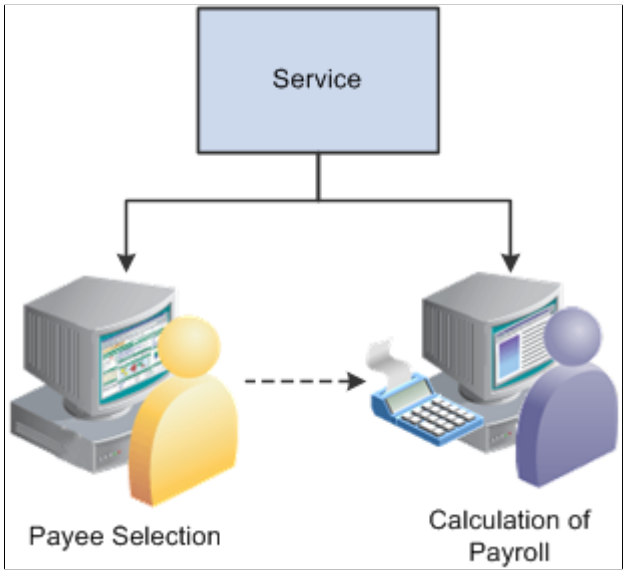
  It is during the processing mode that Global Payroll looks at all the setup information that you've defined, along with any data that you've entered, and processes it according to your specifications.

Note: The discussion in this section about the batch architecture process flow is a very high-level overview of the process. Each phase of the process is discussed in greater detail later in this product documentation.

Payee Selection

When you run a payroll or absence batch process, the first program that the system calls is the Service program. The Service program acts as the coordinator between the selection of payees to be processed and the calculation process. The Service program initiates the payee selection process. Once the payees are selected, the Service program passes control of the data that was created during the payee selection phase to the Calculation program.

This diagram shows how the Service program coordinates the payee selection and calculation phases.



Before you can process a payroll, you must identify the payees that are to be processed. In Global Payroll, this is called *payee selection* or *payee identification.* Payee selection is required in payroll and absence processing.

The payee selection process is separate from the calculation process. No rules are defined for payee selection that is associated with a payroll or absence calculation. The payee selection phase of the process only identifies the payees and creates the data that is later passed on to the calculation phase.

The pay calendar acts as the controlling function that coordinates and defines the payee selection and calculation processes. The Payroll/Absence Run Control also controls payee selection.

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On the calendar definition page, you indicate whether you want active payees or listed payees selected. If you select active payees, you are offered a number of other defining choices. If you select listed payees, you insert the employee ID numbers for the payees that you want to select.

The payee selection process also uses retroactive and period segmentation triggers. Retroactive triggers can cause other pay periods besides the current pay period to be processed for a particular payee. Period segmentation triggers can cause the pay period to be split into segments, thus producing multiple calculations.

The result of the payee selection process is the creation of Process Status (GP_PYE_PRC_STAT) and Segment Status (GP_PYE_SEG_STAT) records. A Process Stat record is created for each payee for each calendar (including retroactive processes). A Segment Stat record is created for each payee for each segment in each calendar. The Process Stat and Segment Stat records are the storage places for the payee data that is related to the calendar that is being run. Essentially, the Process Stat and Segment Stat records list the payees and all the pay periods that are to be processed, including the current pay period and possible retroactive periods.

Related Links

Processing Concepts
Understanding Calendars

Calculation (Technical)

Once payees have been selected, the Service program passes control to the calculation phase of the process. The calculation phase uses the data that is stored in the Process Stat and Segment Stat records as the beginning set of payee data.

The first step in calculating the payroll is to load process-level data into arrays, including data from sources such as pay entity, pay group, eligibility group, calendar, and the process list. This system data is more static than the payee-specific data.

The calculation programs process each payee, using the Payee Process Stat records and Payee Segment Stat Records that were created during the payee selection phase. The program loads all the payee-level data into payee arrays, including data from table sources such as Job, Person, Compensation, Overrides, and Positive Input.

The process that loads the payee-level data into the arrays also refreshes its data or reset pointers to data between every payment so that:

- The correct effective-dated information is always used.
- The correct year-to-date balances are always reflected.
- Any positive input—such as absence data—is always forwarded into the next payment.

At this stage, all the process-level and payee-level data is loaded into arrays, ready for processing.

Next, the calculation phase checks element eligibility.

The calculation program calls the Process List Manager program, which looks to the process list to determine which elements will be processed and in what order.

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When the Process List Manager encounters an element to be processed, it calls the PIN Manager (a program that manages individual elements) to process each element that passed the element eligibility check earlier in the process. The PIN Manager references the PINV array during this process. The PINV array stores the results of all element resolutions during payroll batch processing. If the data stored in PINV indicates that an element has not already been resolved, the PIN Manager calls a PIN resolution program (a program that processes specific types of elements).

A separate array, called *PINW,* stores the accumulator data that is resolved during batch processing.

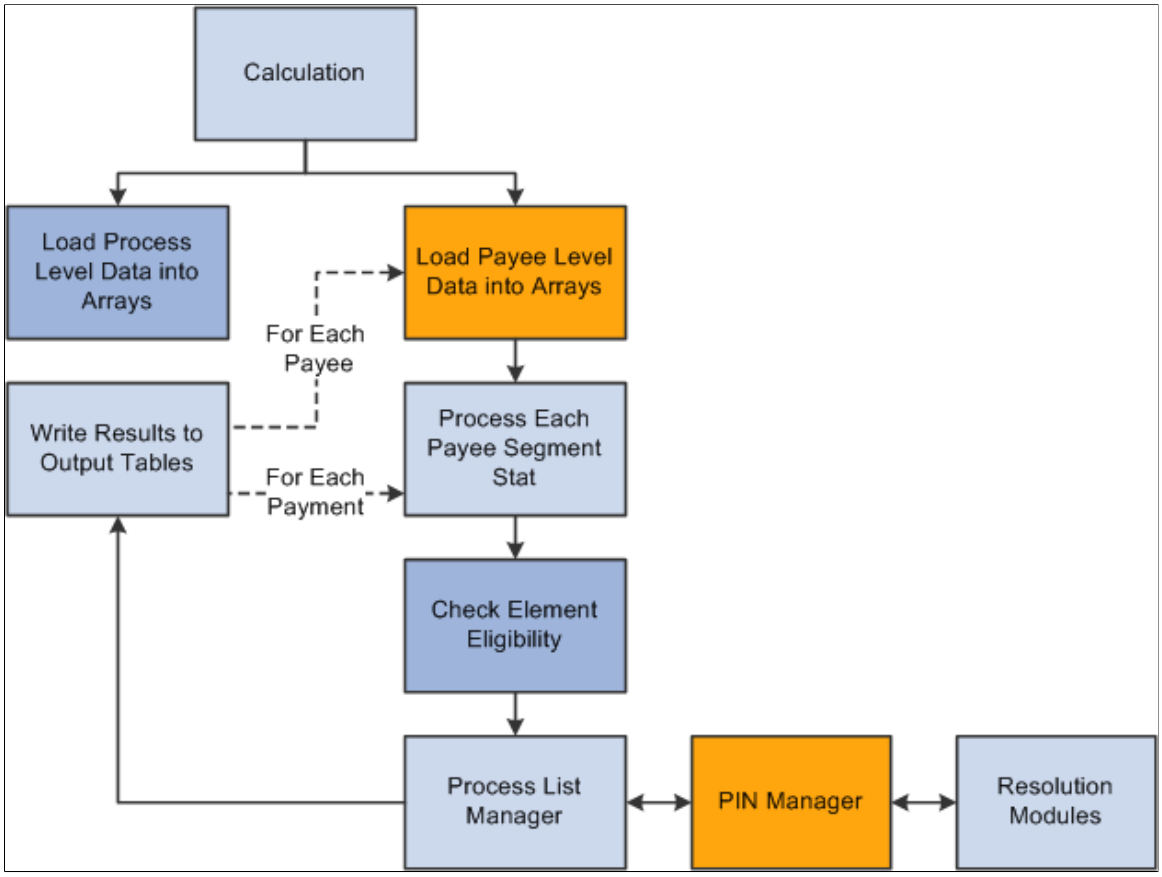
Each PIN resolution program resolves a specific type of element. For example, one PIN resolution program might resolve earning elements while another might resolve formula elements. The PIN resolution program loads the element definition into memory. Then the program overrides the definition that is stored in memory with any payee overrides or positive input that is designated for that payee. If any elements are referenced in the element and overrides definitions that are now in memory, the program calls the PIN Manager to resolve them. Remember, an element can comprise other elements. During processing, this means that to resolve a single element, the system might need to resolve any number of other elements from which the primary element is created. The results of this process are used to calculate the values of earnings, deductions, and other elements, and pass the values back to the PIN Manager, which writes them to the main value array (PINV).

Each element is resolved in a cyclical (or *recursive*) manner; that is, each element is resolved, and the data is stored (in PINV or PINW). Then the Process List Manager again looks to the process list to see what element is to be processed next, and the process is repeated.

When all calculations are complete for the payroll or absence run, the program writes the results to the appropriate output tables. First, the program references the PINV and PINW arrays and writes the results to the database. Then it references all positive input and writes the data to the positive input history records. Finally, the program generates deltas for any future retroactive processing.

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This diagram shows the calculation phase of the batch process.



Related Links

Defining Element Eligibility
Understanding Overrides
Understanding Positive Input

Arrays Used in Batch Processing (Technical)

In Global Payroll batch processing, arrays are used to store data. Arrays are temporary tables that COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the appropriate output tables.

Occasionally you might need to modify the COBOL programs to accommodate a larger maximum array size than is defined in the programs that are delivered by PeopleSoft. If an array is too small (the data overflows the array), you get an error message, and the batch process fails. The error message (MSGID-ARRAY-OFLOW) identifies the array and the COBOL file where the array is defined. This guides you to the location in the designated file that might need modification.

Increasing the Occurs Count in Arrays

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of the payroll process tables that are typical for a payroll run.

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You can increase the maximum size of an array by increasing the occurs count in the appropriate table access program.

Note: This is the only COBOL modification that we detail because COBOL modifications to the delivered Global Payroll programs are *strongly* discouraged.

For example, let's look at a piece of unmodified code in GPCDPDM.CBL.

Below is an array and its related COUNT control field that prevents the program from aborting. When you make a modification, both *highlighted* numbers must be changed and kept in sync.

```
05  L-PMT-COUNT           PIC 9999    VALUE 0   COMP.
         88  L-PMT-COUNT-MAX              VALUE 200.

05  L-PMT-DATA                         OCCURS 200
                                            INDEXED BY PMT-IDX.
```

The assumption here is that there will never be more than 200 payments processed for a payee during any calendar run. If more than 200 payments were processed, the program would issue an error message (MSGID-ARRAY-OFLOW), and the payroll process would terminate.

While the system loads and refreshes this array once for each payee, the system refreshes other arrays for each payment, and loads and increments others throughout the entire process.

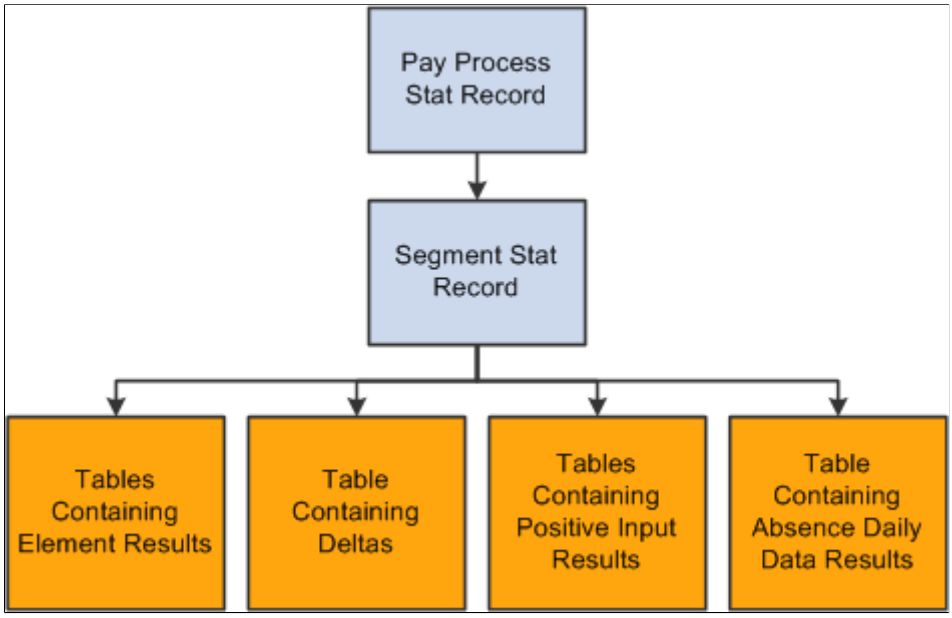
This type of modification is not difficult to deal with when you upgrade to a new Global Payroll release, when PeopleSoft delivers a whole new set of source code. Simply move your array size modifications to the new code line. Whenever you change the size of an array, be sure to recompile the entire Global Payroll COBOL code line (GPP*).

Batch Processing Output Tables

The goal of a payroll or absence batch processing run is to produce a set of output tables, where your important batch processing data results reside. Once you know the type of information that resides in the output tables that are generated by Global Payroll, you can use those tables to produce reports and other data manipulations that are relevant to your organization's needs.

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This diagram shows the relationships between the batch processing output tables.



Tables Generated by Payee Selection Process

The payee selection process generates the following tables:

- Pay Process Stat (status) record (GP_PYE_PRC_STAT).

  There is one Pay Process Stat record for every EMPLID/EMPL_RCD combination per calendar.

  There is a one-to-one/many relationship between the Pay Process Stat record and the Segment Stat record.

- Segment Stat record (GP_PYE_SEG_STAT).

  The Segment Stat record is a child of the Pay Process Stat record. There is one Segment Stat record for each gross to net within the calendar.

Tables Containing Element Results

The following tables contain element results:

- Earnings/Deductions (GP_RSLT_ERN_DED).

  Contains the results of earnings and deductions after batch processing.

- Other Elements (GP_RSLT_PIN).

  Contains the results of miscellaneous element resolutions after batch processing including the results for absence entitlement elements.

Table Containing Accumulator Results

The Accumulators table (GP_RSLT_ACUM) contains the results of accumulators after batch processing.

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Table Containing Deltas

The Deltas table (GP_RSLT_DELTA) contains deltas, which are the differences between two element results. This data is often important for processing retroactivity. This table is a child table to the Segment Stat (segment status) table (GP_PYE_SEG_STAT), which is a child of the Pay Process Stat table (GP_PYE_PRC_STAT).

Tables Containing Positive Input Results

The following tables contain positive input results:

- Positive Input Data (GP_RSLT_PI_DATA).

  Contains the results of positive input calculations after batch processing. Only the positive input rows that were used in the calculation are included in this table.

- Positive Input Supporting Element Overrides (GP_RSLT_PI_SOVR).

  Contains the results of supporting element overrides after batch processing.

- Absence Daily Data (GP_RSLT_ABS).

  Contains the absence daily data results.

Understanding Multiple Currencies

A key part of any multiple country system is currency support. Global Payroll streamlines the process of using multiple currencies. You can enter amounts and make payments in any currency—the system performs all necessary conversions using the parameters that you define.

This topic discusses:

- Using and defining currency.
- Currency at the pay entity level.
- Currency at the element level.
- Exchange rate types and dates.
- Accumulators and currency.
- Viewing payments across multiple currencies.
- Online currency defaults.
- Currency in batch processing.

Note: Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions.

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Using and Defining Currency

To use multiple currencies in Global Payroll, you set up and maintain the following tables:

- CURRENCY_CD_TBL (stores currency code data).
- CURR_QUOTE_TBL (stores currency quotation method data).
- RT_INDEX_TABLE (stores market rate index data).
- RT_TYPE_TBL (stores market rate types).
- RT_RATE_TABLE (stores market rate data).

These PeopleSoft Component tables are used universally by PeopleSoft HR.

See *PeopleSoft 9.1 product documentation: Enterprise Components*

Once you have defined the currency codes, types, exchange rates, and base currencies that you use in your system, you'll need to understand how Global Payroll uses this information so that you can run your payroll using multiple currencies.

The pages referred to in this discussion are described in detail in other areas of this documentation; here we discuss only how the fields on the pages are used in currency processing.

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

This table describes the Global Payroll two-tiered approach to currency codes:

Tier	***Currency Code Use***
Pay Entity	Determines the processing currency for all payees in this pay entity. If no override currency code is present at a lower level, the system assumes that the amounts are in this processing currency.
Definition of database field or element	When you enter a payee's base compensation as a database field, on the Job Table or in the Payee Data component, you can enter a currency code. Also, when you define certain other elements, such as earnings and deductions, you assign a currency code to the definition. Then the system knows that your input for this definition is in that currency. The currency is converted to the processing currency for gross-to-net processing.

In Global Payroll, you must enter a currency code every time you enter a monetary value on a page. The currency code designates what monetary unit you are entering.

Related Links

“Understanding Currency” (Application Fundamentals)

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Currency at the Pay Entity Level

For payroll purposes, the pay entity is the highest level of an organization. All payees are assigned to pay groups. Each pay group is assigned to one—and only one—pay entity. The currency entered on the Pay Entity page affects all pay groups that are assigned to that pay entity and all payees who are assigned to those pay groups. We refer to the pay entity currency as the processing currency.

All calculations for payees who are associated with this pay entity occurs in the pay entity currency. Before processing, all input items are converted to this currency. After processing, all output values are stored with net distribution information for each payee. Eventually this information is passed to banking payment files. Any conversion of a monetary output value to a different currency is handled by the party who receives the information, such as a bank.

Always define your processing currency as the currency that is used for most of your input and output, unless your country or locality requires stipulating what currency must be used for processing.

Note: You cannot override the processing currency. This doesn't mean that you can't enter amounts, or get output, in other currencies; it means that the processing occurs in this currency. If you override the default currency, the payments are converted to the processing currency for processing.

Related Links

Defining Pay Entities

Currency at the Element Level

There are many kinds of monetary elements in Global Payroll. You can use currency with base compensation and with other elements.

Using Currency with Base Compensation

When a payee's base earnings are entered on the Job Data pages, you attach a currency code to the amount. If this currency is not the same as the processing currency, the system converts the amount entered into the processing currency before processing a payee's payment. If you do not enter a currency code, the system assumes that the amount is expressed in the processing currency and does no conversion.

Note: The currency code on Job Data appears by default from the base currency on the Installation Table, not from the Pay Entity Table. The base currency does not have to be the same as the pay entity currency —base currency has no impact on Global Payroll. However, check the code carefully to ensure that the default is correct. If it is not correct, change it.

Using Currency with Other Elements

Earnings and deductions are examples of elements. When you define an earning or deduction element, you enter other supporting elements, such as variables, in one of the component fields for the earning or deduction element. A component field, such as a base or a rate, can have a monetary format. The system requires that a currency code be provided for any field with a monetary format. At the point of entry into the batch system, the currency of a monetary value will be converted to the processing currency. If a monetary value is defined on a variable, then in the variable program, the amount will be converted to the processing currency. From that point on, the converted value will be used during the calculations. If the variable is used within an earning calculation, the converted value will be used.

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Related Links

Working with System Elements

Exchange Rate Types and Dates

When the Global Payroll calculation encounters a currency value that is not in the processing currency as defined at the Pay Entity level, the payroll system must perform a currency conversion. To do this, the system must know which exchange rate type to use and the dates to which it applies. The exchange rate type and dates documented below only apply to calculations performed within the Global Payroll process. They do not apply to other features like online currency conversions.

Exchange Rate Types and Dates at the Payee Level

You can override the exchange rate type and date at the payee level on the Payee Data Defaults page. Let's say that ten payees in the United Kingdom are working in Germany. One has a special rate, and the other nine get the official bank rate. For the pay group that includes these payees, you define the exchange rate type as the official bank rate. But let's say that you need to override that entry for the tenth payee. You can override the exchange rate in Job Data.

The default values for the payee are those defined for the payee's pay group. The system stores a value at the payee level only if you override the default.

To determine the exchange rate date, the system looks at the period end date, payment date, or period begin date and compares the date to the calendar period dates. It determines which exchange rate—based on the appropriate effective date—should be used for any required currency conversions during batch processing.

Related Links

Defining Pay Groups
Defining Pay Entities
Understanding Payee Data

Accumulators and Currency

An accumulator tracks values in a single currency. If you change the processing currency, the system automatically converts the accumulator's value to the new processing currency. So, if you switch the processing currency from FRA to EUR on July 1, the system converts the accumulator's June 30 value to euros. Any amounts that are added to or subtracted from the accumulator after June 30 are tracked in euros.

If a payee receives earnings from countries that use different currencies, a separate accumulator must be defined for each currency. Say that a payee works in one country and is paid in that country's currency. An accumulator stores the payee's year-to-date earnings. The payee's job is redefined and now he works in two countries that use different currencies. The payee's earnings can no longer be stored in a single accumulator. You must define a new accumulator to store year-to-date earnings for the second country.

Viewing Payments Across Multiple Currencies

Many online pages that display earnings or amounts in one currency enable you to view these amounts in another currency so that you can track conversions across all currencies that are supported by the system.

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In Global Payroll, you can view monetary values in multiple currencies on data entry pages and on pages where you view information.

Related Links

“Viewing Multiple Currencies” (Application Fundamentals)

Online Currency Defaults

When you enter a monetary value, you must also enter a currency code. You can change the default currency codes.

Currency defaults can come from operator preference, element definition, or pay entity. Operator preference refers to the EXCHNG_TO_CUR field on the Operator Defaults Table — HR record (OPR_DEF_TBL_HR). It is set on the Operator Preferences page. The record is not effective-dated. The pay entity record and the element definition record are effective-dated.

This table lists the currency code defaults and the as of date used:

Page	***Default Currency Code From***	***As of Date***
Earnings	Operator preference	Not applicable.
Deduction	Operator preference	Not applicable.
Variables	Operator preference	Not applicable.
Brackets	Operator preference	Not applicable.
Historical Rule	Operator preference	Not applicable.
Positive Input	Element definition (if currency exists on element definition; else from pay entity for calendar ID)	If from element definition, use the definition as of the Definition As Of Date. If from Pay Entity, use Pay Period End Date.
Supporting Element Overrides	Pay entity definition (if currency exists on element definition, else from paying entity)	Current Date.
	Pay group definition (if currency exists on element definition, else from pay entity for that pay group)	Current Date.
	Pay calendar definition (if currency exists on element definition, else from pay entity for the calendar's pay group)	Pay Period End Date.

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Page	*Default Currency Code From*	*As of Date*
	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.
Overrides	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.

Currency in Batch Processing

Here are the steps that take place during batch processing with regard to currency conversion:

1. The user enters monetary amounts into the system in any type of currency that the user chooses.
2. The system calculates exchange rates and converts amounts into a single processing currency (the processing currency that is defined at the pay entity level).

   If it cannot find an associated currency code for a monetary value, the element is not resolved and the payment is placed in error.

   The batch processes use a standard PeopleSoft currency conversion application that does the conversion and passes back the corresponding numerator and denominator to be applied against the input currency. The processes also handle triangulation.

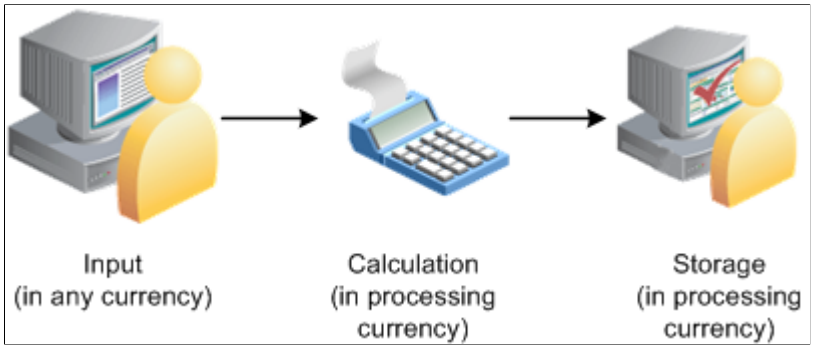
   For calculation, any value (for example, an accumulator value) that is being retrieved from a previous period, and is stored in a different currency, is converted into the current processing currency using the current period's exchange rate type and effective date.
3. The system performs calculations, using the processing currency, and stores the results in the processing currency in the PINV array.
4. The system stores the calculation results in the processing currency in the appropriate tables. It does not store the exchange rate that is used for currency conversions, the numerators and denominators that are used in the batch currency conversion program, or the original source input monetary value and currency code.

   If the batch process cannot find an associated currency code for a monetary field (that is, the field is blank or the currency code is not valid), the system cannot resolve the element and puts the payment in error.

Note: To find the original source input monetary value and currency code for a calculation, look in the input source tables.

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This flowchart illustrates how currency is managed during batch processing.



Defining Installation Settings

To define installation settings, use the Installation Table (INSTALLATION_TBL), Installation Settings (GP_INSTALLATION), and Countries (GP_COUNTRY) components.

When you install Global Payroll, you select various settings and default values that are specific to your implementation.

Pages Used to Define Installation Settings

Page Name	*Definition Name*	*Usage*
Products Page	INSTALLATION_TBL1	Define the PeopleSoft applications installed.
Country Specific Page	INSTALLATION_TBL3	Define country-specific information.
Installation Settings Page	GP_INSTALLATION	Define installation settings that are unique to Global Payroll.
Schedule Settings Page	TL_INSTL_PUNCH	Define default settings for work schedules.
Configuration Settings Page	GP_ACTIVAT_SETTING	Enable and configure feature settings.
Dates Table Load Page	TL_DATE_LOAD	Load dates for use in resolving schedules.
Countries Page	GP_COUNTRY	Define country-level setup parameters, such as the net pay validation formula, the default retroactive method, and banking and general ledger processing.

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Products Page

Use the Products page (INSTALLATION_TBL1) to define the PeopleSoft applications installed.

Navigation:

Set Up HCM > **Install** > **Installation Table** > **Products**

If your organization also uses PeopleSoft Payroll for North America or PeopleSoft Payroll Interface, select these check boxes as well. You can pay your employees exclusively through Global Payroll or through a combination of payroll applications. For example, an employee who holds three jobs in your organization might be paid for one job through Global Payroll, another through Payroll for North America, and yet another (using a third-party payroll vendor) through a Payroll Interface data export.

To install Global Payroll country extensions, click the **Installed GP Countries** link on the Products page and select the country extensions that apply.

Related Links

"Setting Up Implementation Defaults" (Application Fundamentals)

Country Specific Page

Use the Country Specific page (INSTALLATION_TBL3) to define country-specific information.

Navigation:

Set Up HCM > **Install** > **Installation Table** > **Country Specific**

Use the Country field to define the primary country in which your organization does business. This should be the country from which the majority of your payees are paid.

Related Links

"Setting Up Implementation Defaults" (Application Fundamentals)

Installation Settings Page

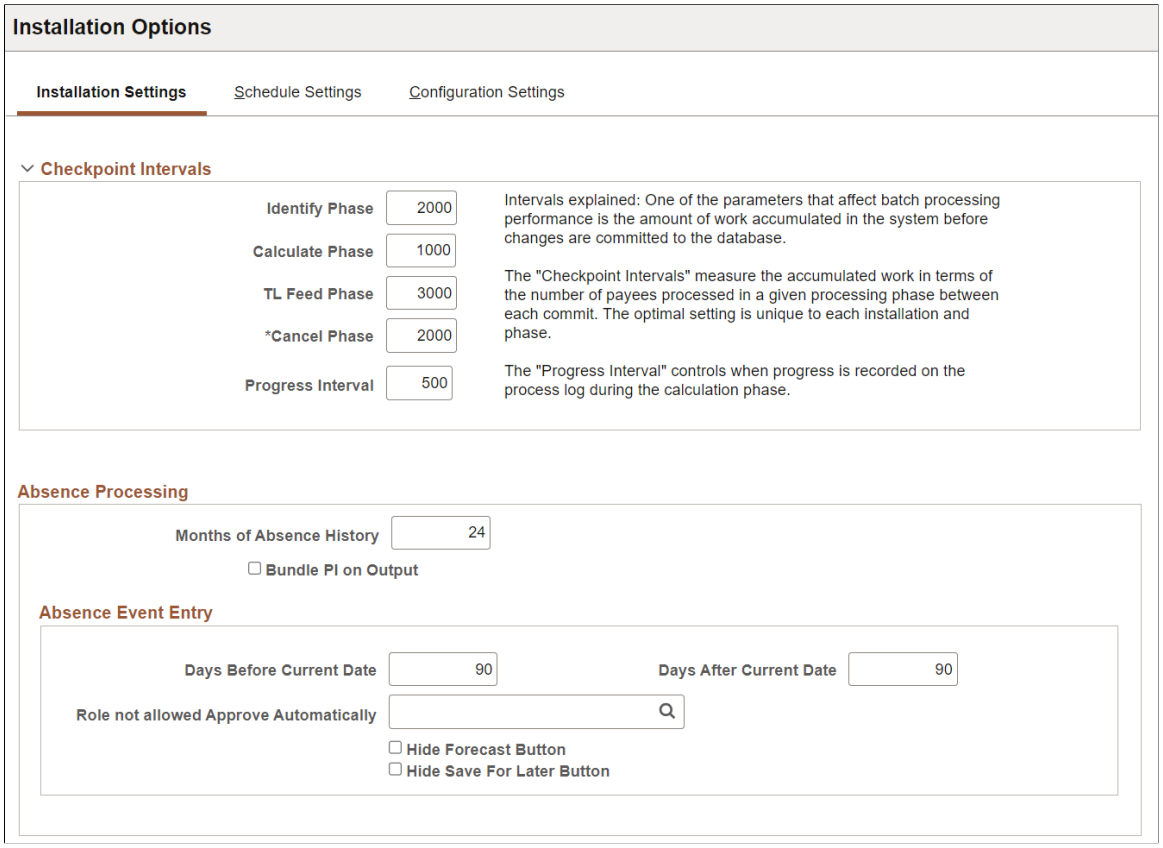
Use the Installation Settings page (GP_INSTALLATION) to define installation settings that are unique to Global Payroll.

Navigation:

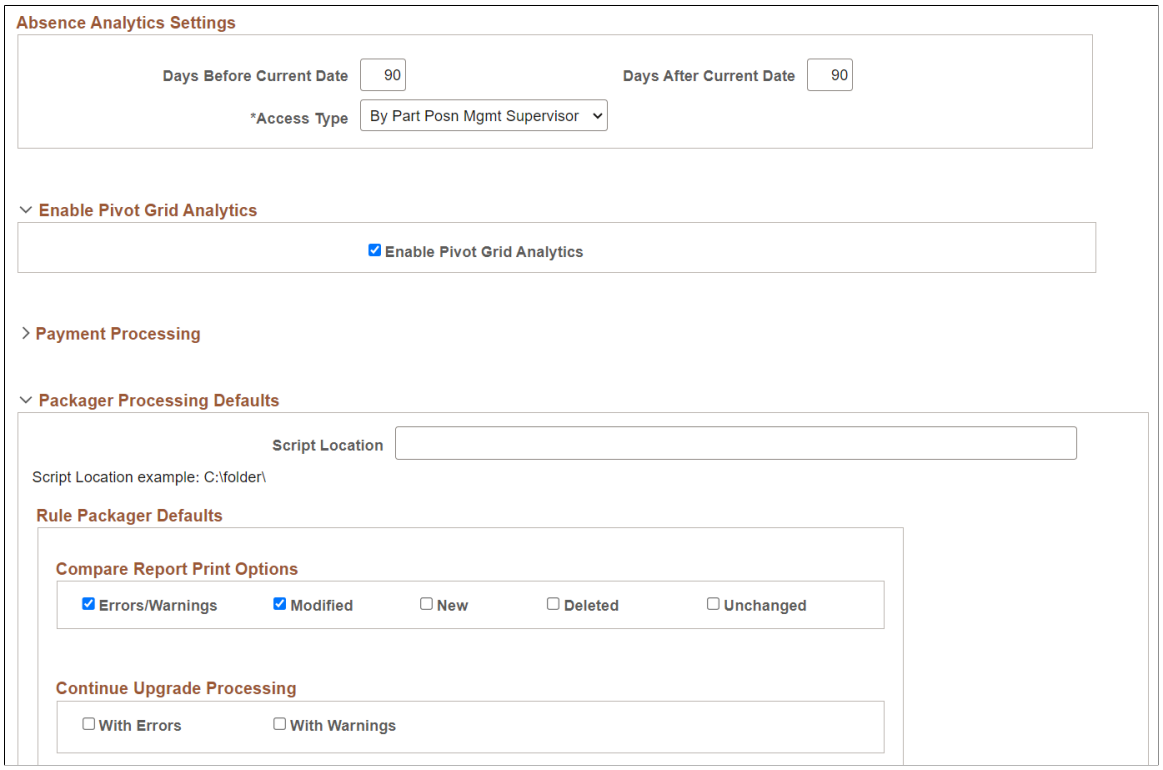
Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Installation Options**

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This example illustrates the fields and controls on the Installation Settings page (1of 3).

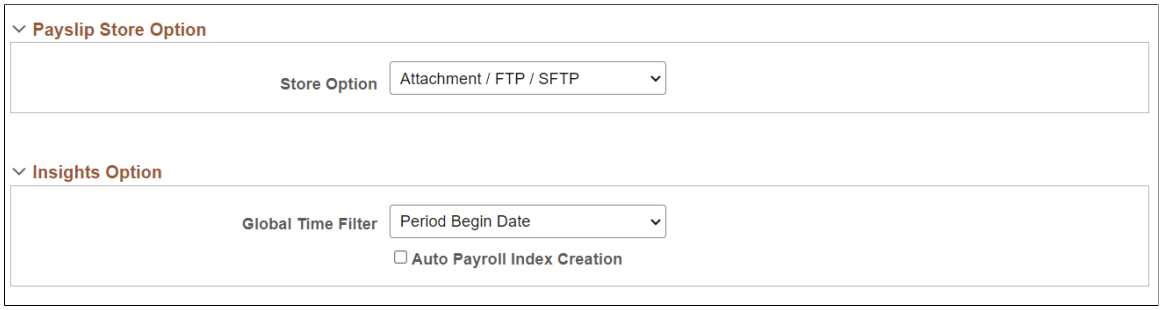


This example illustrates the fields and controls on the Installation Settings page (2 of 3).



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This example illustrates the fields and controls on the Installation Settings page (3 of 3).



Checkpoint Intervals

Checkpoint intervals control how many employees are processed between database commits. You can select a different interval for the identify and calculate processing phases. Employees that are *committed* do not need to be recalculated if the run has to be restarted because of a technical error.

Field or Control	*Description*
Progress Interval	Controls how often the process writes a line to the process log stating how many employees have been processed.

Absence Processing

Field or Control	*Description*
Months of Absence History	Controls how many months of absence daily history to load into the batch process for use with the absence take element processing and duration element. The absence daily history is loaded from the result table, GP_RSLT_ABS.

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Field or Control	*Description*
Bundle PI on Output (bundle positive input on output)	Selecting this check box causes the system to consolidate positive input during the absence process, when possible, so that you can send a single row of positive input to payroll. Positive input entries for the same absence event that share the same percent and rate are combined; the unit, amount, and base values are summed In other words, the bundled generated positive input rows will be output from the absence process instead of daily rows. This is a consideration when considering the size of data storage for the generated positive input result table. Keep in mind, the daily earning/deduction element details will not be stored. This does not effect the actual earning/deduction calculation during the pay calculation. If this check box is off, daily rows would be inserted into the generated positive input result table from the absence process, and the daily rows would be bundled as part of the input process for the pay calculation. See Absence Processing.

Absence Event Entry

Use the fields in this group box to configure the “Create and Maintain Absence Requests Page” (PeopleSoft Absence Management) and the“Approve Absence Requests Page” (PeopleSoft Absence Management).

Field or Control	*Description*
Days Before Current Date and **Days After Current Date**	Use these fields to define the default date range that appears in the Search group box of the Create and Maintain Absence Requests page in the From Date and Through Date fields.
Role not allowed Approve Automatically	Users that have the role that you enter here cannot select the Approve Automatically value in the Submit Option field on the Create and Maintain Absence Requests page.
Hide Forecast Button	Select to hide the Forecast button on the Create and Maintain Absence Requests and Approve Absence Requests pages.
Hide Save For Later Button	Select to hide the Save For Later button on the Create and Maintain Absence Requests page.

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Absence Analytics Settings

Use the fields in this group box to establish default settings for the Absence Cost Analysis, Absence Events Analysis, Absence Liability and Trends, and Periodic Absence Rate pivot grids that appear on the Absence Analytics Dashboard.

Field or Control	*Description*
Days Before Current Date and **Days After Current Date**	Use these fields to define the default date range for which the pivot grids display information. You can change this date range when you access the individual pivot grids.
Access Type	Enter the access type that the pivot grids use to determine direct reports for managers.

For more information on the Absence Analytics Dashboard, see “Using the Absence Analytics Dashboard Pagelets” (PeopleSoft Absence Management).

Enable Pivot Grid Analytics

Field or Control	*Description*
Enable Pivot Grid Analytics	Select to enable the process that extracts data for the pivot grids that appear in the Absence Analytics Dashboard. For more information, see “Preparing and Loading Absence Analytics Data” (PeopleSoft Absence Management).

Payment Processing

Use this group box to define database-specific payment processing settings that are used when communicating payment information.

Field or Control	*Description*
Database Identifier	Enter a unique alphanumeric identifier that the system adds to payment messages that it sends.
Payment Count	Enter the number of payments that you want the system to chunk together with each payment message. For example, if you enter 3000 here, the system will create and publish a separate payment message for every 3000 rows of payment data.

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Packager Processing Defaults

Field or Control	*Description*
Script Location	Enter the location where DMS scripts are created. The default will be blank. An example displays below the field to let you know how to enter the script location. **Note:** The value will default for the rule and non-rule packages. This script location should match the location set up for the PSNT process scheduler in which you are using. This is set up in the psconfig.cfg file.
Compare Report Print Options	This group box controls the sections of the Compare Report that will be printed. Select the sections of the report to print . The options on the Packager Processing page will default the values selected each time you run a Compare Report. The check boxes can be overridden on the processing pages. Values for the report sections include: • *Errors/Warnings* – Select to print the warning or errors that have occurred during the compare. • *Modified* – Select to print the elements that are different from the ones in the target database. The above two options reflect the delivered defaults. • *New* – Select to print the new elements. • *Deleted* – Select to print the elements that will be deleted. • *Unchanged* – Select to print the elements that have not changed.
Continue Upgrade Processing	This group box controls the ability to upgrade when there are errors or warnings. The default for each value is cleared. Valid values include: • *With Errors* – Select to upgrade the package even if there are errors after the compare. • *With Warnings* – Select to upgrade the package even if there are warnings after the compare.

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Payslip Store Option

Field or Control	*Description*
Store Option	Select the required payslip transfer options. Available options are: • Attachment / FTP / SFTP: Select this option to store Payslips as attachment in records, or a location on the FTP Server or SFTP Server. Here, the files are transferred one by one to target location and hence the process is time consuming. **Note:** If this option is selected, the payslips are transferred one file at a time, thus increasing the transfer time of the file to the given location. • Bulk FTP: Select this option to store Payslips on a location on the FTP Server only. Here, all files are moved in bulk and hence performance oriented.

Insights Option

Field or Control	*Description*
Global Time Filter	Select the default date option for Global Time Filter to be used in Insights dashboard. Available options are: • Payment Date: If this option is selected, the Insights time range global filter (applicable to the whole dashboard) will use calendar’s payment date. • Period Begin Date: If this option is selected, the Insights time range global filter (applicable to the whole dashboard) will use calendar’s period begin date. • Period End Date: If this option is selected, the Insights time range global filter (applicable to the whole dashboard) will use calendar’s period end date. The default value is *Period Begin Date.* If the default value is changed on Installation Options page, user has to run Schedule Search Index (PeopleTools > Search Framework > Administration > Schedule Search Indexes) process so that the changes take place. Indexing type to be run must be *Full Index.*

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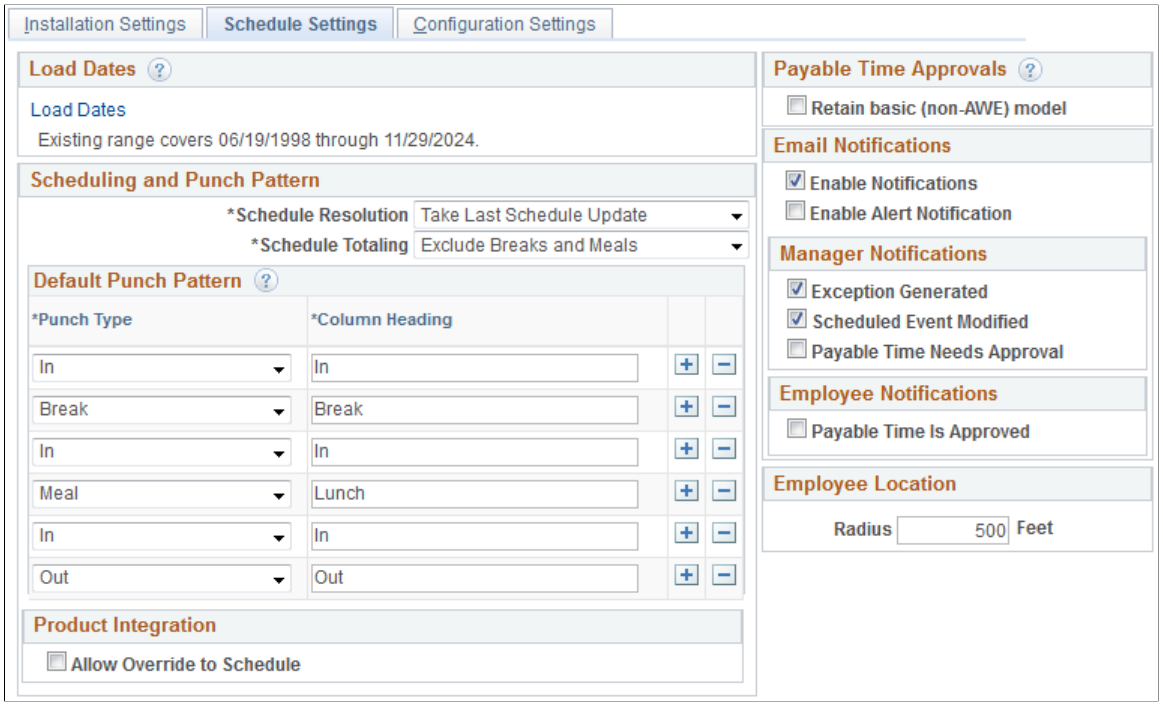
Schedule Settings Page

Use the Schedule Settings page (TL_INSTL_PUNCH) to define default settings for work schedules.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Installation Settings > Schedule Settings

This example illustrates the fields and controls on the Schedule Settings page.



Important! This page (TL_INSTL_PUNCH) is the same as the “Configurations Page” (PeopleSoft Time and Labor) for Time and Labor. The settings that you define on this page are shared between Time and Labor, Global Payroll, and Absence Management.

Field or Control	*Description*
Load Dates	Click to access the Dates Table Load page where you can load the range of dates to be used in schedules. Dates from 1994 to 2014 are pre-loaded. You need only use this feature to load dates before or after this date range.

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Field or Control	*Description*
Schedule Resolution	Specify how to resolve schedule changes. Select *Take Last Schedule Update* to have the system use the last update to resolve an employee's schedule, whether the update comes from a third-party, workforce scheduling system or an online override. Select *Take Online Override* to have the system look for an online schedule override to resolve the schedule for the day. The system does not look for changes from a third-party workforce scheduling system.
Schedule Totaling	This field applies only if People Soft Enterprise Time and Labor is installed. Specify whether to include or exclude meal times, breaks, or both in the scheduled hours totals on schedule definitions, shift definitions, and the Manage Schedules page. Options are *Exclude Meals and Breaks, Include Meals and Breaks, Include Meals,* and *Include Breaks.* The default is *Include Breaks.*

Default Punch Pattern

Specify the default sequence for displaying punch types on the scheduling pages. You can also use the Grid Column Heading fields to modify the punch type labels that are to appear as column headings on the schedule pages.

Payable Time Approvals

Field or Control	*Description*
Retain basic (non-AWE) model (retain basic non-Approval Workflow Engine model)	Select to use the basic model for approving Time and Labor payable time instead of Approval Workflow Engine.

Email Notifications

Field or Control	*Description*
Enable Notifications	Select to enable email notifications. You cannot select any of the check boxes in the Manager Notifications or Employee Notifications group boxes unless the Enable Notifications check box is selected.

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Manager Notifications

Field or Control	*Description*
Exception Generated	Select to generate a notification when an exception is generated.
Scheduled Event Modified	Select to generate a notification when a scheduled event is modified.
Payable Time Needs Approval	Select to generate a notification when payable time needs approval.

Employee Notifications

Field or Control	*Description*
Payable Time Is Approved	Select to generate a notification when payable time is approved.

Related Links

Understanding Work Schedules

Configuration Settings Page

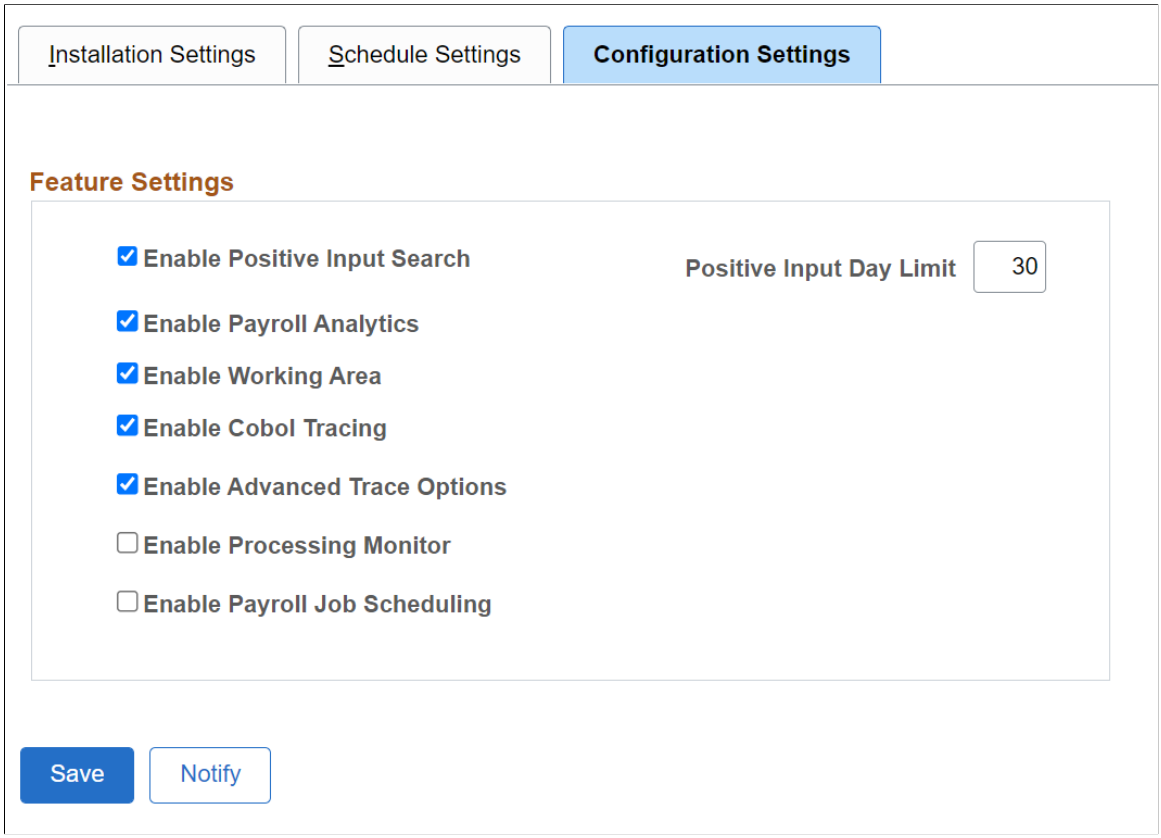
Use the Configuration Settings page (GP_ACTIVAT_SETTING) to enable and configure feature settings.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Installation Options** > **Configuration Settings**

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This example illustrates the fields and controls on the Configuration Settings page.



Feature Settings

Field or Control	*Description*
Enable Positive Input Search	Select to enable the Positive Input Search page. If this check box is deselected, users trying to access the Positive Input Search page receive an error message explaining that this check box must be selected before the page can be accessed.
Positive Input Day Limit	Enter the number of days in history for which the keyword search retrieves results on the Positive Input Search Page. For example, if the value in this field is *100,*, the search looks for positive input entries that match your keywords and that were entered 100 days ago or less.
Enable Payroll Analytics	Select to enable access to the Global Payroll Analytics Page. If this check box is deselected, users trying to access the page receive an error message explaining that this check box must be selected before the page can be accessed.

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Field or Control	*Description*
Enable Working Area	Select to calculate work item counts during the payroll process. They system displays these counts on the Payroll Work Items Page.
Enable Cobol Tracing	Select to enable the Cobol Trace functionality on the Debug and Tuning Options Page.
Enable Advanced Trace Options	Select to enable the generation of Element Trace even if the payroll execution fails. If this checkbox is selected, 'Payee Selection' block is displayed in the Debug and Tuning Options page. For details, see Entering Processing Instructions.
Enable Processing Monitor	Currently, this functionality is not supported in PeopleSoft.
Enable Payroll Job Scheduling	Select to enable the scheduling of Payroll Job. If this option is selected the user can schedule the payroll job for Calculate (and Recalculate) option. The system retains the calendar control run parameters for scheduled run and in case if multiple users finalize or cancel the calendar, the stored run control parameters are deleted and its corresponding scheduled job is also cancelled. In case the user who scheduled the payroll job is different from the one who cancels or finalizes the calendar the mail notification is sent to user who scheduled the job about deletion of stored run control parameters and cancelation of scheduled run.

Countries Page

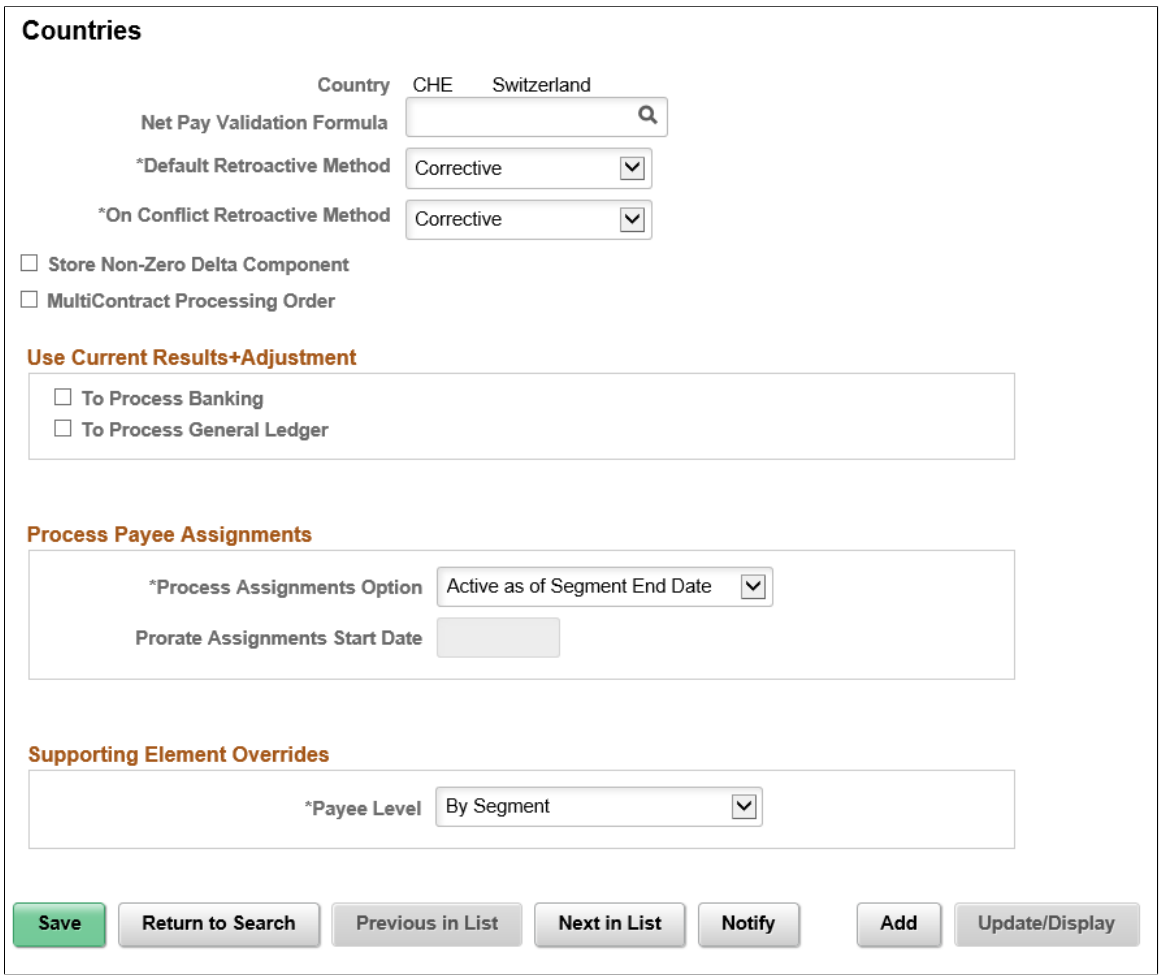
Use the Countries page (GP_COUNTRY) to define country-level setup parameters, such as the net pay validation formula, the default retroactive method, and banking and general ledger processing.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Countries**

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This example illustrates the fields and controls on the Countries page.



Field or Control	*Description*
Net Pay Validation Formula	Select the net pay validation formula to use for this country if you intend to use the net pay validation by priority feature. Net pay validation prevents a deduction from reducing net pay below zero or a minimum amount that you define. With net validation by priority, after the system calculates all deductions according to processing sequence, it resolves the formula that you specify here for each deduction starting with the deduction with lowest priority (the highest priority number). The formula returns a value that tells the system whether to calculate the element, perform net pay validation, do both, or skip the element. Guidelines for creating the formula are provided in the topic on Defining Processing Elements. **Note:** Net pay validation is discussed in detail later in this product documentation. See Understanding Net Pay Validation and Arrears Processing.
Default Retroactive Method	Select a Default Retroactive Method to use for the selected country. Values are *Corrective* and *Forwarding*.

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Field or Control	*Description*
On Conflict Retroactive Method	Select which retroactive method, *Corrective* or *Forwarding,* to use when: • An employee is associated with more than one pay group or pay entity. • Two calendars with the same period ID each use different retroactive methods within the same calendar group.
Prorate Assignments Start Date	If the **Process Assignment Option** is *Active Anytime within Segment,* enter a start date to prorate the assignment. When the date is left blank, the proration functionality is in effect for all time periods processed (including retro periods). When a start date is entered, the proration functionality is in effect on or after the date specified. This avoids impacting prior rows which could otherwise change retro results.

Store Non-Zero Delta Component

Select this check box in order for the system to store any delta amount or delta component that has a nonzero value, regardless of the setting on the Element Name (GP_PIN) page, Results group box for the element. deselect this check box in order for deltas to inherit the element's store option.

The following table provides an overview of how the system interprets the check box settings at different levels:

Element Store Option	*Country Delta Option*	*Element is Stored*	*Delta is Stored*
ON	ON	YES	YES
ON	OFF	YES	YES
OFF	ON	NO	YES
OFF	OFF	NO	NO

Note: Additional information regarding retroactivity is discussed in detail in another topic in this product documentation.

See Understanding Retroactive Methods.

MultiContract Processing Order

Select this check box to set the processing order to Emplid/Empl_Rcd for Swiss clients with Multi Contract. This field is displayed only for CHE Switzerland.

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Use Current Results + Adjustment

If you select either **To Process Banking** or **To Process General Ledger** in this group box, the effect is different depending on the retroactive method.

- If the **Default Retroactive Method** is *Corrective,* the enhancement does not change the behavior of corrective retroactivity in banking or general ledger.
- If the **Default Retroactive Method** is *Forwarding,* the system does not reverse prior amounts or post recalculated amounts during retroactive processing. Instead, the system implements current results (V1R1) plus adjustments in banking or general ledger, depending on which check boxes you select.

Note: Additional information regarding what happens during retroactivity in relation to banking and General Ledger is discussed in other topics in this product documentation.

See Understanding Banking.

See Understanding the General Ledger Interface.

Process Payee Assignments

The Process Assignments Option field determines when to process earning or deduction payee assignments. The options are:

- *Active as of the Segment End Date:* Select to have an element entered on the payee assignment page processed if the assignment is active as of the segment end date.
- *Active Anytime within Segment:* Select to have an element entered on the payee assignment page processed and prorated for rows falling within a segment in addition to rows active as of the segment end date.

Note: This option is used when the proration of earning/deduction assignments is desired. This is the first in a series of steps to setting up the proration of earning/deduction assignments functionality. Additionally a segmentation trigger definition must be defined for the payee assignment record (GP_PYE_OVRD).

See Understanding Segmentation Setup.

Supporting Element Overrides

The Payee Level field determines the level at which Payee Supporting Element Overrides are resolved.

Available options are:

- By Segment: Override value applies to the full segment.
- By Slice: Override value can be resolved separately for each slice in case of Element Segmentation.

If no value is selected in this field, the option ‘By Segment’ is taken by default.

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Defining Currency Conversion Setup

This section discusses how to define currency conversion setup for Insights visualizations.

Page Used to Define Currency Conversion Setup

Page Name	*Definition Name*	*Usage*
Currency Conversion Setup Page	HR_CUR_SETUP	To define different local and global currencies.

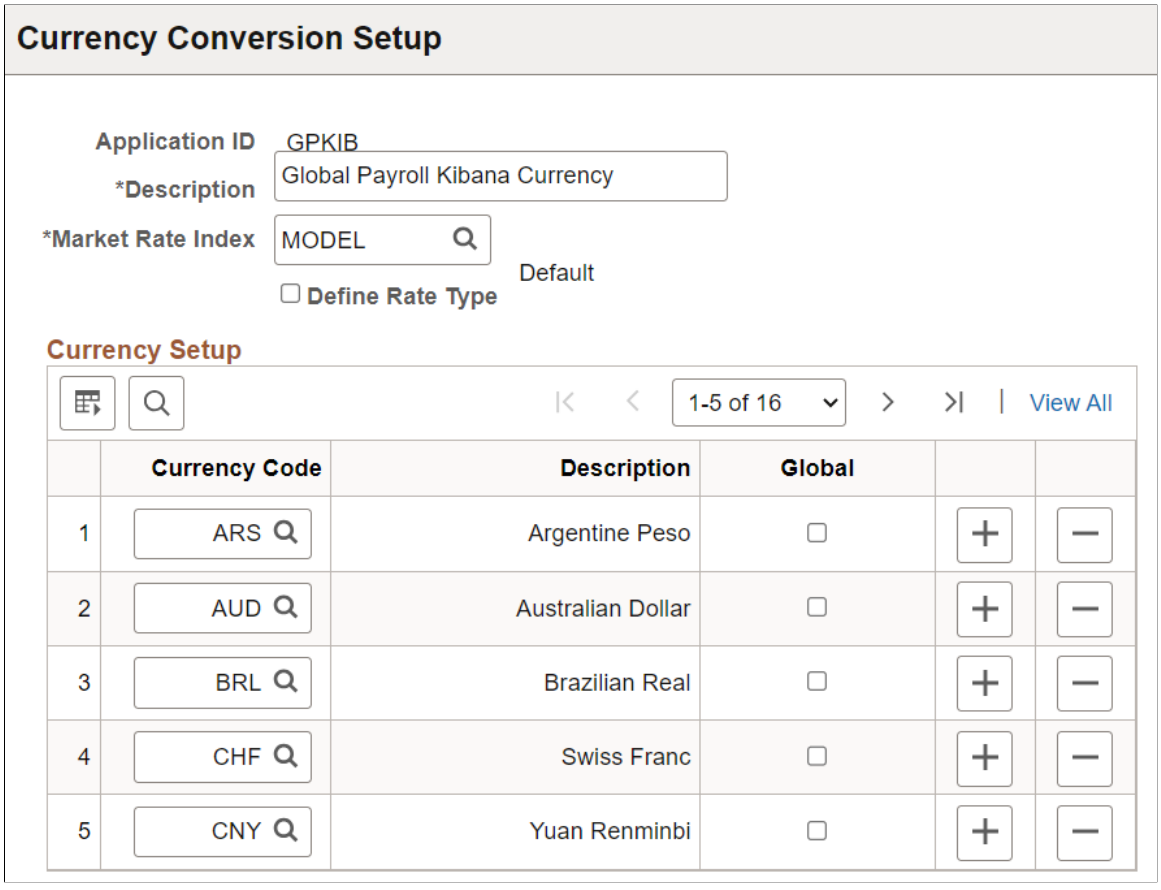
Currency Conversion Setup Page

Use the Currency Conversion Setup page (HR_CUR_SETUP) to define local and global currencies for different PeopleSoft applications.

Navigation:

Set Up HCM > **Common Definitions** > **Currency Conversion Setup**

This example illustrates the fields and controls on the Currency Conversion Setup page.



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Field or Control	*Description*
Application ID	Displays the application ID for which the currency conversion is defined.
Description	Meaningful description for currency conversion setup.
Market Rate Index	Displays the key term for the highest level of organization for market rates in the application. By default, *MODEL* is selected in this field.
Define Rate Type	Select this checkbox if you want to select specific rate types. By selecting this checkbox, the Rate Type field is displayed.
Rate Type	Select the required category within a market rate index. For details on market rate types, see Defining Market Rates.
Currency Code	Select the local currency so that the transactions which match that currency will be viewed in the visualizations. Ensure to enter your local currency in this field so that the data will be displayed in Insights dashboard.
Description	Meaningful description for the currency code.
Global	Select the checkbox, if you want to make the selected currency as *Global.*All local currencies are converted to global currency. For converted values to be displayed in Insights, market conversion rate should be defined for Local to Global currency. For details on market rate, see Defining Market Rates. **Note:** By default, the global payroll visualizations are displayed in global currency.

Currency Code	*Global*	*Market Rate Defined*	*No. of Transaction Records*	*No. of Rows Indexed in Local Currency*	*No. of Rows Indexed in Global currency*	*Total No. of Rows Indexed*
USD	Yes		2000	2000		2000
GBP	No	Yes	2400	2400	2400	4800
AUD	No	Yes	1000	1000	1000	2000

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Currency Code	*Global*	*Market Rate Defined*	*No. of Transaction Records*	*No. of Rows Indexed in Local Currency*	*No. of Rows Indexed in Global currency*	*Total No. of Rows Indexed*
MXN	No	No	1500	1500	0	1500

Key Terms

1. Local currency: The currency of the country defined in setup page. All data records of this country will be indexed and displayed in Insights.
2. Global currency: A currency to which all local currencies data records will be indexed and displayed in Insights. This is subjected to market conversion rates available from local to global currency.
3. Currency code: The currency of the country.
4. Global check box: To indicate that the selected country is global. Records of all local currencies defined in setup page will be indexed (converted) to global currency and displayed in Insights.
5. Market Rate Defined: Yes, indicates that currency conversion is available from local to global currency.
6. No. of Transaction Records: Number of rows present in local currency.
7. No. of Rows Indexed in Local Currency: It shows the data row count in local currency.
8. No. of Rows Indexed in Global currency: If there are 100 rows in local currency, then there will be 100 rows in global currency(converted rows from local to global).

In the above table, USD is set as global currency. So, records in local currencies GBP, AUD and MXN, will be indexed to USD, provided there is market conversion rate defined. In this example, there is no conversion rate available from MXN to USD. Hence, MXN rows will not be indexed to USD. There are 1500 records for MXN. Only 1500 records will be indexed. For GBP, market conversion is available. So, 2400 records will be indexed to USD and in total, 2400+2400=4800 rows will be indexed and available for display in PeopleSoft Insights.

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Chapter 4

Working with Payee Data

Understanding Payee Data

Global Payroll uses payee data that is defined in HR, including job and personal data, banking information, and schedules.

Global Payroll recognizes three payee types:

- Employees.
- Contingent workers.
- Persons of interest with jobs.

All of these payee types can be paid through Global Payroll.

See “(Classic) Adding a Person” (PeopleSoft Human Resources Administer Workforce).

When you add a payee into HR through the Job Data component, you will indicate that Global Payroll is the payroll system for the payee and then assign the payee to a pay group. The pay group defines the default processing instructions for the payee, which you can override.

Using elements defined in Global Payroll, you can retrieve payee-specific data from HR during processing. For example, you can use rate code elements to retrieve information for multiple components of pay in HR.

Several areas of HR and Global Payroll integration are country-specific, such as those that deal with job and personal data. For more information about these topics, see the corresponding country-specific documentation for Global Payroll and HR.

Note: Global Payroll provides payee-level security that restricts the payees that a user can view.

Related Links

Understanding Security

Understanding Data Retrieval from HR

this topic discusses how data in HR is retrieved and used in Global Payroll using these elements:

- Database system elements
- Arrays
- Rate codes

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- Frequency
- Triggers

Database System Elements

Database system elements contain payee-related data that is retrieved from HR and commonly used in pay calculations. You don't have to set up these elements or do anything special to resolve them. They are resolved when they're used in a calculation.

These HR tables populate database system elements:

- PERSON.
- PERS_DATA_EFFDT (personal data effective date).
- PER_ORG_ASGN_VW.
- JOB (including fields from country-specific sub records).
- PER_ORG_ASGN (person organizational assignment).
- PER_ORG_INST (person organizational instance).
- ADDRESSES.
- CONTRACT_DATA.
- WKF_CNT_TYPE (workforce contract type).

See Working with System Elements.

Using Address Related System Elements

HR can store several different addresses for a payee. In Global Payroll, you can specify which of these addresses you want the system to use. You do this through the use of a formula and a database system element called ADDRESS TYPE.

When you run the payroll process, the system retrieves the address that was effective as of the end date of the segment or slice.

Note: The batch process truncates data that is retrieved by system elements when the data exceeds 30 characters (for character fields) or 12.6 (for numeric fields). For example, system elements for the ADDRESS fields can contain up to 55 characters; however, the system truncates the last 25 characters of data during the batch process.

To identify which payee address you want the system to use:

1. Create a formula that assigns the appropriate character value to the system element ADDRESS TYPE.

   For example, your formula might assign the value HOME to ADDRESS TYPE.

2. Add the formula to a section of the process list.

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Note: You can view the different address types on the Personal Address Type Table page, which can be found under Set Up HCM, Foundation Tables, Personal, Personal Address Type.

See “Defining Personal Address Types” (Application Fundamentals).

Arrays

An array is an element that retrieves data from any table or view that database system elements do not retrieve. For example, you can use an array to retrieve data from the Benefit table or the Company table in HR for further processing in Global Payroll.

See Defining Array Elements.

Rate Codes

You use rate codes to retrieve pay component data from HR and bring this data into Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from HR, so that currency conversions can be calculated for every pay run. In Global Payroll, you define a rate code element and link it to the corresponding rate code defined in a HR table.

See Defining Rate Code Elements.

Frequency

HR has an effective-dated Frequency table, where you enter the annualization factor for each frequency. Defining the annualization factor is important for payroll processing in Global Payroll.

Global Payroll accesses the same Frequency table as HR and uses it throughout Global Payroll for annualization and deannualization. When you set up a frequency in HR, you associate a factor with it. For example, an annual factor can be equal to one, a monthly factor can be equal to 12, and a weekly factor can be equal to 52.

The frequency formulas used for annualization and deannualization are the same for both HR and Global Payroll:

- (Annualized Amount) = (Amount) × (Frequency Factor).
- (Deannualized Amount) = (Annualized Amount) / (Frequency Factor).

Important! If you change the effective status, frequency type, or annualization factor of an existing frequency on the Frequency Table page in HR, you get a warning message saying that previous calculations using this frequency are out of sync with the new values of the frequency.

When defining earnings and deductions in Global Payroll, the system obtains the frequency factor from HR. The system annualizes the earning or deduction element, according to the specified frequency factor, and deannualizes the earning or deduction element, according to the specified calendar period frequency. The only exception to this rule is when you've specified a generation control frequency. Then, the system annualizes the earning or deduction value according to the specified frequency factor, but deannualizes it according to the generation control frequency.

In Global Payroll, frequency is used with:

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- Element definition.
- Generation control.
- Calendar periods (when defining the frequency that's being processed).
- Rate code elements.
- System elements.

See Calculation Rules and Components, Frequency and Generation Control Calculations, “Understanding Frequency IDs” (Application Fundamentals).

Triggers

In Global Payroll, triggers are used to initiate iterative, segmentation, or retroactive processing in response to changes to HR data. For example, you might want to create a trigger that detects retroactive pay rate increases, so that the system can reprocess prior periods and calculate any money owed to payees.

Triggers can respond to field-level and record-level data changes.

With Global Payroll, you can also create mass triggers. Mass triggers enable you to generate payee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components.

See Understanding Triggers, Understanding Mass Triggers.

Understanding Payroll System and Pay Group Assignments for a Payee

For each payee that you want to pay through Global Payroll, you must do the following:

1. Select *Global Payroll* as the payroll system on the Installation Table - Products page.
2. Select *Global Payroll* as the payroll system on the Job Data - Payroll page in HR.
3. Assign the payee to a pay group on the Job Data - Payroll page.

The pay group assignment determines the default values for the payee's eligibility group, exchange rate type, and *use rate as of date.* You can override these values for an individual payee on the Job Data - Payroll page.

Note: As part of the general setup for Global Payroll, you must define payee job data defaults on the Pay Group Name page prior to selecting a pay group for a payee on the Job Data - Payroll page.

Note: If you do not select a holiday schedule for the payee on the Job Data - Payroll page, the system uses the holiday schedule assigned to the payee's pay group during payroll processing.

See Understanding the Organizational Structure, “Setting Up Implementation Defaults” (Application Fundamentals), “Understanding Job Data” (PeopleSoft Human Resources Administer Workforce).

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There are three actions in connection with which you can select a payroll system for a payee:

- Hire.
- Rehire.
- Change of pay system.

During the hire or rehire process, when you select a payroll system for a payee on the Job Data - Payroll page, you create a row with a **Payroll System** flag that identifies the selected payroll system in each payee's Job record.

You can also select a payroll system by using the action of *Change of Pay System.*

For example, suppose that you initially implemented HR, but used a third-party payroll system. On January 1, 2004, your organization decided to convert to Global Payroll. Now, you can insert a row into the Job record with a new Payroll System flag set to *Global Payroll* and the payee data will be calculated and paid through the Global Payroll system, for pay periods that are in effect as of January 1, 2004.

Points to Remember

Here are some points to remember about assigning Global Payroll as the payroll system:

- In order for a payee to be processed in Global Payroll, the payee must have a Job record, because information about the Payroll System flag and the pay group are stored on the payee's Job record. This applies to all types of payees - employees, contingent workers, and persons of interest with jobs.
- Global Payroll processes only the payees for whom the Payroll System flag is set to *Global Payroll* for the period of time that the payees are associated with that pay system.
- Global Payroll does not prevent you from changing the Payroll System flag indicator from *Global Payroll* to another payroll system going forward.
- Global Payroll does not prevent you from changing the Payroll System flag indicator from *Global Payroll* to another payroll system retroactively.

  Note: It is recommended that you create retro and period segmentation triggers for the Payroll System flag change.

- When a payee is added to Global Payroll (and the Payroll System flag indicator is set to *Global Payroll*), a row is created in the GP_PAYEE_DATA record.

  At this time, the Retro Calculation Begin Date in Global Payroll is set to *Job Effective Date.* During processing in Global Payroll, the earliest effective date that the system allows for retro is the Retro Calculation Begin Date. After that date, the system never updates the Retro Calculation Begin Date. If you need to make a correction, either as a result of a correction to the Job Effective Date or to add a Concurrent Job for Global Payroll with an earlier effective date, you must make the correction manually on the Retro Limits Assignment page in Global Payroll.

  See Understanding Retroactive Methods.

- There is no integration between pay systems.

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For example, if your organization switches from PeopleSoft Payroll Interface to Global Payroll, PeopleSoft does not automatically transfer the balances and the data. You must transfer that information yourself.

System Occurrences When a Job Data Record is Added or Modified

Certain things happen in the system when a Job record is created for a payee. For example, a row is inserted into the Schedule Assignment table, indicating that the person should use the default schedules that are assigned at the pay group level for Global Payroll and at the work group level for PeopleSoft Time and Labor. This occurs regardless of whether or not the payee is paid from Global Payroll.

Related Links

Retroactive Deletes
Setting Up Trigger Definitions
“Assigning Schedules to a Group” (PeopleSoft Time and Labor)
“Setting Up Implementation Defaults” (Application Fundamentals)

Adding a Person of Interest

Page Used to Add a Person of Interest

Page Name	*Definition Name*	*Usage*
Add a POI Payee Page	GP_ADD_PERSON	Add a person of interest payee in Global Payroll.

Understanding a Person of Interest

A person of interest is defined as someone who is not an employee or a contingent worker, but is paid through the system. If a person of interest is paid through Global Payroll, he or she will be added to the system, with the person of interest type defined as *Global Payroll Payee.*

You can add a person of interest using the **Add a Person of Interest** component in Global Payroll. This component is the same as the **Add a Person** component in HR. You can add a person of interest through either application, but having the **Add a Person of Interest** component in Global Payroll makes it easy for you to add Global Payroll-specific payees within a Global Payroll menu.

Add a POI Payee Page

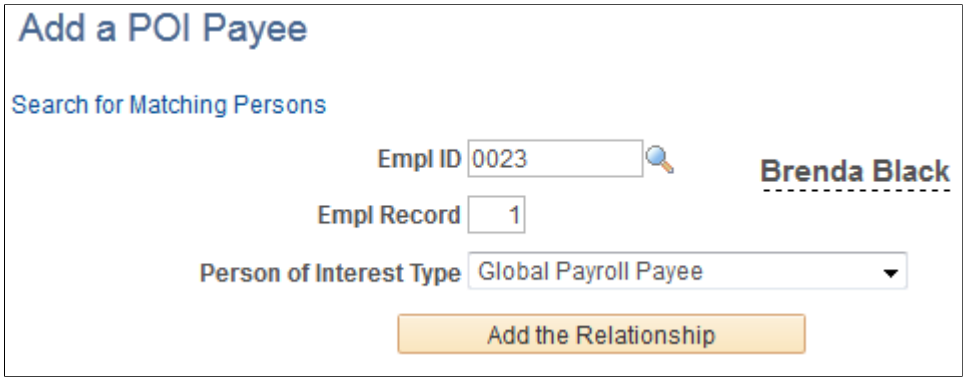
Use the Add a POI Payee page (GP_ADD_PERSON) to add a person of interest payee in Global Payroll.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Add a POI Payee**

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This example illustrates the fields and controls on the Add a POI Payee page.



Field or Control	*Description*
EmplID (employee ID)	Enter the employee ID for the person.
Empl Record (employee record)	Enter an employee record number for the person.
Person of Interest Type	Select *Global Payroll Payee* to indicate that this person is to be paid through Global Payroll.
Add the Person	When you set up a Global Payroll person of interest, and you click the **Add the Person** button, you will be taken to the Personal Data component in HR to enter person related information where you can add the organizational relationship (Global Payroll Person of Interest Payee). Next, you'll be taken to the Job Data component in HR to enter payroll related data such as payroll system and pay group.

Related Links

“(Classic) Adding a Person” (PeopleSoft Human Resources Administer Workforce)
“Understanding Job Data” (PeopleSoft Human Resources Administer Workforce)

Viewing Payee Data

Page Used to View Job Information

Page Name	*Definition Name*	*Usage*
Review Job information Page	GP_PYE_DATA	View Global Payroll-specific information that is stored for a payee on the Job record in HR, as well as the pay entity that is associated with the pay group on the Job record.

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Understanding Payee Data Pages in Global Payroll

Global Payroll contains two payee data-related pages: Review Job information and Retro Limits Assignment. This topic discusses how to view job data for a payee on the Review Job information page. The Retro Limits Assignment page is discussed later in this product documentation.

Related Links

Setting Backward and Forward Retro Limits

Assign Retro Limits Page

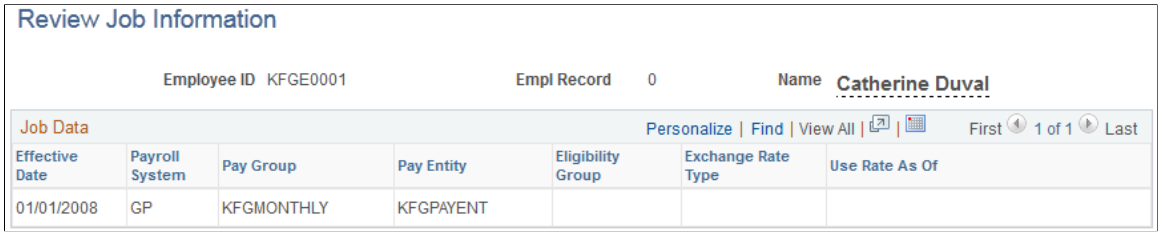
Review Job information Page

Use the Review Job information page (GP_PYE_DATA) to view Global Payroll-specific information that is stored for a payee on the Job record in HR, as well as the pay entity that is associated with the pay group on the Job record.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Review Job Information

This example illustrates the fields and controls on the Review Job information.



To change data that appears on this page, you must update the Job record in HR using the Job Data - Payroll page or one of the other Job Data components.

Field or Control	*Description*
Payroll System	Displays the payroll system for the payee. Values are: *GP* (Global Payroll) *NA* (Payroll for North America) *OT* (Other) *PI* (Payroll Interface)
Pay Group	Displays the pay group for the payee.
Pay Entity	Displays the pay entity for the payee.
Eligibility Group	Displays the eligibility group for the payee.

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Field or Control	*Description*
Exchange Rate Type	Displays the currency exchange rate type for the payee. Values are stored in HR and are not unique to Global Payroll.
Use Rate As Of	Displays the effective date that is used when retrieving the currency conversion rate. Values are *Pay Period Begin Date, Pay Period End Date,* and *Payment Date* (based on the Calendar ID).

Note: The **Eligibility Group, Exchange Rate Type,** and **Use Rate As Of** fields appear only if they are overridden at the payee level. These fields are blank if the default values from the pay group are used.

Related Links

"Viewing Information About Current Exchange Rate Calculations" (Application Fundamentals)
Assign Retro Limits Page

Updating Payee Data

When you need to change job or personal data for a payee, be sure to add a new effective-dated row. Making changes to an existing row in Job Data or Personal Data can lead to data corruption.

For example, suppose that you run the payroll process and then change a payee's data in an existing Job or Personal Data row. If you change a payment key, the system tries to run retroactive processing to reverse the old payment. However, it will not find a Job row that matches on payment keys with any deltas that are created for the reversed segment and will set the payment in error.

To correct this, change the Job row back to the way it was and insert a new row with a different effective sequence.

Sharing Banking Data

Global Payroll uses the Bank table, Bank Branch table, and Source Bank Accounts table that reside in HR. You can use these tables to define general bank information, such as bank name, address, account name, and bank ID.

See "Setting Up Banks and Bank Branches" (Application Fundamentals).

Global Payroll includes additional banking pages that you use to define bank account information and disbursement details for a payee.

See Understanding Banking.

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Sharing Schedule Data

This topic discusses how to:

- Share the holiday schedule with HR.
- Share schedule assignments with Time and Labor.

Sharing the Holiday Schedule with HR

Global Payroll uses the holiday schedule that is created in HR. Holiday schedule information is stored on a payee's Job record. Global Payroll uses the holiday schedule during absence processing to create daily data and update leave balances. It also uses the holiday schedule to resolve count elements during payroll and absence processing.

If a holiday schedule is not defined for a payee at the job level in HR, Global Payroll uses the holiday schedule defined for the payee's pay group. (The holiday schedule defined for the pay group does not appear, by default, on the Job record.)

Related Links

“Setting Up Holiday Schedules” (Application Fundamentals)
Understanding the Organizational Structure

Sharing Schedule Assignments with Time and Labor

Global Payroll and Time and Labor use many of the same pages and records for setting up and assigning work schedules. If you're using both applications, you may need to create and assign schedules only once.

Global Payroll handles batch processing for schedule assignments differently than Time and Labor. When processing in Global Payroll, if a payee is using the default work schedule, the system retrieves the default work schedule from the pay group definition. In Time and Labor, if the payee is using the default work schedule, that system retrieves the default work schedule from the workgroup definition.

In Global Payroll, you can also assign a schedule to a payee other than the pay group default. You can assign schedules and alternate schedules individually to payees on the Assign Work Schedule page (Primary Details tab and Alternate Details tab).

Points to Remember

Here are some points to remember about work schedules:

- A payee's default work schedule and alternate work schedule are not stored on the Job record.

  This information is stored on the PS_SCH_ASSIGN table that is shared by Time and Labor and Global Payroll. When a payee is hired, the system creates a new row and applies the default work schedule to the payee.

- You can override a payee's default work schedule and alternate work schedule information at the payee level on the Assign Work Schedule page (Primary Details tab and the Alternate Details tab).

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Related Links

Assigning Work Schedules

Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor

Understanding the Organizational Structure

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Chapter 5

Defining General Element Information

Understanding Elements

There are many types of elements in Global Payroll; each has a unique purpose. Elements can be grouped into different categories, depending on how each one is used. An element can be used to retrieve data, calculate a result, or define the order in which other elements are processed. Some elements stand on their own, while others, called *supporting elements,* are building blocks for other elements.

Before defining elements, you perform some basic, one time setup tasks—such as, defining element types and entry types—to help classify your elements so that they make the most sense for your organization.

Although each element type is unique, all element types share a common set of attributes that are defined and stored the same way. Once you've defined an element name, you can add information (such as rules) to the element through its component.

Understanding Categorization of Elements

Elements can be organized into different categories. This table categorizes elements by function:

Data Retrieval Elements	***Calculation Elements***	***Organizational Elements***
System Elements	Variables	Element Groups
Arrays	Dates	Sections
Writable Arrays	Duration	Process Lists
Brackets	Formulas	
Rate Codes	Rounding Rules	
Fictitious Calculations	Counts	
Historical Rules	Proration Rules	
	Earnings	
	Deductions	

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Data Retrieval Elements	*Calculation Elements*	*Organizational Elements*
	Absence Entitlements	
	Absence Takes	
	Accumulators	
	Generation Control	

Elements can also be categorized by element type: primary element, supporting element, or other type. A primary element can stand alone. A supporting element is used to create other, more complex elements, such as earning or deduction elements. Other elements are used to define things like eligibility criteria, accumulators, and certain types of rules.

This table categorizes elements by element type:

Primary Elements	*Supporting Elements*	*Other Elements*
Earnings	System Elements	Historical Rules
Deductions	Arrays	Rounding Rules
Absence Entitlements	Brackets	Proration Rules
Absence Takes	Rate Codes	Accumulators
	Variables	Fictitious Calculations
	Dates	Element Group
	Durations	Sections
	Formulas	Process List
	Counts	Generation Control
	Writable Arrays	

Understanding Data Retrieval Elements

PeopleSoft delivers some data retrieval elements; you can define others. This topic discusses:

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- System elements
- Arrays
- Writable arrays
- Brackets
- Rate codes
- Fictitious calculations
- Historical rules

System Elements

System elements are delivered and maintained by PeopleSoft, and contain information that you can use to define your payroll rules. You never have to change system elements or do anything special to define them. You cannot add system elements; however, you can rename them.

There are two types of system elements:

- Database system elements

  Think of database system elements as payee-related elements. They contain data that can be used frequently in a calculation, such as department ID, location, and personal data. Database system elements are resolved only when they are used in a calculation.

- System-computed elements

  System-computed elements are populated by the payroll process, but are not physical database fields. If, when, and how often a system-computed element is resolved depends on its purpose and type.

  For example, Pay Period End Date and Period Type are resolved at the beginning of every gross-to-net calculation; daily data, which is used in absence calculations, is calculated daily. Other system-computed elements, such as those that are used with rate codes, are resolved only when a rate code element is encountered in a calculation.

Related Links

Working with System Elements

Arrays

An array is a link between a field and an element. An array retrieves data that's stored in the database tables that Global Payroll does not provide in system elements. You can use arrays to retrieve complex data that's stored in any table outside Global Payroll. For example, you can create an array to retrieve birthday data for a payee's dependents from the DEPENDENT_BENEF table in PeopleSoft HR.

Arrays are temporary tables that the COBOL programs use to store the data during processing. Once processing is complete, the programs write the data from the temporary arrays to the output tables.

Using an array is a two-step process:

1. Retrieve data from the database.

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2. Use that data for further processing.

When defining an array, you must provide enough information to the system so that it can perform both steps.

Related Links

Defining Array Elements
Arrays Used in Batch Processing (Technical)

Writable Arrays

A writable array writes the values of user-defined elements into a row in a table. Writable arrays are in many ways the opposite of standard arrays.

You can use writable arrays to populate your own result tables. You use PeopleSoft Application Designer to create the result table, and then you use the writable array pages in Global Payroll to define the element that populates the table during batch processing.

Related Links

Defining Array Elements

Brackets

Use brackets to look up and retrieve values in a lookup table based on other values.

For example, say that your organization gives bonuses based on seniority. You build a bracket that lets you look up the correct bonus amount based on a payee's years of service.

Note: It's important that you define all the building blocks that are associated with your lookup rules before you define your bracket.

Related Links

Defining Bracket Elements

Rate Codes

Use rate codes to resolve multiple components of pay, including base pay and non base pay. Rate codes retrieve multiple components of pay data from HR and bring that data into Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from HR so that currency conversions can be calculated for each payroll run.

HR rate codes (HR rate codes) are not automatically resolved in Global Payroll. To pay the rate code, you set up an earning element in Global Payroll and use the rate code element within the definition of that earning. You must define an earning element for every rate code element that you want to pay.

Note: When you define a rate code element in Global Payroll, you associate it with a predefined HR rate code. The Global Payroll rate code element is automatically created only if the HR rate codes are defined when Global Payroll is installed.

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Note: Global Payroll cannot map to rate matrices. Global Payroll can only map to simple rate codes.

Related Links

Defining Rate Code Elements

Fictitious Calculations

Define fictitious calculation rules when you want the system to perform a temporary calculation and return a value without having to store it. A fictitious calculation is a sub-calculation that is run during a normal calculation to determine a net that would be computed if certain parameters were used. This result is used for further processing in the normal calculation. A fictitious calculation always starts from inside a normal calculation and is run for one payee and for a specified set of periods. The intermediate results of a fictitious calculation are not needed and are ignored, except for the small subset of results brought forward to the normal calculation.

One example of using a fictitious calculation is maternity leave. Let's say that you provide payees with three months of pay for maternity based on the average net of the three months preceding the leave. The average net is calculated only when a certain condition (in this case, maternity) is met. As long as the payee is on maternity leave, the average is needed. If certain values change, the average must be recalculated for the original three periods, even if the change in values is effective-dated for a later date.

Related Links

Defining Fictitious Calculation Elements

Historical Rules

You use historical rule elements to set up rules that retrieve data from prior periods. You can use historical rules in formulas and in fictitious calculations.

An example of using historical rules is when you want to create a rolling average three-month salary. Let's say that you are currently in the April pay period (end of month). You can define a historical rule to go back three months, to the beginning of January, to average a payee's salary. As you move into the May pay period, the three months roll forward so that the calculation of the average is always based on the last three months.

A historical rule can be:

- Attached to an earning or deduction element on the Definition page.
- Attached to any element that's stored in the Global Payroll Earnings/Deductions results table, the Global Payroll Accumulator results table, or the Global Payroll Element results table.
- Used by fictitious calculation elements to find periods to recalculate.

Related Links

Defining Historical Rule Elements

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Understanding Calculation Elements

You use calculation elements to calculate such elements as formulas, earnings, and deductions.

This topic discusses:

- Variables
- Dates
- Duration
- Formulas
- Rounding rules
- Counts
- Proration rules
- Earnings
- Deductions
- Absence entitlements
- Absence takes
- Accumulators
- Generation control

Variables

Use a variable element to define and store a value such as a character, date, or number. For example, assume that on January 1, you have three formulas and two earning elements that use a monetary factor of 20 in their calculations, and that this factor is scheduled to change on April 1 to a factor of 25. Without a variable element, you would have to make five effective-dated changes. However, if you define this factor as a variable element, you can make just one effective-dated change to the variable itself. You can then use the new factor of 25 anywhere that the variable is used.

Variables are the only items that are used with arrays. When you create an array, you retrieve the values into variables.

Related Links

Defining Variable Elements

Dates

Using the date element, you can calculate a date by starting with an existing date and adding to or subtracting from it to come up with a new date. For example, to determine the date of a payee's five years of service, start with the payee's hire date and add five years to it.

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You can also parse parts of a date. For example, if you want only the year of a date to be returned, use a date element to parse out the years, months, or days of the date.

Related Links

Defining Date Elements

Duration

Use a duration element to calculate the period of time between two dates. A duration is the result of subtracting one date from another. You define duration in years, months, or days.

For example, to determine a payee's age, calculate the duration between the payee's birth date and the calendar period end date.

Related Links

Defining Duration Elements

Formulas

Use formulas to create your own unique elements. You can define sophisticated rules, mathematical formulas, and iterative calculations as formula elements.

For example, you can define a formula to calculate an employee's vacation entitlement, quarterly bonus pay, or contributions to a pension plan.

Related Links

Defining Formula Elements

Rounding Rules

Use rounding rules to round other elements such as formulas, earnings, or deductions that resolve to a numerical value. A rounding rule resolves to 1, if rounding is successful, or 0, if rounding is not successful.

For example, let's say that you define a rounding rule that truncates resolved values to two decimal places. During a calculation, you get a resolved value of 2.833333. The rounding rule truncates the value to 2.83.

You can specify whether you want to round based on such factors as the number of digits or decimals, or you can round to an incremental value. You also select the type of rounding: Nearest, Round Up, Round Down, or Round Up if Greater Than or Equal To, Else Down.

Related Links

Defining Rounding Rule Elements

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Counts

Counts are a way to calculate and summarize something on a daily basis. For example, you might track the number of hours that a payee works using a count: the count provides a day-by-day check of the hours worked and keeps adding to the work hours for a defined period of time.

Once you define the calculation rules for a count, you can associate it with a proration rule. When segmentation occurs, the count elements used in the proration rule determine the numerator and denominator to use for prorating the amounts.

Related Links

Defining Count Elements

Proration Rules

You can use a proration rule to prorate a value when segmentation occurs.

A proration rule defines a numerator and a denominator to apply to an amount during segmentation.

As an example, for a pay period of June 1–30, with one segment from June 1 to June 10, you define the *numerator* as the segment period (June 1 to June 10) and the *denominator* as the entire pay period (June 1 to June 30). The proration rule resolves to .333 (10/30).

Related Links

Defining Proration Rules

Earnings

Use earning elements to define all types of compensation for a payee, including salary, fees, bonuses, commissions, pensions, and retirement pay.

You can define the following four types of calculation rules for earning elements:

- *Amount*
- *Base * Percent*
- *Unit * Rate*
- *Unit * Rate * Percent*

For example, you can define an earning element as EARNINGS1 = Unit * Rate. The components of this element (Unit and Rate) take on the same attributes as the element itself. If you change the values of the element, the values of the components also change. Once you define an earning element, you can reuse its components so that you don't have to redefine components for every new element.

Related Links

Defining Earning Elements

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Deductions

You use deduction elements to define different types of deductions for a payee. Deductions can be voluntary, such as those for retirement plans, or statutory, such as taxes and garnishments.

You can define the following four types of calculation rules for deduction elements:

- *Amount*
- *Base * Percent*
- *Unit * Rate*
- *Unit * Rate * Percent*

In addition to the rate, unit, base, and percent components, the system creates three other components for deductions:

- Amount not taken
- Payback amount
- Add to arrears

The system also creates an arrears balance accumulator to keep track of a payee's arrears. An arrears is a way to store deductions that the system cannot take from a current pay run because of insufficient net pay.

Related Links

Defining Deduction Elements

Absence Entitlements

You use absence entitlement elements to track absences such as vacations or leaves of absence. There are two types of absence entitlements:

- Per frequency

  The entitlement amount is calculated regardless of whether there is an absence.

  As an example, say that payees receive 12 days of vacation per year and that this entitlement is accumulated at 10 hours per month. This entitlement is a fixed, predetermined amount that is calculated and updated monthly, regardless of whether it is used.

- Per absence

  The entitlement amount is calculated only if there is an absence.

Related Links

Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor

Defining Absence Entitlement Elements

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Absence Takes

You use an absence-take element to define the conditions that must be met for an absence to be paid. An absence take involves defining rules for minimum and maximum absence takes. You set up absence takes to accumulate in hours, days, or other units.

For example, if your organization gives payees 12 days of vacation each year, and a payee goes on vacation for five days, the absence take for the payee is five days.

Once you've defined your absence take rules on the Absence Take pages, you can track absences by entering them on the Absence Event Entry page.

Related Links

Understanding Absence Setup and Management Tasks
Defining Absence Take Elements

Accumulators

You use accumulator elements to store and track balances. You can store an accumulator for a designated period of time. For example, you can store gross pay data for one year. The system creates some accumulators automatically *(automatically generated accumulators),* and you can create others manually *(additional accumulators).*

There are two types of accumulators:

- Payment accumulators, which accumulate values through gross-to-net calculations.
- Balance accumulators, which accumulate values over a period of time, such as a month or a year.

You can also define the level at which you want to track a balance. For example, you can track a balance by payee record number, payee ID, department, or organization. You set up the tracking levels that work best for your organization.

Related Links

Understanding Accumulators
Automatically Generated Accumulators

Generation Control

Use generation control elements to control whether an element is resolved in the payroll process. To define a generation control element, you must specify the criteria that have to be met before the element is processed, based on such factors as an employee's HR Status, the Processing Frequency, Segment Status, and so on.

For example, let's say that a payee is paid weekly and has a monthly medical deduction of 100 that is to be deducted only once a month. You define the Generation Control - Frequency parameters so that this deduction is taken out only on the first pay period of the month.

Related Links

Defining Generation Control Elements

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Understanding Organizational Elements

Organizational elements consist of:

- Element groups and eligibility groups: Use these to create logical groupings of the payroll elements that payees are eligible to receive.
- Sections and process lists: Use these to control the order in which individual elements are processed.

This topic discusses:

- Element and eligibility groups.
- Sections.
- Process lists.

Element and Eligibility Groups

Use element groups to create groupings of elements to associate with eligibility groups. You associate eligibility groups with pay groups and list sets.

You define element groups based on your organizational needs. For example, if your organization has a simple payroll system, you might group all earnings into one element group and all deductions into another element group and use the two element group names to specify all earnings and deductions.

Related Links

Defining Element Groups
Understanding Applications and List Sets

Sections

Sections are groups of elements that you add to a process list. Sections tell the system what elements to resolve when processing a payroll or absence run and the order in which to resolve them.

There are five types of sections:

- Standard, which is used for regular processing.
- Generate Positive Input, which is used to create positive input for a different calendar pay period.
- Payee, which is used to specify which elements should be processed and in what sequence, at the payee level.

  For example, you can create a payee section to process garnishments for a payee.
- Sub-Process, which is used for net-to-gross calculations and other iterative processes.
- Absence Take, which is used to process absences according to date order.

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Related Links

Setting Up Sections

Process Lists

Use process lists to control the order in which sections are processed during a payroll run. A process list identifies accumulators that are used to calculate gross and net pay and specifies whether the process is for payroll or absence calculations.

You can create a general or specific process list, based on your organization's needs. For example, you can create a process list for the different types of earnings that a payee can have, including earnings for regular pay, absences, bonuses, and commissions.

Related Links

Functions of Process Lists
Understanding Process Lists

Defining Element Types

To define element types, use the Element Types (GP_PIN_TYPE) component.

Page Used to Define Element Types

Page Name	*Definition Name*	*Usage*
Element Types Page	GP_PIN_TYPE	Define element types, such as arrays, brackets, and earnings. You can also define the program ID that's used to resolve each element.

Understanding Element Types and Codes

PeopleSoft delivers the data for the Element Types page, which is used in batch processing to resolve the valid element types with the utility program. This table lists the two-character codes and corresponding element types that PeopleSoft delivers:

Element Type Code	*Element Type*
AA	Auto Assigned
AC	Accumulator
AE	Absence Entitlement

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Element Type Code	*Element Type*
AR	Array
AT	Absence Take
BR	Bracket
CT	Count
DD	Deduction
DR	Duration
DT	Date
EG	Element Group
EM	Error Message
ER	Earnings
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Manage Historical Data Rule
PO	Proration Rule
PR	Process
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element

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Element Type Code	*Element Type*
VR	Variable
WA	Writable Array

You can modify the utility program, but it is recommended that you do not. Instead, create a new element type and utility program to resolve the new element type. Add the new element type and associated programs on the Element Type page.

Note: If you know an element name, but you don't know what type of element it is, you can find this information on the Element Name inquiry page **(Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > View Element Names).** There is no security on the inquiry page, so users can view all elements on this page.

Element Types Page

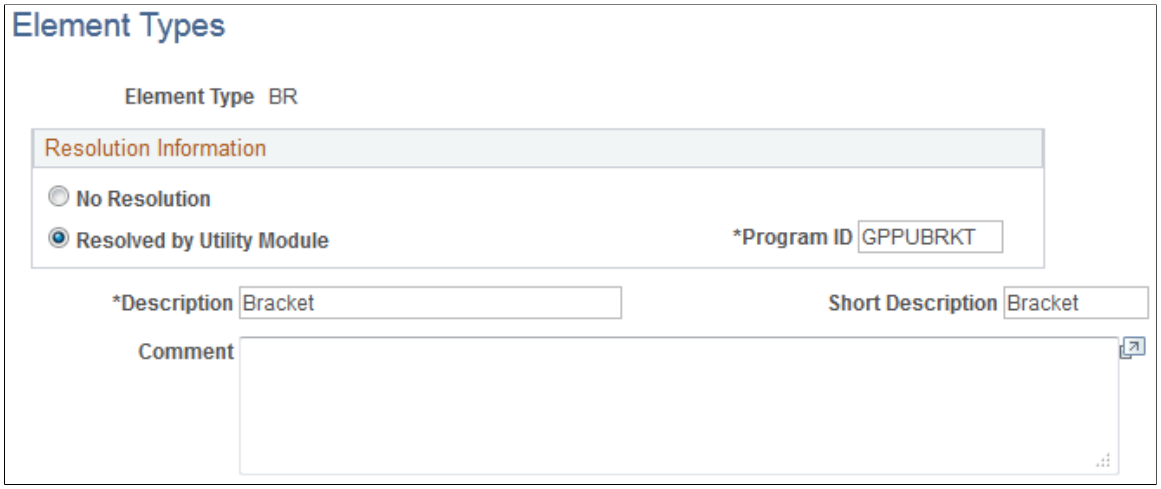
Use the Element Types page (GP_PIN_TYPE) to define element types, such as arrays, brackets, and earnings.

You can also define the program ID that's used to resolve each element.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Element Types

This example illustrates the fields and controls on the Element Types page.



Field or Control	*Description*
Element Type	Displays the element type value that you selected in the entry dialog box.

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Resolution Information

Field or Control	*Description*
No Resolution	Select if you don't want the element resolved. In this case, the element that is associated with the element type is just a point of reference. For example, a pay group is a collection of elements and never resolves to a value. This option is used in batch processing. The PIN manager checks the element type to determine whether any resolution is needed.
Resolved by Utility Module	Select if you want the element that is associated with the element type to be resolved by a utility program that is delivered by PeopleSoft or created by you.
Program ID	Select the utility program that is used to resolve each element. Program ID data is delivered by PeopleSoft. When a batch process that is running encounters an array element, the process first looks to see which program should be called to resolve the element. This field provides a link for batch processing between an element type and the utility program that is to be used to resolve that element type. **Note:** If you selected *No Resolution* in the **Resolution Information** group box, this field is unavailable for entry.

Defining Entry Types

To define entry types, use the Entry Types (GP_ENTRY_TYPE) component.

Page Used to Define Entry Types

Page Name	*Definition Name*	*Usage*
Entry Types Page	GP_ENTRY_TYPE	Enter entry types and define unique groupings of elements.

Understanding Entry Types

Elements can use other elements. Sometimes there are restrictions on the types of elements that you can use in certain places. For example, it doesn't make sense to have an earning element use an absence entitlement element in its calculation process. To restrict the entry types that are entered into an element definition, you use the Entry Types page.

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Entry types can be elements, but they don't have to be. For example, an entry type can be an element name, an amount, or a date. You use entry types to determine what you're going to enter initially. The information from the Entry Types page is stored for every element.

For example, let's say that you have an earning (EARNINGS1) with a calculation rule that is defined as EARNINGS1 = Amount. Because it's defined as an amount, entry types for EARNINGS1 can include numeric variables, numeric formulas, and numeric values, but you cannot enter a date in the amount field.

You use the Entry Types page mainly to associate a corresponding prompt view to use if the entry type is selected online. For each entry type that's defined, you associate a prompt view with it. For some entry types, you also associate additional, special prompts to be used for security and override areas (related to the Override fields on the Element Name page). Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the application. The entry type prompts are then used and attached through Global Payroll so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

Related Links

Selecting Entry Types and Displaying Record.Field Combinations

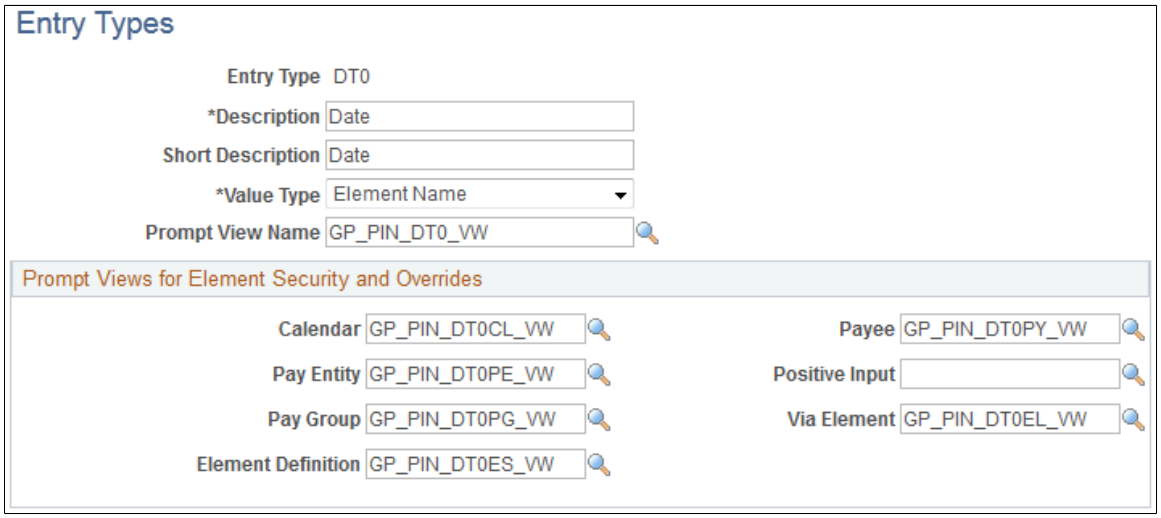
Entry Types Page

Use the Entry Types page (GP_ENTRY_TYPE) to enter entry types and define unique groupings of elements.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Entry Types**

This example illustrates the fields and controls on the Entry Types page.



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Field or Control	*Description*
Value Type	Select the type of field that appears on a page when an entry construct is used. Values are: *Character, Date, Element Name, Integer, Not Applicable,* and *Numeric.* If you select *Element Name,* you can enter information into the **Prompt Views for Element Security and Overrides** group box. For all other values, this group box is unavailable for entry.
Prompt View Name	Displays the value that appears in the **Valid Entry Type** field on the Entry Type Prompts page. Instead of hard-coding the values in the view text, the system controls the prompt by defining the values on the Entry Types page.

Prompt Views for Element Security and Overrides

Field or Control	*Description*
Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and **Element Definition**	These fields are related to the Override Levels check boxes on the Element Name page. You can enter overrides at various levels and control additional security in prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first (instead of the prompt view name). All eight prompt views (including the prompt view name and the seven prompt views in this group box) have the same purpose, but are coded differently. The prompt views in this group box also look at the security check boxes on the Element Name page.

Selecting Entry Types and Displaying Record.Field Combinations

To define entry type prompt settings, use the Entry Type Prompts (GP_ENTRY_PROMPT) component.

Pages Used to Select Entry Types and Display Record.Field Combinations

Page Name	*Definition Name*	*Usage*
Entry Type Prompts Page	GP_ENTRY_PROMPT	Define which entry types are valid for a specific prompt view. View a list of all entry types for an entry prompt ID. Complete the Entry Types page prior to using this page.

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Page Name	*Definition Name*	*Usage*
Entry Type Prompts - Record.Fields using Prompt ID Page	GP_ENTRY_PROMPT_VW	Displays the record.field combinations for the entry prompt ID. This page references the Entry Type Prompts page, providing an easy way to view the database fields that use this prompt. To change an entry type, check this page first to see which record.field combinations will be affected.

Understanding Prompt Views

Prompt views are associated with an entry type to determine the list of valid values available in a field. Usually, before you select an actual element, you are prompted to select the entry type itself. This entry type is used to define what type of element is going to be used or whether a straight character, numeric, date, and so on is to be used. Based on the entry type that you select, you can prompt correctly on the next field.

For example, when you select a calculation rule on the Earnings Calculation page, the corresponding entry type fields appear on the page. If the calculation rule is Amount, you see two fields next to the Amount label: the first is the entry type and the second is the actual selection. The **Entry Type** field might display values of *Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,* and *Variable,* all of which are entry types. For example, if you select *Variable,* when you press the **tab** key to move out of the field and you prompt against the second field, only the variables appear as valid values. (If you had selected *Bracket,* only brackets would appear as valid values.)

For the example of an earning definition, if the calculation rule is Amount, an entry prompt ID, *GP_ENT_AMT_VW,* is defined. For this entry prompt ID, we have indicated (by selecting the Valid Entry Type check boxes) that the following entry types are valid: *Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,* and *Variable.* These are the valid entry types that appear when you prompt on the Earnings Calculation page for the **Amount Entry Type** field.

Entry Type Prompts Page

Use the Entry Type Prompts page (GP_ENTRY_PROMPT) to define which entry types are valid for a specific prompt view.

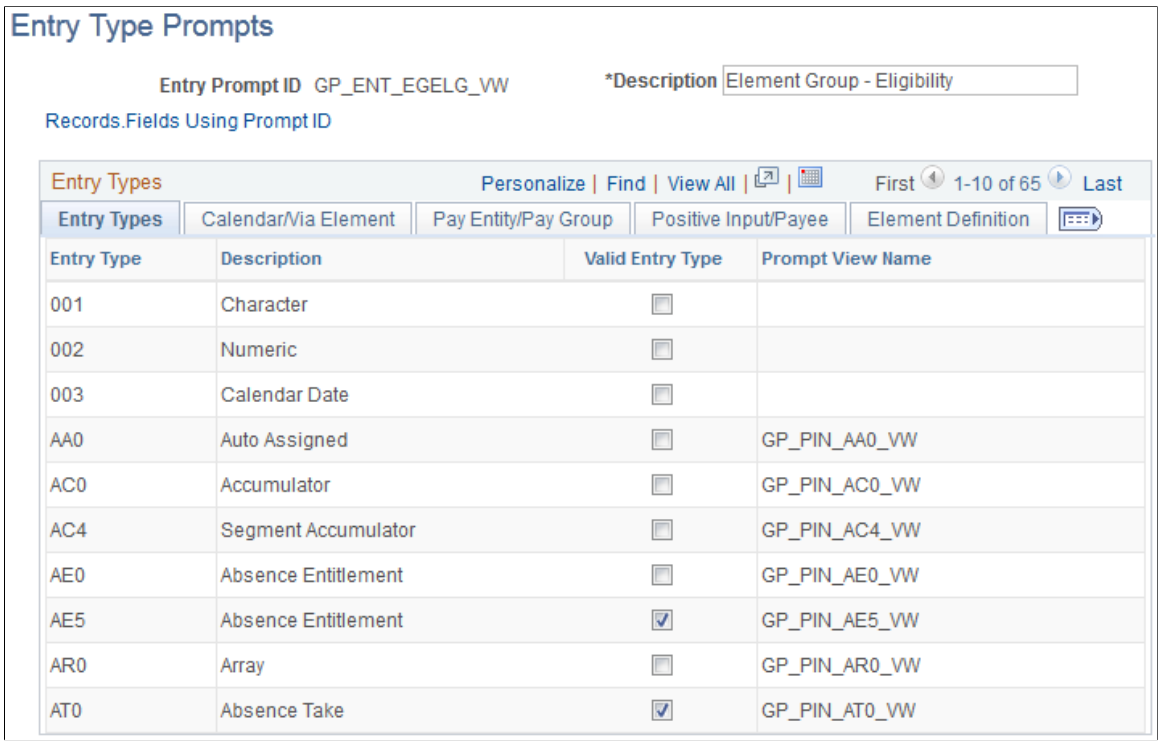
View a list of all entry types for an entry prompt ID.Complete the Entry Types page prior to using this page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Entry Type Prompts**

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This example illustrates the fields and controls on the Entry Type Prompts page.



Use the Entry Type Prompts page to define which entry types are valid for a specific prompt view.

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and Element Definition are related to the Override Levels check boxes on the Element Name page. You enter overrides at various levels to control additional security within prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first instead of the prompt view name. So, all eight prompt views (including Prompt View Name and the seven prompt views found in the Prompt Views for Element Security/Override group box) have the same purpose, but they are coded a little differently. The prompt views in the Prompt Views for Element Security/Override group box also look at the security check boxes on the Element Name page. You select entry types for the entry prompt ID that you want to look at on the Entry Type Prompts page. You use entry type prompt IDs to create and maintain valid entry type prompt views. Entry types are not hard-coded in the prompt views.

Common Page Information

Field or Control	*Description*
Record Fields Using Prompt ID	Click to access the Record.Fields Using Prompt ID page.

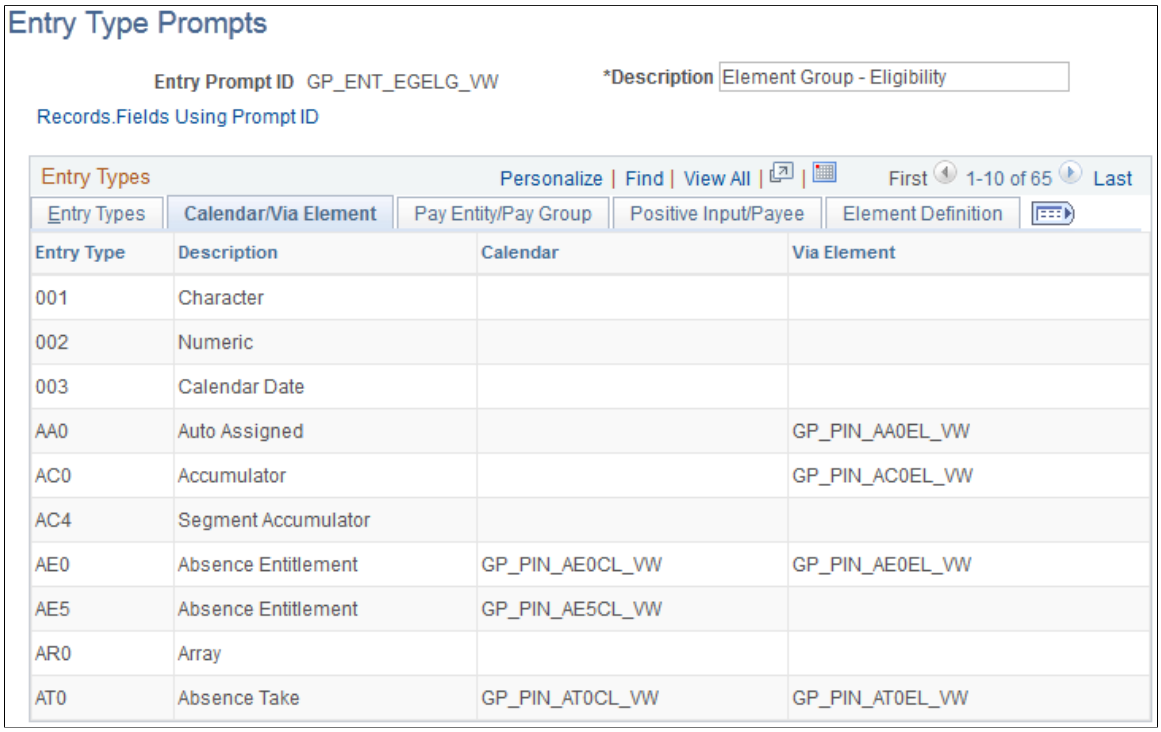
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Field or Control	*Description*
Entry Type	Displays information from the Entry Types page. You can select entry type for each entry prompt ID. For example, let's say that you have an earning element (EARNINGS1). Valid entry types for the element can include *Numeric* and *Accumulator.* Select the check box associated with any of the valid entry types. If the **Valid Entry Type** check box is selected, the entry type appears as a valid value on the prompt. Based on the entry type that you select, the system returns to the corresponding entry type definition in the **Prompt View Name** field on the Entry Types page.

Calendar/Via Element

Select the Calendar/Via Element tab.

This example illustrates the fields and controls on the Entry Type Prompts page: Calendar/Via Element tab.



This tab pertains to calendar and via element overrides.

The prompt view name and the prompt views that appear on the Calendar/Via Element, Pay Entity/Pay Group, Positive Input/Payee, and Element Definition tabs are related displays, based on information that you entered on the Entry Types page (for each defined entry type). When you use these online, you are first prompted to select an entry type, and then (based on the entry type that you selected) you enter the second field.

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For example, if you select an entry type of *Variable* for the **Earnings Amount** field, when you press **tab** to move out of that field and prompt on the next field, the system locates the prompt view name. The system uses that as the prompt for the next field; therefore, only variables appear.

The functionality of the prompts that are defined on these tabs is similar to the prompt view names. The difference is that the Override check boxes on the Element Name page (Pay Calendar, Pay Entity, Pay Group, Payee, Positive Input, Element Definition, and Via Element) are used to control where in the system you can override the element. Notice that on these tabs, you can define separate prompt views for each entry type. These views are defined just to take the Override check boxes on the Element Name page into consideration.

So, based on where you are in the system, you use either the prompt view name or the correct override prompt view name to prompt for valid values in the second field.

Pay Entity/Pay Group

Select the Pay Entity/Pay Group tab.

This tab pertains to pay entity and pay group overrides.

Positive Input/Payee

Select the Positive Input/Payee tab.

This tab pertains to positive input and payee overrides.

Element Definition

Select the Element Definition tab.

This tab pertains to element definition overrides.

Defining Industries and Categories

To define industries and categories, use the Categories (GP_PIN_CATEGORY) component.

Pages Used to Define Industries and Categories

Page Name	*Definition Name*	*Usage*
Industries/Regions Page	GP_PIN_INDUSTRY	Define industry and region codes that help classify elements and supporting elements.
Categories Page	GP_PIN_CATEGORY	Define category codes that help classify elements and supporting elements.

Related Links

Defining Element Names

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Restricting User Access

Understanding Industries and Categories

Industries and categories are ways to further classify elements. You create codes for the industries and categories that are applicable to your organization. For each code, you specify if it is applicable to all countries or a specific country.

Navigate to **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** to view all industry and category codes through the Industries/Regions and Categories pages. Your security level, as defined on the User Rules Profile page, determines the countries for which you can add industries and categories.

You associate an industry and category with an element by selecting from prompt tables on the Element Name page. The country for which an element is defined determines the available industry and category codes.

Note: You cannot change or delete existing industry codes or categories because they are also entered in the GP_PIN table. Updating the Industries/Regions or the Categories page does not update the GP_PIN table.

Defining Element Names

Pages Used to Define Element Names

Page Name	*Definition Name*	*Usage*
<Element> Name Page	GP_PIN	Name an element and define its basic parameters.
Custom Fields for <Element Name> Page	GP_PIN_CUSTOM_SEC	Add user-defined fields to an element definition.
Comments for <Element Name> Page	GP_PIN_SEC	Enter or review detailed comments for an element. The comments that you enter are for informational purposes only and do not affect payroll processing.
Forecasting for Element <name> Page	GP_FORECAST_SEC	Select forecasting options for an element.

Understanding Element Names

Although each element type has a unique purpose, all element types share a common set of attributes that are defined and stored on the first page of each element component. The object name of this page is always GP_PIN and it appears as the first page for all element definitions. In this topic, this page is called the <Element> Name page, although it is often labeled to identify the element type that is being created—

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for example, *Earnings Name.* Once you define an element name, you can enter additional information that is specific to the element type.

Understanding PIN Codes and PIN Numbers

When you create an element name, the system assigns the element a PIN code and a PIN number. The PIN code and the element name must be unique. As you create new elements, the system checks to see whether this unique set of identifiers already exists. You can rename an element name, but the PIN code is a constant.

PIN numbers:

- Enable the system to track the element and its name wherever it's used, regardless of its name.

  You can change an element name without affecting the system.
- Point to the data and the element name on the <Element> Name page.
- Are significant only within a database and can be different for the same element names across databases.
- Act as keys to the GP_PIN table and the value that is stored in other tables to represent an element.
- Are assigned sequentially.
- Are used only for batch-processing.

Related Links

Understanding the Global Payroll Utilities

Understanding the Process of Selecting Definition As Of Dates

Elements can have many effective-dated rows. The definition as of date that you assign to an element on the <Element> Name page tells the system which effective-dated definition to retrieve for the element during processing.

You can select one of these dates: Calendar Period Begin Date, Calendar Period End Date, Payment Date, Process Begin Date, and Process End Date.

Note: You can override the process begin date and process end date for a payee and calendar group by using the Payee Calendar Groups page.

Example 1

Assume that an element has the following effective-dated rows (definitions) and values:

January 1, 1990 = 100

January 1, 2000 = 125

January 31, 2000 = 150

February 1, 2000 = 175

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The January and February calendars have the following dates:

Calendar Date	*January Calendar*	*February Calendar*
Begin Date	January 1, 2000	February 1, 2000
End Date	January 31, 2000	February 28, 2000
Payment Date	February 1, 2000	March 1, 2000

When you process the January calendar, the system retrieves the definition of the element based on the element's definition as of date:

Definition As Of Date	*Effective-Dated Row Used*	*Value*
Calendar Begin Date	January 1, 2000	125
Calendar End Date	January 31, 2000	150
Payment Date	February 1, 2000	175

Example 2

Process Begin Date and Process End Date can be especially useful for issuing advance payments. They refer to the begin date and end date of the calendar period in which the element is actually processed.

For example, suppose that in January you want to issue an advance payment to a payee who will be on vacation in February. To make the advance payment, you process the February calendar in January; however, you want the system to use the definition of the element as of January—the actual processing period.

This table shows which definition of the element the system retrieves, based on your choice of definition as of date:

Definition As Of Date	*Effective-Dated Row Used*	*Value*
Process Begin Date	January 1, 2000	125
Process End Date	January 31, 2000	150
Calendar Begin Date	February 1, 2000	175
Calendar End Date	February 28, 2000	175

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Related Links

Entering Calendar Override Instructions for a Payee

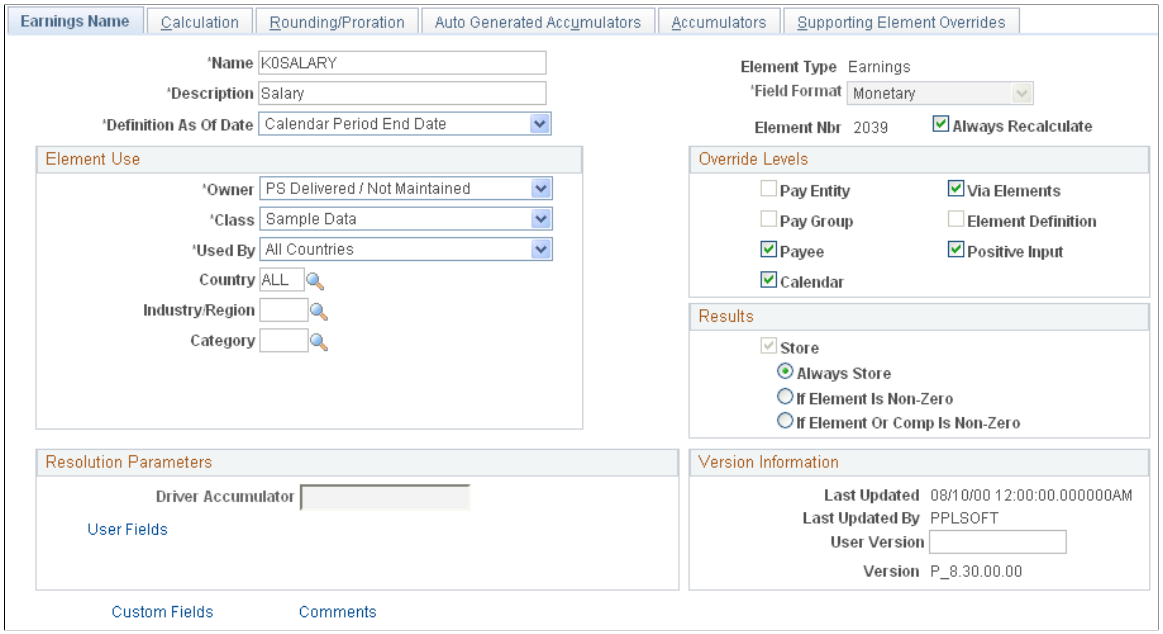
<Element> Name Page

Use the <Element> Name page (GP_PIN) to name an element and define its basic parameters.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings > Earnings Name

This example illustrates the fields and controls on the <Element> Name page.



Note: The preceding example is a generic representation of the page that you use to create all element types. After you create an element on the Earnings - <Element> Name page, you continue the process of defining each element in its appropriate component, as described elsewhere in this product documentation.

Field or Control	*Description*
Field Format	Defines the format for the resolved value. Available values are based on the element type and can include *Date, Decimal, Character, Monetary,* or *Pointer* (for calculating generic formulas for a variable). For some element types, such as earnings and deductions, you cannot change the displayed field format. **Note:** The difference between *Decimal* and *Monetary* is that *Monetary* is currency-controlled and requires the entry of a currency code.

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Field or Control	*Description*
Definition As Of Date	Select the date on which the system is to retrieve the element definition during a process run. Options are: *Calendar Period Begin Date:* The begin date of the calendar period to which the element is linked. *Calendar Period End Date:* End date of the calendar period to which the element is linked. *Payment Date:* Payment date of the calendar period to which the element is linked. *Process Begin Date:* Begin date of the calendar period in which the element is processed. *Process End Date:* End date of the calendar period in which the element is processed. Selections are limited for some elements. For example, *Calendar Period End Date* is the only valid option for section and process list elements. Retroactivity is also a consideration for this field. During recalculation, the system always respects this day and uses the appropriate date based on individual recalculation period calendars.
Element Nbr (element number)	The PIN number.

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Field or Control	*Description*
Always Recalculate	Applies only to the period of time that is being resolved and is selected by default. If selected, the system recalculates the element every time that it encounters it in the calculation process. If this check box is deselected, the system uses the previous resolved value of the element. deselect the check box when: • You update an element through an element-like formula. Otherwise, each time that the system encounters the element, it initializes it according to the element's definition. • You think that the old value will be different from the value that you'll get if the system resolves this element again—for example, when a variable has been set up with a Via Element override on the Element Name page. Select this check box if you think that the previous value is incorrect and needs to be updated—for example, in formulas that need to be applied within a loop, an array, or a count. **Note:** If this check box is deselected, and the **Recalculate** check box on the Section - Definition page is selected, the system resolves the element each time that it encounters it when that section is processed. If the same element is encountered in a different section where the check box is deselected, the element is resolved only once. When the PIN Manager encounters an element, it runs an eligibility check. If it determines that the element must be resolved, it looks at the recalculation logic. You can indicate an element's recalculation at the process list level, the section level, and the element level. If you indicate recalculation at any of these levels, the element is recalculated. For example, if the **Always Recalculate** check box is selected, the system recalculates the element. If the **Always Recalculate** check box is deselected, the system looks at the table of resolved elements for a match between the same element and the same calculation dates. If there is a match, the system uses that value; otherwise, the system resolves the element.

See Understanding the Process of Selecting Definition As Of Dates.

Element Use

In this group box, you define several security-related options.

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Field or Control	*Description*
Owner	Identifies who controls and maintains the definition of the element. Values are: *Customer Maintained:* Identifies the elements that you created. All fields are available for entry. *PS Delivered/Maintained:* The element is delivered and maintained by PeopleSoft. To edit any fields, you can take control of the element by selecting the **Customer Control Indicator** check box. This changes the owner to *PS Delivered/Customer Modified.* If PeopleSoft later releases an updated version of the element, you can accept the updated definition or retain your changes. Either way, element ownership does not change. If you change the name, description, override levels, class, industry, or category for an earning, deduction, or absence element, the system makes the same changes to all related components and auto generated accumulators and changes the owner for those items. **Important!** Taking control of an element is irreversible. *PS Delivered/Not Maintained:* The element is delivered, but not maintained by PeopleSoft (for example, sample data or statutory data). You can update any editable fields. *PS Delivered/Customer Modified:* Indicates that you have taken control of a PeopleSoft-delivered or maintained element. *PS Delivered/Maintained/Secure:* The element is delivered and maintained by PeopleSoft. You can edit the name, description, override levels, results, custom fields, and comments (and for system elements, Use as Chartfield and prompt view). Any changes that you make can be overwritten by future PeopleSoft updates.

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Field or Control	*Description*
Class	Indicates the type of rule for the element. Values are: *Customary:* Sample rules that are created by PeopleSoft. They are not statutory requirements, but are commonly followed rules. An example of when a customary rule is used is with tariffs. Customary rules are often used in a production environment. *Not Classified.* *Sample Data:* Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment. *Statutory:* Rules that are created by PeopleSoft for calculating rules that are required by law. *System Data:* Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application—for example, common constants and dates. The **Class** field works with the **Owner** field to determine the level of support and security. **Note:** Not all statutory rules are set to *PS Delivered/Maintained.* For some statutory rules, the owner is set to *PS Delivered/Not Maintained.* Typically these rules are statutory, but might need to be modified for each organization—for example, an accumulator for taxable gross. All organizations need to comply with reporting taxable gross; however, you need to add the specific earning in your organization that contribute to taxable gross.
Used By	Select whether the element is used by *All Countries* or a *Specific Country.* This field is also used in User Rules Profile security to determine which elements a user can access.
Country	If you selected *Specific Country* in the **Used By** field, the **Country** field appears. Select the country for which the security-related options apply. **Note:** Element usage security is a way to limit the number of elements that you see on a prompt so that you see only the element information that's useful to you.

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Field or Control	*Description*
Industry/Region	To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.
Category	To classify your element further, select a category code. Category codes are defined on the Categories page (GP_PIN_CATEGORY).
Customer Control Indicator	Appears only if you have authority to take control of the element according to the user profile rules. See the **Owner** field.

See Restricting User Access.

Override Levels

In this group box, you enable security-related override levels for the selected element. That is, you define when users can override the element's value, or, in some cases, exclude the element from processing. For example, if you select **Pay Calendar,** you can use the Calendar - Excluded Elements page to tell the system not to process this element for any payee associated with a particular calendar. If you select **Pay Calendar** for a bracket, date, duration, formula, or variable element, you can use the Calendar - Overrides page to have the system use an override value for the element when the system processes a particular calendar.

Field or Control	*Description*
Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition and **Positive Input**	Select each type of override that you want to enable. Options vary by element type.

See Understanding Overrides.

Results

In this group box, you specify when to store the resolved value of the element in the result tables. The options vary by element type.

Select these options with caution to avoid creating large tables that are difficult to manage. Consider storing only the values that you need for reporting and auditing purposes or for executing historical rules, retroactivity, or other calculations where you need to refer to the prior value of an element.

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Field or Control	*Description*
Store	Select to store the resolved value of the element in the result table during processing. For certain element types, you can specify the conditions under which the value is stored by selecting an option below the check box. When **Store** is deselected, the resolved value is never stored.
Always	This option (the default) appears only for earning and deduction elements. Select it to store the calculated result of the element, even when the value is 0.
If Element Is Non-Zero	Appears only for earning and deduction elements. Select it to store the resolved value of the element when it is not 0.
If Element or Comp (component) is Non-Zero (if element or component is nonzero)	Appears only for earning and deduction elements. Select the option if you want to store the resolved value of the element if it or one of its components (percent, base, rate, or unit) is nonzero. With this option, the element or component values are always stored if the arrears balance, the amount being paid back, the amount not taken, the adjustment value, or the retroactive adjustment value is nonzero.
Store if Zero	Appears for all element types except earnings and deductions. You cannot select this check box without first selecting **Store.** The **Store if Zero** check box is a way to further define what is sent to the results tables. Select **Store if Zero** to store a resolved value even when the value is 0. If you select **Store** but not **Store if Zero,** the element is written to the result tables only if the resolved value is not equal to zero, blank, or null. If you select both check boxes, the resolved value is written to the result tables, even if it is zero, blank, or null. If you select neither check box, the system never stores the resolved value.

Resolution Parameters

The fields in this group box apply only for earning and deduction elements.

See Earnings Name Page.

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Version Information

Field or Control	*Description*
User Version	You can enter up to 14 alphanumeric characters in this field to identify changes you make to the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Global Payroll utilities to stamp and package elements by version. The value that you enter here appears in the **Version** field of the pages that you update. For example, if you change the calculation rule for an earning element, then update the **User Version** field on the Element Name page, the version that you enter appears on the Element Name page and the Earnings - Calculation page.
Version	Displays the version of the element. The prefix *P_* identifies versions released by PeopleSoft. The prefix *C_* identifies versions created by customers. The system clears this version from the page when any of the following conditions occur: • You save the page after making changes. (The version is cleared only on the page that you make corrections to.) • You enter a value in the **User Version** field and save the page. The version is cleared only on the page to which you make corrections. • You run the Stamping process for the element. In this case, the element is stamped with the new version.

Additional Elements

Field or Control	*Description*
Custom Fields	Click this link to access the <Element> Name - Custom Fields page.
Comments	Click this link to access the <Element> Name - Comments page.

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Field or Control	*Description*
Forecasting	This link appears for absence take and absence entitlement elements only. Click this link to access the <Element> Name - Forecasting page.

Related Links

Stamping and Packaging Elements by Version

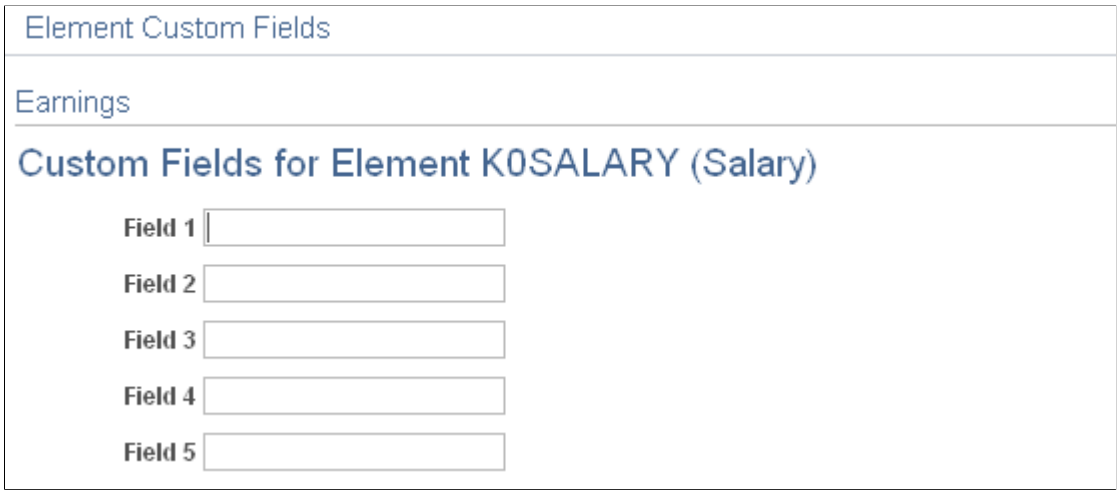
Custom Fields for <Element Name> Page

Use the Custom Fields for <Element Name> page (GP_PIN_CUSTOM_SEC) to add user-defined fields to an element definition.

Navigation:

Click the **Custom Fields** link on the <Element> Name page.

This example illustrates the fields and controls on the Custom Fields for <Element Name> page



Use the fields on this page in any way that you want. For example, you can use the fields to classify elements or to indicate a sorting order for reports. The data that you enter is stored by system elements.

Comments for <Element Name> Page

Use the Comments for <Element Name> page (GP_PIN_SEC) to enter or review detailed comments for an element.

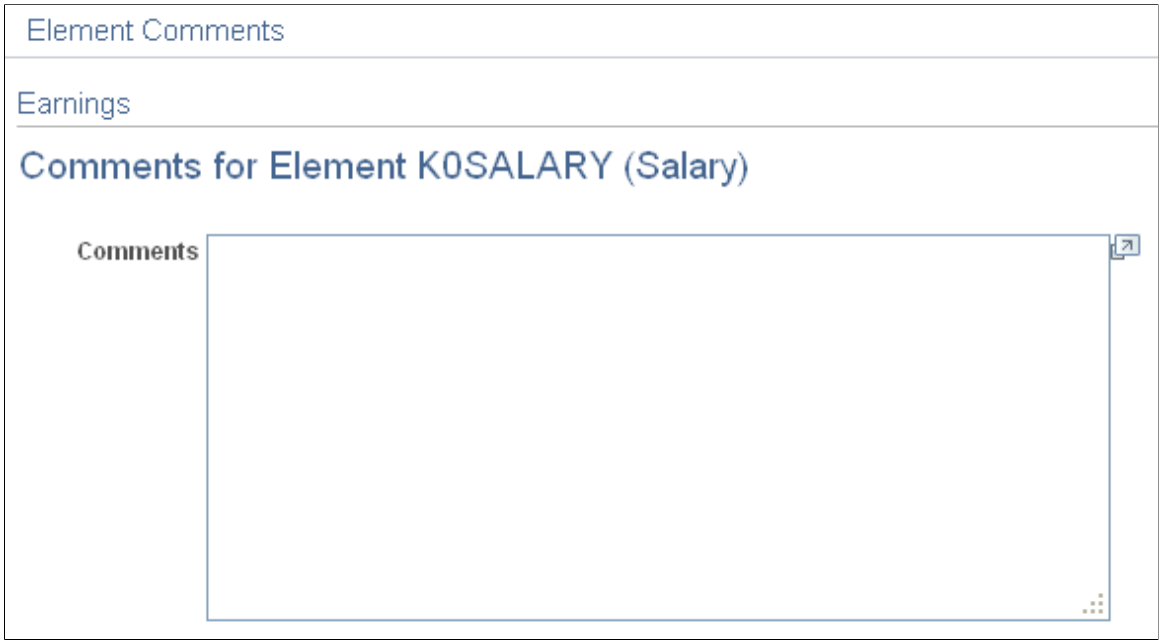
The comments that you enter are for informational purposes only and do not affect payroll processing.

Navigation:

Click the **Comments** link on the Earnings Name page.

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This example illustrates the fields and controls on the Comments for <Element Name> page.



For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where it is used. This is useful information when you want to learn about what a specific system element does.

For elements that you define, you can use the Comments page to view or enter your own notes or details about an element.

Forecasting for Element <name> Page

Use the Forecasting for <Element Name> page (GP_FORECAST_SEC) to select forecasting options for an element.

Navigation:

Click the **Forecasting** link on the <Element> Name page. This link is available for absence take and absence entitlement elements only.

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This example illustrates the fields and controls on the Forecasting for <Element Name> page.



Field or Control	*Description*
Forecasting Used	Select to enable the absence forecasting or balance inquiry feature for this element.
Forecasting Required	This field appears for absence take elements only. Select to have the system generate a warning if a user tries to save absence entries on the Absence Event Entry page without first running the Forecasting process.

Updating Component Element Information

To define component element information, use the Components (GP_COMPONENT) component.

Page Used to Update Component Element Information

Page Name	*Definition Name*	*Usage*
Components Page	GP_PIN	Update information about component elements (such as rate, unit, base, and percent) that are generated when an earning, deduction, or absence entitlement element is created.

Components Page

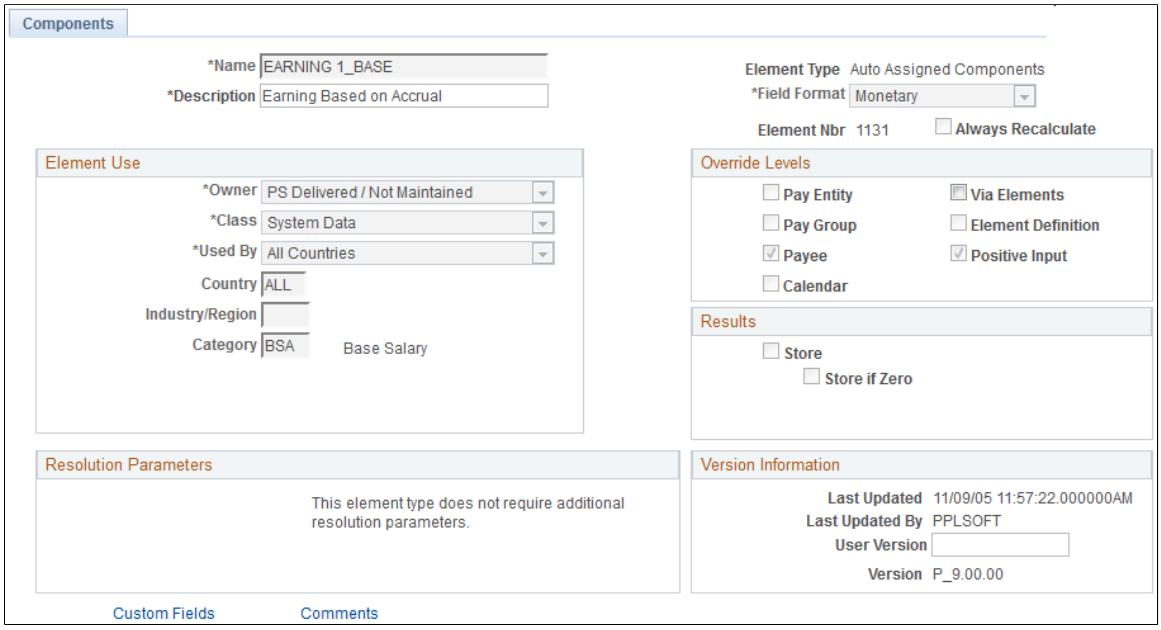
Use the Components page (GP_PIN) to update information about component elements (such as rate, unit, base, and percent) that are generated when an earning, deduction, or absence entitlement element is created.

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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Components

This example illustrates the fields and controls on the Components page.



On this page, only the **Description** field, the **Via Elements** check box, the **Custom Fields** link, and the **Comments** link are available for entry or selection.

All other fields are updated when the parent element value changes. (A *parent element* is an earning element, a deduction element, or an absence entitlement element.) These fields display the values that were entered for the parent element when it was created.

Override Levels

Field or Control	*Description*
Via Elements	Select to indicate the override level for the component, if there is one.

Related Links

Custom Fields for <Element Name> Page
Understanding Overrides

Defining Suffixes

To define suffixes, use the Element Suffixes (GP_SUFFIX) component.

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Pages Used to Define Suffixes

Page Name	*Definition Name*	*Usage*
Earnings and Deductions Page	GP_SUFFIX1	Define suffixes for earnings and deductions components and accumulators in the base language that you've selected.
Element Suffixes - Absence Entitlements Page	GP_SUFFIX2	Define suffixes for absence elements in the base language that you've selected.

Understanding Suffixes

Global Payroll uses suffixes to identify the components and auto-generated accumulators created for earning, deduction, and absence elements. For example, when you define an earning, deduction, or absence element, you must specify the components that make up the element, such as base, rate, unit, and percentage. The system *names* these components and auto-generated accumulators by appending a suffix to the element's name. For example, suppose that you define an earning element named EARN1 with this calculation rule: EARN1 = Rate × Unit The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

In this example, the suffixes used to name the components of the element are *_RATE* and *_UNIT*.

PeopleSoft delivers suffixes, but you can also create your own. Suffixes are defined by country, so you can define them in your native language.

The system determines the suffixes to use based on the country that is identified in the Used By/Country fields on the Element Name page. If an element is defined as All Countries in the Used By/Country fields, the system determines the correct suffix by identifying the entry on the Suffix page that has the Default Suffix Set check box selected.

Note: When you create an element, the system creates only the suffixes and components that are needed. For example, if you create an earning element and define it as EARNINGS1 = Unit x Rate, the system creates suffixes only for the unit and the rate.

Note: You can only add, modify, and delete suffixes on the Element Suffixes (GP_SUFFIX) component that apply to elements defined for your own country or *All* countries.

Earnings and Deductions Page

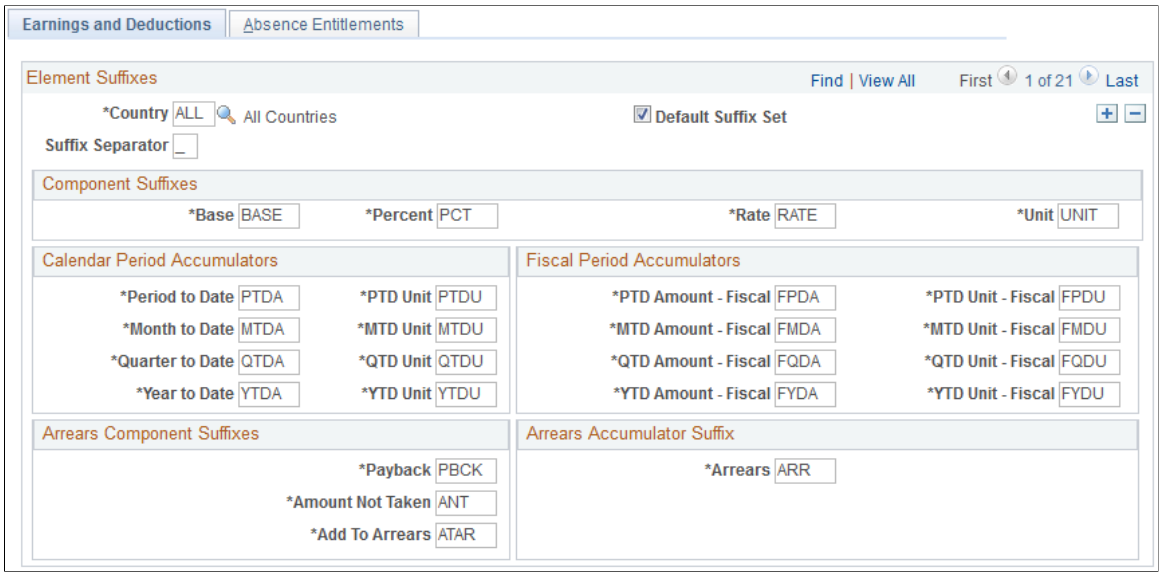
Use the Earnings and Deductions page (GP_SUFFIX1) to define suffixes for earnings and deductions components and accumulators in the base language that you've selected.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Element Suffixes > Earnings and Deductions

This example illustrates the fields and controls on the Earnings and Deductions page.



Field or Control	*Description*
Country	Select the country for which you are defining the suffixes. When you do this, the system populates the fields on the page with predefined suffixes in the correct language for this country. You can change the predefined suffixes.
Default Suffix Set	Select to indicate that these are the default suffixes to use for elements defined as *All Countries* in the Used By/Country fields on the Element Name page. **Note:** If the system can't find a match between the Country field on this page and the Country field on the Element Name page, it uses the default suffix set to name components and auto-generated accumulators.
Suffix Separator	Separates the element name from the component suffix. For example, if you create an earning element defined as EARN1 = Unit x Rate, the system creates three elements: EARN1, EARN1_UN, and EARN1_RT. In this example, the separator is an underscore. You can identify the separator as anything you want, or leave this field blank.

Component Suffixes, Calendar Period Accumulators, Fiscal Period Accumulators, Arrears Component Suffixes, and Arrears Accumulator Suffix

Using the language of the specified country, enter the suffix to be appended to each type of component or automatically generated accumulator.

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Related Links

Calculation Rules and Components
Automatically Generated Accumulators

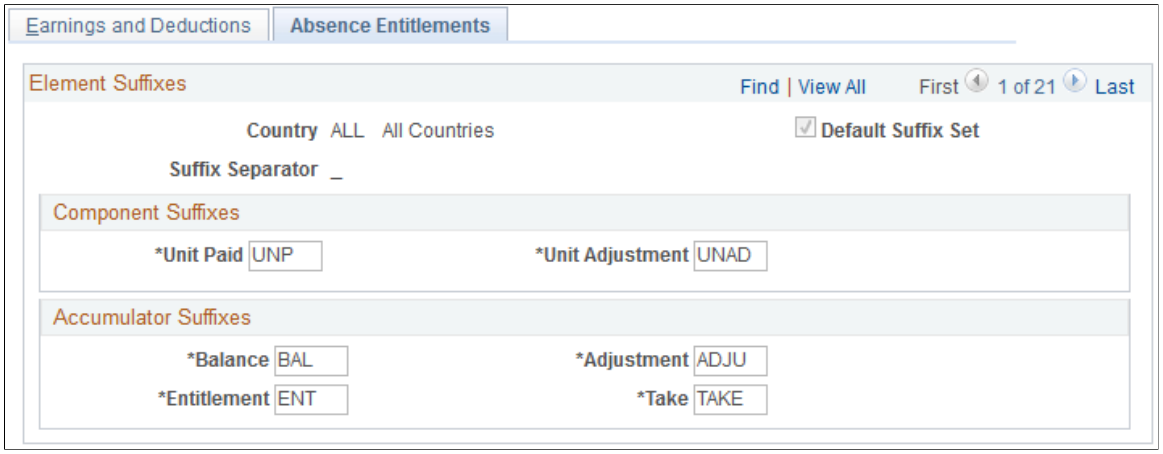
Element Suffixes - Absence Entitlements Page

Use the Element Suffixes - Absence Entitlements page (GP_SUFFIX2) to define suffixes for absence elements in the base language that you've selected.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Element Suffixes > Absence Entitlements

This example illustrates the fields and controls on the Element Suffixes - Absence Entitlements page.



Component Suffixes and Accumulator Suffixes

Define the suffixes to be appended to the components and accumulators that the system generates for absence entitlement elements.

Related Links

Absence Entitlements - Auto Generated Accumulators Page

Copying Elements

Pages Used to Copy Elements

Page Name	*Definition Name*	*Usage*
Element Copy Configuration Page	GPSC_ECPY_CIDTL	Associate component interfaces with element types that can be copied.

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Page Name	*Definition Name*	*Usage*
Component Interface Collection Items Sequence Override Page	GPSC_ECPYCICOL_SEC	Configure the sequence numbers for collection fields.
Element Copy Page	GPSC_ECPY_MAIN	Copy existing elements.

Understanding Copying Elements

Element creation is a fundamental and basic activity for PeopleSoft Global Payroll and PeopleSoft Absence Management. Depending on the type of element you are creating, you are required to define a wide variety of parameters. The general parameters of all elements, however, tend to follow a standard structure. Entering all of this similar information for each new element can be extremely time consuming. The Element Copy component enables you to create new elements by copying existing elements, thereby completely avoiding most of the manual element configuration steps.

Related Links

Understanding Elements
Understanding Absence Element Setup
Understanding Accumulators
Understanding Calculation Elements
Understanding Data Retrieval Elements
Understanding Earning and Deduction Elements
Understanding Organizational Elements
Understanding Processing Elements

Element Copy Configuration Page

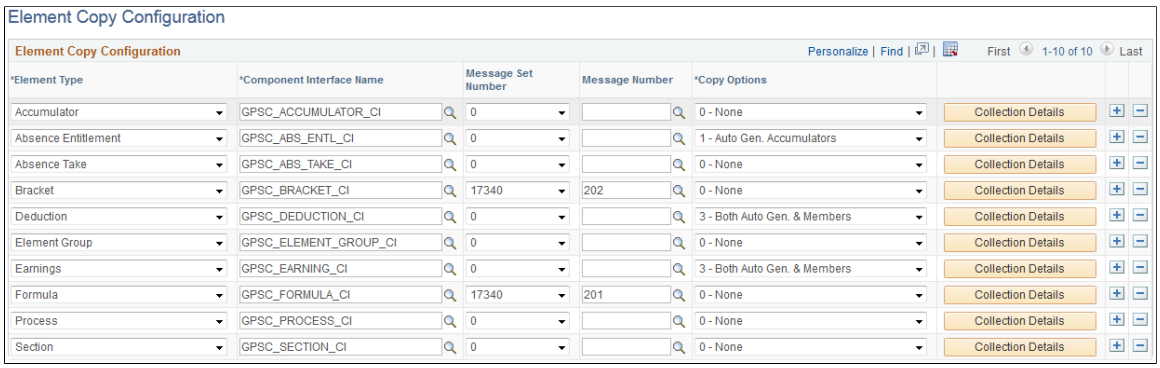
Use the Element Copy Configuration page (GPSC_ECPY_CIDTL) to associate component interfaces with element types that can be copied.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Element Copy Configuration**

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This example illustrates the fields and controls on the Element Copy Configuration page.



Note: Customers cannot edit the setup for the delivered element types.

Field or Control	*Description*
Element Type	Select the type of element that you want to configure for copying. PeopleSoft Global Payroll and Absence Management delivers element copy configuration for the following element types: • *Absence Entitlement* • *Absence Take* • *Accumulator* • *Bracket* • *Deduction* • *Earnings* • *Element Group* • *Formula* • *Process* (process list) • *Section*
Component Interface Name	Enter the name of the component interface you want to associate with the element type.
Message Set Number	If you want special instructions to display for an element type after copying it, select a value of *17340*. Select *0* if no special instructions are required for the element type.
Message Number	If you select *17340* in the **Message Set Number**, enter the message number corresponding to the special instructions that you want to display when the element type is copied.

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Field or Control	*Description*
Copy Options	Define which copy options are available on the Element Copy page. Options are: • *0 - None:* Select to make both the **Create Auto Gen Accumulator** and the **Copy Member Elements** check boxes unavailable on the Element Copy page. • *1 - Auto Gen. Accumulators* (auto generated accumulators): Select to make the **Create Auto Gen Accumulator** check box available on the Element Copy page. • *2 - Member Elements:* Select to make the **Copy Member Elements** check box available on the Element Copy page. • *3 - Both Auto Gen. & Members* (both auto generated accumulators and members): Select to make both the **Create Auto Gen Accumulator** and the **Copy Member Elements** check boxes available on the Element Copy page.
Collection Details	Click to access the Component Interface Collection Items Sequence Override Page for an element type.

Related Links

Element Copy Page

Component Interface Collection Items Sequence Override Page

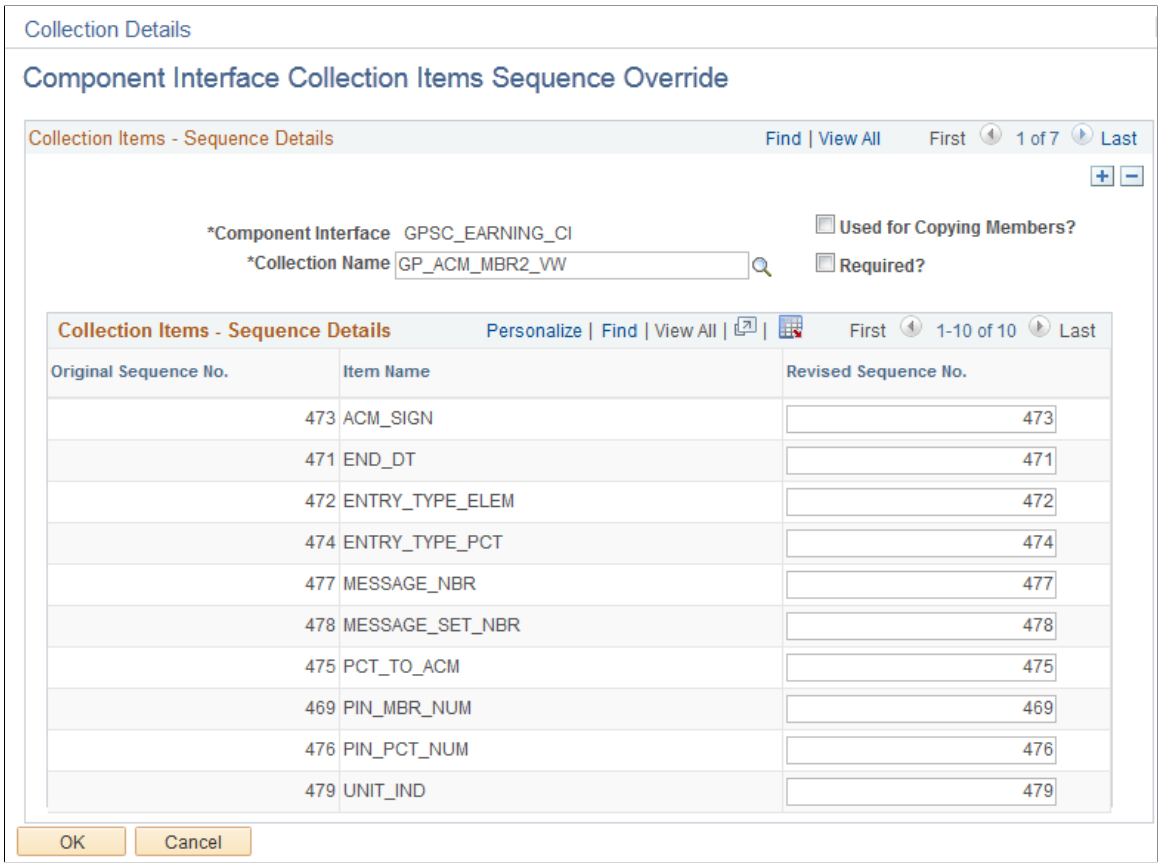
Use the Component Interface Collection Items Sequence Override page (GPSC_ECPYCICOL_SEC) to configure the sequence numbers for collection fields.

Navigation:

Click the Collection Details button on the Element Copy Configuration page.

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This example illustrates the fields and controls on the Component Interface Collection Items Sequence Override page.



Use this page to override the sequence numbers defined as part of the component interface (CI) metadata. This is necessary when the collection's key field is controlled by a non-key field or a derived record field on the PeopleSoft Internet Architecture (PIA) page. In this case, the CI metadata table assigns a lower sequence number for the collection's key field, but for the purposes of element copying, we need to assign a value to the non-key field first and then to the key field to satisfy the component logic. For example, for a learning element's supporting element override (SOVR) page, the element type (a non-key field) should be assigned a value first before assigning the supporting element (key field). To control this, it is necessary to configure a sequence number override.

Note: Customers cannot edit the sequence overrides defined for the delivered element types.

Field or Control	***Description***
Collection Name	Enter the name of the collection for which you want to define sequence numbers.
Used for Copying Members?	Select to designate the collection as being used for copying member elements. When you select this check box, the system automatically selects the **Required?** check box .

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Field or Control	*Description*
Required?	Select to make it a requirement to copy the collection details from the source element when creating the new element.
Revised Sequence No.	Enter a sequence number for the collection item.

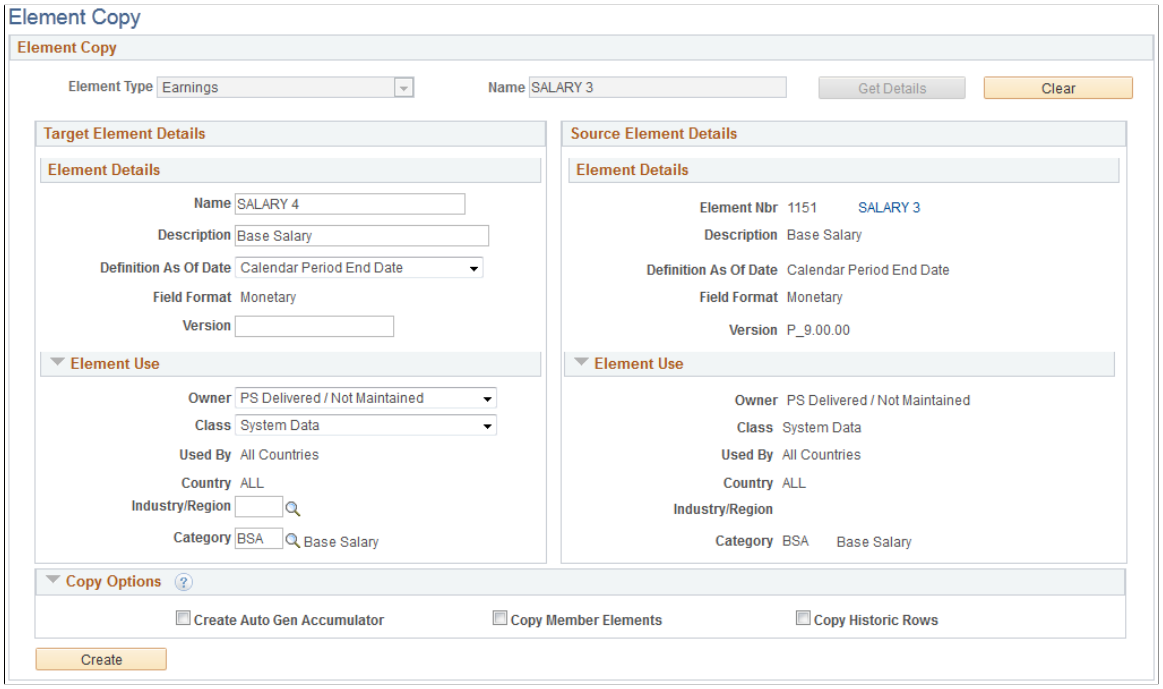
Element Copy Page

Use the Element Copy page (GPSC_ECPY_MAIN) to copy existing elements.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Element Copy

This example illustrates the fields and controls on the Element Copy page.



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Field or Control	*Description*
Element Type	Select the type of element that you want to copy from the following options: • *Absence Entitlement* • *Absence Take* • *Accumulator* • *Bracket* • *Deduction* • *Earnings* • *Element Group* • *Formula* • *Process* (process list) • *Section*
Name	Enter the name of the element that you want to copy.
Get Details	Click to display the **Source Element Details** group box for the element that you are copying, and the **Target Element Details** group box for the element that you are creating. The **Copy Options** group box also appears when you click this button.
Clear	Click to remove the selected values from the **Element Type** and **Name** fields. When you click this button, the page no longer displays the **Source Element Details, Target Element Details,** and **Copy Options** group boxes. Once the page is cleared, you can enter new values to copy another element.

Source Element Details

Displays details for the element that you are copying. You can use these details as an easy reference as you are creating your new element. Click the element name link to access the <Element> Name Page, where you can access the full definition of the source element.

Target Element Details

Use the fields in this group box to define parameters for the element that you are creating. For more information on defining basic element parameters, see Defining Element Names.

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Field or Control	*Description*
Name	Enter a unique name for the new element. **Note:** The name you enter here must meet all the existing guidelines for naming an element.
Description	Enter a description for the new element.
Definition As Of Date	Select the date on which the system is to retrieve the element definition during a process run. Options are: *Calendar Period Begin Date:* The begin date of the calendar period to which the element is linked. *Calendar Period End Date:* End date of the calendar period to which the element is linked. *Payment Date:* Payment date of the calendar period to which the element is linked. *Process Begin Date:* Begin date of the calendar period in which the element is processed. *Process End Date:* End date of the calendar period in which the element is processed. Selections are limited for some elements. For example, *Calendar Period End Date* is the only valid option for section elements. Retroactivity is also a consideration for this field. During recalculation, the system always respects this day and uses the appropriate date based on individual recalculation period calendars.
Field Format	Defines the format for the resolved value. Available values are based on the element type and can include *Date, Decimal, Character, Monetary,* or *Pointer* (for calculating generic formulas for a variable). For some element types, such as earnings and deductions, you cannot change the displayed field format. **Note:** The difference between *Decimal* and *Monetary* is that *Monetary* is currency-controlled and requires the entry of a currency code.

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Field or Control	*Description*
Version	You can enter up to 14 alphanumeric characters in this field to identify the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Global Payroll utilities to stamp and package elements by version.
Owner	Identifies who controls and maintains the definition of the element. Values are: *Customer Maintained:* Identifies the elements that you created. All fields are available for entry. This is the only valid value for customer created elements. *PS Delivered/Maintained:* The element is delivered and maintained by PeopleSoft. *PS Delivered/Not Maintained:* The element is delivered, but not maintained by PeopleSoft (for example, sample data or statutory data). You can update any editable fields. *PS Delivered/Customer Modified:* Indicates that you have taken control of a PeopleSoft-delivered or maintained element. *PS Delivered/Maintained/Secure:* The element is delivered and maintained by PeopleSoft. You can edit the name, description, override levels, results, custom fields, and comments (and for system elements, Use as Chartfield and prompt view). Any changes that you make can be overwritten by future PeopleSoft updates.

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Field or Control	*Description*
Class	Indicates the type of rule for the element. Values are: *Customary:* Sample rules that are created by PeopleSoft. They are not statutory requirements, but are commonly followed rules. An example of when a customary rule is used is with tariffs. Customary rules are often used in a production environment. *Not Classified.* *Sample Data:* Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment. *Statutory:* Rules that are created by PeopleSoft for calculating rules that are required by law. *System Data:* Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application—for example, common constants and dates. The **Class** field works with the **Owner** field to determine the level of support and security.
Used By and **Country**	Indicate whether the element is used by all countries or a specific country. The new element that you are creating inherits these values from the element that you are copying.
Industry/Region	To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.
Category	To classify your element further, select a category code. Category codes are defined on the Categories page (GP_PIN_CATEGORY).

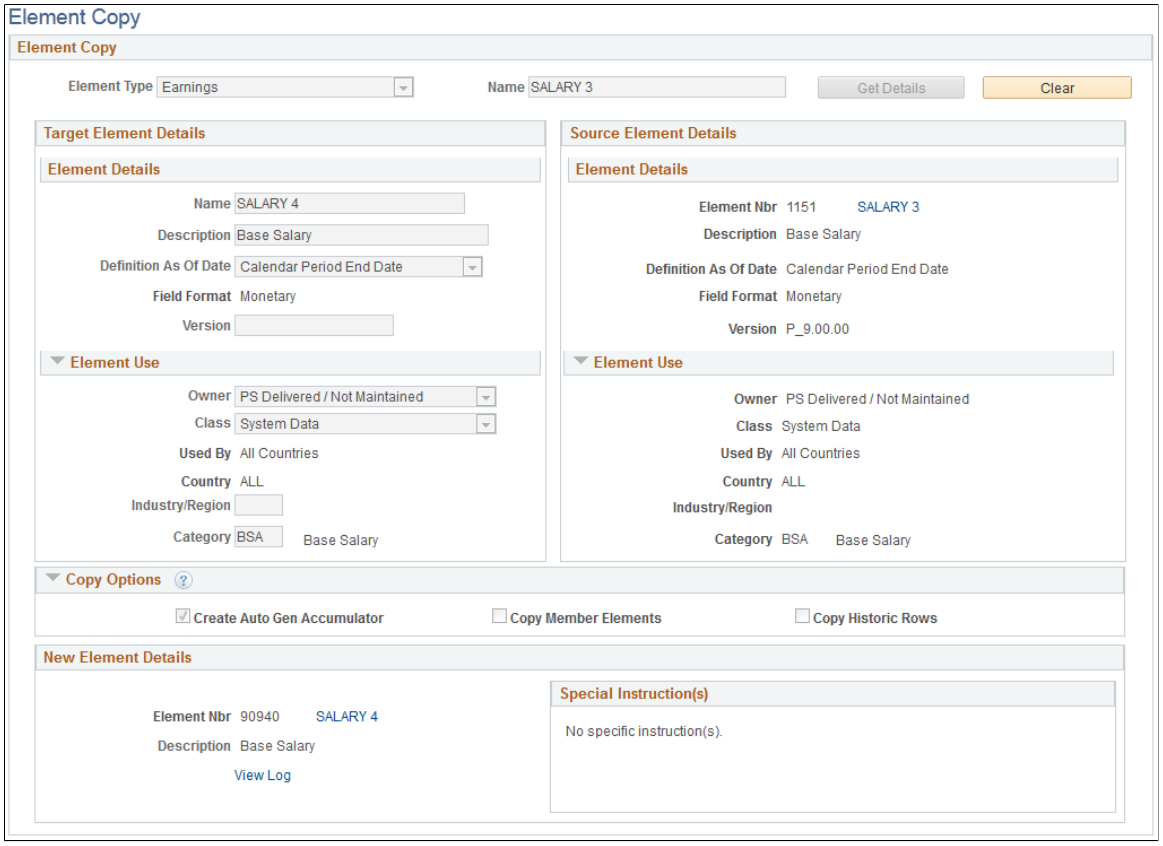
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Copy Options

Field or Control	*Description*
Create Auto Gen Accumulator (create auto generated accumulator)	Select to generate auto generated accumulators for the new element that are based on the auto generated accumulators defined for the source element. **Note:** This check box is not available for all element types.
Copy Member Elements	Select to associate the new element with the accumulator members of the source element. **Note:** This check box is not available for all element types.
Copy Historic Rows	Select to copy all of the effective-dated rows of the source element. When this check box is deselected, the system copies only the most recent effective-dated row of the source element.
Create	Click to create the new element based on the selected source element. After creating the new element, the **New Element Details** and **Special Instructions** group boxes appear at the bottom of the page.

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This example illustrates how the Element Copy page appears after you create a copy of an element by clicking the Create button.



The **New Element Details** group box displays the element number, name, and description of the newly created element. Click the element name link to access the <Element> Name Page for the new element. Click the **View Log** link to view detailed information about how the system created the new element.

The **Special Instructions** group box displays any additional steps you need to take to complete following the creation of the new element. For example, when you create a new formula element, the **Special Instructions** group box indicates that you must still manually validate the new formula.

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Chapter 6

Defining Data Retrieval Elements

Understanding Data Retrieval Elements

In Global Payroll, you use data retrieval elements to retrieve data from the system.

There are six data retrieval elements included in the system:

- System elements
- Arrays
- Brackets
- Rate codes
- Fictitious calculations
- Historical rules

PeopleSoft defines and delivers system elements; you name and define the basic parameters of other elements, such as arrays and brackets.

Batch Processing

During processing, the system truncates data that is retrieved by system elements and arrays when the data exceeds these lengths:

Character fields: 30

Numeric fields: 12.6

Related Links

Defining Element Names

Working with System Elements

Pages Used to Modify and View System Elements

Page Name	*Definition Name*	*Usage*
System Element Name Page	GP_PIN	Name the element and define its basic parameters.

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Page Name	*Definition Name*	*Usage*
Source And Use Page	GP_SYSTEM_PIN	Displays whether a system element is a system-computed element or a database system element. For a database system element, it also displays the record and field that populates it and indicates whether the field is SetID-controlled.
System Elements by Source Page	GP_SYSTEM_PIN_INQ	View system elements by source.
System Elements - Comments for Element <name> Page	GP_PIN_SEC	View detailed comments about system-computed system elements that PeopleSoft delivers.

Understanding System Elements

System elements are delivered and maintained by PeopleSoft and usually contain payee-related data for use in calculations. Although you cannot add system elements, you have the ability to define and alter various parameters that control their use.

There are two types of system elements:

- Database system elements, which come from a predefined list of database records and fields.
- System-computed elements, which come from internally stored data.

  System-computed elements are resolved at different times, for example, at the beginning of every segment calculation, daily, or when a rate code element is encountered, depending on the element's purpose.

Note: To store the value of a database system element for reporting purposes, include the element in your process.

Understanding Batch Processing of System Elements

All system elements, whether they are database or system-computed elements, have several important considerations. A system element that is frequency controlled by compensatory rate, which is controlled by compensatory frequency, is annualized by the **Frequency** field and then deannualized, based on the calendar frequency. Thus, any element, such as earnings, deductions, or absences, that uses the **Frequency** field should be defined as having a frequency equal to the use calendar period frequency. This approach ensures correct results, avoiding additional annualization or deannualization.

Database System Elements

For database elements from effective-dated records, the row selected is based on context. Typically the value is as of the segment end date. If referenced during resolution of a sliced element, the value is as of the slice end date. When retrieving values from job records, for example, the system matches on employee ID, employee record, and the segment and slice end date.

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System element definitions for the country being processed and those used by all countries are loaded at the beginning of a run. System elements are resolved when used in the process.

Note: Only database system elements that are used and have been defined as Store = Yes are stored in the result tables.

PeopleSoft HR Database System Element Records

The following table lists the database tables that populate database system elements:

Table Name	*Description*
PERSON	Not effective-dated. Select based on employee ID.
PERS_DATA_EFFDT (personal data effective date)	Max Effdt (maximum effective-dated) row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
JOB	The Max Effdt row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
PER_ORG_ASGN (person organization assignment)	Not effective-dated. Select based from the employee's organizational instance number
PER_ORG_INST (person organization instance)	Not effective-dated.
CONTRACT_DATA	Not effective-dated. Select based on CONTRACT_NUM (contract number) from the selected job record.
WKF_CNT_TYPE (workforce contract type)	The Max Effdt row is less than or equal to the segment end date where the contract number on this row matches the contract number on job. You can use CONTRACT_NUM from JOB or from CONTRACT_DATA, because the system synchronizes them. If the contract number is referenced in a slice, use the slice end date.
COMPENSATION	Includes all comp_effseq rows for each rate code (comp_ratecd) where Effdt and Effseq (effective sequence) match Effdt and Effseq from the Job table.

Note: These HR tables are discussed in detail in the HR documentation.

See “Understanding Job Data” (PeopleSoft Human Resources Administer Workforce).

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Database System Elements and Currency

Some database system elements are monetary values. The value stored in the field is stated in terms of the currency with which the value is associated. This currency may or may not be the same as the Global Payroll processing currency.

Note: Use caution when you use the COMPRATE system element (from the Job record). That system element is populated based on multiple components. It is not dynamically updated with a new currency exchange rate type and effective date when it is referenced during a payroll calculation. Instead, it's populated using the currency exchange rate and effective date from HR when it's updated.
When these system elements are resolved, if the currency code of the HR record doesn't match the processing currency of the pay run, the system converts from HR currency to the processing currency defined on the GP Pay Entity page.

This table lists the monetary fields on the Job record:

Field on Job Record	*Associated Currency*
Comprate	Currency Cd
Annual Rate	Currency Cd
Monthly Rate	Currency Cd
Daily Rate	Currency Cd
Hourly Rate	Currency Cd
Shift Rate	Currency Cd
Change Amount	Currency Cd
Annual Benefits Base Rate	Currency Cd

Similarly, system elements that are stated in a specified frequency will be resolved in the same way that currency-controlled system elements are resolved. The **Comprate** field on the job record is stated in the comp frequency stored in the job record. This frequency may differ from the calendar frequency being processed in Global Payroll. Any database system element that is frequency-controlled is resolved in the calendar frequency.

System-Computed Elements

System-computed elements appear on the output results table only if they are used, provided that the appropriate output options on the Source And Use page are selected.

During batch processing, all database system elements are retrieved and stored in arrays, whereas system-computed element values are retrieved and set by the appropriate processing application. For

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example, when you process absences, the system populates only those system elements that are specific to absences.

With system-element processing:

- The system populates the first active segment, based on all the active segments that are created for a specific process stat record.
- The system also populates the last active segment, based on all the active segments that are created for a specific process stat record.

System Element Name Page

Use the System Element Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **System Elements** > **System Element Name**

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you name and define. All of the fields on this page are documented in another topic in this product documentation.

For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where the element is used by clicking the **Comments** link. This is useful information when you want to learn more about how the system uses a specific system element.

Note: For system elements that you intend to use as chartfields for the integration with PeopleSoft General Ledger, be sure to select the **Store** check box on this page. If you don't, the GP_GL_PREP process won't store results for them in the Global Payroll Transaction Interface (GP_GL_DATA) record.

Related Links

Comments for <Element Name> Page
Defining Element Names

Source And Use Page

Use the Source And Use page (GP_SYSTEM_PIN) to displays whether a system element is a system-computed element or a database system element.

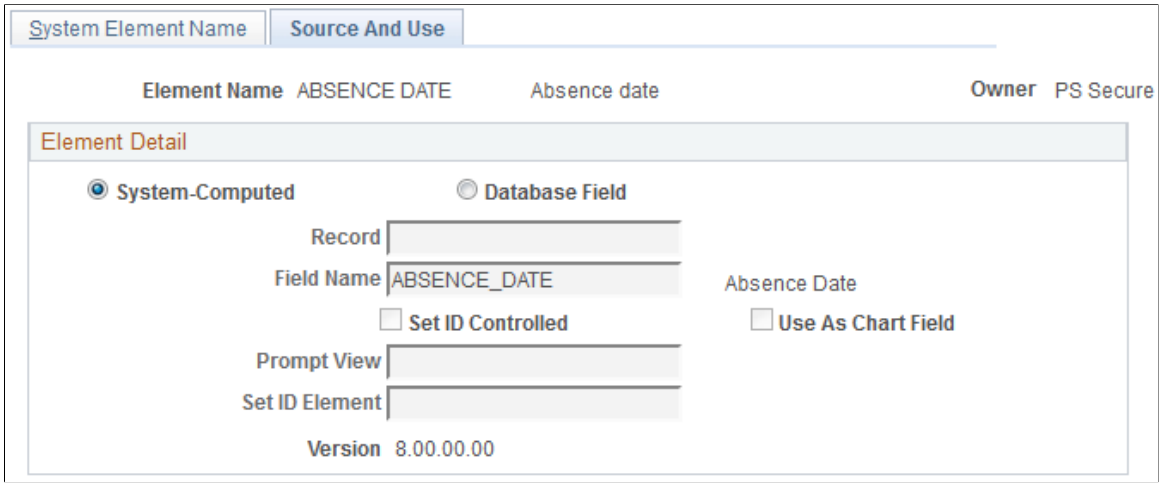
For a database system element, it also displays the record and field that populates it and indicates whether the field is SetID-controlled.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **System Elements** > **Source and Use**

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This example illustrates the fields and controls on the Source And Use page.



Field or Control	*Description*
Record	Displays the record from which the system element obtains its information.
Field Name	Displays the field from which the system element obtains its information.
SetID Controlled	Selected if the field is controlled by SetID. Elements that are controlled by SetID have field name and prompt view values.
Use As Chart Field	For database fields, you can select this check box to use the element as a ChartField. ChartFields are applicable when you integrate Global Payroll with PeopleSoft General Ledger.
Prompt View	Elements that are controlled by SetID or used as ChartFields have a prompt view specified. If a SetID controlled system element is used as a supporting element override for positive input, it also requires a prompt view.
SetID Element	Displays the SetID field name for the system element.

Related Links

Chartfields Page

“Business Units, Tablesets and Set IDs” (Application Fundamentals)

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Defining Array Elements

Pages Used to Define Array Elements

Page Name	*Definition Name*	*Usage*
Array Name Page	GP_PIN	Name the element and define its basic parameters.
Field Map and Keys Page	GP_ARRAY_KEYS	• Select the database table for the FROM clause of the SQL statement. • Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement the system uses when retrieving data for the array. • Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.
Processing Formulas Page	GP_ARRAY_PROCESS	Define all required formula processing.

Understanding Array Elements

Arrays enable you to retrieve data from external sources such as HR tables—data that you need to use, evaluate, or process in your payroll rules.

To build an array, you assemble a Structured Query Language (SQL) statement out of FROM, SELECT, and WHERE clauses using the Array Definition component.

- To define the FROM clause, you identify the table containing the required data in the **Record (Table) Name** field on the Field Map and Keys page.
- To build the SELECT clause, you identify the table columns (fields) containing the data in the **Fields Retrieved** group box on the Field Map and Keys page.
- To build the WHERE clause, you define the array keys and the conditions under which rows of data are to be pulled from the database table based on the values of the array keys.

  To do this, you use the fields in the **Retrieval Criteria** group box on the Field Map and Keys page.
- After defining the SQL statement, you must map the database column values in the array to Global Payroll variables.

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These variables hold the column values and make them available for use in Global Payroll rules.

To do this, use the **Variable Element Name** field on the Field Map and Keys page

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Note: After you construct your SQL statement, you can also define any formulas; you need to evaluate the data retrieved by the array.
Do this on the Array Processing Formulas page.

Note: Arrays are not effective-dated. Any changes are likely to affect retroactive processing.

Understanding Batch Processing of Arrays

Arrays can be used to access data in database tables or views that are not delivered by system elements. They do not resolve to a value but instead invoke processing.

You can create either payee-based arrays or non-payee-based arrays on the Field Map and Keys page. Payee-based arrays are resolved as of the slice or segment that is currently being resolved.

Arrays must be resolved for every segment and slice. If any element set by an array is used by another element that's being sliced, the array itself should be added to the event list to ensure that the array and all return column elements are also sliced. You must enter the array into the event list.

Payee-Based Array Processing

The system performs these steps when processing payee-based arrays:

1. Arrays call the database the first time that they are encountered in a calendar run.

   All of the rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory. The cursors are sorted by employee ID in ascending order, by employee record number in ascending order, and by effective date in descending order.

2. For each payee, a cursor is set to access the appropriate rows of data (the **Payee** and **Effective Date** fields based on field use on the Field Map and Keys page).

   Payee-based arrays are aligned per payment based on the pay period end date. If segmentation occurs and the array is on the event list or is being used in an earning, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date.

3. The array process formulas are applied against the data that is stored in memory (for the payee cursor set above), based on the process code.

4. The database field is resolved to the last row of data against which the process formulas were applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the payee has changed or if a new slice or segment is being resolved.

Non-Payee-Based Array Processing

When processing non-payee-based arrays, the system performs the following steps:

1. Arrays call the database the first time they are encountered in a calendar run.

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All rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory, so most effective-dated logic should be within the process formula logic.

2. If the table is effective-dated, the lookup formula references the system element that refers to the correct date (segment, slice, period).

   If segmentation occurs and the array is on the event list or is being used in an earning, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date. Arrays can return multiple rows from the database. The process formulas are applied against the rows.

3. The array process formula is run.

4. The database field is resolved to the last row of data against which the process formula was applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the *Reload for Each Resolution* or *Reload for Each Segment* value is selected on the Field Map and Keys page.

Related Links

Arrays Used in Batch Processing (Technical)

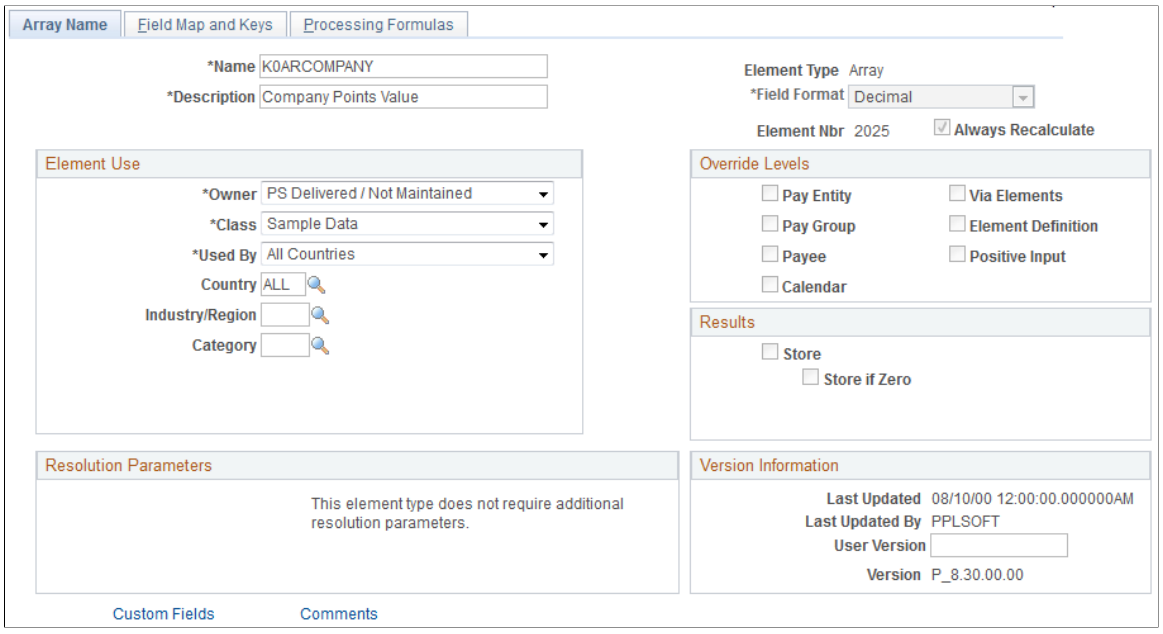
Array Name Page

Use the Array Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Arrays > Array Name

This example illustrates the fields and controls on the Array Name page.



Because arrays are temporary tables that store results only during processing, storing the results after processing isn't necessary. The system deselects the **Store** and **Store if Zero** check boxes and makes them unavailable for entry.

In addition, arrays are not effective-dated, so this page has no definition as of date. To change an array definition, create a new array and new effective-dated elements that reference it. If a database table or view is renamed, create a new array.

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

Defining Element Names

Field Map and Keys Page

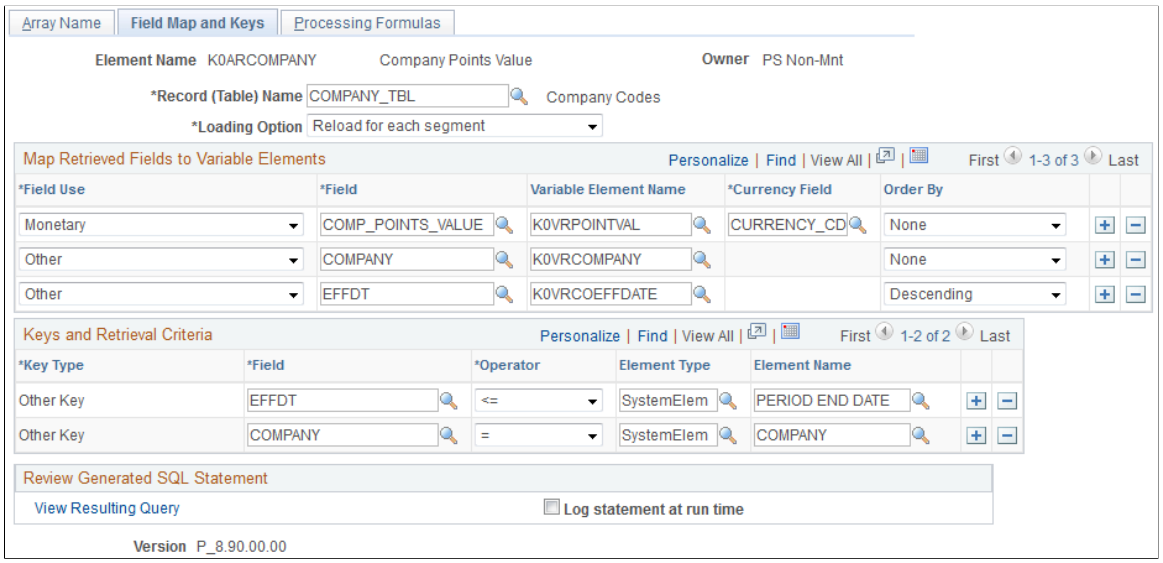
Use the Field Map and Keys page (GP_ARRAY_KEYS) to do the following:

- Select the database table for the FROM clause of the SQL statement.
- Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement the system uses when retrieving data for the array.
- Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Arrays > Field Map and Keys

This example illustrates the fields and controls on the Field Map and Keys page.



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Field or Control	*Description*
Record (Table) Name	Select the table for the SQL statement to use from the list of PeopleSoft defined tables. In the FROM clause of the SQL statement, the system appends the prefix *PS_* to the selected table name. You can also select views. The prompt list displays all SQL tables and views in the database.
Loading Option	Select a value to control how often the array data are refreshed from the database. Values are: *Employee-based look-up:* Select to create a payee-based array. Data is retrieved once for each payee. When that person is processed, the array storage becomes available for the next payee. *Load once (small table):* Select to create a non payee-based array. Data is retrieved only once the very first time the array is referenced within the process. Compared to the two "Reload" alternatives, this option can significantly improve performance because the process only accesses the database once to load data. As indicated, this should be used only with smaller tables. The buffer for all arrays with this option combined can only hold 5000 rows. If the data in the table is changed by the process itself (and it is desirable to reflect these updates in the process, *Load once* is not a good option. *Reload for each resolution:* Select to create a non payee-based array. Data is retrieved from the database every time the array is resolved. *Reload for each segment:* Select to create a non payee-based array. Data is retrieved from the database once per segment being processed, regardless of the number of times the array may be resolved within each segment. **Note:** The loading option that you select controls the key types that you can enter in the **Key Type** field.

See *PeopleTools: Data Management* product documentation.

Map Retrieved Fields to Variable Elements

Specify the columns to be retrieved from selected rows in the **Array - Fields Retrieved** group box (this is the SELECT part of the SQL statement). Also specify the variable elements to populate with the selected columns' values. The system orders the *Keyed by Employee* arrays by employee ID (and employee record number and effective date, if specified), with employee ID and employee record number in ascending order and effective date in descending order.

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Field or Control	*Description*
Field Use	Select from these options: *Monetary:* When monetary conversion is required. *Pointer:* To specify that a column contains a PIN. *Other:* (default) For all other cases.
Field	Select a field from the list of columns in the database table. The system displays all columns in the database table that can be used in the SELECT AND/OR ORDER BY clause.
Variable Element Name	Define the host variable to populate with the value of the selected field. The **Variable Element Name** field is not required. If this field is blank, only the database field name column value is used in the ORDER BY clause. **Note:** You cannot use the same variable name for two or more different field names.
Currency Field	If the field being retrieved from the database stores a monetary amount, enter a currency field name, indicating the column name of the field in the database that stores the corresponding currency code. If the currency code doesn't equal the processing currency, the system converts the monetary amount in the database to the processing currency. This field is available for entry only if you select *Monetary* in **Field Use.**
Order By	Define the sort order—ascending, descending, or none—for retrieving rows from the database. This is crucial because, depending on the defined lookup formula, you may want only the first row retrieved or use special formula logic dependent on the order. **Note:** The same field can be assigned to more than one Global Payroll variable, but it cannot be ordered in more than one way (for example, both ascending and descending).

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Keys and Retrieval Criteria

Field or Control	*Description*
Key Type	Select a key type. If the **Loading Option** is *Employee-based look-up,* the key types are *Effdt* (effective date), *EmplRcd* (employee record number), *EmplID* (employee ID), and *Other.* Select *Other* if you want to use any other database field in the table that you are querying as a key. If the **Loading Option** is *Load once (small table), Reload for each resolution,* or *Reload for each segment,* all key fields are defined as *Other.* When specifying keys for a user-defined array, you generally define at least one key, but the system enables you to save this page without specifying keys. (In this case, the system loads the entire table.) ***Warning!*** Changing the array keys clears the data in the **Keys** and **Retrieved** fields and the Processing Formulas pages.
Field	Enter the exact name of the record (table) column as defined in the database. This is the first half of the equation in the WHERE clause. For example, suppose that you have the equation WHERE EmplID equals System Element Payee ID1, EmplID is what you enter under**Field.** The field name must be the exact name of the column in the table in the database—not the field label or description.
Operator	Indicates the user in the WHERE clause. You can enter an operator only if the key type is *Other.* Valid operators are: < <=, <>, =, >=, >, and *N.A.*
Element Type	Select *Bracket, Formula, System Element,* or *Variable.* You can enter an entry type only if the key type is *Other.*
Element Name	Select the element for the second half of the WHERE clause. For example, in the equation WHERE EmplID equals System Element Payee ID1, Payee ID1 is the element name. You can enter an element name only if the key type is *Other.*

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Review Generated SQL Statement

Field or Control	*Description*
Log statement at run time	Select this check box to view the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the **Redirect Output** option in PeopleTools Configuration Manager.
View Resulting Query	Click to view the SQL statement in real time. The system displays what SQL is to be created to pull data into the array, and lists how many rows are in the table defined in the **Record (Table) Name** field.

Using System Elements as Key Values

Depending on your loading option, you can use *EmplID, EmplRcd#,* and *Effdt* as key fields.

If you select *EmplID* or *EmplRcd* as array keys, the system hides the **Operator** and **Element Name** fields and assumes an operator of equal to (=) current *EmplID* and *EmplRcd#.* For *Effdt,* the system assumes an operator of less than or equal to (<=) the date specified in the **Compare Effdt (effective date) against** field.

For example, if you select *Employee-based look-up* and enter a key type of *EmplID* (using field name *EmplID),* and a key type of *EmplRcd#* (using field name, *EmplRcd#),* the system builds a SQL statement that retrieves data for the current payee only.

Using Other as a Key Type in Payee-Based and Non-Payee-Based Arrays

If you are not using one or more of the three provided array key elements—or you want entries beyond those—specify a key field name, an operator, an entry type, and the correct element name.

1. Select the correct operator for the key field (record column) in the WHERE clause.
2. Select an entry type.
3. Enter an element name corresponding to the entry type—this must be a defined element of the type that you selected.

This is the data that the system uses to build the WHERE clause of the SQL statement that it needs for retrieving data for the array. You can enter multiple key fields for your definition.

Note: If you enter multiple rows on the page, the multiple conditions are processed as AND conditions.

Example: User-Defined Key Structure

Say that you're searching the database for a row of data with a matching department ID.

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You enter Other DEPTID = System Element DEPTID. The system looks for a row in the Department table (DEPT_TBL) with a DEPTID (department ID) that equals the value in the system element DEPTID for the payee currently being processed when it encounters this array.

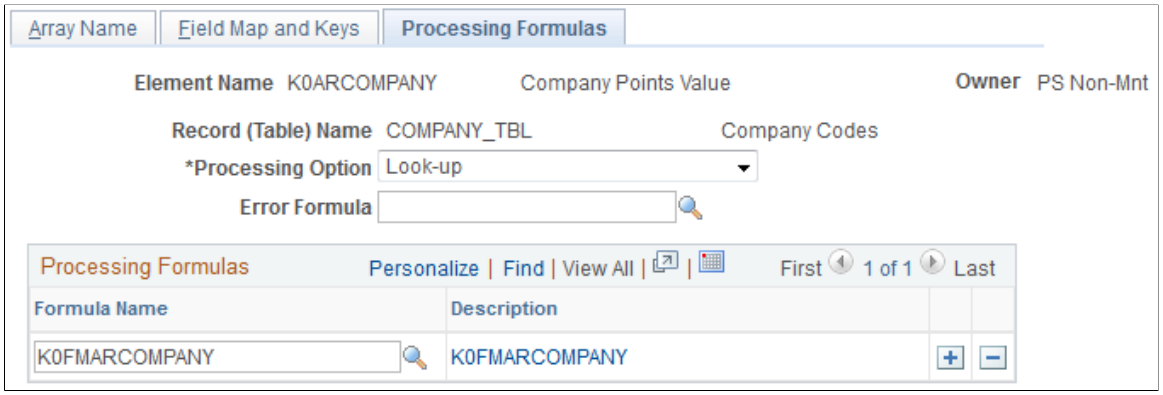
Processing Formulas Page

Use the Processing Formulas page (GP_ARRAY_PROCESS) to define all required formula processing.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Arrays > Processing Formulas

This example illustrates the fields and controls on the Processing Formulas page.



Field or Control	*Description*
Processing Option	Select one of these values to determine when and how the system applies a formula. Values are: *By Formula, Apply all Rows:* The system selects all the rows required for the array, applies the first formula to all rows, applies the second formula to all rows, and continues for all formulas. *By Row, Apply all Formulas:* The system selects a row of data from the database and applies each formula on this page to that row. It then selects the next row and applies each formula to that row, continuing for all rows. *Look-up:* The system selects a row of data from the database, applies each formula on this page to that row, selects the next row, and applies each formula to that row. The first formula that resolves to a value of 1 stops the loop. So if you are searching data for a particular value, the system stops looking when it finds that value. **Note:** With regards to arrays with look-up processing, if you select a value of *Look-up,* but do not specify a formula value in the **Formula Name** field, the system uses the first row of data returned by the array.

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Field or Control	*Description*
Error Formula	Select an **Error Formula Name** for the system to use during error processing, if no rows are found.
Formula Name	Select the formula that the system applies to each row of data to resolve the array. If you selected *Look-up* as the array processing option, select a Boolean formula here. **Note:** Instead of using a formula, consider defining the array so that the desired row of data is always ordered first. Also, if the array will never return more than one row of data, and this row will always contain the desired data, no **Formula Name** field value is necessary with the processing option of *Look-up.*

Note: The system automatically assigns a sequence number to each formula. The sequence is unchangeable. If you make a mistake, delete all the items back to the mistake and add the formulas again in the correct order.

Related Links

Defining Formula Elements

Defining Writable Array Elements

To define writable array elements, use the Writeable Arrays (GP_WRITE_ARRAY) component.

Pages Used to Define Writable Array Elements

Page Name	*Definition Name*	*Usage*
Writable Array Name Page	GP_PIN	Name the element and define its basic parameters.
Definition and Fields Page	GP_WRITABLE_ARRAY	Identifies the table into which the writable array process inserts data. Also identifies the element that populates each column (field name) in the table.

Understanding Writable Array Elements

Writable arrays are elements that you can use to populate user-defined result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages that are described in this topic to define the element that populates the table during batch processing. Writable arrays are in

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many ways the opposite of standard arrays. Instead of reading values from a row in a table to user-defined variables, a writable array writes the values of user-defined elements into a row in a table.

Writable arrays make it easy for you to design reports that exactly meet your needs—each row in your table can produce a corresponding line of information in your report. You can also combine multiple tables to create a report, for example, use one table for a report header, one for the body of the report, and another for the footer.

Finally, writable arrays can also conserve valuable storage space by consolidating many vertical rows of information into a single horizontal row.

To define a writable array:

1. Use PeopleSoft Application Designer to create the table that the writable array element populates.

   The first seven fields in the table must be the same as the keys in the basic result tables. You can also use some of the optional result table keys, such as INSTANCE or SLICE_BGN_DT, and include keys that are not used in the basic result tables, such as DEPTID.

   The seven fields are:

   - **EMPLID**
   - **CAL_RUN_ID**
   - **EMPL_RCD**
   - **GP_PAYGROUP**
   - **CAL_ID**
   - **ORIG_CAL_RUN_ID**
   - **RSLT_SEG_NUM**

2. On the Writable Array Name page, define the naming information for the writable array.
3. On the Definition and Fields page, identify the table that the writable array is to populate, and map the elements that are to populate the table to the corresponding fields (columns) within the table.

Note: When you create a result table using a writable array, the table must include the basic segment status keys shared by all the standard result tables. You can include additional keys as well.

Understanding Storage Considerations for Writable Array Elements

While custom result tables can conserve storage space, they can also increase the need for space if they duplicate data from the standard result tables. Consider using writable arrays to consolidate or temporarily store the following types of results:

- Miscellaneous personal data required for audit purposes.

  You might want to store these values in a single row instead of in the standard result tables and keep the records as long as you need them for auditing purposes.

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- Period summary data.

  If you need to summarize data by period on year-to-date reports, you can save summary data for each period for as far back as needed.

- Temporary data used in reports.

  For reporting purposes, you may want to duplicate data found in the standard result tables but present it in a different form. You can then delete the data once you complete the reporting period.

Because you may want to delete temporary data at different times, the management of the data in your result tables is up to you.

Understanding Batch Processing of Writable Array Elements

Typically, each call to a writable array element creates one row of data. To produce multiple rows of output, you can use loops within a subprocess section and arrays to call the writable array multiple times. Using pointers and variables, you can populate the same field in a writable array with values from different elements, as long as you do not map character and numeric elements to the same field.

Writable Array Name Page

Use the Writable Array Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Writable Arrays** > **Writable Array Name**

When a writable array resolves successfully, the element itself is set to one. Most likely, you will not want to store this value, so the **Store** and **Store if Zero** options on the Element Name page are not selected, by default. You can select them if you choose.

In addition, writable arrays are not effective-dated, so there is no definition as of date on the Writable Array Name page. If you need to change the element's definition, create a new writable array instead, and then create new effective-dated elements that reference the new writable array. If you rename a database table or view, create a new writable array.

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

Defining Element Names

Definition and Fields Page

Use the Definition and Fields page (GP_WRITABLE_ARRAY) to identifies the table into which the writable array process inserts data.

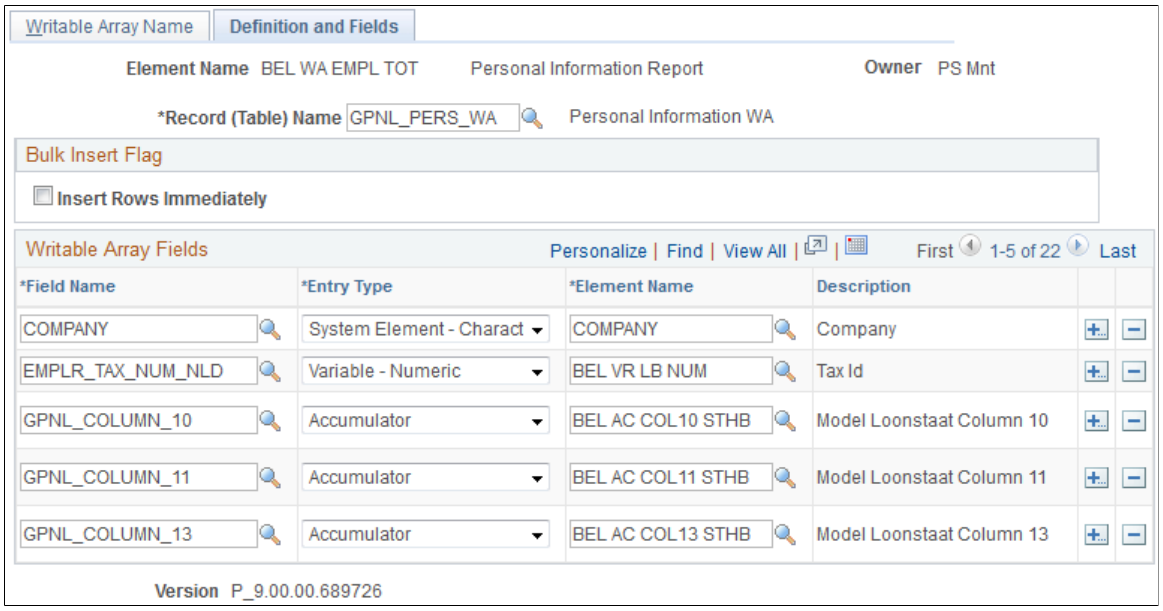
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Also identifies the element that populates each column (field name) in the table.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Writable Arrays > Definition and Fields

This example illustrates the fields and controls on the Definition and Fields page.



Note: The writable array must have a record name and at least one field name in order to save.

Field or Control	*Description*
Record (Table) Name	Enter the name of the table that the writable array is to populate. The only tables available for selection are those containing the seven required key fields of a writable array. The system appends the prefix *PS_* to the table name and uses the new name in the INSERT clause of a SQL statement.
Insert Rows Immediately	Select if you are defining a writable array to generate data for immediate use by a standard array in the same process. This ensures that the data is present in the database when the standard array element is processed. If this check box is not selected, the system does not immediately write data to the database table that the array is populating. It inserts the data at a later time using a bulk insert process. **Note:** Not all relational database management systems provide bulk insert. For these, the rows will always be inserted one-by-one as they are processed.

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Field or Control	*Description*
Field Name	Enter the name of the writable array field that you want to populate. The list of available options includes only those fields that are included in the table that you selected in the **Record (Table) Name** field. The order in which you add field name is not important.
Entry Type	Select the type of element that will populate the field.
Element Name	Select the element whose value the system uses to populate the writable array key field that you are defining. **Note:** During processing, the system populates the array with the current value of the selected element. (Linking an element to a writable array field does not, in itself, cause the element to resolve.)

Defining Bracket Elements

To define bracket elements, use the Brackets (GP_BRACKET) component.

Pages Used to Define Bracket Elements

Page Name	*Definition Name*	*Usage*
Bracket Name Page	GP_PIN	Name the element and define its basic parameters.
Lookup Rules Page	GP_BRACKET1	Define the lookup rules for a bracket.
Search Keys/Return Columns Page	GP_BRACKET2	Identify the search keys and the return columns for the bracket.
Brackets - Data Page	GP_BRACKET3	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.
Bracket Data Page	GP_BRACKET_DATA	Update search key values and return column values for existing bracket elements.

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Related Links

Defining Element Names

Understanding Bracket Elements

Brackets enable you to create simple lookup tables. Based on a table that you define in a bracket, a bracket is used to look up data and assign certain values based on the lookup data. Brackets are also called *bands* and *lookup tables.*

Brackets can use one or more lookup values (search columns). Using a lookup value, bracket processing returns one or more columns that are available for use in other elements such as formulas.

Before defining a bracket, create any elements that you need to use in the bracket definition. For example, before building a bracket that lets you look up bonus amounts based on years of service, create the duration element that returns the years of service.

To define a bracket:

1. Define the naming information for a bracket on the Bracket Name page.
2. Define the lookup rules for the bracket on the Lookup Rules page.
3. Select the search key values and the return column values that you'll use in the lookup table on the Search Keys/Return Columns page.
4. Enter the lookup values on the Brackets - Data page.

Understanding Interpolation Methods

When a search key doesn't exactly match the lookup values defined for the bracket (on the Bracket Data page), the interpolation method defines how the system calculates the values that the bracket returns.

You can select one of the following three interpolation methods on the Lookup Rules page:

- *Linear:*

  Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns).

- *Use Nearest:*

  Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

- *Use Next Higher:*

  Uses the value from the row that has the next-higher key (works with any bracket).

- *Use Next Lower:*

  Uses the value from the row that has the next-lower key (works with any bracket).

For example, suppose that you create a bracket to calculate a bonus value based on years of service, this table lists the search keys and return columns:

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Search Keys (Years of Service)	*Return Column (Bonus Amount)*
5	30%
10	60%

If the years of service is seven years, the value returned depends on the interpolation method that you selected. This table lists the values returned for each method:

Interpolation Method	*Return Value*	*Description*
Linear	42%	The system uses a formula to calculate the value.
Use Nearest	30%	The system selects five years and the value from its row, because five years is closer to seven years than ten years.
Use Next Higher	60%	The system selects the next-higher key, ten years, and returns the value from its row.
Use Next Lower	30%	The system selects five years, and returns the value from its row.

Use Lowest and Highest Option

For the linear interpolation method, the system looks for the next-lower and next-higher rows to calculate the return value. When there isn't a lower or higher row, you can use the **Use Lowest/Highest Option** check box on the Lookup Rules page to indicate whether the system should take the lowest or highest matching option.

For example, suppose that the bracket is defined with these search keys and return columns:

Search Keys (Dept ID, Years of Service)	*Return Columns (Bonus Percentage)*
ABC, 1	10
ABC, 3	12
ABC, 5	15
DEF, 1	11

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Search Keys (Dept ID, Years of Service)	*Return Columns (Bonus Percentage)*
DEF, 3	13
DEF, 5	15

If the department ID is ABC and the employee has six years of service, the next-lower row is for department ID, ABC, and five years of service. However, there is no next-higher row. If the **Use Lowest/ Highest Option** check box is selected, the system uses the highest option of Dept ABC and Years of Service = 5.

Rounding Rules

With the linear interpolation method, you can use a rounding rule to specify the type of rounding for the returned value.

For example, you're dealing with bonus amounts or rates based on the number of hours worked during a quarter (QTD hours), and you need to use linear interpolation to determine the value of the bonus amount or rate if a payee's hours don't match the values defined on the Bracket Data page. You may want to round the return column result up to 0 decimal places.

Suppose that the bracket data includes the information that appears in the following table:

Search Keys - Accumulator QTD Hours	*Return Column - Bracket - Bonus Amount*
200	2000
300	2500
500	3000

Assume a payee who has worked 303 QTD hours. Using linear interpolation, the system normally returns:

(303.5 − 300) / (500 − 300) = 3.5/200 = 0.017500

The result is:

2500 + (0.017500 * (3000-2500) = 2500 + (0.017500 * 500) = 2500+ 8.75 = 2508.75

If you apply a rounding rule element, you round up to 0 decimal places and the bracket return column equals 2509 instead of 2508.75.

Understanding Batch Processing of Bracket Elements

In bracket processing, the system looks up a row based on the key values and returns a bracket value.

The Bracket elements themselves always resolve to the value of the first column returned. They are resolved as they're encountered in the process. If an element in the return column of a bracket is

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encountered during processing, it doesn't automatically invoke resolution of the bracket, because the process doesn't know whether the element is associated with this bracket.

Brackets and all return columns are populated as of applicable slice and segment end dates that are used when encountered during processing, with these criteria:

- If a bracket is used by another element that's being sliced, the bracket and all return column elements are also sliced.
- If the bracket is encountered on the process list, it is resolved for the segment that's currently being processed.
- If a bracket return column needs to be re-resolved during segmentation, the bracket should be used in the calculation or the bracket should be on the event list.

How Brackets Use Interpolation Methods

Three factors need to be considered:

- Interpolation Method (corresponding **Use Lowest/Highest Option** check box if *Use Next Higher, Use Next Lower,* or *Linear* is selected).
- Outside Table Limits (only if there's no match on the first key).
- Error Processing Options (when there's no match using appropriate interpolation methods and selections).

  Two options are available. If **Generate Error** is selected, the system does not resolve the bracket (or any of the return columns) and puts the payment in error. If **Continue Process** is selected, the system resolves the bracket and all the other return columns to be either 0 or blank (depending on the field format).

This table clarifies how batch processing treats each interpolation method:

Interpolation Method	***Batch Process***
Use Nearest	If mismatch key is nonnumeric, go to Error Processing Options. If mismatch key is numeric determine whether next-lower and next-higher values exist: • If only next-lower value exists, use that row. • If only next-higher value exists, use that row. • If both next-lower and next-higher values exist, determine which value is nearer and return that row (if exactly halfway between, return the higher row).

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Interpolation Method	*Batch Process*
Use Next Lower	Determine whether next-lower row exists: • If next-lower row exists, use that row. • If next-lower row doesn't exist, look at the **Use Lowest/Highest Option** check box (if lower value doesn't exist). • If **Use Lowest/Highest Option** check box is selected, use the lowest row where keys match. • If **Use Lowest/Highest Option** check box is not selected, go to Error Processing Options.
Use Next Higher	Determine whether next-higher row exists: • If next-higher row exists, use that row. • If next-higher row doesn't exist, look at the **Use Lowest/Highest Option** check box (if higher value doesn't exist). • If **Use Lowest/Highest Option** check box is selected, use the lowest row where keys match. • If **Use Lowest/Highest Option** check box is not selected, go to Error Processing Options.

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Interpolation Method	*Batch Process*

Linear	If mismatch key is nonnumeric, go to Error Processing Options.
	
	If mismatch key is numeric determine whether next-lower and next-higher values exist:
	
	• If only next-lower value or next-higher row exists, look at **Use Lowest/Highest Option** check box.
	
	• If **Use Lowest/Highest Option** check box is selected, use that row (no linear interpolation required).
	
	• If **Use Lowest/Highest Option** check box is not selected, go to Error Processing Options.
	
	If both next-lower and next-higher values exist:
	
	• In relation to the keys:
	
	  • Determine the difference between the next-lower and next-higher rows (Key Difference 1).
	
	  • Determine the difference between your value and the next-lower value (Key Difference 2).
	
	  • Determine ratio by dividing Key Difference 2 by Key Difference 1 (Key Ratio).
	
	• For each return column:
	
	  • Determine the difference between the values for the next-lower and next-higher rows (Return Column Difference 1).
	
	  • Apply Key Ratio to the Return Column Difference (Return Column Difference 2).
	
	  • Add Return Column Difference 2 to the value from the next-lower row. This is the value that should be returned for the return column.

Additional Notes About Batch Processing for Bracket Elements

Search keys are considered in the order in which they are entered on the bracket definition. Values are in ascending order (based on key order).

For all interpolation methods, if all keys match, use that row. For all interpolation methods, try to match on keys sequentially (first key, second key, and so on).

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What to Do When Keys Are Mismatched

If there's a mismatch on the first key:

- Determine whether the mismatch is specified in Outside of the Table Limits.

  If the first key value is under the key 1 value defined on the first row:

  - If *Use First Row if Under* is selected, use the first row.
  - If *Use First Row if Under* isn't selected, go to Error Processing Options.

- If the first key value is over the key 1 value defined on the first row:

  - If *Use Last Row if Over* is selected, use the last row.
  - If *Use Last Row if Over* isn't selected, go to Error Processing Options.

- If the mismatch isn't specified in Outside of the Table Limits and no interpolation method is selected, go to Error Processing Options.
- If an interpolation method is selected and the field format of the first key is nonnumeric, go to Error Processing Options.
- If an interpolation method is selected and the field format is numeric, go to the appropriate logic, based on the interpolation method process. See details of each interpolation method in the preceding table.
- If there's a mismatch on a subsequent key and no interpolation method is selected, go to Error Processing Options.
- If there's a mismatch on a subsequent key and an interpolation method is selected, consider only the rows where all keys have been matched.

  Go to the appropriate logic based on the interpolation method process. Refer to the details of each interpolation method in the preceding table.

Bracket Name Page

Use the Bracket Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Brackets** > **Bracket Name**

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

Defining Element Names

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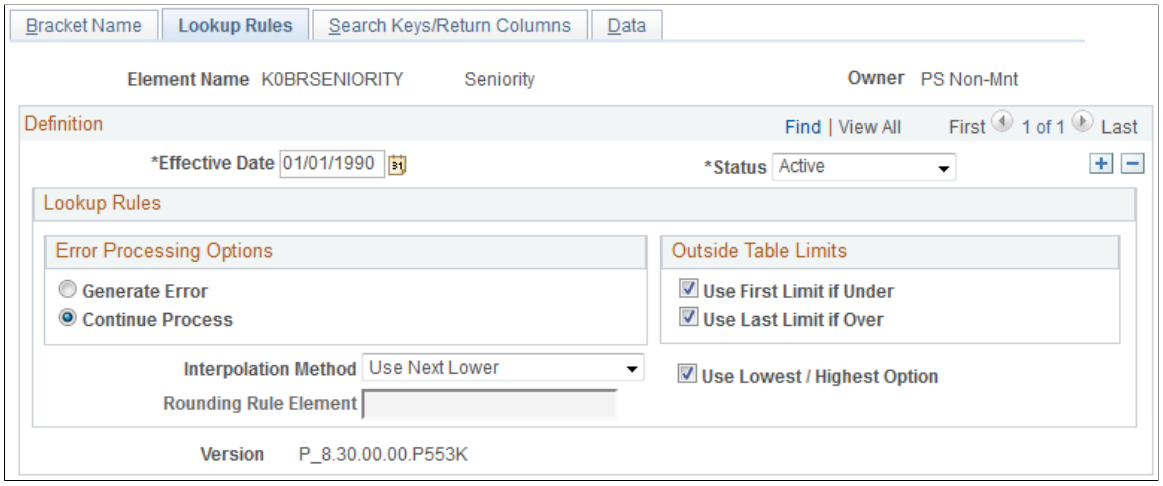
Lookup Rules Page

Use the Lookup Rules page (GP_BRACKET1) to define the lookup rules for a bracket.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Brackets > Lookup Rules

This example illustrates the fields and controls on the Lookup Rules page.



Field or Control	*Description*
Error Processing Options	Select from the following values: *Generate Error:* Stops processing and generates an error. *Continue Process:* Continues processing without returning any value.
Outside Table Limits	Defines what happens if the key values are over or under those that are defined in the table: *Use First Row if Under:* Select if key values are under those that are defined in the table. *Use Last Row if Over:* Select if key values are over those that are defined in the table.

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Field or Control	*Description*
Interpolation Method	Select an interpolation method that defines the values to return if the system doesn't find an exact match; for example, if the key values are between two rows on the table. All interpolation methods use only one search key, the first mismatched one. Select from the following values: *Linear:* Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns). *Use Nearest:* Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys). *Use Next Higher:* Uses the value from the row that has the next-higher key (works with any bracket). *Use Next Lower:* Uses the value from the row that has the next-lower key (works with any bracket). See Understanding Interpolation Methods.
Use Lowest/Highest Option	When using linear interpolation, the system matches on all search columns that have already been matched. Then it looks for the next-lower and next-higher rows where the search columns match. When there isn't a lower or higher row where search columns match, you can use the **Use Lowest/Highest Option** check box to indicate whether the system should take the lowest or highest matching option. See Understanding Interpolation Methods.
Rounding Rule Element	With linear interpolation, you can use a rounding rule to specify the type of rounding for the returned value. The system applies this rounding rule to all return columns whose field format is numeric (decimal or monetary), because linear interpolation takes the ratio of the next-lower return column value and the next-higher value and returns the prorated value based on the ratio that is above the next-lower value. The result might be an excess of decimal places. See Understanding Interpolation Methods.

Search Keys/Return Columns Page

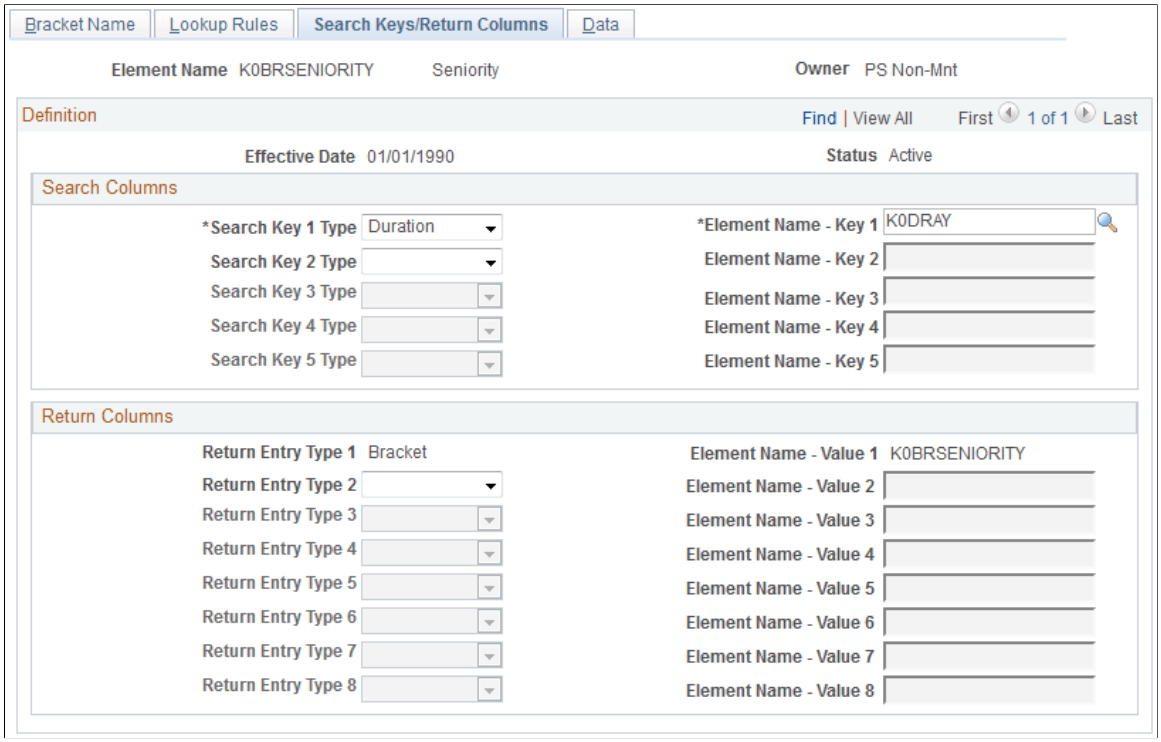
Use the Search Keys/Return Columns page (GP_BRACKET2) to identify the search keys and the return columns for the bracket.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Brackets** > **Search Keys/Return Columns**

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This example illustrates the fields and controls on the Search Keys/Return Columns page.



Search Columns

In the **Search Columns** group box, select the keys that the system uses to search the bracket data. For each key, select the **Search Key Type** (element type) that you're entering. Then select the corresponding **Element Name.** You can enter up to five search keys.

Return Columns

In the **Return Columns** group box, select the columns that tell the system where to store the values returned by the lookup. For each column, select the **Return Entry Type** (element type) that you're entering. Then select the corresponding **Element Name.** The bracket itself is the first returned column. You can enter up to eight return columns.

Brackets - Data Page

Use the Brackets - Data page (GP_BRACKET3) to enter lookup values.

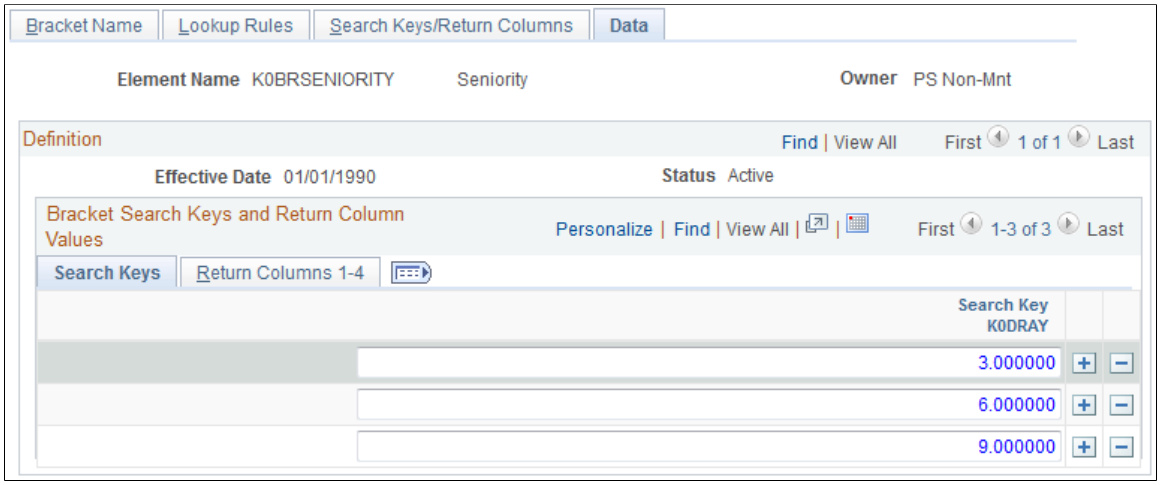
The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Brackets** > **Data**

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This example illustrates the fields and controls on the Brackets - Data page.



Bracket Search Keys and Return Column Values - Search Keys

Enter the values of the search keys.

Bracket Search Keys and Return Column Values - Return Columns

Enter the values to be returned for each search key value, based on your entries on the Search Keys/ Return Columns page. You can enter multiple return values.

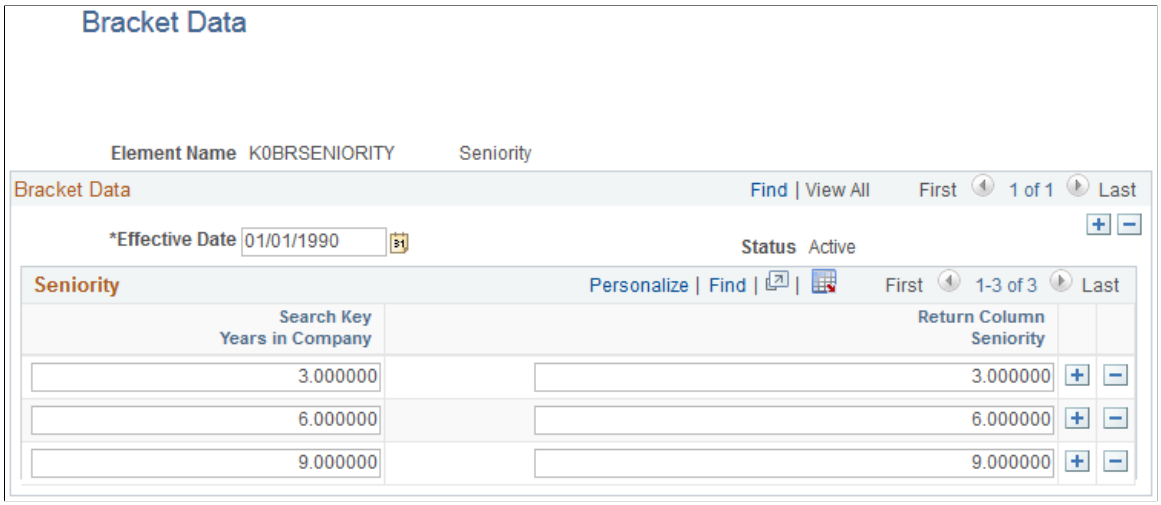
Bracket Data Page

Use the Bracket Data page (GP_BRACKET_DATA) to update search key values and return column values for existing bracket elements.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Bracket Data

This example illustrates the fields and controls on the Bracket Data page.



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This page provides administrators with an easy way to update the search key values and return values for an existing bracket. You define the original search keys, return columns, and lookup values for brackets using the Search Keys/Return Columns Page and Brackets - Data Page.

Defining Rate Code Elements

To define rate code elements, use the Rate Codes (GP_RATE_CODE) component.

Pages Used to Define Rate Code Elements

Page Name	*Definition Name*	*Usage*
Rate Code Name Page	GP_PIN	Name the element and define its basic parameters.
Rate Codes - Definition Page	GP_RATE_CODE	Create a rate code element and map it to a rate code defined in HR. You can also use the page to view rate code elements and change the mapping.

Understanding Rate Code Mapping

You can use rate code elements to retrieve multiple components of pay that have been defined in HR—including base pay and non base-pay components.

To have the system retrieve the rate codes set up in HR, matching rate code elements must be defined in Global Payroll and mapped to the corresponding HR rate codes. A HR rate code can be associated with only one Global Payroll rate code element.

Note: Global Payroll cannot map to rate matrices. Global Payroll can only map to simple rate codes.

Rate code elements can be defined and mapped to HR rate codes in two ways:

1. If you install Global Payroll after creating rate codes in HR, use the Rate Codes - Definition page to create rate code elements and map them to the corresponding rate codes in HR.

   Mapping an element to a HR rate code makes the element take on the values of the HR rate code.

2. If Global Payroll is installed when you create rate codes in HR, the creation of the rate code element is dependant on if a row exists on the User Rules Profile page for the rate code creators user ID.

   a. If there is an entry on the User Rules Profile page for the User ID of the person who is creating the Rate Code in HR a matching rate code element is created automatically in Absence Management. This rate code will have the same Used By and Country values on the Rate Code Name page that are defined for the User ID of the person creating the rate code. If a different one is desired, a user will a user ID of All Countries will have to modify the rate code with the applicable change to the Used By and Country fields.

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b. If there is no entry on the User Rules Profile page for the User ID of the person creating the Rate Code in HR, the system does not create a rate code in Global Payroll. It handles it just as in the same manner as described in #1 above. A user with the appropriate User ID set up on the User Rules Profile page will have to go into the Rate Code element in Global Payroll to create the rate code element.

See Restricting User Access.

You can display the rate code elements through the Rate Codes - Definition page in Global Payroll. You can also use the page to map the element to a different rate code.

This table lists the values that appear on the Rate Codes - Definition page:

Field	***Value***
Name	Same as HR Rate Code Name
Element Type	Rate Code (RC)
Description	HR Rate Code description
Field Format	Decimal
Use Defn As Of	Calendar Period End Date
Always Recalculate	Off (No)
Owner	Customer Maintained
Class	Not Classified
Used By	Same as the Used By value defined on the User Rules Profile page for the person creating the Rate Code in HR.
Country	Same as the Country value defined on the User Rules Profile page for the person creating the Rate Code in HR.
Industry/Region	Blank
Category	Blank
Override Levels	All options set to Off (No)
Store	On (Yes)

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Field	*Value*
Store if Zero	On (Yes)
Customer Fields	Blank
Comments	Blank

Understanding the Use of Rate Code Elements in Earning Definitions

Rate code elements return the values of rate codes defined in HR. To use a rate code to calculate a payee's earnings, use the rate code in the earning element definition—either directly, as part of the earning calculation rule, or within a formula or other element used by the earning calculation rule.

Example

A certain payee's monthly pay has three components—a base amount, merit amount, and ten percent bonus that is based on the monthly total of base pay plus merit pay—and the following rate codes are defined in HR:

BASE = 1000 (monthly earning)

MERIT = 100 (monthly merit)

BONUS = 10 percent (monthly bonus)

For Global Payroll to retrieve this rate information from HR and use it in calculations, corresponding rate code elements must be defined in Global Payroll and mapped to the HR rate codes. This table shows the mapping:

HR Rate Code	*Corresponding Global Payroll Rate Code Element*
BASE	BASE
MERIT	MERIT
BONUS	BONUS

In Global Payroll, you've also defined an accumulator (SALARY TOTAL) to keep track of the total of base pay plus merit pay for each calculation (to facilitate monthly bonus calculations), and you want to use the rate code data defined in HR to calculate a payee's monthly pay. In this case, you need to create three earning elements in Global Payroll:

- E1: Represents base pay.

  Give E1 a calculation rule of *Amount* and select the rate code element, BASE, as the element to retrieve the base amount.

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- E2: Represents merit pay.

  Give E2 a calculation rule of *Amount* and select the rate code element, MERIT, as the element to retrieve the merit amount.

- E3: Represents the bonus.

  Give E3 a calculation rule of *Base * Percent* and select the accumulator element, SALARY TOTAL, as the base component and the rate code element, BONUS, as the Percent component.

Note: To have Global Payroll retrieve rate code information from HR, include the rate code element in the definition of the earning or deduction element.

You typically use rate code elements when defining an earning element on the Earnings Calculation page. This table shows how you might use a rate code element as a component of an earning calculation rule:

Rate Code Type	***Earning Calculation Rule***	***Component Information***
Flat Amount	Amount	Amount = rate code element
Percent	Base * Percent	Base = anything (usually an accumulator) Percent = rate code element
Points	Unit * Rate	Rate = anything (typically a formula that calls an array to retrieve the appropriate point value from the Company table and applies FTE, if applicable) Units = rate code element
Hourly	Unit * Rate	Rate = rate code element Units = anything (typically positive input)
Hourly + Flat Amount	Unit * Rate	Rate = formula; can take flat amount rate code element and add to a calculated hourly amount Units = anything (typically positive input)

Note: PeopleSoft recommends that when using a non base-pay rate code as a component of an earning element, you assign the earning element *by payee* on the Element Group Members page. Then, during processing, the system runs through the non base-pay hierarchy for only those payees who have non base-pay earning for the pay period.

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Warning! The order of resolving rate code elements—including rate code elements in earning elements—is extremely important.

Related Links

Ordering Elements and Sections in a Process List

Understanding Batch Processing of Rate Code Elements

When the system encounters a rate code element during the payroll process, it calls the Rate Code PIN Resolution program, which first determines whether the element, effective on the calendar period end date, represents a base pay rate code or a non base-pay rate code. It then follows the hierarchy for base pay or non base-pay rate code elements, as appropriate, to resolve the rate code.

Criteria for Selecting the Job Row

For both base pay and non base-pay rate code elements, Global Payroll uses the RATE AS OF DATE system element to determine to which maximum effective-dated job row it refers for the rate code. The EmplID, EmplRcd#, and payment keys on the selected job row must match the current payment's corresponding values, or the payment is placed in error.

- If RATE AS OF DATE is unpopulated, the system uses the end date of the current slice or segment to select the job row.
- If RATE AS OF DATE is greater than the calendar period end date, the system uses the calendar period end date to select the job row.
- If RATE AS OF DATE is before the first effective date on job, the rate code resolves to 0 and the payment is put in error.
- In all other cases, RATE AS OF DATE is used.

The FTE factor that applies to some rate codes is retrieved from the maximum effective-dated job row that is less than or equal to the RATE AS OF DATE or slice end date where the payment keys match.

Currency Conversion

When the currency code for a flat amount, hourly, or hourly plus flat amount rate code, as defined in HR, doesn't match the processing currency, Global Payroll performs its standard currency conversion during processing. That is, it uses the payee's effective-dated exchange rate type to perform the conversion.

Note: Currency conversion is not required on percent or point rate codes, because returned values are non monetary.

Frequency Conversion

Global Payroll also performs frequency conversion on any flat amount or hourly plus flat amount rate code, where the corresponding frequency code in HR doesn't match the calendar period frequency. The system annualizes the rate code using the corresponding frequency factor from HR. It then deannualizes for the calendar period frequency (using the applicable frequency factor). Define all earning elements that use rate codes as Use Calendar Period Frequency.

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Note: Frequency conversion is not required on percent or point rate codes, because returned values are non monetary.

Resolving Multiple Instances of the Same Rate Code Element

If the PS_COMPENSATION record contains multiple instances for the same rate code (base pay or non base-pay), the system evaluates each instance separately, sums the instances, and returns one value to the rate code element. Global Payroll references two system elements, RATE CODE GROUP and FTE INDICATOR, and applies the following rules:

- If the Rate Code Group differs between the instances, the system element RATE CODE GROUP is resolved according to the last instance and an error message is generated.
- If the FTE indicator differs between instances, the system resolves the system element named FTE INDICATOR according to the last instance and issues a warning message. The payee is not put into an error status. (Global Payroll uses the FTE INDICATOR only for rate codes types of flat amount and hourly plus flat amount.)

For example, if a flat amount rate code has one instance in which FTE applies, Global Payroll uses the FTE_COMPRATE for this instance. If a second instance indicates that FTE doesn't apply, the system uses the COMPRATE field value for the second instance and sums the two instances.

Hierarchy for Resolving Base Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a HR base pay rate code, it finds the appropriate rows on the PS_COMPENSATION record, where the element matches the rate code. It then identifies the value to be returned, based on the rate code type, as shown in this table:

Rate Code Type	***Fields Evaluated on PS_ COMPENSATION***	***Value Returned for Rate Code***
Percent	**COMP_PCT**	Percent
Points	**COMP_RATE_POINTS**	Points
Flat Amount	**COMPRATE** and **FTE_INDICATOR**	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	**COMPRATE**	Hourly rate

Hierarchy for Resolving Non Base-Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a HR non base-pay rate code, it derives the rate from the following hierarchy, stopping when it finds the rate:

- Compensation table (PS_COMPENSATION).

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- Job Code table (PS_JOBCD_COMP_RATE).

  The system looks for the row where the **SetID** and **Job** code fields match the SETID_JOBCODE and JOBCODE system elements.

- HR Comp Rate table (PS_COMP_RATECD_TBL).

The system identifies the value to be returned, based on the rate code type and FTE_INDICATOR, as shown in this table:

Rate Code Type	*Fields Evaluated on PS_ COMPENSATION*	*Value Returned for Rate Code*
Percent	**COMP_PCT**	Percent
Points	**COMP_RATE_POINTS**	Points
Flat Amount, or Hourly + Flat Amount	**COMP_RATE** **FTE_INDICATOR**	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	**COMPRATE**	Hourly rate

Common Elements Used in Defining Rate Code Elements

Field or Control	*Description*
Base pay components	Components that contribute to a payee's base pay are called base pay components. All base pay components are stored in the PS_COMPENSATION record in HR, but they can be overridden through the Payee Element Assignment page or Positive Input page in Global Payroll. (Hourly plus flat amount is not valid for base pay components.)
Multiple components of pay	This functionality enables your organization to compensate a payee at more than one *rate* of pay, such as regular pay and merit pay. Components can represent a flat amount, hourly rate, hourly rate plus flat amount, percentage of the worker's compensation package, or salary points.
Non-base-pay components	Components that do not contribute to base pay are called non base-pay components and may or may not be stored in the PS_ COMPENSATION record. When you run the payroll process, the system follows a hierarchy to determine the applicable rate.

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Rate Code Name Page

Use the Rate Code Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Rate Codes** > **Rate Code Name**

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

Defining Element Names

Rate Codes - Definition Page

Use the Rate Codes - Definition page (GP_RATE_CODE) to create a rate code element and map it to a rate code defined in HR.

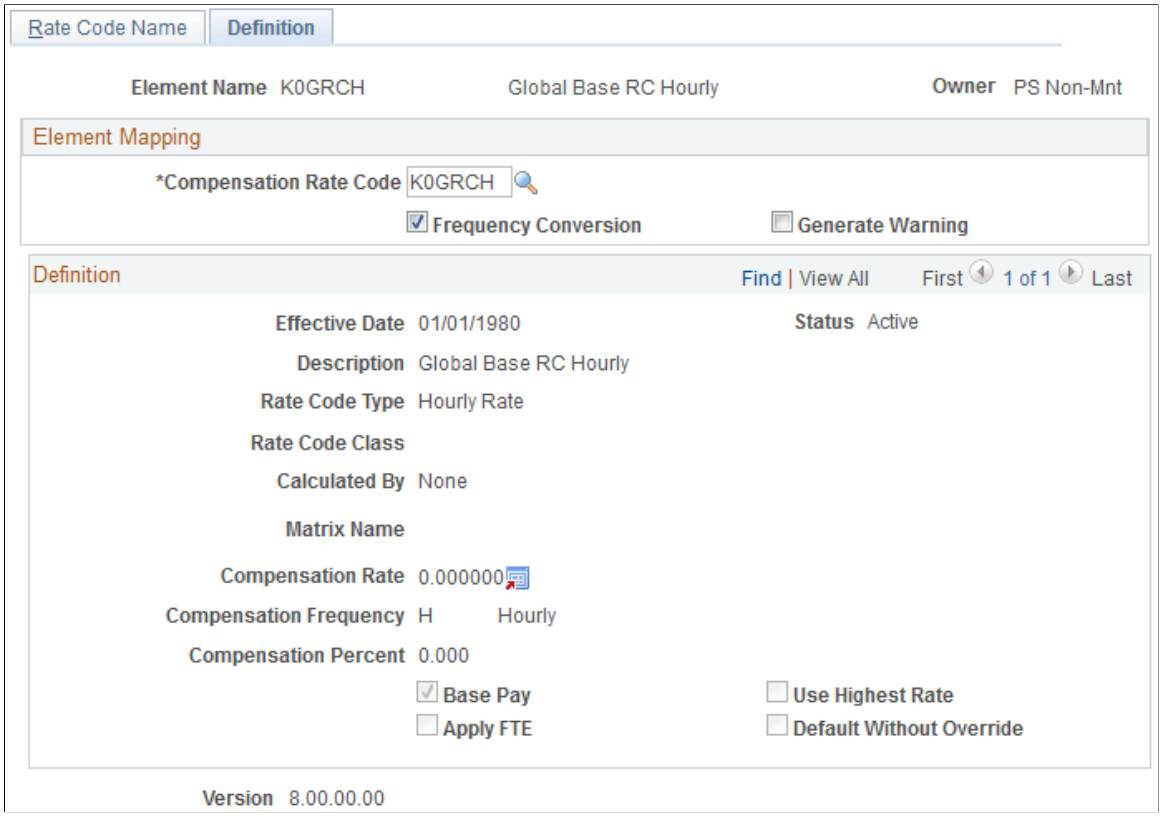
You can also use the page to view rate code elements and change the mapping.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Rate Codes** > **Definition**

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This example illustrates the fields and controls on the Rate Codes - Definition page.



Field or Control	*Description*
Compensation Rate Code	Enter the HR rate code to which you want to map this element. When you select the rate code, the lower half of the page displays information that is defined for the rate code in HR. You cannot change this information in Global Payroll.
Frequency Conversion	This check box is selected by default to indicate that the system is to perform frequency conversion (annualization and deannualization) on the value returned by the rate code. Deselect this check box if you want the system to return the value from the rate code definition without performing frequency conversion.
Generate Warning	This check box applies only to rate codes that represent a base pay component. It is selected automatically to indicate that the system generates a warning message during batch processing if it does not find the rate code on the payee's compensation record. Deselect the check box if you do not want the system to generate a warning message in these situations.

Related Links

Understanding Data Retrieval from HR

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Defining Fictitious Calculation Elements

To define fictitious calculation elements, use the Fictitious Calculations (GP_FICT_CALC) component.

Pages Used to Define Fictitious Calculation Elements

Page Name	*Definition Name*	*Usage*
Fictitious Calculation Name Page	GP_PIN	Name the element and define its basic parameters.
Fictitious Calculations - Processing Page	GP_FICT_CALC1	Define the previous period rule for a fictitious calculation that is used to determine the periods for which the fictitious calculation is performed. You can request that the original process be used or select a different process.
Input Mapping Page	GP_FICT_CALC2	Specify elements from the current period for overriding the original values for the selected elements in each of the fictitious periods.
Segment Mapping Page	GP_FICT_CALC3	Select the accumulators that are to be forwarded to the next segment.
Output Mapping Page	GP_FICT_CALC4	Specify elements from the fictitious calculation (summed or averaged) to be passed back to the current period and stored in the current period's elements.

Understanding Fictitious Calculation Elements

You can use fictitious calculation rules to perform temporary calculations, which enable the system to calculate something and return a value without having to store it.

A fictitious calculation is a sub calculation that is run during a normal calculation to determine a net that would be computed if certain parameters were used. This result is used for further processing in the normal calculation. A fictitious calculation always starts from inside a normal calculation and is run for one payee and for a specified set of periods.

The intermediate results of a fictitious calculation are not needed and are ignored, except for the small subset of results brought forward to the normal calculation.

Note: A fictitious calculation is not a retroactive process because there are no changes to the results of the previous period. No new versions, deltas, or adjustments are created. No results are stored. Also, certain values from the current period are passed to the previous period calculation to override values used in the original calculation.

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Understanding Batch Processing of Fictitious Calculation Elements

During the calculation phase of batch processing, the system uses a payment loop to calculate payments. When the payment loop process detects that a fictitious calculation is needed, it passes control to a fictitious calculation application, which performs the following steps:

1. Reads the fictitious calculation definitions.
2. Formats the input and output mapping arrays.
3. Calls the PIN manager to resolve the previous period rule.
4. Sets the fictitious calculation switch in SERVC copybook.
5. Calls the GPPSERVC program, passing SERVC.
6. Performs the required averaging and summing operations.
7. Returns values to the PIN manager.

At this point, control is passed back to the service application. This application recognizes when a fictitious calculation is taking place, thereby running some processes and bypassing others, such as retroactive, payee selection, and the writing of output tables.

Intermediate results are not stored, except for debugging purposes, when a distinct set of fictitious results is written to the audit table.

The system processes calendars and segments in the order in which they were initially run.

Fictitious Calculation Name Page

Use the Fictitious Calculation Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Fictitious Calculations** > **Fictitious Calculation Name**

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

Defining Element Names

Fictitious Calculations - Processing Page

Use the Fictitious Calculations - Processing page (GP_FICT_CALC1) to define the previous period rule for a fictitious calculation that is used to determine the periods for which the fictitious calculation is performed.

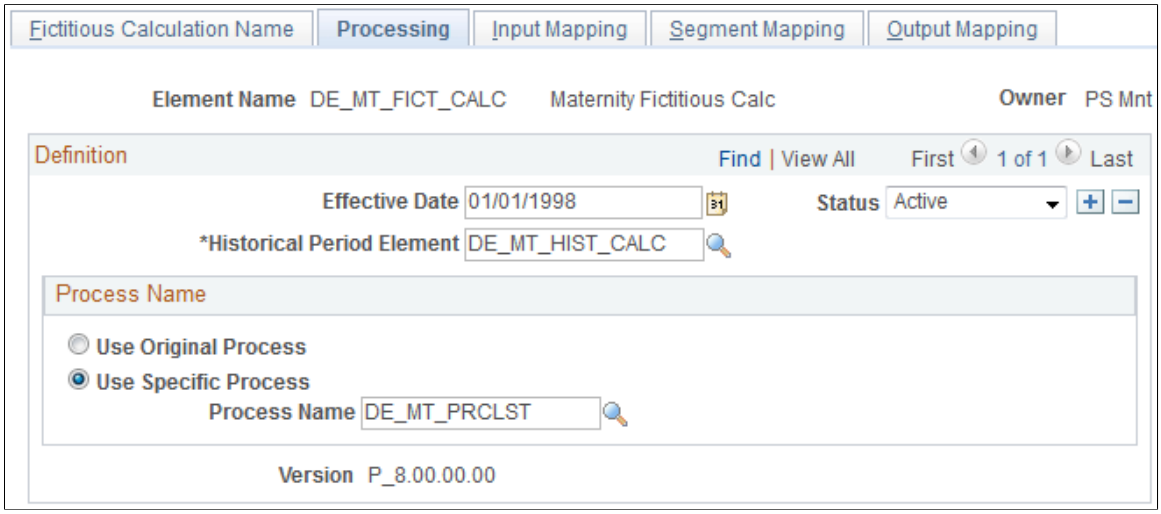
You can request that the original process be used or select a different process.

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Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Fictitious Calculations** > **Processing**

This example illustrates the fields and controls on the Fictitious Calculations - Processing page.



Field or Control	*Description*
Historical Period Element	Select the element that determines which periods you want to recalculate during the fictitious calculation. The available elements are historical rules specifically created for fictitious calculation.
Use Original Process	Select to make the fictitious calculation use the original process. The process won't run the fictitious calculation a second time.
Use Specific Process	Select to make the fictitious calculation use a process other than the original process. Select the process that the system should use during this fictitious calculation in the **Process Name** field. **Note:** During the fictitious calculation, system element values at the payee level and system-computed elements take on previous period values.

Input Mapping Page

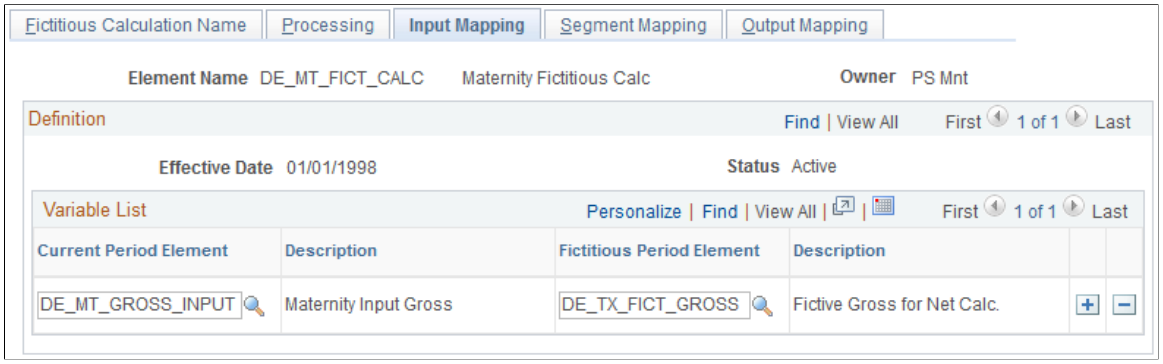
Use the Input Mapping page (GP_FICT_CALC2) to specify elements from the current period for overriding the original values for the selected elements in each of the fictitious periods.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Fictitious Calculations** > **Input Mapping**

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This example illustrates the fields and controls on the Input Mapping page.



Field or Control	*Description*
Current Period Element	Enter an element whose value is to be passed to the previous period.
Fictitious Period Element	Enter a previous period element whose value is to be overridden in the previous period.

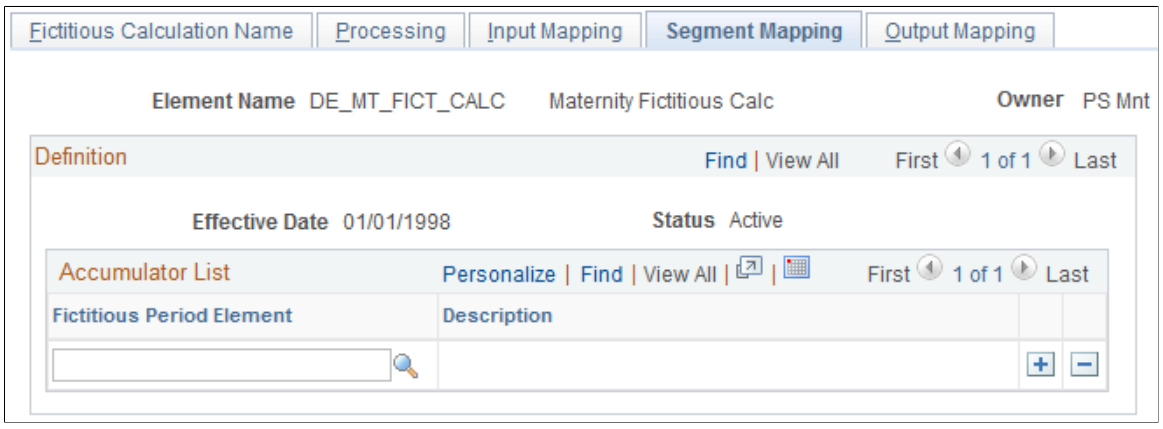
Segment Mapping Page

Use the Segment Mapping page (GP_FICT_CALC3) to select the accumulators that are to be forwarded to the next segment.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Fictitious Calculations** > **Segment Mapping**

This example illustrates the fields and controls on the Segment Mapping page.



Field or Control	*Description*
Fictitious Period Element	Enter an element whose value is to be forwarded to the next segment.

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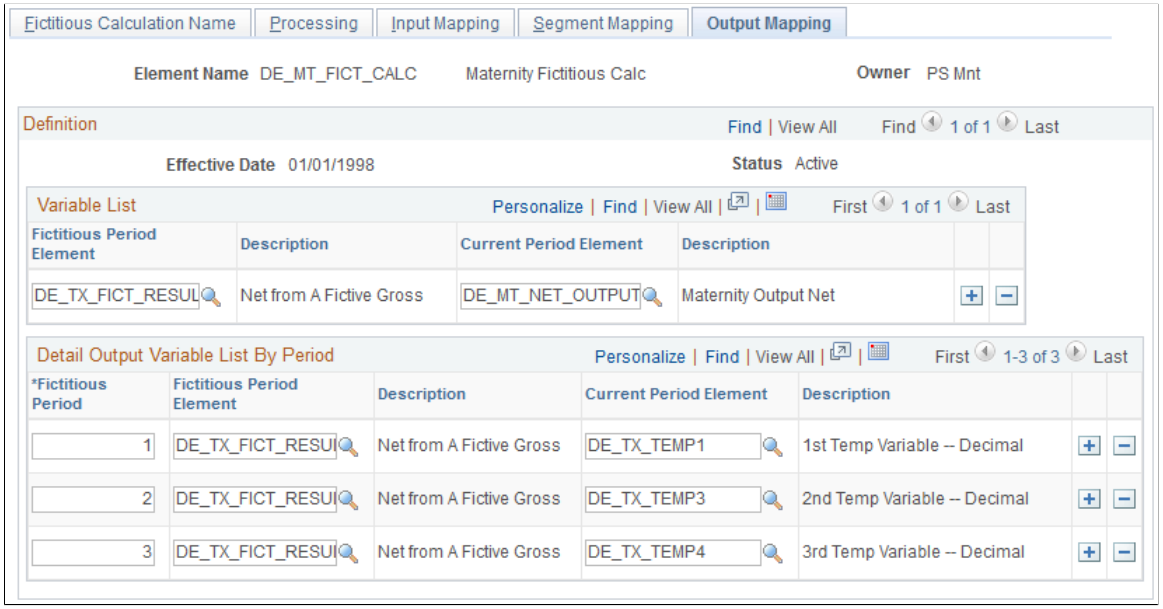
Output Mapping Page

Use the Output Mapping page (GP_FICT_CALC4) to specify elements from the fictitious calculation (summed or averaged) to be passed back to the current period and stored in the current period's elements.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Fictitious Calculations > Output Mapping

This example illustrates the fields and controls on the Output Mapping page.



Field or Control	*Description*
Fictitious Period Element	Enter an element whose sum or average (based on the calculation type of the previous period rule) value is to be passed to the current period.
Current Period Element	Enter an element to store the result of a calculation in a previous period.
Fictitious Period	Enter a number to designate the order in which the system shall process the fictitious periods. The lowest number is processed first, and so on.
Fictitious Period Element	Enter an element whose value is to be passed to the current period.
Current Period Element	Enter an element to store the result of the calculation in the previous period.

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Moving Data by Using Fictitious Calculations

This table lists moving data from the current period to the fictitious one and vice versa.

FROM Element	*Multiple Instances*	*Value Status*	*TO Element*	*Original Multiple Instances*	*Override Status*
Primary Element	No	Period	Primary Element	Yes, sliced positive input	One instance for Period
Primary Element	Yes	Summed	Primary Element	Yes, sliced positive input	One instance for Period
Primary Element	No	Period	Supporting Element	Yes	One instance for Period
Primary Element	Yes	Summed	Supporting Element	Yes	One instance for Period
Primary Element	No	Period	Accumulator	Yes, sliced	One instance for Period
Primary Element	Yes	Summed	Accumulator	Yes, sliced	One instance for Period
Support- ing Element	Yes	Period or Summed	Supporting Element	Yes	One instance for Period
Support- ing Element	Yes	Period or Summed	Primary Element	Yes, sliced positive input	One instance for Period
Support- ing Element	Yes	Period or Summed	Accumulator	Yes, sliced	One instance for Period
Accum- ulator	Yes, sliced	Summed	Accumulator	Yes, sliced	One instance for Period
Accum- ulator	Yes, user keys	Period or Summed For the Current User Key Value	Accumulator	Yes, user keys	Only the one for the current user key value is over-ridden. The current user key is added to PINV.

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FROM Element	*Multiple Instances*	*Value Status*	*TO Element*	*Original Multiple Instances*	*Override Status*
Accum- ulator	Yes, sliced	Summed	Supporting Element	Yes, sliced	One instance for Period
Accum- ulator	Yes, sliced	Summed	Primary Element	Yes, sliced	One instance for Period
Accum- ulator	Yes, user keys	Period or Summed For the Current User Key Value	Supporting Element	Yes	One instance for Period
Accum- ulator	Yes, user keys	Period or Summed For the Current User Key Value	Primary Element	Yes, sliced positive input	One instance for Period

Defining Historical Rule Elements

To define historical rule elements, use the Historical Rules (GP_HIST_RULE) component.

Pages Used to Define Historical Rule Elements

Page Name	*Definition Name*	*Usage*
Historical Calculation Name Page	GP_PIN	Name the element and define its basic parameters.
Historical Rules - Processing Period Page	GP_HIST_RULE1	Define the details of the processing period for the historical rule. Depending on what you select as the rule type, some fields may not be available for entry.
Parameters and Mapping Page	GP_HIST_RULE2	Define the formula for a historical rule.

Understanding Historical Rule Elements

You can use historical rule elements to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

A historical rule can be associated with an earning or deduction element on the Formula Definition page. It can also be associated with any element that's stored in the Earnings/Deductions results table,

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Accumulators results table, or Other Elements results table. A historical rule can be used by fictitious calculation elements to find periods to recalculate.

Historical rule elements, retroactive calculations, and fictitious calculation elements differ in the following ways:

- A historical rule element enables you to set up rules that retrieve data from prior periods.
- A retroactive calculation enables you to recalculate a prior period, and the results of that calculation are kept.
- A fictitious calculation element enables you to recalculate a prior period, but the results are not kept and only the final amount is passed to the current period.

To define a historical rule:

1. Define the naming information for the historical rule on the Historical Rules Name page.
2. Define the rule type and the periods to be processed on the Processing Period page.
3. Define the formula for a historical rule on the Parameters and Mapping page.

Understanding Batch Processing of Historical Rule Elements

You can attach a historical rule to an earning or deduction element on the Formula Definition page or to any element that's stored in the Global Payroll Earnings/Deductions results table (GP_RSLT_ERN_DED), Global Payroll Accumulators results table (GP_RSLT_ACUM), or Global Payroll Other Elements results table (GP_RSLT_PIN). In addition, a historical rule can be used by fictitious calculation elements to find periods to recalculate.

Warning! The historical rule element reads the maximum version and the maximum revision in the payroll results. So, when an element is recalculated retroactively using forwarding retro, the delta is both included in the recalculated element and then forwarded to the current period. It is then included twice in the results read by the historical rule.
To bypass this issue you can select to Use Corrective Retroactive Behavior for segment accumulators on the Accumulator – Level page.

A historical rule resolves to one if it's successful and to zero if it's not successful. This works the same way as an array element. A historical rule can then be used in a formula such as:

IF HIST_RULE_TEST =1, THEN

Use variable elements populated by historical rule

ELSE

Generate an error

END-IF

A historical rule is set to one when either the end-of-process formula resolves without errors, or if that formula is not used in the processes, the stop-process-if-true variable is set to TRUE.

In all other situations, a historical rule is set to zero and SQL returns no data.

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How the System Processes Historical Rule Elements

Here's how the system processes historical rules:

1. The system dynamically creates SQL to load elements requested from the Global Payroll result tables.

   It can get data from multiple result tables at one time by using a SQL UNION, meaning direct access to the database each time the historical rule is called. A SELECT and a series of FETCHES are performed each time. The use of this element type affects performance.

2. The system maps columns to variables.

   The variables are available for use in a formula.

3. The first fetch establishes the keys for the first retrieved segment.

   The program continues fetching records until there is a break in the segment keys. It then populates the input and output interface copybook (PINL) with the values for the retrieved elements or with the null values for the elements in the element mapping that were not found. Then the program requests the resolution of Formula to Execute By Segment.

4. The system performs formula resolution per segment.

5. The system resolves an end of process formula for additional calculations such as averaging.

This table lists how calendars and segments are processed in the reverse order in which they were initially run:

Original Processing Sequence	***Processing Sequence for Historical Rules***
January absence calendar	February payroll calendar
January payroll calendar (segment 1, segment 2)	February absence calendar
February absence calendar	January payroll calendar (segment 2, segment 1)
February payroll calendar	January absence calendar

Formulas Used to Calculate the Preceding Values

Formulas to run by period (CUM_COMP):

- CUM_PERIOD_SAL + CUR_SAL = CUM_PERIOD_SAL, where you calculate the earning value.
- CUM_NUM_PERIODS + 1 = CUM_NUM_PERIODS, where you calculate the period of time.

Formula to calculate at the end (AVG_COMP):

CUM_PERIOD_SAL/CUM_NUM_PERIODS = AVG_COMP, where you calculate the earning value divided by the period of time.

Related Links

Defining Proration Rules

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Historical Calculation Name Page

Use the Historical Calculation Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Historical Rules > Historical Calculation Name

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Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

Defining Element Names

Historical Rules - Processing Period Page

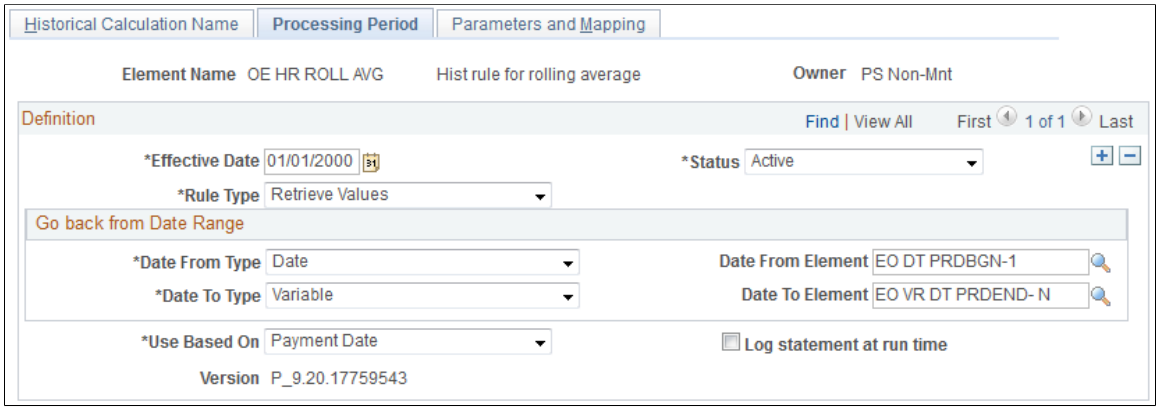
Use the Historical Rules - Processing Period page (GP_HIST_RULE1) to define the details of the processing period for the historical rule.

Depending on what you select as the rule type, some fields may not be available for entry.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Historical Rules > Processing Period

This example illustrates the fields and controls on the Historical Rules - Processing Period page.



Note: On the Processing Period page, you create the periods from the *date from* to the *date to* date. You then map the selected result data to the processing periods. If no data exists for an element in a period, it is set to spaces for character and date elements and to zeros for numeric and monetary elements.

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Field or Control	*Description*
Rule Type	Select the type of historical rule from these options: *Use in Fictitious Calculation:* Select when you want to use a historical rule element in a fictitious calculation element to determine which pay periods to recalculate. *Retrieve Values:* Select when you want to use a historical rule element in a formula to retrieve previously calculated values.
Go back from Date Range	Define the date from, date to type, date from element, and date to element to establish the rule's date range. If you select a *Retrieve Values* rule type, this field appears as **Go Back From Date Range.** If you select a *Use in Fictitious Calculation* rule type, this field appears as **Go Forward From Date Range.** Select from the following values in the **Date From Type** and **Date To Type** fields: *Bracket* *Cal Date* (calendar date): Enter a date instead of an element that resolves to a date. In the next field, specify the date to start going back from (for historical rules) or to start going forward from (for fictitious rules). *Date* *Formula* *SystemElem* (system element) *Variable*
Use Based On	Select a date that tells the system which data values from the GP_RSLT tables are processed by a historical rule. Select from these values: *Period End Date, Period Begin Date* or *Payment Date.*
Log statement at run time	Select this check box to see the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the **Redirect Output** option in PeopleTools Configuration Manager.

Example

You want to determine three months of salary (element SALARY) for the period between March 28 and June 27. This table lists the GP_RSLT table values:

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Period Payment Date	*Result*	*Period Begin*	*Period End Date*	*Payment Date*
January 2003	100	January 1, 2003	January 31, 2003	February 2, 2003
February 2003	100	February 1, 2003	February 28, 2003	March 2, 2003
March 2003	100	March 1, 2003	March 31, 2003	April 2, 2003
April 2003	100	April 1, 2003	April 30, 2003	May 2, 2003
May 2003	100	May 1, 2003	May 31, 2003	June 2, 2003
June 2003	100	June 1, 2003	June 30, 2003	July 2, 2003
July 2003	100	July 1, 2003	July 31, 2003	August 2, 2003

If you select *Period Begin Date,* the historical rule processes only June, May, and April. It does not process July, because July 1, 2003 (the period begin date) is later than the date from date of the historical period (June 27, 2003). It also does not process March, because March 1, 2003 (the period begin date) is before the date to date of the historical period (March 28, 2003).

Note: Historical rules start from the date from date and look at periods and segments in the reverse order in which they were originally processed and go back to the date to date.

If you select *Period End Date,* the rule processes May, April, and March. It does not process June, because June 30, 2003 (the period end date) is later than the date from date of the historical period (June 27, 2003). It also does not process February, because February 28, 2003 (the period end date) is before the date to date of the historical period (March 28, 2003).

If you select *Payment Date,* the rule processes May, April, and March. It does not process June, because July 2, 2003 (the payment date) is later than the date from date of the historical period (June 27, 2003). It also does not process February, because March 2, 2003 (the payment date) is before the date to date of the historical period (March 28, 2003).

See *PeopleTools: Data Management*.

Related Links

Understanding Segmentation Setup

Parameters and Mapping Page

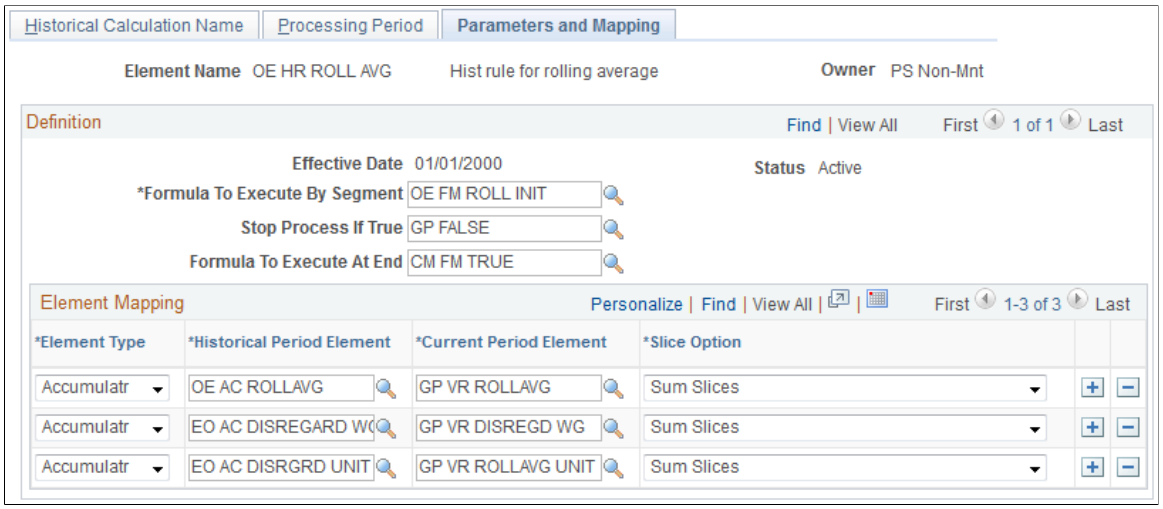
Use the Parameters and Mapping page (GP_HIST_RULE2) to define the formula for a historical rule.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Historical Rules > Parameters and Mapping

This example illustrates the fields and controls on the Parameters and Mapping page.



Note: Depending on whether you specified a historical or fictitious rule type on the Processing Period page, different fields appear on this page.

When you run a payroll, the system resolves the **Formula to Execute by Segment** field per historical period until the **Stop Process If True** variable is not equal to zero or the last historical period is processed. The system then resolves the formula specified in the **Formula To Execute at End** field.

Field or Control	*Description*
Formula to Execute By Segment	Enter the formula to be resolved for each segment or period.
Stop Process If True	Enter a variable. The process keeps looping through periods, resolving the formula for each period, until this variable doesn't equal zero, the date to date is reached, or no more data is found.
Formula To Execute At End	Select the formula to resolve when period processing is completed.
Use Period If True	This field appears for *Use in Fictitious Calculation* rule types only. Enter a variable. After each call to the **Formula to Execute By Segment** field, this variable is checked for zero or one. If it's set to one, the fictitious calculation process uses the period for which the formula was called.

Element Mapping

The grid in the **Element Mapping** group box lists the elements for retrieval from the Global Payroll result tables for a historical rule.

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Field or Control	*Description*
Element Type	Select the type of element—such as the earning, deduction, or variable—to retrieve.
Historical Period Element	Enter the element that you want to retrieve.
Current Period Element	Enter the variable in which the retrieved value is to be stored. This variable becomes available for use in the **Formula to Execute By Segment** field.
Slice Option	Specify how the system resolves multiple instances of an element in the historical period. Values are: • *Sum Slices:* The system sums all slices. • *Use Last Slice:* The system uses the value of only the last slice. • *Sum Slices - Current Empl Rcd:* The system sums all slices, but only for rows of data where the EMPL_RCD equals the current EMPL_RCD. • *Use Last Slice - Cur. Empl Rcd:* The system uses the value of only the last slice, but only for rows of data where the EMPL_RCD equals the current EMPL_RCD.

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Chapter 7

Defining Calculation Elements

Understanding Calculation Elements

Supporting elements are the building blocks of your system. Calculation elements, a subset of supporting elements, assist in the calculation process and are used to further refine the more complex elements.

This topic discusses:

- Calculation element names
- Element pointers

Calculation Element Names

You must name every element and define its basic parameters on an Element Name page. All element page components share the same first Element Name page (GP_PIN).

Related Links

Defining Element Names

Element Pointers

An element pointer is an element that points to another element by its system identifying number (PIN).

Once you define an element, its value may change. This presents a dilemma when you try to use elements to calculate other elements. The problem is especially evident when you are creating formulas. Element pointers help you alleviate this problem.

Advantages of Element Pointers

The following are advantages of using element pointers:

- You can use them in formulas to make formulas generic and reusable.
- Different earning, deduction, and absence calculations can use the same formula.
- When you define a formula, the values for the various elements that constitute the formula will likely change. Rather than referring to the element's value, you can refer to its system identifying number—its *element number.*
- Because you point to its element number—which remains constant—a formula using the element can remain useful over time because the element values will be valid.

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Element Pointer Example

You have written a formula to calculate garnishments. But different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its identifying element number, then you won't have to rewrite the formula every time the number and types of garnishments change for different payees. The formula will adapt its calculations because it is retrieving current values for the elements referenced by the element pointer.

Elements that can Use Element Pointers

Pointers can reference almost all elements that use the Definition page.

Use the following major elements to retrieve, store, and assign element pointers:

- Variables
- Brackets

  When using brackets, element pointers can store values that are returned by the lookup. Select a pointer for storing bracket values on the Search Keys/Return Column page.

- Formulas
- Arrays

  Use a pointer to tell the system that a column to be retrieved contains a PIN number. Use the Fields Retrieved page to enter instructions for retrieving columns for an array

Related Links

Understanding Element Pointers in Formulas

Defining Duration Elements

To define duration elements, use the Durations (GP_DURATION) component.

Pages Used to Define Duration Elements

Page Name	*Definition Name*	*Usage*
Duration Name Page	GP_PIN	Name the element and define its basic parameters.
Duration - Definition Page	GP_DURATION	Define the number of days, months, or years between two dates.
Set Daily HR Status Criteria Page	GP_DUR_STAT_SEC	Specify time periods for duration calculation, excluding or including them according to HR status codes.

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Understanding Duration Elements

A duration element calculates the time between two dates, by subtracting one date from another. For example, age at Pay Period End Date is calculated as Pay Period End Date minus Birth Date. The resulting value is a duration.

Duration elements always resolve to a number. You can define durations in years, months, or days. If you define duration in days, you can include or exclude certain periods of time based on PeopleSoft HR status codes. You can also include or exclude absence days that have been entered in Global Payroll.

Including or Excluding Absences

The typical use for the include or exclude absences feature is to exclude absence days from a duration. For example, you are calculating a service duration, but you do not want to include sick days. The daily absence formula will be resolved for each day absent between the begin and end dates of the duration. This formula returns a one for each paid sick day; for all others it returns a zero. The duration program will sum up each day's value. If the payee had 15 sick days within this time period and the **Include Absence Days** check box is deselected, then 15 will be subtracted from the total number of calendar days in the period.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU, to retrieve an absence end date for a particular absence.

Example 1: Rounding

On the Duration - Definition page, you can define whether the duration is a decimal and how to round the duration. This topic provides an example of how rounding works for decimal durations.

The result (before rounding) is 2 years, 5 months, and 20 days and you want the result in months, without rounding. The result is:

(2 Years * 12) + 5 Months = 29 Months + 20/30 = 29.666667

If the **Return Duration With Decimals** check box is deselected, the value is 29.

If you select the **Return Duration With Decimals** check box and **Add 1 Month if Days,** with a value of 15, the result is:

(2 Years * 12) + 5 Months + 1 Month (because days are > 15) = 30

The small difference in the results can be significant when the duration resolution is used throughout the system.

Example 2: Rounding

In this example, assume that:

The Duration From date is January 1, 1999 and the Duration To date is January 31, 2001.

This table illustrates how various options, used together, affect the value returned by a duration element (the system's standard field size is 12.6, so all values are shown to the full six decimal places):

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Return Duration In	*Rounding* *Add 1 Year If Months >=*	*Rounding* *Add 1 Month If Days >=*	*Return Duration With Decimals*	*Value*
Years	No	No	Yes	2.083333
Years	No	No	No	2.000000
Years	Yes, 1	No	No	2.000000
Months	No	No	Yes	25.000000
Months	No	Yes, 15	No	25.000000
Days			Yes	Impossible. An online error message appears.
Days	No	No	No Inclusive = No	761.000000
Days	No	No	No Inclusive = Yes	762.000000

Note: The Duration program uses the PeopleTools utility PTPDTWRK to get the difference between two dates. When the GP Duration option is to return the value in Years, PTPDTWRK is called with the AGE option, which gives a result in years, months, and days. For example, when the dates are April 1, 2003 to April 1, 2004 PTPDTWRK returns 1 year, 0 months, and 0 days. When the end date is March 31, 2004, PTPDTWRK returns 0 years, 11 months, and 30 days. You might think that the decimal difference between these two dates would be calculated as 364/365 = .99726, but this is not what is happening. PTPDTWRK can return the value between dates in days, but to convert this into years would require calculating the number of leap years involved .

Including/Excluding HR Status Days

Using the Set Daily HR Status Criteria page you can include or exclude time periods from the duration calculation, based on HR status codes.

If status **Include** or **Exclude** criteria are defined as part of the duration definition:

- The Date From date cannot be earlier than the first effective-dated PS_JOB row.

  If the Date From date is before the first effective-dated PS_JOB row, the duration calculation uses the earliest effective-dated PS_JOB row for this EmplID/Empl_Rcd combination as the default Date From date. The duration calculation doesn't limit the Date From date based on other fields.

- The Date To date cannot be after the Calendar Period End Date.

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If the Date To date is after the Period End Date, the duration calculation uses the Period End Date as the default Date To date.

- Only the maximum effective sequence PS_JOB row is considered, because any non maximum effective sequence PS_JOB rows mean nothing from a status perspective.
- No warnings or errors are issued if the Date From or Date To dates are modified to be the effective date of the first PS_JOB row or the Period End Date in the above situations.

For example, if the first effective date PS_JOB row is January 7, 1995 but the Date From date is January 1, 1995, the system uses January 7, 1995 because the Date From date cannot be less than the first PS_JOB effective date.

Note: Payment keys are ignored in Status Control **Include** or **Exclude** calculations.

Example 1: Including/Excluding HR Status Days

For this example, assume the following:

Date From: January 1, 2000

Date To: January 31, 2000

Unit of measure: Days

Include From and To Date: Selected

Payee Status: Leave effective January 22, 2000

Days Active: 21 Days, Inactive: 10, Result of absence formula: 5

This table shows how the system resolves the duration value, based on various Include/Exclude options:

HR Status	***Absence Formula***	***Duration with Inclusive ON***	***Duration with Inclusive OFF***	***Reason***
Include-Active	Blank	21 days	21 days	Active days only
Include-Inactive	Blank	10 days	9 days	Leave days only
Include-Active	Include	26 days	26 days	Active Days + Formula Days
Include-Inactive	Include	15 days	14 days	Leave Days + Formula Days
Include-Active	Exclude	16 days	16 days	Active Days - Formula Days

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HR Status	*Absence Formula*	*Duration with Inclusive ON*	*Duration with Inclusive OFF*	*Reason*
Include-Inactive	Exclude	5 days	4 days	Leave Days - Formula Days
Blank	Include	5 days	5 days	Formula Days only
Blank	Exclude	26 days	25 days	Total Days - Formula Days
Blank	Blank	31 days	30 days	Total Days
Exclude-Active	Blank	10 days	9 days	Leave Days only
Exclude-Inactive	Blank	21 days	21 days	Active Days only
Exclude-Active	Include	15 days	14 days	Leave Days + Formula Days
Exclude-Inactive	Include	26 days	26 days	Active Days + Formula Days
Exclude-Active	Exclude	5 days	4 days	Leave Days - Formula Days
Exclude-Inactive	Exclude	16 days	16 days	Active Days - Formula Days

Example 2: Including/Excluding HR Status Days

Assume that a duration is set up as follows:

- Date From: June 23, 1999.
- Date To: September 23, 1999.

A sub-period is defined as follows:

- Include if status is *Active.*
- Sub-period > 5 days.

This table lists a payee's PS_JOB rows:

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Status	*Effective Date*
Active	June 23, 1999
Suspended	July 1, 1999
Active	August 1, 1999
Terminated	August 10, 1999

The duration resolves to eight days (first Active) plus nine days (second Active), meaning a value of 17 days. Both Active periods are included because they are both greater than five days.

Note: Payment keys and fields besides **Employee Status** aren't considered during the **Status** inclusion/exclusion calculations.
Only PS_JOB rows that are less than or equal to the period end date are considered. The Date From or Date To dates can be modified to be the effective date of the first PS_JOB row, or the Period End Date, because of the system rule that the Date From date cannot be before the first PS_JOB effective date.

Related Links

PeopleSoft Human Resources Administer Workforce
Daily Data

Understanding Batch Processing of Duration Elements

The duration module resolves a duration element by:

1. Resolving Date From and Date To, if needed.
2. If there are status entries, validating that the first PS_JOB row isn't less than the Date From and that Date To isn't after the period end date.
3. Calculating the duration period (years, months, or days) between Date From and Date To.
4. If there are Human Resource status entries, processing them.
5. Including or excluding absence days, if applicable.
6. Applying rounding.
7. Truncating decimals if Return Duration With Decimals isn't selected.

If you've indicated on the Duration - Definition page that the value should be returned in years and you've selected both the **Add 1 Year if Months >=** and **Add 1 Month if Days >=** options, the system evaluates the **Add 1 Month if Days >=** option and then evaluates and applies the **Add 1 Year if Months >=** option.

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Duration Name Page

Use the Duration Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Durations** > **Duration Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

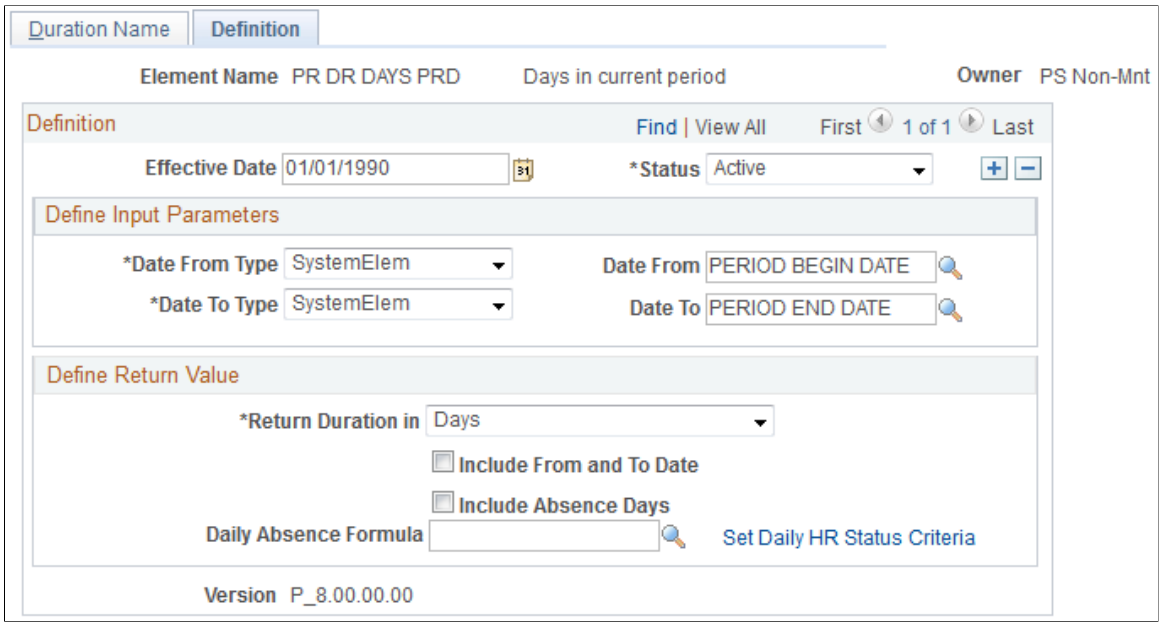
Duration - Definition Page

Use the Duration - Definition page (GP_DURATION) to define the number of days, months, or years between two dates.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Durations** > **Definition**

This example illustrates the fields and controls on the Duration - Definition page.



Field or Control	*Description*
Date From Type and **Date To Type**	Select the type of element that returns the **Date From** and **Date To** days. Valid values are: *Bracket, Cal Date* (calendar date), *Date, Formula, System Elem* (system element), and *Variable.*

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Field or Control	*Description*
Date From and **Date To**	Define the first and last day that the system is to include in the duration calculation. Select the names of the elements that return the dates. If the **Date From** date is the same as or greater than the **Date To** date, the duration element resolves to zero.
Return Duration in	Select the unit of measure for the returned duration value. Valid values are: • *Years* - Select to return the duration in years. This is the default value. • *Months* - Select to return the duration in months. • *Days* - Select to return the duration in days. If you select *Days,* the **Include From and To Date** and **Include Absence Days** check boxes become available. Select the **Include From and To Date** check box to include the from and to dates in the calculation. For example, if the date from and date to are February 1, 2006 and February 5, 2006, and you select **Include From and To Date,** the system counts five days. If you don't select **Include From and To Date,** the system ignores the last day and returns a count of four. It also ignores the last day when it applies any instructions that you enter for including/excluding absences or including/excluding days based on HR status. (The system returns a value of zero when the begin date and end date are the same if you select *Days* but don't select **Include From and To Date.** It returns a value of one if you select **Include From and To Date.)**

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Field or Control	*Description*
Return Duration in Decimals	Select to receive the duration result in decimal form. . If you select **Return Duration in Decimals,** the system converts durations to decimals after applying any rounding rules you may have defined. The system expresses the results as follows, depending on **Return Duration in** value: *Years*: The system returns years and the remaining number of months and days in decimal form. To calculate the decimal amount, the system divides the number of days by 30 and adds the result to the number of months. It then divides the number of months by 12 and adds the result to the number of years. For example, a duration of two years and one month returns a value of 2.08333. *Months*: The system returns the number of months plus any additional days (partial month) in decimal form. Days are divided by 30 for calculation of the decimal value. *Days*: Invalid. **Note:** A month is defined as the period between the first day of one month and the first day of the next month. For example, January 1, 2006 to January 31, 2006 isn't a month—it's 30 days. To make it a month, select **Return Duration in Decimals.** The system returns 30 days, which equals one month. If you don't select **Return Duration in Decimals** and you're counting months, the result is zero.
Round months up from N days	Select and enter the number of days to which the system rounds the month.
Round years up from N months	Select and enter the number of the months to which the system rounds the year.

These fields are used to apply rounding rules to the result of your duration calculation. If you do not select a check box, no rounding occurs.

If you select either of these check boxes, and the months or days value is greater than the value that you enter, the calculation adds one year or one month, respectively.

For example, if **Return Duration in** is *Years,* and you select **Round years up from N months**and enter *6,* the system returns a duration of 3 years and 6 months as a value of 4 years.

Note: The system applies the selected rounding rule before converting durations to decimals. If you select the **Return Duration in Decimals** check box and a rounding option, the system rounds up the months or years, as applicable, leaving no decimal value.

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Field or Control	*Description*
Include From and To Date	Select to include the from and to dates in the calculation.
Include Absence Days	Leave this check box deselected to exclude days. For example, if you leave this check box deselected, you can calculate a duration of time minus sick days. Select the **Include Absence Days** check box to include absence days in the duration calculation. This check box becomes available when the Return Date In value is *Days*. **Note:** The system automatically excludes absences if you do not select **Include Absence Days** and specify a daily absence formula.
Daily Absence Formula	This field becomes available when the Return Date In value is *Days*. To include or exclude the days that a payee is absent, select the formula that returns the number of absent days. To include the days that a payee is absent, you select the **Include Absence Days** check box. To exclude the days that a payee is absent, deselect the **Include Absence Days** check box; now the number of absent days will be subtracted from the total duration count. The formula is resolved for every day of absence daily history between the from and to dates (including those dates), and should return a 1 for each absence day it wants to count. The duration program cumulates the formula for each row of absence daily data (GP_RSLT_ABS, which is the output of the Absence Take process) and totals the results of the formula for all of the rows where the absence dates fall within the From and the To dates. (Keep in mind that the first and last day is considered only if the **Include From and To Date** check box is selected.) Your formula must specify the take elements that you want to count. For example, you can use the absence type in an IF statement to count only sick time. Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU to retrieve an absence end date for a particular absence.
Set Daily HR Status Criteria	This field becomes available when the Return Date In value is *Days*. Click this link to access the Set Daily HR Status Criteria page, where you can include or exclude time periods in the calculation based on HR status codes.

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If you enter instructions to include daily absence data *and* include or exclude days based on status codes, the system performs two separate counts and combines the results. For example, if you include active days (based on HR status) and exclude absence days, the system counts the number of days the payee was active and subtracts the number of days the payee was absent.

Warning! Double counting can occur, depending on the instructions that you enter in the two group boxes. For example, if you include active days *and* days a payee is out sick, the days on which a payee is both active and sick are counted twice.

Set Daily HR Status Criteria Page

Use the Set Daily HR Status Criteria page (GP_DUR_STAT_SEC) to specify time periods for duration calculation, excluding or including them according to HR status codes.

Navigation:

Click the **Set Daily HR Status Criteria** link on the Definition page, which is activated when you select Days.

This example illustrates the fields and controls on the Set Daily HR Status Criteria page.



If the unit of measure on the Durations - Definition page is set to *Days,* you can include or exclude time periods from the duration based on HR status codes. You can also specify minimum and maximum periods to check against.

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Field or Control	*Description*
Listed Status Should Be	Select *Included* or *Excluded* to include or exclude the status combinations that you specify in the **List HR Status** group box. Including or excluding status combinations has the following implications at processing time: *Include* directs the system to include the period with that status combination in the duration. *Exclude* directs the system to exclude the period with that status combination in the duration.

The code combinations that you enter are, as a group, either included or excluded, meaning that when you include specific status codes, those that you omit are automatically excluded. If you exclude certain codes, those that you don't exclude are automatically included.

The time period indicated includes the PS_JOB Effective Date.

Additional Period Definitions

Use the following fields to further define the periods that you want to include or exclude from the duration.

Field or Control	*Description*
If Each Sub-Period	Select to include or exclude sub-periods of a specified length from the duration. A sub-period is a consecutive number of days that a payee's status remains unchanged. Whether you can add sub-periods together depends on whether the sub periods are in the same period. Sub-periods are added together if they individually fulfill the criteria. The system calculates period by period; for each period, it checks the criteria that is defined on this page. If the criteria are met, the system considers the period for inclusion or exclusion. If the criteria are not met, the system ignores the period.
Operand	Select from < <=, >, and >= to determine whether the time period is included in or excluded from the duration calculation. The operand is used with the **Value** and **Period** fields.
Value	The number of years, months, or days to include or exclude from the duration. This value is used with the operand to determine whether the length of time in the selected status is included in or excluded from the calculation.
Period	The period of time defined in the previous field: *Days, Months,* or *Years.*

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Defining Variable Elements

To define variable elements, use the Variables (GP_VARIABLE) and Variables by Category (GP_VARIABLE_BY_CAT) components.

Pages Used to Define Variable Elements

Page Name	*Definition Name*	*Usage*
Variable Name Page	GP_PIN	Name the element and define its basic parameters.
Variables - Definition Page	GP_VARIABLE	Define the value of a variable according to the format specified on the Variable Name page.
Variables By Category Page	GP_VARIABLE_BY_CAT	View or update the values of one or more variables within the same category. (Variables are assigned to categories on the Variable Name page.) Up to three Values tabs can appear on this page: • The Numeric Values tab displays variables defined with decimal values or monetary values (along with the currency code). • The Character Values tab displays variables defined with character values. • The Date Values tab displays variables defined with date values. You can't create or delete variables using this page.

Understanding Variable Elements

Variables are a means of storing a value and using it later. In situations requiring you to input a value —whether in a formula, in a calculation component, or elsewhere—the system enables you to identify the input as a variable and use the same value repeatedly. Using variables, you can define this value and invoke it anywhere in your formulas and calculations.

Example

On January 1, the batch process resolves three formulas and two earnings using a monetary factor of 20 in their calculations. This factor changes to 25 on April 1. If you assign this factor a format type of *numeric,* you have to make five effective-dated changes, but if you define this factor as a variable element, you have to make only one effective-dated change for the new factor, 25, to be used anywhere the variable is referenced.

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Understanding Field Formats

Variables can be defined with any one of the following field formats:

- Character

  The field length for variables with a character field format is 30 spaces.

- Date
- Decimal

  The field length for variables with a decimal field format is 12.6.

- Monetary

  The field length for variables with a monetary field format can be up to 12.6, depending on the currency code you are using.

- Pointer

  Variables can be defined with the *Element Pointer* field format, which enables you to link a variable element to another element. This concept is useful when you use variable elements as components of a formula element to make the formula more generic and applicable to changing situations.

  An element pointer is a means of storing the element number of another element, not the element's actual value. When you use the element pointer variable, the process uses the value of the element pointed to by the element pointer.

Note: When you assign a value to a variable either directly or by means of another element (for example, an array), consider whether the variable can support the assigned value in terms of field length and field format. For example, 50 characters of text should not be assigned to a character variable with a field length of 30 spaces. Similarly, a monetary value should not be assigned to a variable with a character format.

Related Links

Understanding Element Pointers in Formulas

Understanding Batch Processing of Variables

Being data input elements, variables are resolved as they are encountered during batch processing. The resolution of the value equals the value you put in the definition.

If you've selected the Store check box on the Variable Name page, all resolutions of the variable are stored.

Variable Name Page

Use the Variable Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

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Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Variables** > **Variable Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Note: For variables that you intend to use as chartfields for the integration with PeopleSoft General Ledger, be sure to select the **Store** check box on this page. If you don't, the GP_GL_PREP process won't store results for them in the Global Payroll Transaction Interface (GP_GL_DATA) record.

Related Links

Defining Element Names

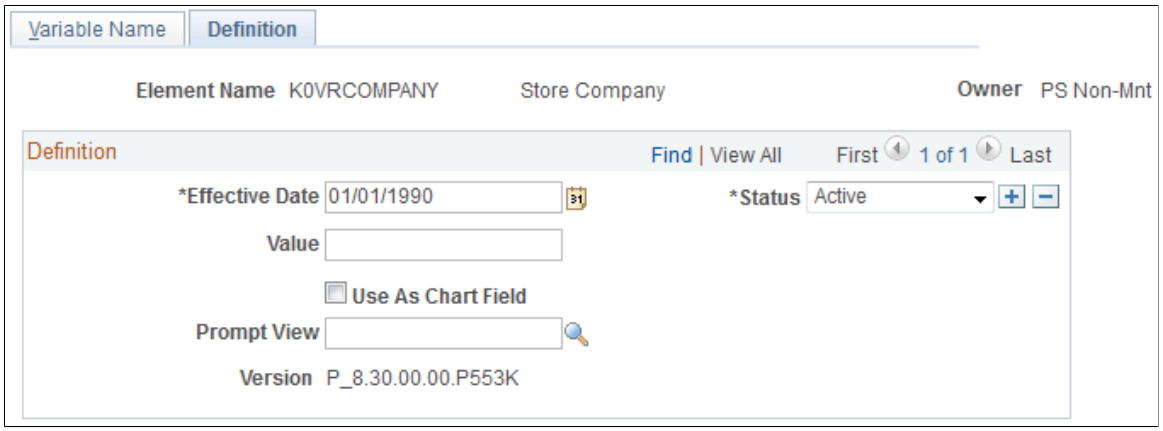
Variables - Definition Page

Use the Variables - Definition page (GP_VARIABLE) to define the value of a variable according to the format specified on the Variable Name page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Variables** > **Definition**

This example illustrates the fields and controls on the Variables - Definition page.



Field or Control	*Description*
Value	Enter the value to assign to this variable. The type of value that you assign depends on the format type that you designated on the Variable Name page.
Use As Chart Field	Select the **Use As Chart Field** check box to use the variable element as a ChartField. ChartFields are used by PeopleSoft General Ledger. When you select this check box, the **Prompt View** field becomes required.

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Field or Control	*Description*
Prompt View	Select the record with which you want to associate this variable. The name of the record appears as a column heading on the GL Mapping page

Related Links

Integrating Global Payroll with General Ledger

Defining Date Elements

To define date elements, use the Dates (GP_DATE) component.

Use a date element to include a date in a calculation or determine a new date by taking a starting date and adding or subtracting a period of time to get another date.

Note: Date elements are used for defining specific dates. If you need to subtract one date from another and determine the intervening duration, use a duration element, not a date element.

Pages Used to Define Date Elements

Page Name	*Definition Name*	*Usage*
Date Name Page	GP_PIN	Name the element and define its basic parameters.
Dates - Definition Page	GP_DATE	Define a date or calculate a new date based on an existing date.
Extract Page	GP_DATE_EXTRACT	Assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Related Links

Defining Duration Elements

Date Name Page

Use the Date Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Dates > Date Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

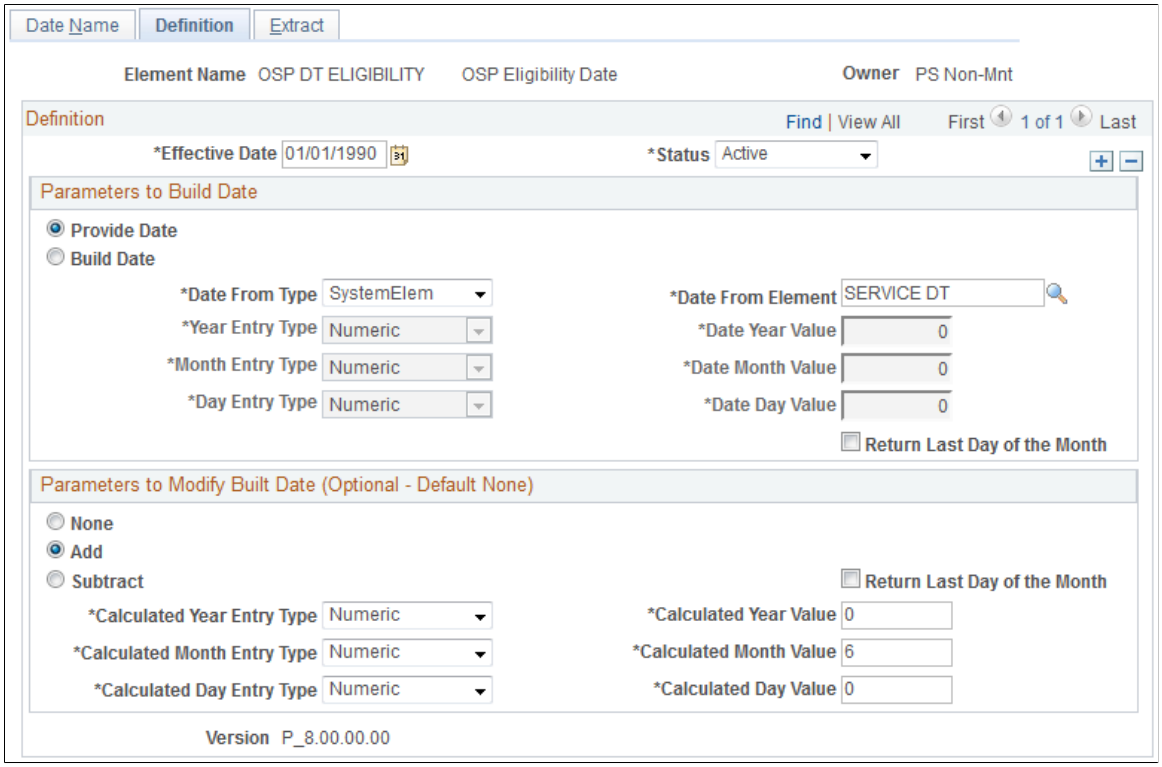
Dates - Definition Page

Use the Dates - Definition page (GP_DATE) to define a date or calculate a new date based on an existing date.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Dates > Definition

This example illustrates the fields and controls on the Dates - Definition page.



Field or Control	*Description*
Provide Date	Select to provide the date, and specify the entry type of the element containing the date in the **Date From Type** field. Define the date or date element in the **Date From** or **Date From Element** field. The **Date From** field appears when you select *Cal Date* in the **Date From Type** field.

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Field or Control	*Description*
Build Date	Select to have the system build the date, based on elements that you select. When you select **Build Date,** the **Year Entry Type, Month Entry Type,** and **Day Entry Type** fields become available. Use these fields to define the entry type of the elements containing the month, day, or year. Identify the date elements in the fields to the right.
Return Last Day of the Month	Select to have the system return the last day of the month as a value. You can use this check box with both the **Provide Date** and **Build Date** options. Selecting this check box will override the provided or built date by moving the last day of the month into the day portion of the date.

Parameters to Modify Built Date (Optional - Default None)

Field or Control	*Description*
None	Select if you don't want any calculations performed using this date—the date value remains as defined in the group box above.
Add	Select to add to the value defined in the **Parameters to Build Date** group box. The **Calculated Year Entry Type, Calculated Month Entry Type,** and **Calculated Day Entry Type** fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right. The value that you select is added to the date value in the **Definition** group box.
Subtract	Select to subtract from the value defined in the **Parameters to Build Date** group box. The **Calculated Year Entry Type, Calculated Month Entry Type,** and **Calculated Day Entry Type** fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right. The value that you select is subtracted from the date value in the **Parameters to Build Date** group box, to arrive at the resolved date value.

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Field or Control	*Description*
Return Last Day of the Month	Select to have the system return the last day of the month as a value. This result occurs only after the **Add** or **Subtract** calculation is complete, and it's independent of the **Return Last Day of the Month** field in the Parameters to Build Date group box.

Examples

This table illustrates what date values result from various page selections:

Provide Date/ Build Date	*Entry Type, Value*	*Return Last Day of the Month*	*Calculate Option*	*Entry Type, Value*	*Return Last Day of the Month*	*Resolved Value*
Provide Date	Date, November 22, 1999	No	Add	Month: Numeric, 2	No	January 22, 2000
Provide Date	Date, November 22, 1999	No	Add	Month: Numeric, 2 Day: Numeric, 3	No	January 25, 2000

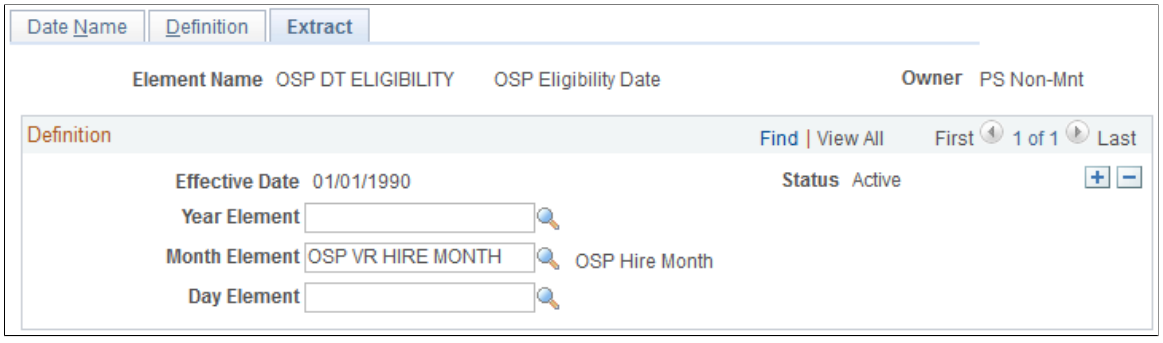
Extract Page

Use the Extract page (GP_DATE_EXTRACT) to assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Dates > Extract

This example illustrates the fields and controls on the Extract page.



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Field or Control	*Description*
Year Element, Month Element, and **Day Element**	Select the variable to extract the year, month, and day, as applicable. For example, say that you want to capture the year that your date element resolves to. You create a variable called YEAR and select it in the **Year Element** field. Now, say that the date element resolves to January 10, 2008. The system stores the value, 2008, in the YEAR variable. The YEAR variable can then be used in another date formula to build a new date.

Defining Formula Elements

To define formula elements, use the Formulas (GP_FORMULA) component.

Pages Used to Define Formula Elements

Page Name	*Definition Name*	*Usage*
Formula Name Page	GP_PIN	Name the element and define its basic parameters.
Field-by-Field Definition Page	GP_FORMULA1_V2	Define formulas for use in calculations. View formula definitions.
Element Attributes Page	GP_FORMULA_F1_SEC	Assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.
Text Definition Page	GP_FORMULA2_V2	View your formula and confirm that it's correct.

Understanding Element Pointers in Formulas

When you define a formula, the values of the elements that comprise it are likely to change. If you refer to an element's specific value at a given time, you have to change the formula every time a component element value changes. Rather than referring to the element's value, you can use an *element pointer* to refer to its system identifying number—its element number. When you do this, you are telling the system that during processing, it should return whatever value is stored in the element's array. Because the element number remains constant, a formula using the element remains useful indefinitely, because the element values are valid.

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During batch processing, any variable defined with a *Pointer* field format has a value stored in the Element Pointer field in the PINV array. That is, only the element number is stored and the variable element isn't resolved to an actual character, numeric, or date value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Value option on the Element Attributes page, the formula uses the element's value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Number option on the Element Attributes page, the formula uses the element's number.

If the field format for the variable element used in a formula is equal to *Pointer* and you select the Use Element Value option on the Element Attributes page, the formula uses the value of the element to which the pointer element is pointing.

If the field format for the variable element in a formula equals *Pointer* and you select the Use Element Number option on the Element Attributes page, the formula uses the value of the pointer element. In other words, it uses the element number, because that's what elements with a field format equal to *Pointer* store.

This table summarizes which values are used with different configurations:

Field Format	***Use Element Value Option Selected***	***Use Element Number Option Selected***
Field Format <> Pointer	Element Value	Element Number
Field Format = Pointer	Value of the element pointed to by Pointer Value	Pointer Value (an element number)

Example 1

You've written a formula to calculate garnishments, but different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its element number, you won't have to rewrite the formula whenever the number and types of garnishments change for different payees. The formula adapts its calculations, because it's retrieving current values for the elements referenced by the element pointer.

Example 2

Say that before a certain formula is used, the values for the elements are as follows:

Element Number	***Element Name***	***Element Type***	***Field Format***	***Decimal Value***	***Character Value***	***Pointer Value***
1000	V1	Variable	Decimal	150		
2000	V2	Variable	Character		ABC	
3000	V3	Variable	Decimal	250		

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Element Number	*Element Name*	*Element Type*	*Field Format*	*Decimal Value*	*Character Value*	*Pointer Value*
4000	V4	Variable	Pointer			1000

You've selected the **Use Element Value** option on the Element Attributes page.

If an element's field format isn't *Pointer,* the formula uses the value of the element. So, if you're using the following statement in your formula:

V1 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If an element's field format is *Pointer,* the formula uses the value of the element pointed to by the pointer. So, if you're using the following statement in your formula:

V4 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If you want to use V4 in your formula, the formula checks whether the Use Element Value or Use Element Number option is selected. In this example, it's Use Element Value. The formula then checks whether the field format is *Pointer* In this example, it's *Pointer.* The pointer value is 1000. Because 1000 is an element number and this element number represents V1, the formula uses the value of V1 (150).

Assume also that you've selected the Use Element Number option on the Element Attributes page.

If the field formats for Element 1 and Element 2 aren't *Pointer,* the formula uses the element number. So, if you're using the following statement in your formula:

V2 Assign to V4

and you're using pointers, then, after resolution of the formula, V4 contains 2000 in the pointer value.

If the field formats for Element 1 and Element 2 are *Pointer,* the formula uses the pointer value. So, if you're using the following statement in your formula:

If V4 = 2000

then the condition is true, because the pointer value of V4 equals 2000.

If you want to use V2 in your formula, the formula checks whether the Use Element Value or the Use Element Number option is selected. In this example, it's Use Element Number. The formula then checks whether the field format is a *Pointer.* In this example, it isn't. This directs the formula to use the element number of V2, whose element number is 2000. So, 2000 will be assigned to the pointer value of V4.

Note: If you're using the element number V2, the Assign To element must be in **Pointer** field format and the **Use Element Number** option must be selected on the Element Attributes page for Element 1, Element 2, and Assign to Element.

Related Links

Understanding Field Formats

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Defining Variable Elements

Formula Name Page

Use the Formula Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Formulas** > **Formula Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

Field-by-Field Definition Page

Use the Field-by-Field Definition page (GP_FORMULA1_V2) to define formulas for use in calculations.

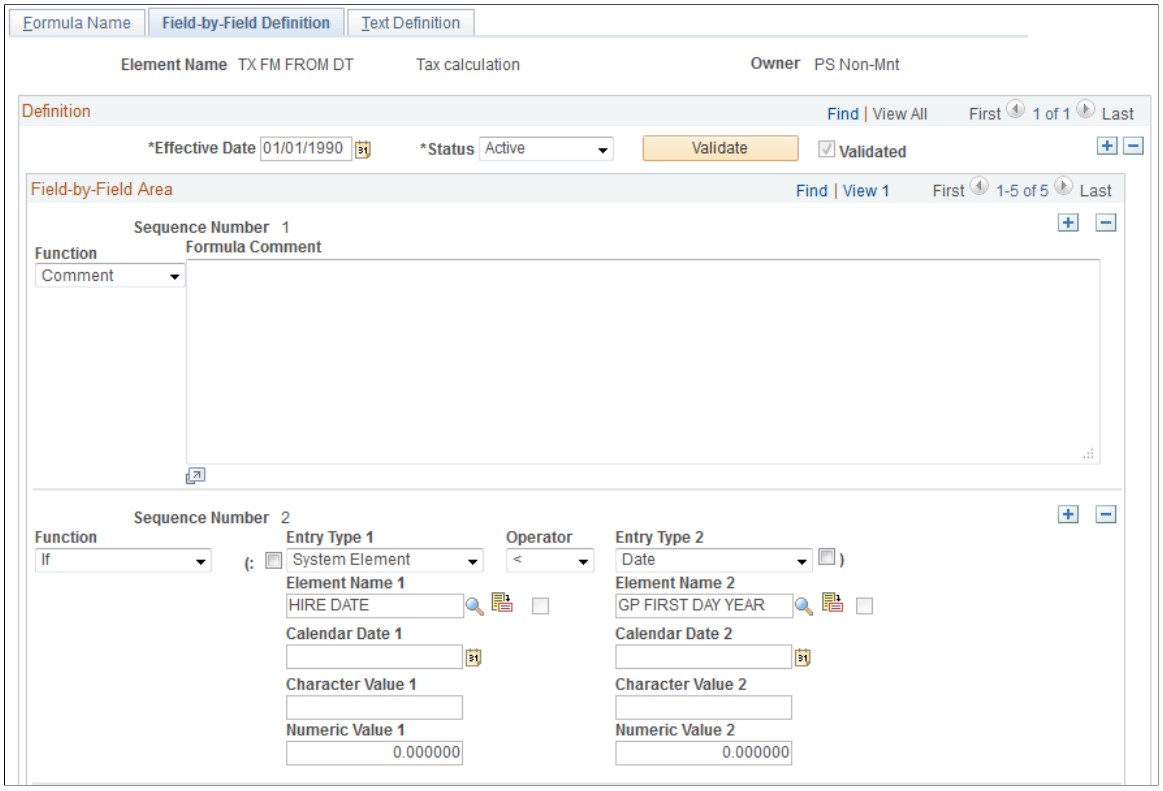
View formula definitions.

Navigation:

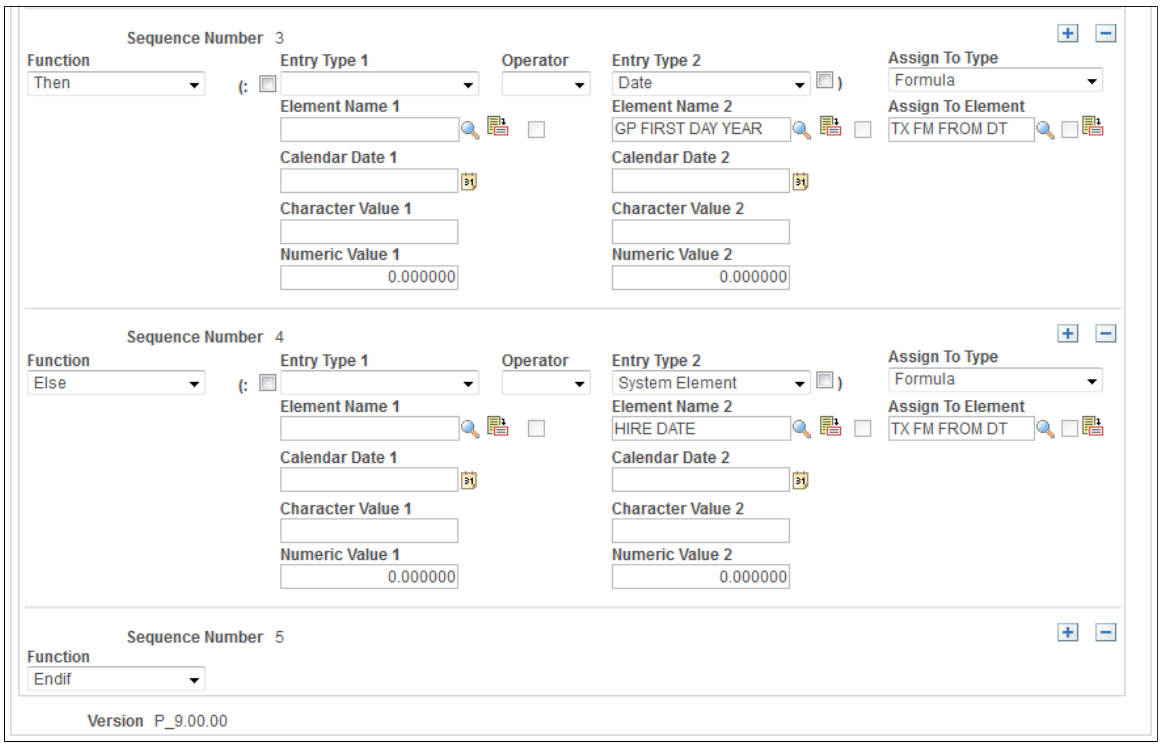
Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Formulas** > **Field-by-Field Definition**

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This example illustrates the fields and controls on the Field-by-Field Definition page (1 of 5).



This example illustrates the fields and controls on the Field-by-Field Definition page (2 of 5).



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Building Your Formula

Build your formula in the Field-by-Field Area group box, specifying one operation or result in each row.

Field or Control	*Description*
Function	Select the type of function or qualifier for the formula. Options include *And, Average, Comment, Else, Endif, Exit, If, In, Maximum, Minimum, Or, Sum,* and *Then.*
((left parenthesis)	Select to group your formula calculations. Selecting this check box requires that you must select the **)** check box. How you group your formula calculations with parentheses can affect the calculation sequence.
Entry Type 1 or 2, Element 1 or 2, Calendar Date 1 or 2, Character Value 1 or 2, and **Numeric Value 1 or 2**	Select the entry type for the operation. If you select the *Character, Cal Date, Date,* or *Numeric* entry type, enter a value in the corresponding **Date Value, Numeric Value,** or **Character Value** field. If you select any other entry type, the system prompts for the correct element in the corresponding **Element Name** field.
Details	Click to access the Element Name Attributes page and assign a rounding rule, previous period rule, or element pointer selection to a field that you're using in your formula. The check box to the right of the entry type list is selected if additional information has been entered on the Formula - Field Details page.
Operator	Select the operator to perform on the operands that you entered. The following standard operators are available: *(none), -, *, /, +, < <=, <>, =, >,* and *>=.*
) (right parenthesis)	Select to group your formula calculations. If you select this check box, you must select the **(** check box. How you group your formula calculations with parentheses can affect the calculation sequence.

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Field or Control	*Description*
Assign To Type and **Assign To Element**	To assign a value to an element, first select the entry type and then select the element. For example, you might have a formula named BASIC PENSION to define a basic pension amount. This element resolves to 1000 or 1200, depending on how the formula resolves. If you want the element BASIC PENSION to have the value of 1000 or 1200, you must enter BASIC PENSION in **Assign To Element** in your formula. You can use the BASIC PENSION element as an earning or deduction element, and it will have this value. To use the element feature, you must save a formula with an effective date.

Note: Under either parenthesis, you can enter multiple sets of parentheses. To do so, use multiple lines. You can enter only one **(** or **)** per row.

Validating Your Formula

After you define your formula, save it, then validate and edit the formula. Whenever you alter the formula, re-validate it.

Field or Control	*Description*
Validate	Click this button to validate your formula. (Validating a formula automatically saves the formula.)
Validated	This check box is selected if you clicked the **Validate** button and the formula passed validation.

Note: If you try to run a process using a formula that you've changed without validating, you get an error. Save the page before clicking the **Validate** button. You can save the page anytime, but no validation against the database occurs until you click the **Validate** button. Clicking the **Validate** button validates and saves the formula.

Example: Setting Up a Formula

Using the formula element, you can create elements using mathematical and logical operands, rules, and mathematical formulas.

In this example, you need a simple formula to calculate a pension deduction. The requirements are as follows:

- If basic earnings are less than 10,000, the pension deduction is one percent of basic earnings.

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- If basic earnings are greater than or equal to 10,000, the pension deduction is one percent of the first 10,000 and two percent of the remainder.

The system uses basic earnings for all calculations. The formula should resolve to the amount of the deduction.

Start by turning the calculation into a mathematical formula.

```
If BASE COMP < 10,000, then
  BASE COMP * .10 = PENSION,
else
    (10,000 * .01) + ((BASE COMP - 10,000) * .02) = PENSION
Endif
```

Formulas can often be expressed in multiple ways. To streamline processing, use the simplest version that requires the least processing.

After turning the calculation into a mathematical formula, you enter the formula into the system. If you haven't defined the element and entered the basic descriptions, do so on the Formula Name page. Then, on the Field-by-Field Definition page, define the formula, line by line.

This table shows how you enter your pension formula:

Sequence Number	***Function***	***(***	***Element 1***	***Operator***	***Element 2***	***)***	***Assign To Element***
1	If		BASE COMP	<	10,000		
2	Then		BASE COMP	*	.10		PENSION
3	Else	(	10,000	*	.01	)	
4				+			
5		(					
6		(	BASE COMP	-	10,000	)	
7				*	.02	)	PENSION
8	Endif						

Note: Every If statement must end with an Endif.

Each element name must be associated with an appropriate entry type. For example, on the first line, Element 1 (BASE COMP) is associated with the entry type *System Element.* Element 2 (10,000) is associated with the entry type *Numeric.*

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You can view your formula by accessing the Text Definition page. When you have defined the formula, validate it by clicking the **Validate** button on the Field-by-Field Definition page.

Related Links

Understanding Element Pointers in Formulas

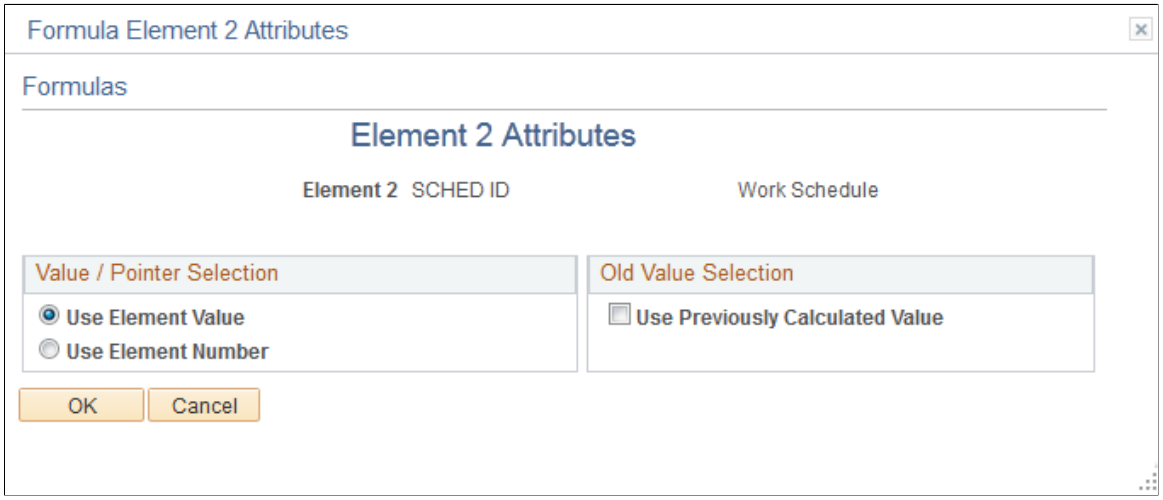
Element Attributes Page

Use the Element Attributes page (GP_FORMULA_F1_SEC) to assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.

Navigation:

Click the **Element Attributes** button on the Field-by-Field Definition page.

This example illustrates the fields and controls on the Element Attributes page.



Field or Control	*Description*
Rounding Rule Element	If the field format of the element that you selected on the Formula Name page is *Monetary, Decimal,* or *Pointer,* select a rounding rule from the list. This field is only visible for elements with these field formats. The rounding rule applies only to the operand for which you've entered it. The element itself isn't updated; only the calculation is affected.

Value/Pointer Selection

Use these fields to define element pointers in your formula.

Field or Control	*Description*
Use Element Value	Select to use an element's value in the calculation.

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Field or Control	*Description*
Use Element Number	The default value is *Use Element Value* in formulas. You can also build formulas that use elements by their element number. Select to reference an element by using its system identifying number (element number), not its current value. For example, you have written a formula to calculate garnishments, but different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its identifying element number, then you won't have to rewrite the formula every time the number and type of garnishment changes for different payees. The formula will adapt its calculations because it is retrieving current values for the elements referenced by the element pointer.

Old Value Selection

Field or Control	*Description*
Use Previously Calculated Value	Select to use the previously calculated value.

Text Definition Page

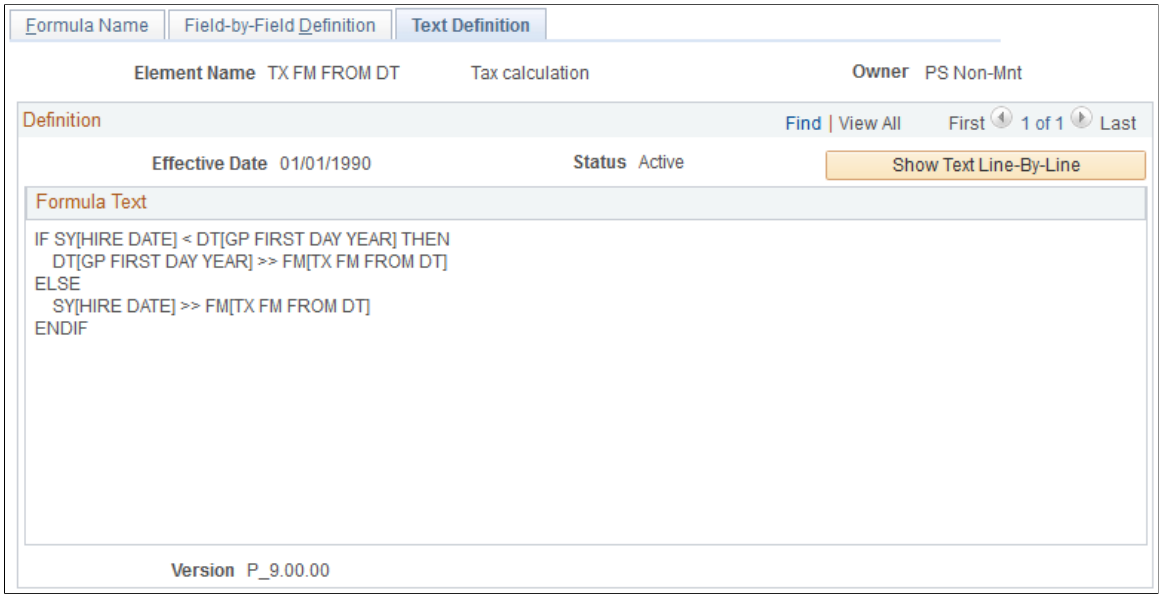
Use the Text Definition page (GP_FORMULA2_V2) to view your formula and confirm that it's correct.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Formulas** > **Text Definition**

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This example illustrates the fields and controls on the Formulas -Text Definition page.



Use the Text Definition page to view the formula that you created on the Formulas - Field-by-Field Definition page. If something isn't correct, return to the Formulas - Field-by-Field Definition page and adjust the formula.

Field or Control	*Description*
Show Text Line-By-Line	Click to view the text of the formula that you created on the Formula - Field-by-Field Definition page, as it was entered, line-by line. This view can be useful when troubleshooting a formula with errors. Any errors created by SaveEdit will be noted within the text as well as by an error message at the bottom of the page. **Note:** In the line-by-line view each line is prefixed by its row/line number and the error location is updated to reflect the number of the line displayed in the formula text.

Defining Message Elements

Message elements are closely related to formula elements. To fully understand message elements, read the topic on formulas before reading this topic.

This topic discusses how to define message elements.

Note: No online pages specifically define message elements, because they are provided in system data.

By referencing the message element in a formula, you can manage the error messages that are created during batch processing. A message element calls a program that writes an error message into the error message table (PS_GP_MESSAGES) and then, optionally, puts the payment in error.

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Many of the fields in the PS_GP_MESSAGES table are system-populated. Others are populated during batch processing. By using these field values as components of a formula, you can create your own message and error conditions during batch processing.

To populate fields that aren't system-populated, these components and processes are provided:

- Five system elements (MSG_BIND1_PTR … MSG_BIND5_PTR), with the *Pointer* field format.

  These pointers point to the parameters that you're using in your error messages.

- Five numeric system elements (MSG_BIND1_NM_IND … MSG_BIND5_NM_IND).

  If the value of MSG_BINDx_NM_IND equals zero, the system displays on the Payee Messages page the element name to which the MSG_BINDx_PTR element points. Otherwise it displays the value of the element that is pointed to by MSG_BINDx_PTR.

- Numeric system elements for the message number (MSG_NBR) and MSG_SET_NBR.

- A numeric system element (MSG_PAYMENT_ERR) that can put the calculation in error.

  If the value of this system element doesn't equal 0, the calculation is in error.

- An error message element type.

  This element type has only one element in the GP_PIN_NM table (MESSAGE). The field format is *Decimal.* The **Recalc** (recalculation) check box must be deselected. This entry type is available only on the Field-by-Field Definition page and for Element 1 and Element 2. When the batch process encounters this message (formula) element, it inserts a row in the PS_GP_MESSAGES table for the message ID and parameters specified. If there's no error, the MESSAGE element equals zero. If there's an error, the MESSAGE element equals one. The primary purpose of this element type is to enable the batch process to recognize that a user error needs invoking. The batch process doesn't look at its value.

Every system element that is related to an error message is reset to blank or zero.

Note: You can create your own error messages only by using formula elements.

Example

This table gives an example of a formula element setup (a portion of an entire formula expression):

Sequence Number	***Function***	***Element 1***	***Operator***	***Element 2***	***Assign To Element***
1	If	XXXXX	=	YYYYY	
2	Then (error)			17005	MSG_SET_NBR
				1015	MSG_NBR

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Sequence Number	*Function*	*Element 1*	*Operator*	*Element 2*	*Assign To Element*
3				ELEMENT_A (Use Element Number)	MSG_BIND1_ PTR (Use Element Number)
4				ELEMENT_B (Use Element Number)	MSG_BIND2_ PTR (Use Element Number)
5				1	MSG_BIND1_NM _IND
6				1	MSG_PAYMENT _ERR
7	If	MESS_AGE	=	0	
8	. . .				

This table provides explanations of the formula described in the previous table:

Sequence Number	*Explanation*
1	This is a regular expression in the formula.
2, 3	Assign the error message number to the system element MSG_ NBR and MSG_SET_NBR.
3	Assign the element number ELEMENT_A (represents the element in error) to MSG_BIND1_PTR pointer value.
4	Assign the element number ELEMENT_B (represents the element in error) to MSG_BIND2_PTR pointer value.
5	Assign the value 1 to MSG_BIND1_NM_IND to indicate that ELEMENT_A contains an element number. Because no value has been assigned to MSG_BIND2_NM_IND, it appears as an element value.
6	Assign the value 1 to element MSG_PAYment_ERR, which puts the payment status in error.

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Sequence Number	*Explanation*
7	Use the message element, which calls the resolution program for this element type.

Note: An indicator tells the system whether a number value is an element number so that the formula message program knows whether to leave that value alone or retrieve that element's value. Leaving that value alone means that the element name is displayed on the online message page.

Related Links

Defining Formula Elements

Defining Rounding Rule Elements

To define rounding rule elements, use the Rounding Rules (GP_ROUNDING) component.

Pages Used to Define Rounding Rule Elements

Page Name	*Definition Name*	*Usage*
Rounding Name Page	GP_PIN	Name the element and define its basic parameters.
Rounding Rules - Definition Page	GP_ROUND_RULE	Define how numeric values are rounded.

Understanding Rounding Rule Elements

When performing calculations that resolve to a numeric value, the value may need rounding. The rounded value is what gets stored or used in further calculations. Rounding is a tool that enables you to systematically change values according to predefined rules.

Once you've defined your rounding rule elements, you can apply them to other elements throughout the system to determine how rounding will occur.

Note: Many rounding rules apply to specific features of the system. They are explained in the topics of this product documentation that discusses those features. The text here describes only the generic functionality of the rounding rules element.

Examples of Size Rounding

This table provides examples of how the rounding rules work if you select **Rounding** on the Rounding - Definition page:

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Size	*Option*	*Amount Before Rounding*	*Rounded Value*
2 Decimal Places	Truncate/Down	123.454999	123.450000
	Truncate/Down	123.455000	123.450000
	Truncate/Down	123.450001	123.450000
	Truncate/Down	123.450000	123.450000
	Up	123.454999	123.460000
	Up	123.455000	123.460000
	Up	123.450001	123.460000
	Up	123.450000	123.450000
	Round Up If >= 4 Else Down	123.454999	123.460000
	Round Up If >= 4 Else Down	123.455000	123.460000
	Round Up If >= 4 Else Down	123.450001	123.450000
	Round Up If >= 4 Else Down	123.450000	123.450000
0 Decimal Places	Truncate/Down	123.499999	123.000000
	Truncate/Down	123.500000	123.000000
	Truncate/Down	123.000001	123.000000
	Truncate/Down	123.000000	123.000000
	Up	123.499999	124.000000
	Up	123.500000	124.000000
	Up	123.000001	124.000000

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Size	*Option*	*Amount Before Rounding*	*Rounded Value*
	Up	123.000000	123.000000
	Round Up If >= 4 Else Down	123.499999	124.000000
	Round Up If >= 4 Else Down	123.500000	124.000000
	Round Up If >= 4 Else Down	123.000001	123.000000
	Round Up If >= 4 Else Down	123.000000	123.000000
1 Digit - 10's	Truncate/Down	124.999999	120.000000
	Truncate/Down	125.000000	120.000000
	Truncate/Down	120.000001	120.000000
	Truncate/Down	120.000000	120.000000
	Up	124.999999	130.000000
	Up	125.000000	130.000000
	Up	120.000001	130.000000
	Up	120.000000	120.000000
	Round Up If >= 4 Else Down	124.999999	130.000000
	Round Up If >= 4 Else Down	125.000000	130.000000
	Round Up If >= 4 Else Down	120.000001	120.000000
	Round Up If >= 4 Else Down	120.000000	120.000000

Examples of Incremental Rounding

This table provides examples of how the rounding rules work if you select **Increment** on the Rounding - Definition page:

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Increment	*Option*	*Amount Before Rounding*	*Rounded Value*
25	Truncate/Down	137.499999	125.000000
	Truncate/Down	137.500000	125.000000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	150.000000
	Up	137.500000	150.000000
	Up	150.000001	175.000000
	Up	150.000000	150.000000
	Round Up If >= 12.4 Else Down	137.499999	150.000000
	Round Up If >= 12.4 Else Down	137.500000	150.000000
	Round Up If >= 12.4 Else Down	150.000001	150.000000
	Round Up If >= 12.4 Else Down	150.000000	150.000000
2.5	Truncate/Down	137.499999	135.000000
	Truncate/Down	137.500000	137.500000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	137.500000

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Increment	*Option*	*Amount Before Rounding*	*Rounded Value*
	Up	137.500000	137.500000
	Up	150.000001	152.500000
	Up	150.000000	150.000000
	Round Up If >= 1.25 Else Down	137.499999	137.500000
	Round Up If >= 1.25 Else Down	137.500000	137.500000
	Round Up If >= 1.25 Else Down	150.000001	150.000000
	Round Up If >= 1.25 Else Down	150.000000	150.000000

Rounding Name Page

Use the Rounding Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Rounding Rules** > **Rounding Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

Rounding Rules - Definition Page

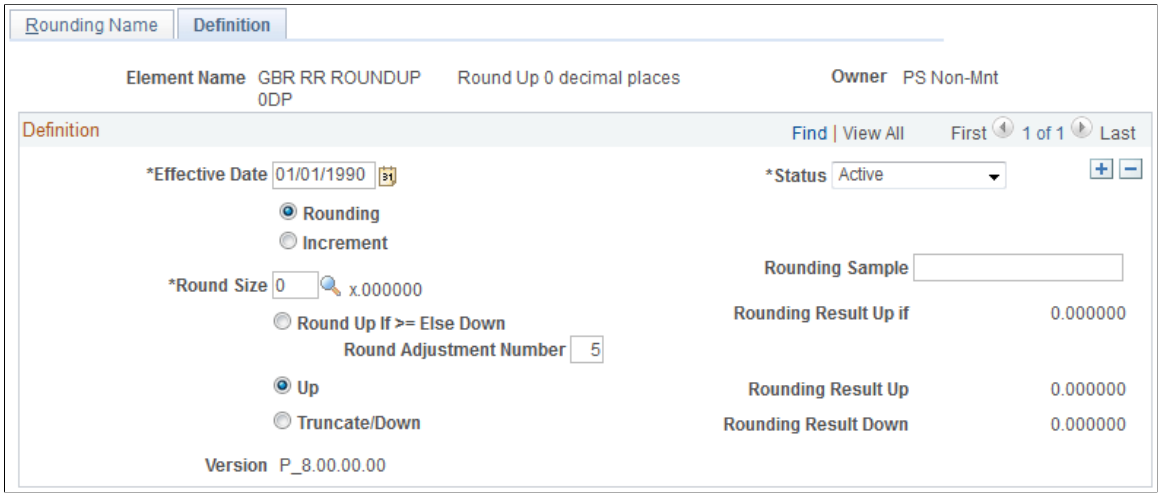
Use the Rounding Rules - Definition page (GP_ROUND_RULE) to define how numeric values are rounded.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Rounding Rules** > **Definition**

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This example illustrates the fields and controls on the Rounding Rules - Definition page.



Field or Control	*Description*
Rounding	Select to use traditional rounding rules.
Increment	Select to set rounding increments. When you select this option, the **Increment** field appears, where you define the incremental value.
Round Size	This field appears when you select the **Rounding** option. Specify a round size from the list. Values are *01* through *11,* or 0 to 5 decimal places. The example fields on the bottom right half of the page enable you to view examples of each type of rounding.
Round Up if >= Else Down	Select to round up if the result is greater than or equal to the value you enter in the **Round Adjustment** field, based on the number of digits or decimal places entered. If the result doesn't exceed or equal the value, the result is rounded down. The default value is *5* for rounding. If you select the **Rounding** option, you can enter only one digit in the **Round Adjustment** field. If you select the **Increment** option, you can enter a value of up to eight digits. This digit looks at the decimal place to the right of what is being rounded. For example, if you're rounding to the tens (one decimal place), it looks to the hundreds field.
Up	Select to round up, based on the number of digits or decimal places entered. It rounds up if the value to the right of the digits or decimal places specified is greater than zero. The system looks at all the remaining digits or decimal places, not just the next digit.

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Field or Control	*Description*
Truncate/Down	Select to truncate (round down), based on the number of digits or decimal places entered. All digits or decimal places to the right of the number specified are changed to zero, and the rest are truncated.
Rounding Sample	Enter a value to see how the system would round the amount based on your page selections.

Defining Count Elements

To define count elements, use the Counts (GP_COUNT) component.

Pages Used to Define Count Elements

Page Name	*Definition Name*	*Usage*
Count Name Page	GP_PIN	Name the element and define its basic parameters.
Counts - Definition Page	GP_COUNT	Define a count element. Use this page to select an existing counting formula.

Understanding Count Elements

You might need a process for counting the number of scheduled work days or hours from a specific period of time. For this purpose, you use count elements, which are primarily for proration calculations but can be used in other situations.

When you define a count element, you reference a formula that you've defined as the counting formula. That is, you define a formula that counts the number of scheduled work days or hours; then you reference that formula on the Counts - Definition page so that the system knows that it should process the referenced formula as a counting formula.

The count element refers to the work schedule that is associated with each payee to count the correct workdays. When the system finishes checking each day's work schedule, counting the number of days or hours for the sub-periods, either segments or slices.

The formula is resolved for each day in the work schedule within a date range. Set up the formula to return the number of units for each day. The count program will cumulate the formula results. If the count element is called from the proration element, the counting period is set by the proration element. If the count formula is not called from a proration element, the counting period is the segment.

An example of a simple count formula is GP COUNT WORK DAYS:

```
If SCHED HRS>0 Then
```

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```
GP TRUE => GP COUNT WORK DAYS
Else
GP FALSE => GP COUNT WORK DAYS
Endif
```

Related Links

Defining Proration Rules
Defining Formula Elements
Understanding Work Schedules
Understanding Segmentation Setup

Count Name Page

Use the Count Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Counts** > **Count Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

Counts - Definition Page

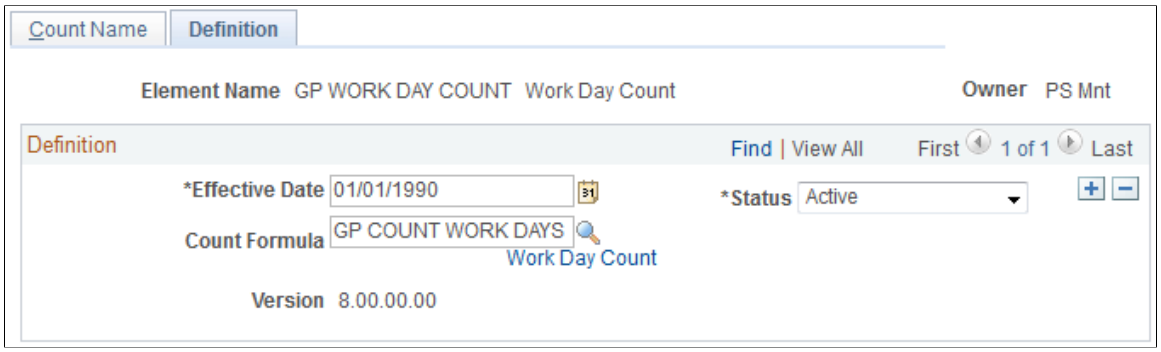
Use the Counts - Definition page (GP_COUNT) to define a count element.

Use this page to select an existing counting formula.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Counts**

This example illustrates the fields and controls on the Counts - Definition page.



Field or Control	*Description*
Count Formula	Enter the name of the formula that performs the count.

Field or Control	*Description*
<Formula Name> link	Click the link next to the **Count Formula** field to access the formula definition pages.

Defining Proration Rules

To define proration rules, use the Proration Rules (GP_PRORATION) component.

Pages Used to Define Proration Rules

Page Name	*Definition Name*	*Usage*
Proration Name Page	GP_PIN	Name the element and define its basic parameters.
Proration Rules - Definition Page	GP_PRORATION	Define numerators and denominators that comprise proration factors.

Understanding Proration Rules

A proration rule can be triggered by segmentation or with the system element, PRORATE. You define what values to use as the numerator and denominator of a proration rule. When the system applies a proration rule, it multiples the amount by the numerator, and divides the result by the denominator.

You can use a proration rule in the definition of an earning, deduction, or absence entitlement (frequency-based). Proration applies only to an element's amount, base, or unit components. You can assign a default proration rule on the Pay Group - Defaults page.

When defining an earning, deduction, or frequency-based absence entitlement element, you have three choices for proration:

- Use no proration, regardless of segmentation.
- Use the pay group proration rule.
- Specify a unique proration rule.

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Denominator Schedule Example

The Denominator Schedule group box on the Proration - Definition page enables you to select which work schedules to include in the denominator calculation. Assume that a payee has two work schedules:

- Work Schedule A, 5 days a week.
- Work Schedule B, 3 days a week.

Also assume that February has exactly 4 weeks and that the proration rule is defined to use the number of workdays, then:

- If the payee has only Work Schedule A, the denominator is 20 (5 days × 4 weeks).
- If the payee has only Work Schedule B, the denominator is 12 (3 days × 4 weeks).
- If the payee has Work Schedule A for the first 2 weeks and Work Schedule B for the second 2 weeks, you can tell the system to use a denominator of:
  - 12 (3 × 4), if you're using the work schedule as of the end of the period.
  - 16 ((5 × 2) + (3 × 2)), if you're using both (all) work schedules.

Note: When you define a proration element, the **Always Recalculate** check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Proration Name Page

Use the Proration Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Proration Rules** > **Proration Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

Proration Rules - Definition Page

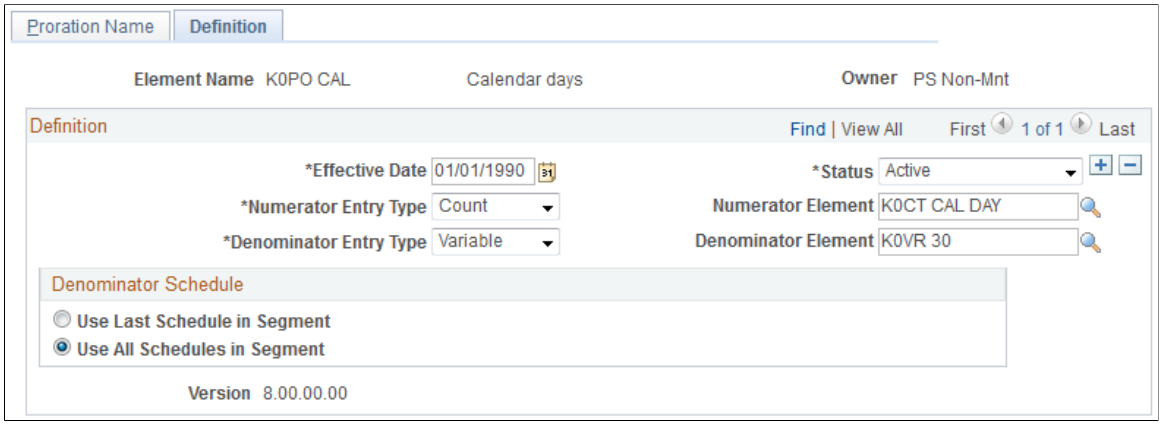
Use the Proration Rules - Definition page (GP_PRORATION) to define numerators and denominators that comprise proration factors.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Proration Rules** > **Definition**

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This example illustrates the fields and controls on the Proration Rules - Definition page.



Field or Control	*Description*
Numerator Entry Type, Denominator Entry Type, Numerator Element, and **Denominator Element**	Select the types of elements that define the numerator (slice period) and the denominator (the full pay period). Values are *Accumulatr* (accumulator), *Count, Formula, Duration,* and *Variable.* Enter the element name in the **Numerator Element** or **Denominator Element** field to the right. Counts are perhaps the most common element type used to define proration rules. For example, you can define count elements to count the number of scheduled work days or hours in a pay period. When a payee has segmentation, the system resolves the count element for the slice period (or segment if no slices) and uses that value as the numerator; the system resolves the count element for the entire period and uses that value as the denominator. If you want to count calendar days you should use a duration element. You could use a count element (returning a one per day), but a duration element results in better performance. For the numerator, calculate the calendar duration between the slice begin and slice end dates. For the denominator, use a duration element that calculates the calendar days between the period begin and period end dates. You might use a variable if you aren't concerned with the number of days in a calendar period and prefer a static value. For example, in a monthly pay cycle, the number of calendar days in the period fluctuates every month but you may want to ignore this fluctuation. You can create a variable with a value of 30.00 and use it as the denominator.

Denominator Schedule

Use these fields to select which work schedules to include in the denominator calculation.

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Field or Control	*Description*
Use Last Schedules in Segment	Select to use the last schedule in the segment.
Use All Schedule in Segment	Select to use all schedules in the segment.

Defining Generation Control Elements

To define generation control elements, use the Generation Control (GP_GCTL_CONDITION) component.

Pages Used to Define Generation Control Elements

Page Name	*Definition Name*	*Usage*
Generation Control Name Page	GP_PIN	Name the element and define its basic parameters.
Generation Control - Conditions Page	GP_GCTL_CONDITION	Define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.
HR Status for Element <name> Page	GP_GCTL_ST_SEC	Exclude or include employee status conditions during batch processing.
HR Action/Reason for Element <name> Page	GP_GCTL_AR_SEC	Exclude or include action/reason code combinations.
Generation Control - Frequency for Element <name> Page	GP_GCTL_FQ_SEC	Exclude or include frequency codes.
Segment Status for Element <name> Page	GP_GCTL_SS_SEC	Exclude or include segment status conditions.
Generation Control - Formula for Element <name> Page	GP_GCTL_FM_SEC	Exclude or include formula elements.
Generation Control - Run Type for Element <name> Page	GP_GCTL_RT_SEC	Exclude or include run types.

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Understanding Generation Control Elements

In the basic processing of an element, the system assumes that the element is to be processed whenever a payee is processed. But sometimes you don't want an element processed every time for every payee.

Generation control provides a type of filtering that enables you to control whether an element for a payee is processed during batch processing. Using generation control elements, you can tell the system whether to process an element based on predefined criteria.

The following six parameters are used to define generation control elements:

- HR Status
- HR Action/Reason
- Segment Status
- Frequency
- Formula
- Run Types

For each control parameter, you specify whether the entries exclude or include the element during batch processing. If you include the element, only payees that match on the selected values have the element processed. All other values are excluded. If you exclude the element, the element isn't processed for payees that match on the selected value or values. All other values are included.

HR Status Example 1

You want to include for processing all payees whose HR status is *Active,* so you create a generation control element that includes all payees with this status. You then associate this generation control element with the elements that you want to control. So, in batch processing, only payees with an *Active* HR status have these elements processed. All payees with a different HR status, such as *Inactive* or *Terminated,* don't have the element processed.

HR Status Example 2

This table lists the PS_JOB rows for a payee:

Effective Date	***HR Employee Status***
January 1, 1999	Active
January 10, 1999	Leave of Absence
January 20, 1999	Active

This table shows how elements E1 and E2 have the following generation control conditions applied to them with the HR Status page controls:

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Element	*Include / Exclude*	*Employee Status*	*All Job Records in Segment*	*Last Job Record*
E1	Include	Leave of Absence	No	Yes
E2	Include	Leave of Absence	Yes	No

E1 isn't processed, because the last Job row isn't Leave of Absence. E2 is processed, because the Job row with Leave of Absence is in the segment.

HR Action/Reason Example (without Segmentation)

This table lists a payee's PS_JOB row:

Effective Date	*Action*	*Reason*
January 1, 1990	Hire	New Position

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	*Include / Exclude*	*Action*	*Reason*
E1	Include	Hire	New Position

If you're processing January 1, 1999 through January 31, 1999, E1 isn't processed, because the PS_JOB row doesn't have an effective date in the segment.

HR Action/Reason Example (with Segmentation)

This table lists a payee's PS_JOB rows:

Effective Date	*Action*	*Reason*
January 1, 1990	Hire	New Position
January 15, 1999	Termination	Dishonesty

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

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Element	*Include / Exclude*	*Action*	*Reason*
E1	Include	Termination	Dishonesty

For the January 1999 pay period, this payee has two segments: Segment 1 (January 1, 1999 through January 15, 1999) and Segment 2 (January 16, 1999 through January 31, 1999).

E1 is processed in Segment 1, because the effective date falls within the segment's date parameters. E1 isn't processed in Segment 2, because the effective date doesn't fall within these parameters.

HR Action/Reason Example (with Last Day Worked)

In this example, assume that you want a certain earning to be paid to a payee upon termination. This table shows how elements E1 and E2 have the following generation control conditions applied to them on the HR Action/Reason page:

Element	*Include / Exclude*	*Action*	*Last day Worked*
E1	Include	Termination	Yes
E2	Include	Termination	No

Assume the following:

Pay period is January 1, 2001 − January 31, 2001.

Payee's last day of work is January 31, 2001.

Accordingly, a job row is inserted with an effective date of February 1, 2001 (which is the first day the person is terminated, or not active) with an Action of *Termination.*

E1 is processed because the system looks at the Last Day Worked (on the Employment record) to see if the action is within the period.

E2 is *not* processed in January because the effective date is February 1, 2001. If the payee is paid in February for some reason, E2 would be processed.

Note: The Generation Control HR Action/Reason page considers all PS_JOB rows for a given segment. The PS_JOB row must have an effective date in the segment.

Frequency Code Example

You have a weekly pay period and want to apply a particular deduction, only to the first pay period of the month. But you want to use the same process list for all four weekly runs during the month. To avoid having to create a new process list just to accommodate your needs for the first pay period, you can use the frequency generation control feature to define a frequency with a *First of the Month* value. In this way, you can use the same process list for all four pay periods and confine the particular deduction processing to the first pay period.

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Understanding Batch Processing of Generation Control Elements

The Generation Control program is called from the Deduction, Earning, and Absence Entitlement programs. The calling programs pass the Generation Control element to be resolved. The PIN Manager acts as the central program controlling the process.

Generation Control Name Page

Use the Generation Control Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Generation Control** > **Generation Control Name**

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

Defining Element Names

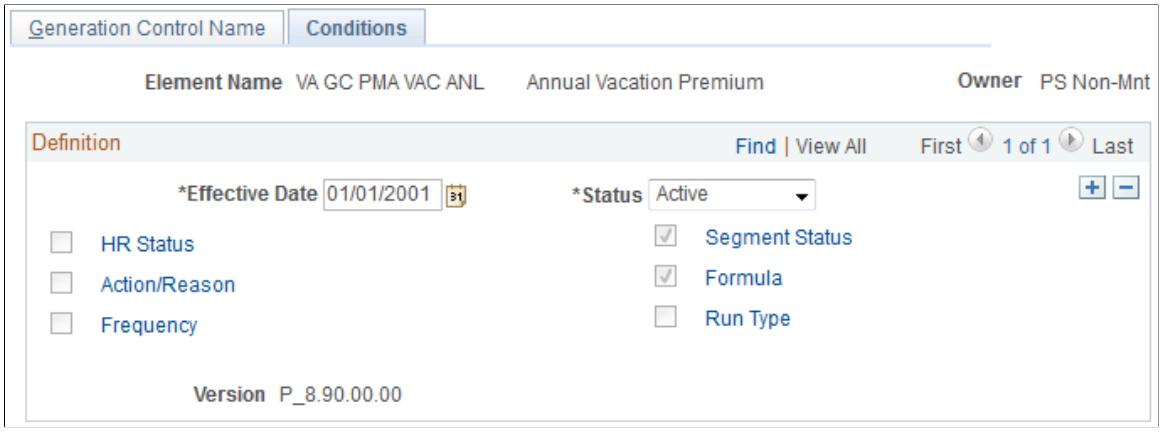
Generation Control - Conditions Page

Use the Generation Control - Conditions page (GP_GCTL_CONDITION) to define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Generation Control** > **Conditions**

This example illustrates the fields and controls on the Generation Control - Conditions page.



Field or Control	*Description*
HR Status (human resources status)	Click this link to access the HR Status page. Indicate which employee status conditions to process.

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Field or Control	*Description*
Action/Reason	Click this link to access the HR Action/Reason page. Indicate which Action/Reason code combinations to process.
Frequency	Click this link to access the Generation Control - Frequency page. Indicate which frequencies to process.
Segment Status	Click this link to access the Segment Status page. Indicate which segment status conditions to process.
Formula	Click this link to access the Generation Control - Formula page. Indicate which formulas to process.
Run Type	Click this link to access the Generation Control - Run Type page. Indicate which run types to process.

Important! When more than one generation control parameter type (such as HR status and frequency) is entered, the payee must meet both criteria to pass generation control. When more than one value (such as Actions of *Hire* or *Rehire*) for a particular generation control type is entered, the payee must meet only one of the criteria to pass generation control.

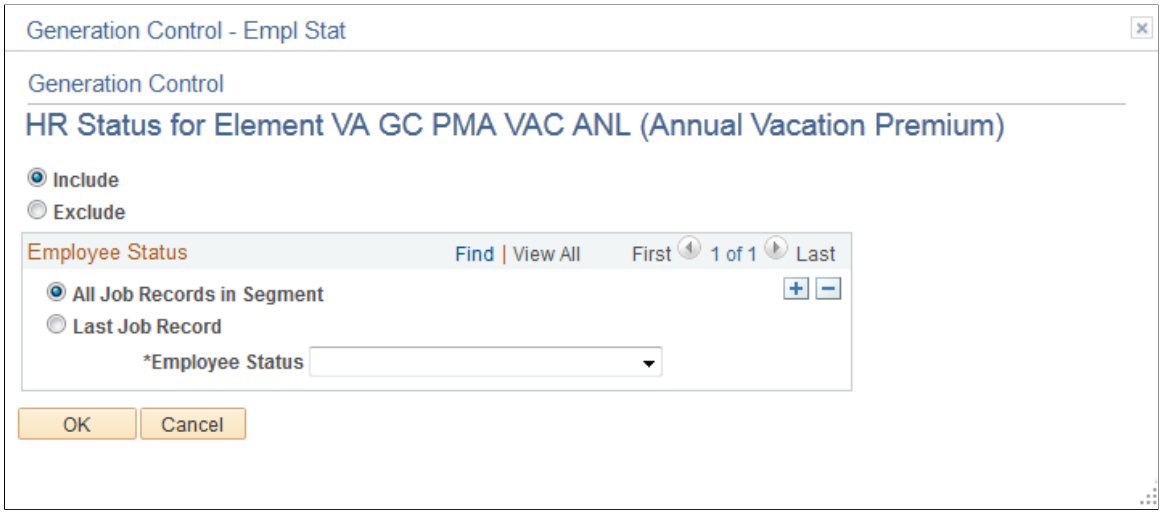
HR Status for Element <name> Page

Use the HR Status for Element <name> (human resources status) page (GP_GCTL_ST_SEC) to exclude or include employee status conditions during batch processing.

Navigation:

Click the **HR Status** link on the Generation Control - Conditions page.

This example illustrates the fields and controls on the HR Status for Element <name> page.



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Field or Control	*Description*
Include and **Exclude**	Select the option to include or exclude the employee status conditions that you enter in the group box below.
All Job Records in Segment	Select to tell the system to look at all job rows in the segment. If any row contains the value indicated in the **Employee Status** field, it's considered a match.
Last Job Record	Select to tell the system to look only at the maximum effective-dated PS_JOB row for the match, within the period in question.
Employee Status	Select a status code from the list.

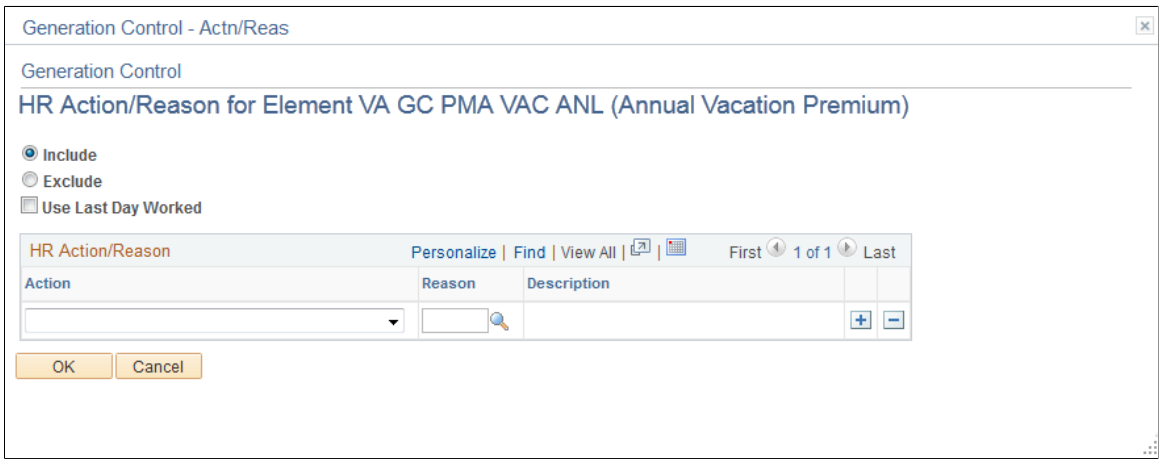
HR Action/Reason for Element <name> Page

Use the HR Action/Reason for Element <name> (human resources action/reason) page (GP_GCTL_AR_SEC) to exclude or include action/reason code combinations.

Navigation:

Click the **Action/Reason** link on the Generation Control - Conditions page.

This example illustrates the fields and controls on the HR Action/Reason for Element <Name> page.



Field or Control	*Description*
Include and **Exclude**	Select the option to include or exclude the action/reason code combinations that you insert in the group box below.
Use Last Day Worked	Select to use the last day worked.
Action and **Reason**	Select from the list of HR Action codes.

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Note: If an action is entered with no reason, the system assumes that all reasons are valid.

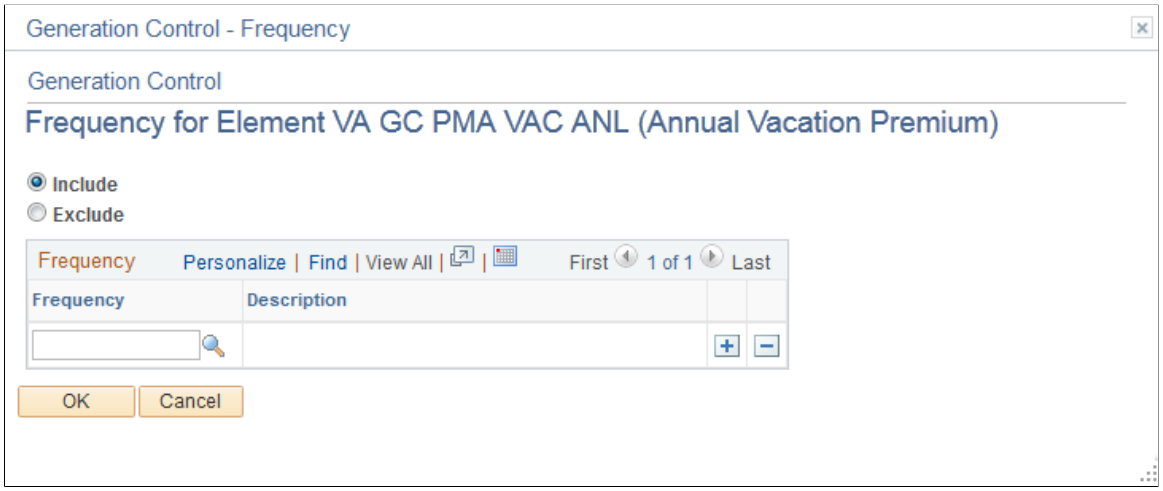
Generation Control - Frequency for Element <name> Page

Use the Generation Control - Frequency for Element <name> page (GP_GCTL_FQ_SEC) to exclude or include frequency codes.

Navigation:

Click the **Frequency** link on the Generation Control - Conditions page.

This example illustrates the fields and controls on the Generation Control - Frequency for Element <name> page.



Field or Control	*Description*
Include and **Exclude**	Select the option to include or exclude the frequency codes that you insert into the group box below.
Frequency	Select from the list of codes.

Segment Status for Element <name> Page

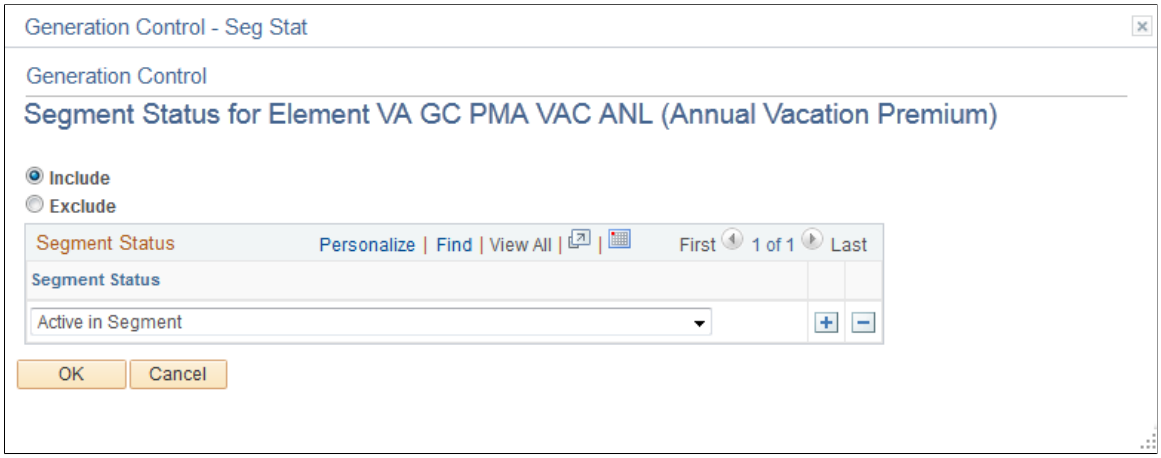
Use the Segment Status for Element <name> page (GP_GCTL_SS_SEC) to exclude or include segment status conditions.

Navigation:

Click the **Segment Status** link on the Generation Control - Conditions page.

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This example illustrates the fields and controls on the Segment Status for Element <;name> page.



Field or Control	*Description*
Include and **Exclude**	Select the option to include or exclude the segment status conditions that you insert in the group box below.
Segment Status	Select from the list of conditions.

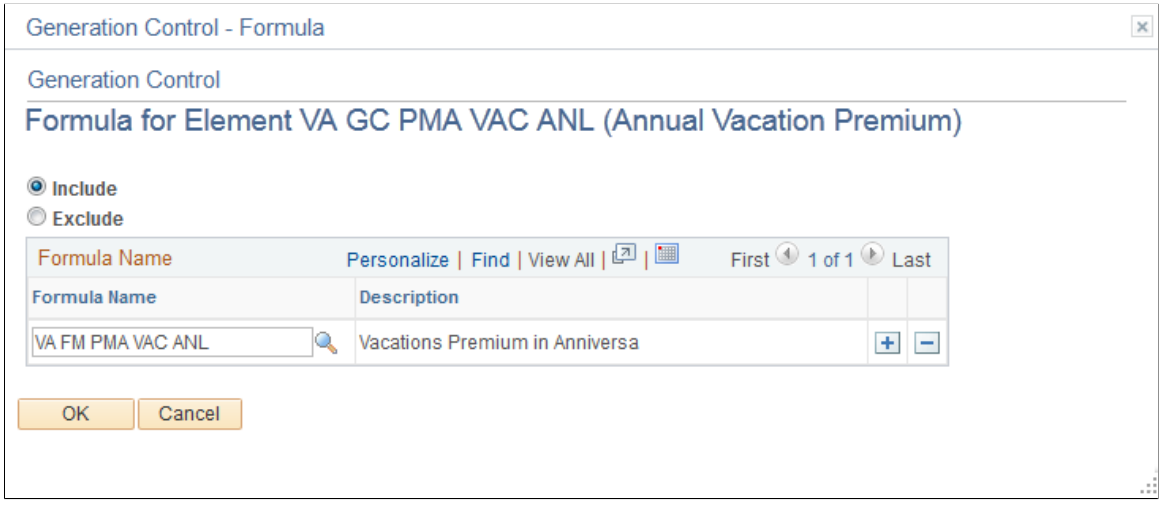
Generation Control - Formula for Element <name> Page

Use the Generation Control - Formula for Element <name> page (GP_GCTL_FM_SEC) to exclude or include formula elements.

Navigation:

Click the **Formula** link on the Generation Control - Conditions page.

This example illustrates the fields and controls on the Generation Control - Formula for Element <name> page.



Field or Control	*Description*
Include and **Exclude**	Select the option to include or exclude the formula elements that you insert into the group box below.
Formula Name	Select from the list of elements.

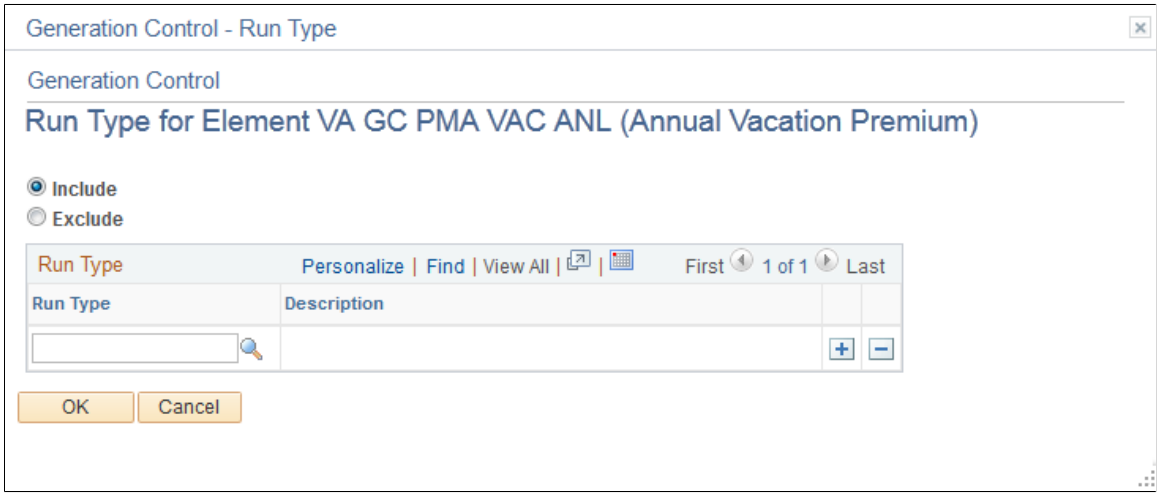
Generation Control - Run Type for Element <name> Page

Use the Generation Control - Run Type for Element <name> page (GP_GCTL_RT_SEC) to exclude or include run types.

Navigation:

Click the **Run Type** link on the Generation Control - Conditions page.

This example illustrates the fields and controls on the Generation Control - Run Type for Element <name> page.



Field or Control	*Description*
Include and **Exclude**	Select the option to include or exclude the run type that you insert in the group box below.
Run Type	Select from the list of run types.

Defining Generation Control Frequency

To define generation control frequency, use the Generation Control Frequencies (GP_GCTL_FREQUENCY) component.

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Page Used to Define Generation Control Frequency

Page Name	*Definition Name*	*Usage*
Generation Control Frequency Page	GP_GCTL_FREQUENCY	Define a generation control frequency.

Understanding Generation Control Frequency

The frequency tag element is used to define an intermediary table so that the system can associate a HR frequency (residing in the HR Frequency Table) with a Global Payroll frequency. There are many frequencies that you use infrequently, and this feature enables you to define them through a table in Global Payroll rather than through the HR Frequency Table.

Through use of the frequency tag, generation control is also related to how the system annualizes and deannualizes elements.

When you aren't using generation control, the numerator for annualization is the element's frequency and the denominator is the calendar period frequency. When you are using generation control, the numerator for annualization is still the element's frequency but the denominator is the generation control frequency.

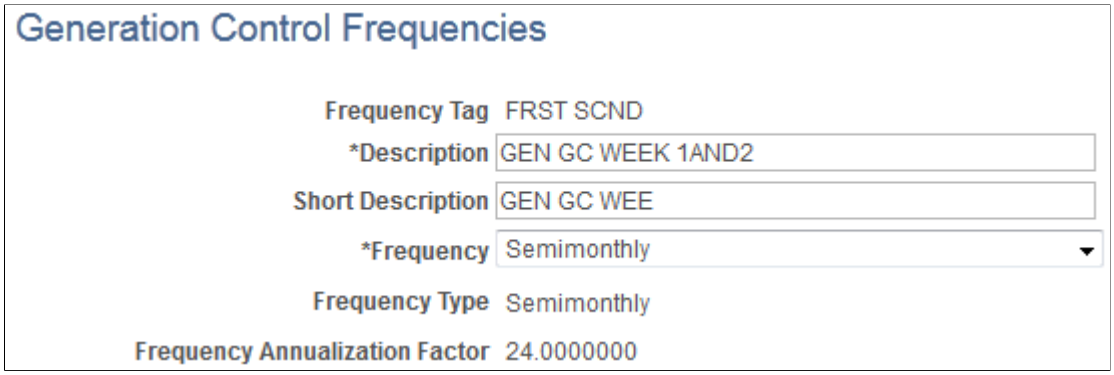
Generation Control Frequency Page

Use the Generation Control Frequencies page (GP_GCTL_FREQUENCY) to define a generation control frequency.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Generation Control Frequencies**

This example illustrates the fields and controls on the Generation Control Frequencies page.



Field or Control	*Description*
Frequency	Select from the list of available values (*Annual, Biweekly, Contract, Daily,* and so on.) The values in this field come from FREQUENCY_TBL.

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Understanding Fluid Global Payroll Formula Designer

The Global Payroll Formula Designer interface helps you to create, edit and update formulas with free form text editor. GP Core will analyze and convert this text into the appropriate formula components.

Key features include:

- User-Friendly Interface: Navigate easily with a simplified design.
- Direct Formula Entry: Enter your formula text directly into the editor, eliminating the complexities of the legacy Formula Element.
- Enhanced Readability: Benefit from color coding and error highlighting that improve clarity and make it easier to identify issues in your formulas.
- Easy Configuration: Configure your formulas with minimal effort, allowing for quick adaptations to meet changing payroll needs.

This topic discusses:

- Creating Formulas
- Viewing and Editing Formulas

Creating Formulas

To define formula elements, use the GP_FRML_MAIN_FL component.

This section discusses how to create new formulas.

Pages Used to Create Formulas

Page Name	*Definition Name*	*Usage*
Formula Designer - Definition Page	GP_FRML_MAIN_FL	Used to name the formula element and define its basic parameters.
Formula Designer - Formula Text Page	GP_FRML_MAIN_FL	Used to define your formula, edit it and confirm that it's correct.

Formula Designer - Definition Page

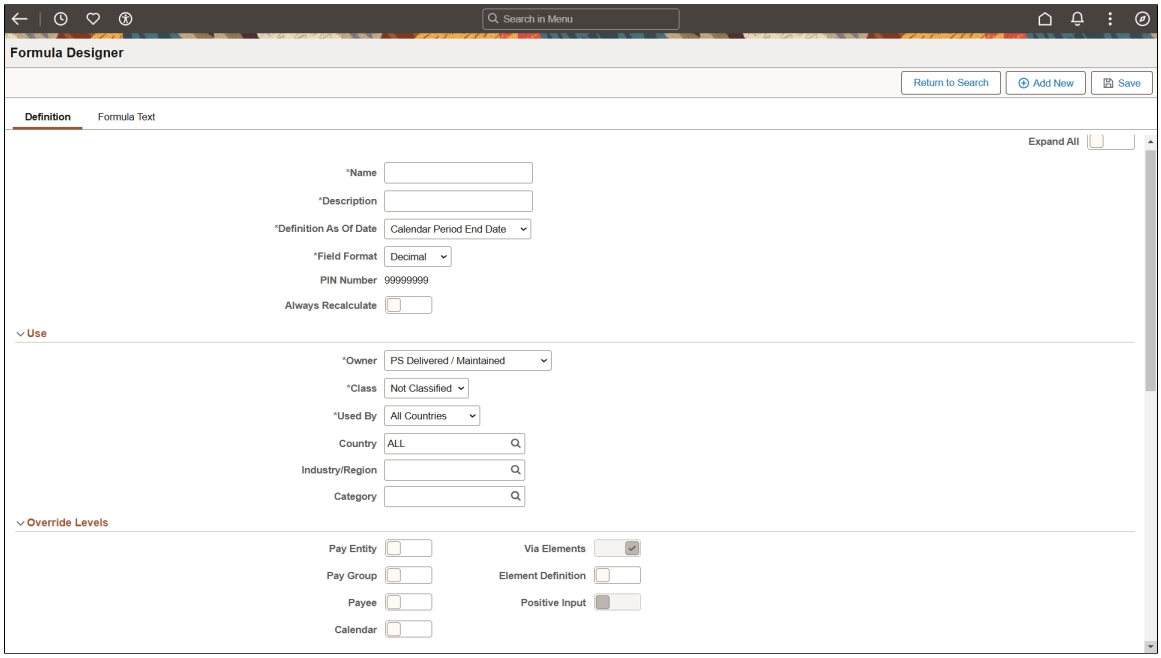
Use the Formula Designer - Definition page (GP_FRML_MAIN_FL) to name the formula element and define its basic parameters.

Navigation:

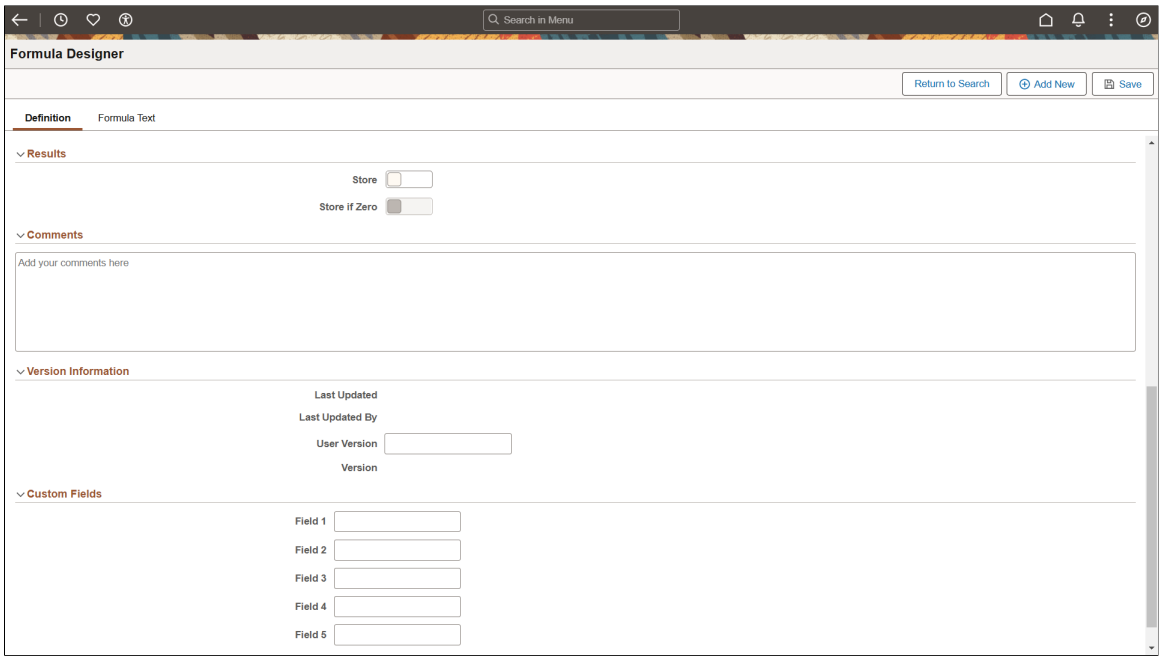
Set Up HCM > **Product Related** > **Global Payroll & Absence Management** > **Elements** > **Supporting Elements** > **Formula Designer** > **Add New**

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This example illustrates the fields and controls on the Formula Designer - Definition page (1 of 2).



This example illustrates the fields and controls on the Formula Designer - Definition page (2 of 2).



Field or Control	***Description***
Name	Enter the formula element name.
Description	Enter a meaningful description for the formula element.

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Field or Control	*Description*
Definition As of Date	Select the date on which the system is to retrieve the element definition during a process run. Available options are: • Calendar Period Begin Date: The begin date of the calendar period to which the element is linked. • Calendar Period End Date: End date of the calendar period to which the element is linked. • Payment Date: Payment date of the calendar period to which the element is linked. • Process Begin Date: Begin date of the calendar period in which the element is processed. • Process End Date: End date of the calendar period in which the element is processed.
Field Format	Select the required format for variables. Available options are: • Character: The field length for variables with a character field format is 30 spaces. • Date • Decimal: The field length for variables with a decimal field format is 12.6 • Monetary: The field length for variables with a monetary field format is 12.6. **Note:** When you assign a value to a variable either directly or by means of another element (for example, an array), consider whether the variable can support the assigned value in terms of field length and field format. For example, 50 characters of text should not be assigned to a character variable with a field length of 30 spaces. Similarly, a monetary value should not be assigned to a variable with a character format.
PIN Number	Displays the pin number of formula element.
Always Recalculate	Applies only to the period of time that is being resolved and is selected by default. If selected, the system recalculates the element every time that it encounters it in the calculation process. If this check box is clear, the system uses the previous resolved value of the element. Select this check box if you think that the previous value is incorrect and needs to be updated—for example, in formulas that need to be applied within a loop, an array, or a count.

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Use

In this group box, you define several security-related options.

Field or Control	*Description*
Owner	Identifies who controls and maintains the definition of the element. Available options are: *PS Delivered/Maintained:* The element is delivered and maintained by PeopleSoft. To edit any fields, you can take control of the element by selecting the **Customer Control Indicator** check box. This changes the owner to *PS Delivered/ Customer Modified.* If PeopleSoft later releases an updated version of the element, you can accept the updated definition or retain your changes. Either way, element ownership does not change.
Class	Indicates the type of rule for the element. Available options are: *Customary:* Sample rules that are created by PeopleSoft. They are not statutory requirements, but are commonly followed rules. An example of when a customary rule is used is with tariffs. Customary rules are often used in a production environment. *Not Classified.* *Sample Data:* Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment. *Statutory:* Rules that are created by PeopleSoft for calculating rules that are required by law. *System Data:* Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application—for example, common constants and dates.
Used By	Select whether the element is used by *All Countries* or a *Specific Country.* This field is also used in User Rules Profile security to determine which elements a user can access.
Country	If you selected *Specific Country* in the **Used By** field, the **Country** field appears. Select the country for which the security-related options apply.

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Field or Control	*Description*
Industry/Region	To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.
Category	To classify your element further, select a category code. Category codes are defined on the Categories page (GP_PIN_CATEGORY).

Override Levels

In this group box, you enable security-related override levels for the selected element. That is, you define when users can override the element's value, or, in some cases, exclude the element from processing.

Field or Control	*Description*
Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition and **Positive Input**	Select each type of override that you want to enable. Options vary by element type.

Results

In this group box, you specify when to store the resolved value of the element in the result tables. The options vary by element type.

Select these options with caution to avoid creating large tables that are difficult to manage. Consider storing only the values that you need for reporting and auditing purposes or for retroactivity or other situations where you need to refer to the prior value of an element.

Field or Control	*Description*
Store	Select to store the resolved value of the element in the result table during processing. For certain element types, you can specify the conditions under which the value is stored by selecting an option below the check box. When **Store** is clear, the resolved value is never stored.

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Field or Control	*Description*
Store if Zero	Appears for all element types except earnings and deductions. You cannot select this check box without first selecting **Store.** The **Store if Zero** check box is a way to further define what is sent to the results tables. Select **Store if Zero** to store a resolved value even when the value is 0. If you select **Store** but not **Store if Zero,** the element is written to the result tables only if the resolved value is not equal to zero, blank, or null. If you select both check boxes, the resolved value is written to the result tables, even if it is zero, blank, or null. If you select neither check box, the system never stores the resolved value.

Comments

In this group box, you can provide detailed comments for an element. The comments that you enter are for informational purposes only and do not affect payroll processing.

Version Information

Field or Control	*Description*
User Version	You can enter up to 14 alphanumeric characters in this field to identify changes you make to the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Absence Management utilities to stamp and package elements by version. The value that you enter here appears in the **Version** field of the pages that you update.

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Field or Control	*Description*
Version	Displays the version of the element. The prefix *P_* identifies versions released by PeopleSoft. The prefix *C_* identifies versions created by customers. The system clears the version from this page when any of the following conditions occur: • You save the page after making changes. (The version is cleared only on the page that you make corrections to.) • You enter a value in the **User Version** field and save the page. (The version is cleared only on the page to which you make corrections.) • You run the Stamping process for the element. In this case, the element is stamped with the new version. **Note:** Version may be entered in either the Definition page or the Formula Text page. The sync will be based on which details are changed.

Custom Fields

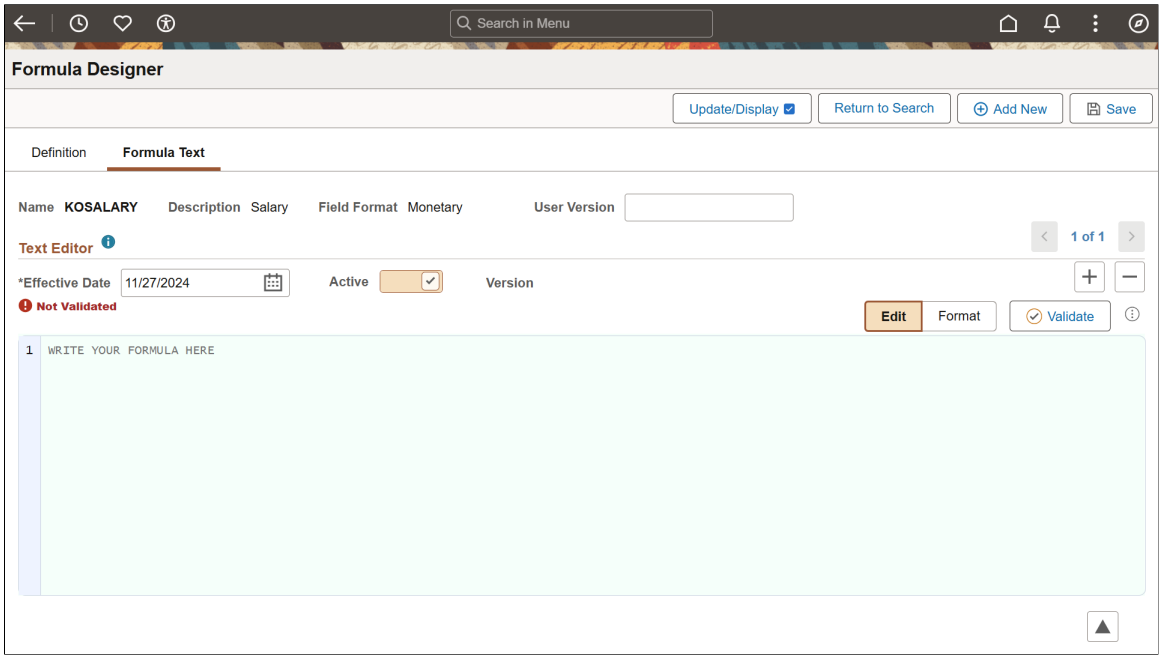
In the Custom Fields group box you can add user-defined fields to a formula definition.

Formula Designer - Formula Text Page

Use the Formula Designer - Formula Text page to define your formula, edit it and confirm that it's correct.

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This example illustrates the Formula Designer - Formula Text page.



Field or Control	***Description***
	Click the information icon to access the help page for Formula Designer.
User Version	You can enter upto 14 alphanumeric characters in this field to identify changes you make to the element definition.
Effective Date	Select the date from which the formula definition is effective.
Active	Select the Active button to activate the formula definition.
Edit	Click the Edit button to edit the formula definition.
Format	Click the Format button to format the formula definition. Users have the option to toggle between edit and format modes to observe the application of color coding. For details, see Syntax Highlighting
Validate	Click this button to validate your formula. (Validating a formula automatically saves the formula.). For details, see Validating your Formula.
	Click the Related Actions icon to access Refer an Element menu. Selecting this menu will navigate you to Element Browser page. For details, see Browsing Elements.

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Building your Formula

You can enter your formula in the text editor section. Follow the below instructions while creating or editing codes in Formula Designer.

1. Each line of code should end with ';'.
2. Remarks or Comments start with the delimiter '/* …. and end with the delimiter '*/'.
3. Comments should be 254 characters in length.
4. '>>' should be used as an assignment operator.
5. There should be space before and after an operator is specified.
6. The Rounding Rule for an Element should be enclosed in brackets [] adjacent to the corresponding element to which the rule applies. For example, VR[SL VR SUPP1][GBR RR TRUNC 0DP].
7. While defining pointers, if you intend to use element number, prefix the entry type with PTR_Elementtype. For example, PTR_ER[CH_00_72].
8. If you are using Use Old Value for Entry Types 1 and 2, you need to add a capital O after specifying the element. For example, AC[SS AC BS CPNRM126S] [O].
9. Literal should be tagged within single quotes.
10. Valid operators allowed are: + ,-,*,/, =,<>,< ,>,>= and <=
11. Valid functions allowed are IF ELSE ENDIF, SUM, AVG, MIN, MAX, AND, OR, IN, EXIT, THEN.
12. Condition should be enclosed in () to group it as one.
13. Append ';' at the end of each statement
14. For comment, append ';' at the end of the comments delimiter, that is, '*/'

Note: Spaces will be added automatically. A semicolon gets added to the end of each line automatically. (OR) The system will add spaces between words and a semicolon at the end of each line.

Syntax for Entering Formula

Syntax of function 'If' (use 'AND' or 'OR' operator as per your conditions).

Note: ET represents Entry Type.

```
If ET[] >> <Cond> then;
   <Stmt>;
   End-If;

IF ET[] >> <Cond> then;
 <Stmt> ;
Else;
 <Stmt>;
 End-if;
```


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Syntax for Avg ()

```
Avg(ET1[] ET2[] )>>  ENTRY TYPE[];
```

Syntax for Min ()

```
Min(ET1[] ET2[]) >>  ENTRY TYPE[];
```

Syntax for Max ()

```
Max(ET1[] ET2[]) >> TYPE[];
```

Syntax for Sum()

```
Sum (ET1[] ET2[]) >> TYPE[];
```

Syntax for ‘In’

```
If ET[] In (ET1[],ET2[])  then ;
<Stmt>;
 End-If;

If ET[] In (‘Numeric/Character’)  then ;
<Stmt> ;
End-If
```

Syntax Highlighting

The color codes within the formula illustrate the syntactic structure by emphasizing keywords, functions, and types of elements. Users have the option to toggle between edit and format modes to observe the application of color coding, with keywords displayed in blue and entry type (elements) in orange.

The fluid Formula Designer tool also includes extra syntax features, like indentation for nested 'If' conditions.

Type Ahead Functionality

This functionality enhances user experience by providing timely suggestions as users input data. Specifically, the Formula Designer will commence offering suggestions for various categories, including keywords, functions, entry types, and element names corresponding to each entry type.

To enable Type Ahead, navigate to My Preferences page (Select the Actions button from the page banner. From the Actions menu, select My Preferences > Global Payroll). Select the Enable Type Ahead field. The Type Ahead functionality is disabled by default within the system. If you want to enable it, select the Type Ahead checkbox.

The suggestions generated through the Type Ahead functionality are derived from the strings present in the Element Types with its corresponding descriptions. This ensures that users receive relevant and contextually appropriate recommendations as they work within the system.

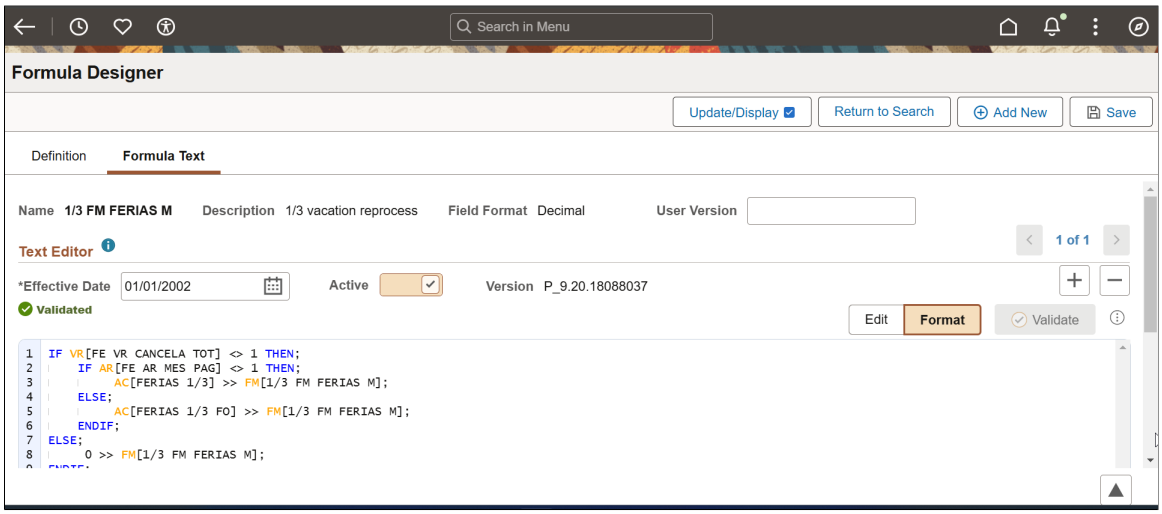
Validating your Formula

After you define your formula, save it, then validate and edit the formula. Whenever you alter the formula, re-validate it.

If the formula passed validation then you can see Validated status in the Text Editor group box as shown:

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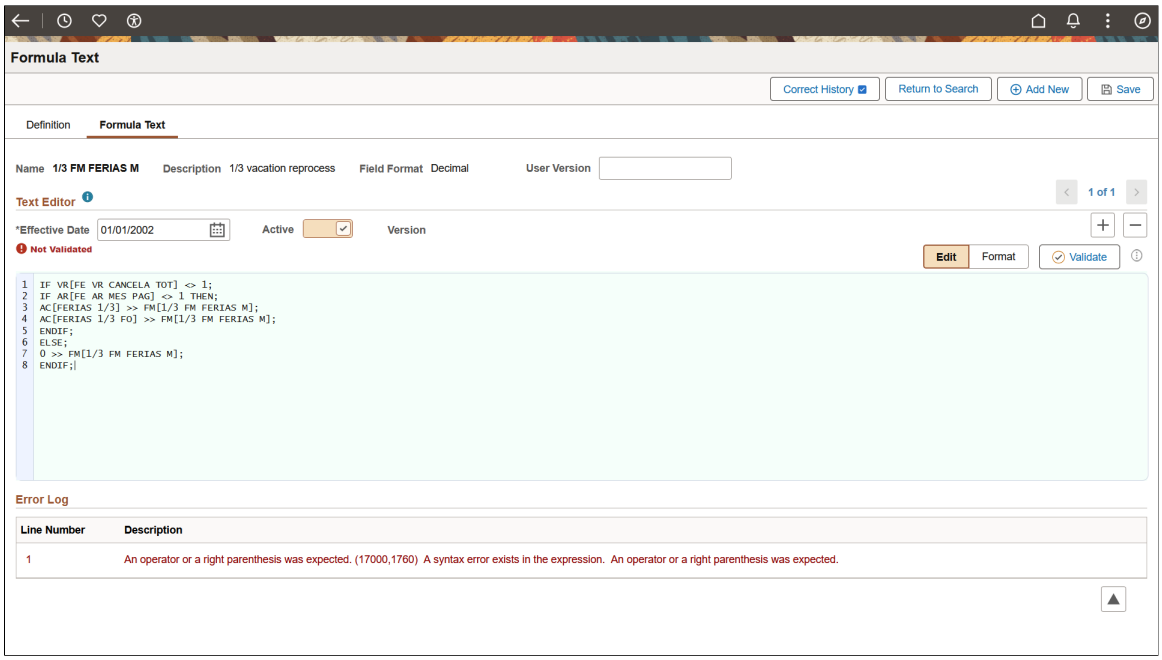
The Formula Designer page with successful validation is shown in this example.



Note: In both legacy formula elements and Fluid Formula Designer, modified formulas will be synchronized and can be edited.

If the validation is not performed or validation fails, the status is shown as Not Validated and the formula will not be executed in the payroll.

This example illustrates the Formula Designer page with failed validation.



Access the Error Log section, where you can identify the specific lines where errors have occurred along with their respective causes. By clicking on the line number, you will be directed to the location of the error, allowing you to make the necessary corrections and validate once more.

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Using Power Calculation in Formula Designer

You can use the delivered power calculation system elements in the Formula Designer to perform exponentiation (raising a base to a power) within the Global Payroll rules. This capability streamlines complex mathematical logic and eliminates the need for custom functions to handle exponentiation.

For details on power calculation elements, see Using System Elements.

Steps to Use Power Calculation Elements

1. Assign the Base Value

   Set the value to be raised to a power using the `POWER BASE` system element. This value can be a constant or come from a variable element in your formula.

2. Assign the Exponent Value

   Set the exponent using the `POWER EXPONENT` system element. This value can also be statically assigned or sourced dynamically from a formula variable.

3. Retrieve and use the Result

   The result of the exponentiation, that is `POWER BASE` raised to `POWER EXPONENT`, will be stored in the `POWER CALCULATION` system element. You can move or use this value in further computations by assigning it to a variable element or as part of additional logic.

Example: Calculating a Salary Growth Factor

Simple Exponent with Constant Exponent

```
VR[GEN VR SAL ANUL] >> SY[POWER BASE]                 /* Initialize the Base Element */
1.75 >> SY[POWER EXPONENT]                            /* Initialize the Exponent    /
SY[POWER CALCULATION] >> VR[GP TEMP001 NUM]           /* Store computed result      */
```

In this example:

- The annual salary variable (`GEN VR SAL ANUL`) is set as the base.
- The exponent is set to 1.75.
- The formula calculates the result (salary to the 1.75th power) and stores it in `GP TEMP001 NUM`.

Example: Dynamic Base and Exponent

Variable Exponent from Another Element

```
VR[BASE FACTOR] >> SY[POWER BASE]
VR[PERF MULT]  >> SY[POWER EXPONENT]
SY[POWER CALCULATION] >> VR[RESULT FACTOR]
```

Here, both the base and exponent are sourced from variable elements, allowing for dynamic calculation based on rule context.

Example: Conditional Exponentiation

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Conditional Application

```
IF VR[SHOULD APPLY POWER] = 1 THEN
  VR[BASE FACTOR] >> SY[POWER BASE]
  VR[EXP FACTOR]  >> SY[POWER EXPONENT]
  SY[POWER CALCULATION] >> VR[CALC OUTPUT]
ENDIF
```

This example only performs the exponentiation when a specific condition is met.

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Chapter 8

Defining Earning and Deduction Elements

Understanding Earning and Deduction Elements

This topic discusses:

- Earnings and deductions.
- Calculation rules and components.
- Automatically generated accumulators.
- Frequency and generation control calculations.
- Retroactivity calculations.
- Pre process and post-process formulas.
- Proration and rounding processing.
- Earning and deduction assignments (by element and by payee).
- Multiple resolutions.
- Element categories

Earnings and Deductions

Earnings and deductions are not hard-coded in Global Payroll; instead, you create your own earning and deduction rules online. The steps for defining earnings and deductions are essentially the same; however, with deductions you must specify how to handle arrears processing and banking information.

Calculation Rules and Components

When you create an earning or deduction element, you define its calculation rule, such as *Unit x Rate* or *Unit x Rate x Percent.* When you save the element definition, the system automatically creates the following components based on the selected calculation rule and element type:

- Unit, Rate, Base, and Percent components, based on the calculation rule.
- Payback Amount, Amount Not Taken, and Add to Arrears components for deduction elements only.
- Arrears Balance accumulator for deduction elements only.

The system gives the automatically generated components the same name as the earning or deduction element plus a suffix. For example, if you create the earning element EARN1 = Unit × Rate, the system automatically generates two component elements named EARN1_UNIT and EARN1_RATE. The

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language of the suffix names are determined by the country that you specify for the earning or deduction element on the Element Name page.

Note: Names of earning and deduction elements are limited to 12 characters because of suffixes. Other element names can have as many as 18 characters.

Components take on the attributes of the earning or deduction element. If you change the attributes of the earning or deduction element, the component attributes also change. To continue with the previous example, if you change the name of the EARN1 earning element to REGULAR, the system changes the component names to REGULAR_UNIT and REGULAR_RATE. The only attributes of a component that you can change directly are the description, comments, customer fields, and the Via Element Overrides option. You make these changes on the Components page.

A component is also an element and can therefore be used in another element's definition. As an example, assume that you define the following elements:

- SALARY1 = Unit × Rate.
- SALARY2 = Unit × Rate.
- SALARY2 Rate = SALARY1 Rate.

When the system calculates the rate for SALARY2, it uses the rate for SALARY1. You don't have to redefine the rate for every new element. No matter how the rate for SALARY1 is defined (numeric, formula, and so on), the rate for SALARY2 always equals the rate for SALARY1.

Related Links

Updating Component Element Information
Defining Suffixes

Automatically Generated Accumulators

When you define an earning or deduction element, you specify which accumulators to create. For example, you probably want to create a year-to-date accumulator for every earning element and every deduction element that you define. You can base the accumulators on calendar periods, fiscal periods, or both. You can also indicate whether you want to store amounts, units, or both and the periods that you want to store in the accumulator—period, month, quarter, or year.

Like components, automatically generated accumulators take on the attributes of the corresponding earning or deduction element and use the suffixes that you define on the Earnings and Deductions page of the Element Suffixes component (GP_SUFFIX).

Note: The only accumulators whose attributes are linked directly to an earning element or deduction element are those that are automatically generated by the Earnings component (GP_EARNING) or the Deductions component (GP_DEDUCTION). Attributes of accumulators that you create using the Accumulators component (GP_ACCUMULATOR) are not linked directly to earning or deduction elements.

Related Links

Understanding Accumulators

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Frequency and Generation Control Calculations

When you set up an earning or deduction, you can specify a frequency on the Calculation page. There are two options:

- *Use Calendar Period Frequency* indicates that the element frequency is determined by the calendar period.
- *Use Specified Frequency* enables you to define the frequency.

For earning or deduction elements that use a frequency-controlled rate code, select *Use Calendar Period Frequency.* Otherwise, you may not get the result that you are looking for.

A rate code element that is frequency-controlled is resolved in the calendar frequency. It is annualized by the Frequency Option field that controls it and deannualized by the calendar frequency.

For example, say that you have a weekly payroll, and you create an earning element with an amount of 100 and a frequency of monthly. If no generation control conditions are defined, the system annualizes and deannualizes the amount into a processing frequency amount. Let's assume that your organization's monthly frequency is 12 and its weekly frequency is 52. First, the system annualizes the 100 (monthly amount) to 1200. Then it deannualizes that amount into the payroll processing frequency. If the payroll frequency is weekly, the amount that is paid each pay period is 1200 / 52 = 23.076923.

If your organization has multiple pay frequencies, the system converts the amount into the corresponding pay period amount for each frequency. Let's say that your organization gives an annual bonus of 1000 to all payees, and distributes the bonus in payslips throughout the year. Your hourly payees are paid weekly and your salaried payees are paid monthly. If you define a bonus earning as BON = 1000, with a frequency of *Annual,* that definition is applied, using annualization and deannualization, to all payees according to each group's pay frequency.

HR Frequency and Global Payroll Frequency Tables

Global Payroll usually uses the PeopleSoft HR Frequency Table to determine how a frequency is calculated. However, some frequencies that are not defined in that table are defined in the Generation Control Frequency Table in Global Payroll. An example of this is *First of the Month.* Let's say that you have a weekly pay frequency, but you want an earning element to be paid in the first pay period of the month. In Global Payroll, you can define a generation control frequency and assign it to the earning element through Generation Control.

Frequency Conversion and Generation Control

With generation control you can control when an element is processed, based on various criteria (one of which is frequency.)

If you select a frequency other than *Use Calendar Period Frequency,* the system annualizes and deannualizes the earning amount based on the pay period frequency. If a generation control frequency exists, the system annualizes and deannualizes the earning amount based on that frequency. The generation control frequency overrides the pay period frequency during frequency conversion.

For example, an earning element is defined with a calculation rule of *Amount* = 1200, an annual frequency, and a monthly pay period. If you define the monthly frequency as 12, and you don't have a generation control frequency for the earning, the amount is deannualized to 100 per month (1200 / 12 = 100). Now, if the generation control frequency is quarterly, the earning element is deannualized to 300 (1200 / 4 = 300).

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This table lists the calculation rules and components for which frequency conversion is performed:

Calculation Rule	***Component***
Amount	Amount
Base × Percent	Base
Unit × Rate	Unit
Unit × Rate × Percent	Unit

When you select *Use Calendar Period Frequency* in the **Frequency Option** field, the system does not perform frequency conversion.

For example, let's say that you have an earning element with a calculation rule of Amount and the amount is 100. If **Frequency** is set to *Use Calendar Period Frequency,* the amount calculated is always 100, regardless of what period frequency is used. If you have weekly and monthly pay groups, the resolved amount is 100 for payees in both groups. Even if a generation control condition uses frequency, the system doesn't perform annualization or deannualization. For frequency conversion, you specify the frequency in the earning's calculation rule. Frequency deannualization for generation control does not occur unless you specify a frequency on the earning element definition. Even though the system does not perform this routine, you can still use Generation Control - Frequency to control when the element is processed for the weekly pay group.

See Defining Generation Control Elements.

Example 1: Frequency Conversion without Generation Control

An earning element has a flat amount of 1200 and an annual frequency (factor = 1). You run a pay period with a monthly frequency (factor = 12).

The system retrieves the value of the frequency defined for the element (1) and the value of the frequency defined for the pay period (12) from the HR Frequency Table. It divides the element frequency factor by the period frequency factor to determine the annualization/deannualization factor. The equation used to calculate the element is: 1200 × 1/12 = 100

Example 2: Frequency Conversion with Generation Control

You have a monthly payroll and an earning element, a Christmas bonus, that should be paid only in December. The earning element is set up with a flat amount of 50 and a frequency of Weekly (factor = 52). To pay the bonus in December, you can:

1. Create a generation control frequency called *December* and give it a frequency factor of 1.
2. Create a generation control definition called *Christmas.*
3. In the definition, add the December generation control frequency, and select *Include* on the Generation Control - Conditions: Frequency page.

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4. Add the generation control definition to the earning element.

5. Attach the December generation control frequency to the December calendar.

When the system processes the December calendar for a payee and sees that the earning element has frequency generation control, it checks for a matching generation control frequency on the calendar. If it doesn't find a match, the system doesn't process the element. If the system finds a match, it performs the following calculation:

(Element amount (50)) × (element frequency factor (52)) / (generation control frequency factor (1)) = 2600.

The denominator changes from Period Frequency to Generation Control Frequency.

Retroactivity Calculations

During retroactive processing, if an earning or deduction element is defined as *Do Not Recalculate,* the system returns the old value of the element, along with all of its component elements, as long as all segments and slices match. However, if there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the system ignores the *Do Not Recalculate* designation and recalculates the element.

A *segment match* occurs when a segment's Begin Date, End Date, and Payment Keys are the same. All of these parts of a segment must match for the segments to match.

A *slice match* occurs when the number of slices in the current calculation is equal to the number of slices in the previous calculation, regardless of whether the slice dates match. Unlike segments, differences in dates or date ranges are not considered mismatches for slices.

Examples of mismatches include:

- If an element was not previously calculated, it will always be calculated during retroactive processing.
- When segments don't match or when segments match but slices don't match, the Do Not Recalculate designation is ignored and the elements will be recalculated.

Positive input overrides the Do Not Recalculate designation. Positive input instances are always calculated.

Note: A single instance of positive input with an action type of **Override** will cause an element to be recalculated. Positive input instances with action types of **Add** are always recalculated, regardless of whether the element that is being added to is recalculated. This means that new positive input rows with action types of **Add** are resolved even if the element is designated as **Do Not Recalculate**

Related Links

Understanding General Rules of Retroactive Processing

Pre Process and Post Process Formulas

When defining an earning or deduction element, you can assign it a pre process formula, a post-process formula, or both using the Calculation page.

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- A pre process formula is executed immediately *before* the resolution of the earning or deduction element.

  For example, you might use a pre process formula to retrieve data for use in the resolution of the earning or deduction.

- A post process formula is executed immediately *after* the resolution of the earning or deduction element.

  For example, you can use a post-process formula to change the calculated value of an earning or deduction and its components before the resolved value is stored (in the PINV array) and becomes available for use elsewhere. You might use a post-process formula to enforce an annual limit for a deduction or to add an additional amount.

Pre process and post process formulas are executed for each instance of an element; however, you can use system elements to control when resolution occurs. PeopleSoft delivers numerous system elements for use with pre- and post-process formulas.

System Elements for Post Process Formulas

The following table lists the system elements that PeopleSoft delivers for use in post process formulas. As is true of all system elements, these elements resolve only if they are referenced in the process; for example, in a formula.

System Element	***Description***
CURR x VAL (x = AMT, PCT, UNITS, BASE, or RT)	Stores the resolved value of the most recent instance of the amount or of the percent, unit, base, or rate component. This element is populated by the value of the amount immediately after the amount is calculated or by the value of the percent, unit, base, or rate component immediately after the component is resolved. This is after frequency conversion, proration, and rounding, if applicable, are applied. This value can be used as input for the post-process formula. CURR x VAL is updated by setting SET CURR x VAL to a nonzero number. The primary use of the system element is to check its value for the current amount or for the current percent, unit, base, or rate component of the deduction or earning.
OVRD CURR x VAL (x = AMT, PCT, UNIT, BASE, or RT)	Stores the value to be used to override the most recently resolved instance of the amount or of the percent, unit, base, or rate component. Think of this as the output of a post-process formula. You can assign override values to this set of elements. OVRD CURR x VAL is updated by setting SET CURR x VAL to true (a nonzero number).

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System Element	*Description*
SET CURR x VAL (x = AMT, PCT, UNIT, BASE, or RT)	To override the value of the most recently resolved instance of the amount or of the percent, unit, base, or rate component, set this system element to a nonzero value. This causes the system to assign the value of OVRD CURR x VAL to the amount or to the percent, unit, base, or rate component.

Example

This example illustrates how you might use a post-process formula to enforce an annual deduction limit. After the system computes the deduction, it calls a post-process formula to determine whether the limit has been reached, and if so, what to do with the deduction.

Assumptions:

- DD represents the deduction element.
- YTD Limit Amt is a variable that represents the year-to-date limit amount.
- Amt Over is a variable that represents the amount that exceeds the limit.

Here's what the code looks like:

```
If DD YTD Accum + CURR AMT VAL + DD Arrears Amt<= YTD Limit Amt
Then exit

Else

DD YTD Accum + CURR AMT VAL + DD Arrears Amt - YTD Limit Amt = Amt Over
CURR AMT VAL – Amt Over = OVRD_CURR_AMT_VAL
1 = SET CURR AMT VAL
```

To illustrate with numbers, assume that a deduction has an annual limit of 1,000. The payee's year-to-date balance for the deduction is 950. The deduction for the current period is 125, and there is no arrears balance. Processing occurs as follows:

If 950 + 125 + 0 <= 1000

then exit

else

950 + 125 + 0 - 1000 = 75

125 - 75 = 50

A value of 50 is assigned to the override element (OVRD_CURR_AMT_VAL), and the value of SET CURR AMT VAL is set to 1, so the system retrieves the value of the override element and assigns it to the deduction.

The rounding rule defined for the resolved amount is applied after the post-process formula.

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Note: Post-process formulas are resolved before arrears processing. Therefore, if you use a post-process formula to limit an amount, the amount that exceeds the limit that is defined in your formula does not update the arrears balance.

System Elements that Control the Timing of Resolutions

You can use delivered system elements to control when resolution of a pre- or post-process formula occurs. The following table lists some of the system elements that could be useful when you want to execute a pre- or post-process formula on a specific instance:

System Element	*Description*
PI INSTANCE NUMBER	Positive input instance number. Resolves to the instance number if positive input exists. Otherwise, resolves to zero.
PI INSTANCE FIRST	First instance of positive input (Y / N). Resolves to Y for the first instance of positive input; otherwise resolves to N.
PI INSTANCE LAST	Last instance of positive input. (Y / N). Resolves to Y for the last instance of positive input; otherwise resolves to N.

Related Links

Understanding Multiple Resolutions

Proration and Rounding Processing

The system goes through the following steps when prorating and rounding an earning or deduction element:

1. For each segment or slice, retrieves the components of the calculation rule.
2. For each segment or slice, prorates the applicable components.

   Note: Percent component and rate component are not subject to proration.

3. Rounds the components.
4. Resolves the segment or slice.
5. Rounds the segment or slice resolved amount.

The PRORATE System Element

Proration of an earning or deduction element can be triggered in one of two ways: through segmentation or through the use of the PRORATE system element.

You can use the PRORATE system element to invoke proration for an earning or deduction element, even when there's no segmentation. To do this, create a pre process formula that defines the conditions

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under which PRORATE is set to Y. If the conditions are satisfied, proration occurs using the proration rule associated with the earning or deduction element. In your post-process formula, be sure to include instructions to reset PRORATE to N.

Related Links

Pre Process and Post Process Formulas

Earning and Deduction Assignments and Positive Input

Earnings and deductions can be defined with one or more components of their calculation rule (the unit, rate, base, percent, or amount) set to *Payee Level.* This means that the earning or deduction must be assigned to a specific payee before it can be processed, and that the value of the component designated as *Payee Level* must be entered using positive input or the element/payee assignment components. The element/payee assignment and positive input pages can be configured for specific earnings and deductions to simplify the process of entering payee level data.

Related Links

Understanding Element Override Configurations

Understanding Positive Input

Multiple Resolutions

In Global Payroll you can cause an element to resolve multiple times in a single segment by:

- Entering positive input for an element using an **Action Type** of *Additional, Override,* or *Resolve to Zero.*

  When you enter *additional* positive input for an element, the element resolves once using the element's rule definition—or if there are element overrides, by using the override values. The element resolves again using the values associated with the *additional*- type instance of positive input.

  If there is more than one *additional* positive input entry, the system assigns a different instance number to each entry to trigger multiple resolutions of the element.

  When you enter multiple positive input *overrides,* the system processes them separately, using instance numbers to trigger multiple resolutions.

- Entering multiple instances of an element on the element assignment pages.

  For example, you can enter the same garnishment multiple times for the same periods. The system assigns an instance number to each entry and processes each one separately.

  You can also define user fields to track different resolutions of an element (for example, you can define a user field called Garnishment Number to distinguish different resolutions of a garnishment element).

- Defining an accumulator driver to trigger multiple resolutions of an earning or deduction. For each instance of the accumulator, there is a corresponding resolution of the earning or deduction.

- When an element segmentation trigger that applies to an earning or deduction exists, there is a separate resolution for each slice of the element.

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Related Links

Understanding Multiple Resolutions

Defining Earning Elements

To define earning elements, use the Earnings (GP_EARNING) component.

Pages Used to Define Earning Elements

Page Name	*Definition Name*	*Usage*
Earnings Name Page	GP_PIN	Name the element and define its basic parameters.
Earnings - User Fields for Element <name> Page	GP_PIN_USR_FLD_SEC	Define user fields to create unique instances of an element.
Earnings - Calculation Page	GP_ERN_DED_CALC	Define calculation rules for an earning element.
Earnings - Rounding/Prorations Page	GP_ERN_DED_RND	Specify rounding and proration options for the components of an earning element.
Earnings - Auto Generated Accumulators Page	GP_AUTOGEN_ACUM	Define characteristics of automatically generated accumulators for an earning element.
Earnings - Accumulator Periods for Element <name> Page	GP_ERN_DED_ACM_SEC	Define which accumulators the system creates. This page is also used to view deduction elements.
Earnings - Generated Elements for Element <Name> page	GP_AUTOGEN_SEC	Displays the system- generated components and accumulators that have been created for an earning element. This page is also used to view deduction elements.
Earnings - Accumulators Page	GP_ERN_DED_AC_ADDL	Indicate the accumulators (already defined in the system) to which the earning element contributes.

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Page Name	*Definition Name*	*Usage*
Earnings - Supporting Element Overrides Page	GP_ELM_DFN_SOVR	Override the value of certain supporting elements that are used by the earning element or override the supporting elements when they are not part of the earning definition. This page is also used to override deductions.

Understanding Setup Steps for Earning Elements

Earnings are any type of compensation, such as salary, fees, and bonuses, that a person receives for work or services performed. You define earning elements to represent your organization's earning rules.

To create an earning element:

1. Define the earning name, security levels, and allowable overrides on the Earnings Name page.

   You can also associate the earning element with a driver accumulator or user fields.

2. Set up the calculation rule on the Earnings - Calculation page.

   You select the components that make up the calculation rule: an amount or a combination of a base, percent, rate, and unit. You also define the frequency of the earning and select any generation control parameters that apply. You define pre processing and post processing formulas for the earning as well as retroactive recalculation options.

   Note: If the earning has been processed (has results in the output results) or has more than one effective-dated row, you cannot change a calculation rule once you define it.

   ---

3. Specify the rounding and proration rules for the element on the Earnings - Rounding/Proration page.

   You can select rounding and proration rules that are defined on the Pay Group Defaults page, specify your own rules, or use no rounding or proration.

4. Define the characteristics of the automatically generated accumulators on the Earnings - Auto Generated Accumulators page.

   You define the characteristics of the accumulators that track and maintain balances for a payee's earning. You specify the type of accumulator, indicate when and how the accumulator gets updated, and select the calendar and fiscal periods for the accumulator.

5. Select the accumulators that the earning element contributes to on the Earnings - Accumulators page.

   You can indicate which accumulators this earning is a member of. For each accumulator, you specify the element name, begin and end dates, whether the earning adds or subtracts from the accumulator, and the percentage of the earning to add to or subtract from the accumulator.

6. Override a supporting element, as needed.

   You can override a supporting element that may or may not be used in the calculation of the earning.

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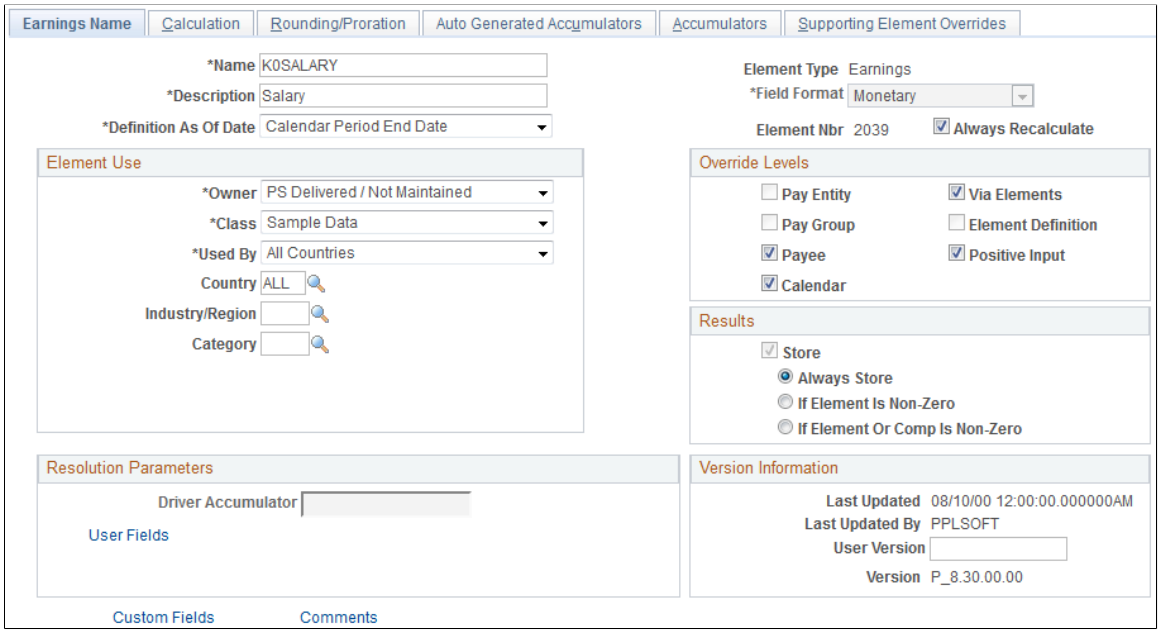
Earnings Name Page

Use the Earnings Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings > Earnings Name

This example illustrates the fields and controls on the Earnings Name page.



Note: You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN). However, the Earnings Name page contains the following additional fields that apply only to earnings.

Field or Control	*Description*
Driver Accumulator	To drive multiple resolutions of an earning using an accumulator, designate the accumulator in the **Driver Accumulator** field. For each instance of the accumulator, the system resolves a separate instance of the earning. **Note:** When you link a *driver accumulator* to an earning, the earning inherits the user keys of the accumulator as user fields. See Understanding Multiple Resolutions.

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Field or Control	*Description*
User Fields	Click to access the User Fields page, where you can: • Associate an element with up to six user fields. User fields are used to define unique instances of an element. They enable the system to generate and track multiple resolutions of an earning or deduction. **Note:** You can specify the values of user fields by entering supporting element overrides, or populate their values by using formulas, brackets, and arrays. For example, you could define an earning to supplement regular pay that varies by location and cost of living by associating it with a user field called Location. If a payee is entitled to more than one supplement due to his/her association with multiple locations, you could then define the different locations as supporting element overrides. • View user fields inherited from a driver accumulator. • Define the retroactive delta user field level. See Earnings - User Fields for Element <name> Page, Understanding Multiple Resolutions.

Note: All other fields on the Earnings Name page are discussed elsewhere in this documentation.

Related Links

Defining Element Names

Earnings - User Fields for Element <name> Page

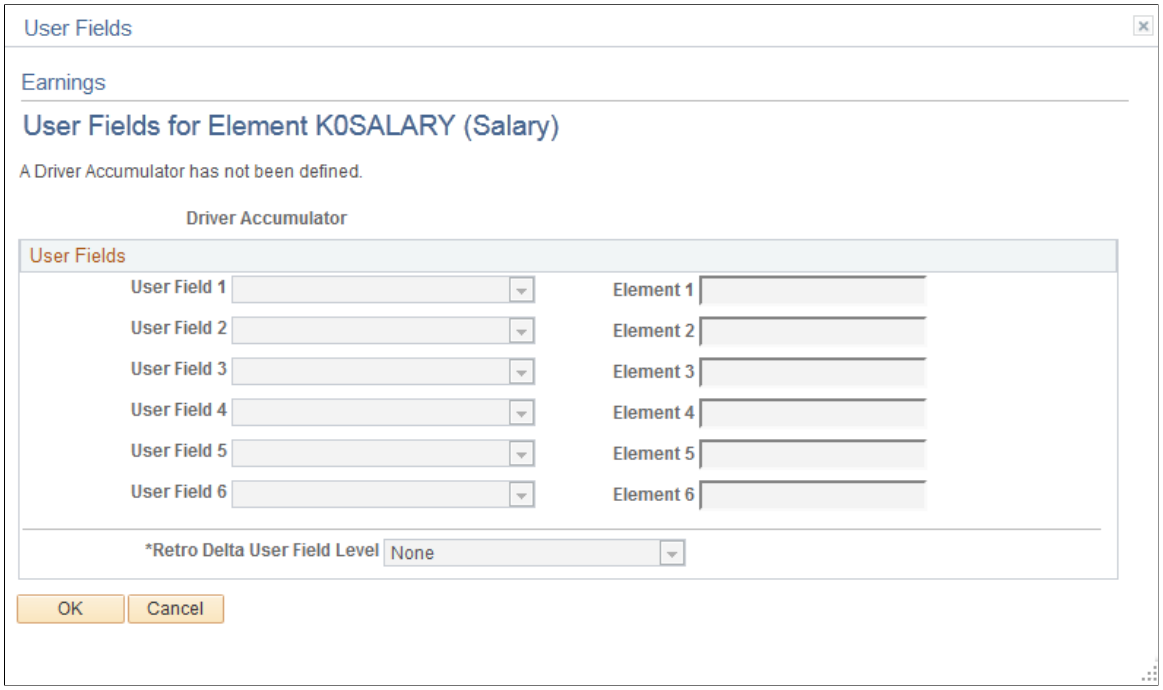
Use the Earnings - User Fields for Element <name> page (GP_PIN_USR_FLD_SEC) to define user fields to create unique instances of an element.

Navigation:

Click the **User Fields** link on the Earnings Name page.

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This example illustrates the fields and controls on the Earnings - User Fields for Element <;name> page.



Field or Control	***Description***
User Field 1– 6	Define the type of element that you want to hold the value of the user field. Valid values are *Variable* and *System Element.* If your rules design calls for the value of this field to be defined on the element assignment (recurring) pages, you must select *Variable.* This is because the only supporting elements you can override on these pages are variables. If you plan to override the value of this element through positive input, you can select either *Variable* or *System Element.* **Note:** The values of these fields can also be set by other elements such as formulas, brackets, and arrays. **Note:** If you enter an accumulator driver on the Earnings Name page, these fields become unavailable for data entry. The user keys of the driver accumulator automatically become the user fields of the earning element, and the **User Fields** display the entry type *(Variable* or *System Element)* of the inherited accumulator keys. In addition, once an earning has been processed, the user fields cannot be changed. They can only be viewed.

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Field or Control	*Description*
Element 1 – 6	If you select *Variable* for **User Field 1– 6,** enter the name of the variable element that you want to hold the value of this field. **Note:** You must have previously defined the variable on the variable definition pages. If you select *System Element* for **User Field 1– 6,** enter the name of the system element that you want to hold the value of this field. **Note:** If you enter an accumulator driver on the Earnings Name page, the **Element** fields become unavailable for data entry. The user keys of the driver accumulator automatically become the user fields of the earning element, and **Elements 1–6** display the variables or system elements that have been defined to hold the values of the accumulator keys.

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Field or Control	*Description*
Retro Delta User Field Level	Select a user field level to control how the system groups retroactive deltas for different instances of an earning with different user field values: • *None*: The system sums deltas for all instances of the earning regardless of differences between user field values. • *Through User Field 1*: The system sums deltas for different instances of the earning with the same **User Field 1** value. • *Through User Field 2*: The system sums deltas for different instances of the earning with the same **User Field 1** and **User Field 2**values. • Through User Field 3: The system sums deltas for different instances of the earning with the same **User Field 1, User Field 2,** and **User Field 3**values. • Through User Field 4: The system sums deltas for different instances of the earning with the same **User Field 1–4** values. • Through User Field 5: The system sums deltas for different instances of the earning with the same **User Field 1–5** values. • All User Fields Defined: The system sums deltas for different instances of the earning with the same **User Field 1–6** values. **Note:** The values available for selection depend on the number of user fields defined. For example three user fields give the choices *None, Through User Field 1, Through User Field 2,* and *All User Fields Defined.* If you change the user fields or alter the user keys of the driver accumulator, the system automatically updates the available values. If you reduce the number of user fields so that the current **Retro Delta User Field Level** value is no longer valid, the system changes the **Retro Delta User Field Level** value to be *All User Fields Defined* and issues a message to that effect. The **Retro Delta User Field Level** value can subsequently be changed. **Important!** If a deduction is defined with user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys. If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields. See Understanding Multiple Resolutions.

Related Links

Understanding Accumulators

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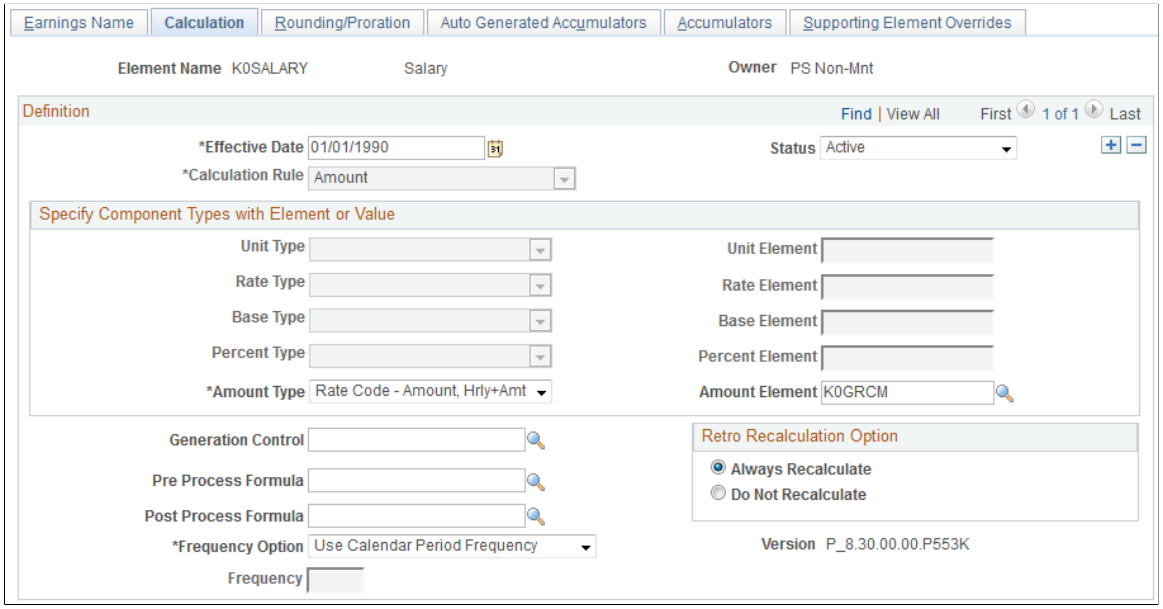
Earnings - Calculation Page

Use the Earnings - Calculation page (GP_ERN_DED_CALC) to define calculation rules for an earning element.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings > Calculation

This example illustrates the fields and controls on the Earnings - Calculation page.



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Field or Control	*Description*
Calculation Rule	Define the calculation rule for the element. Valid values are *Amount, Base x Percent, Unit x Rate,* and *Unit x Rate x Percent.* Your selection affects the availability of other fields. Once you define a calculation rule for an element, you cannot change the rule unless all of the following conditions are met: • Element has not been processed (No output results exist for the element). • There is only one effective-dated row for the element. **Note:** If you define a calculation rule and discover that one of these conditions exists, create a new element. This restriction primarily exists because of retroactive considerations. Let's say that you define an earning element with a calculation rule of *Unit x Rate.* After several payroll runs, you add a new effective-dated row and change the calculation rule to Amount. Now, a retroactive event causes the system to recalculate the element and forward the deltas to the current period. Since the calculation rule has changed, an adjustment that is made to units, for example, is not compatible with the current calculation rule of amount.
Unit Type, Rate Type, Base Type, Percent Type, and **Amount Type**	Specify how the system is to determine the amount or component values, as applicable. The fields that you can update here depend on the selected calculation rule. For example, if the calculation rule is Unit x Rate, you can select the type of elements that are to retrieve the unit value and the rate value in the Unit Type field and the Rate Type field respectively. Values vary by component type. A value of *Payee Level* tells the system to resolve the element only if the value of the component is found on the Element Assignment By Payee page, the Payee Assignment By Element page, or in positive input. To define a component at the payee level, select the Payee Override and/or Positive Input check boxes on the Earnings Name page.

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Field or Control	*Description*
Unit Element, Rate Element, Base Element, Percent Element, Amount Element, Amount Value and **Amount Currency**	Select the element name that corresponds to the component type in the calculation rule. **Note:** If you select a *Numeric* Amount Type, the Amount Element field will not display. Instead, the Amount Value and Amount Currency fields will be available for entry. Similarly, if you select *Numeric* for the rate or base components, you will see fields for Rate Value and Rate Currency, and Base Value and Base Currency, respectively. If you select *Numeric* for **Unit Type** and **Percent Type,** the **Unit Value** field and **Percent Value** field will be available for entry. The value of the currency code is based on the currency that is defined for the user, which is based on the User Preference definition. Regardless of what currency you enter for the earning element, the system converts it to the processing currency during the element's resolution. You define the processing currency when you're setting up your pay entity information. If you enter an element type, such as a variable, for a component in a calculation rule, the system uses the currency that was defined for that element and performs a currency conversion, if that currency is different from the processing currency.
Generation Control	To restrict the conditions under which the element is resolved, select the applicable generation control element. For example, you can use generation control to specify that an element be resolved for active payees only. Define generation control elements using the Generation Control component. **Note:** If generation control prevents the resolution of a deduction, the system still processes the arrears payback if there is an arrears balance. It also processes retroactive adjustments. See Frequency and Generation Control Calculations.
Pre Process Formula and **Post Process Formula**	Select a formula to execute immediately before or immediately after the system resolves each instance of the earning or deduction element. See Pre Process and Post Process Formulas.
Frequency Option	Select the frequency option with which you are stating a value. Values are: *Use Calendar Period Frequency:* The system assumes that the element value is in the frequency of the calendar period that you have defined. *Use Specified Frequency:* If you select this value, you will define the frequency in the **Frequency** field. See Frequency and Generation Control Calculations.

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Field or Control	*Description*
Frequency	If you selected a frequency option of *Use Specified Frequency,* you'll define the frequency type here. Examples are *Annual, Biweekly, Contract, Daily, Fourweekly, Hourly, Monthly, Quarterly, Semimonthly,* and *Weekly.* These values come from the Frequency Table in HR.
Retro Recalculation Option	Specify whether to recalculate an element during retroactive processing. Values are: *Always Recalculate* *Do Not Recalculate* If you select *Always Recalculate* , the element is recalculated during retroactive processing. **Note:** You can override this field on the Retro Process Overrides page. See Retroactivity Calculations, Understanding General Rules of Retroactive Processing.

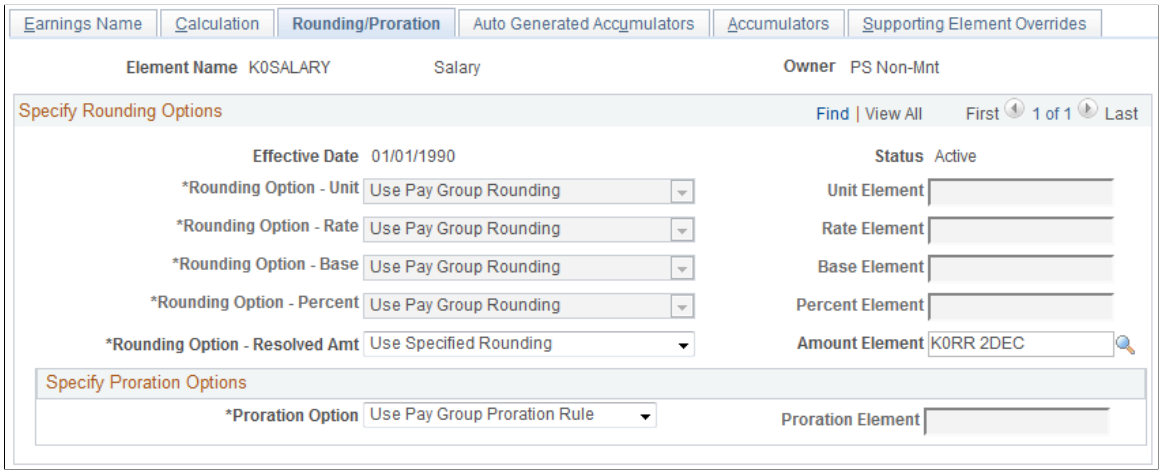
Earnings - Rounding/Prorations Page

Use the Earnings - Rounding/Proration page (GP_ERN_DED_RND) to specify rounding and proration options for the components of an earning element.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings > Rounding/Proration

This example illustrates the fields and controls on the Earnings - Rounding/Proration page.



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Field or Control	*Description*
Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Base, and **Rounding Option - Percent**	Select a rounding option for the component. Values are: *Use Pay Group Rounding:* (Default) Select to use the rounding rule that you defined on the Pay Group − Defaults page. *Use Specified Rounding:* Enables you to select a rounding rule element in the field to the right. **Note:** Before you can select a rounding option for the earning component, you must first define the rounding rule element. Rounding rules are defined on the Rounding Definition page. *No Rounding:* Select if you do not want the system to perform rounding.
Rounding Option - Resolved Amount	Indicate how to round elements that have a calculation rule of amount and how to round the resolved value of elements that have a calculation rule that uses other components. For example, the calculation rule for earning E1 is *Unit* × *Rate.* If you select *No Rounding* in the **Rate** and **Unit** field, and you select a rounding rule here, the system rounds the resolved value of *Unit* × *Rate.* Or, let's say you want to round the rate to four decimal points, and then round the result of Unit x Rate to two decimal points. In this case, you select a rounding rule in both the **Rate** field and in this field. Usually you select *Use Pay Group Rounding* or *Use Specified Rounding,* because you want the **Resolved Amount** to be a rounded value. It is not common to select *No Rounding.* **Note:** The system does not assume any decimal precision in the calculation process. Certain countries may have limitations on rounding because of their currency. In the Unites States, you can only make payments with two places to the right of the decimal. For example, you would probably round up a payment of 200.6778 to 200.68. However, in another country, you may be able to make payments for amounts with less than two places to the right of the decimal. It is *extremely important* that you consider this when defining your resolved amount rounding options. Rounding for the resolved amount happens before Net Pay Validation processing for a deduction. If you are using a Partial Formula for Net Pay Validation processing, you need to round the partial amount in that formula, according to your rounding requirements.
Unit Element, Rate Element, Base Element, Percent Element, and **Amount Element**	Enter an element for each applicable rounding option.

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Field or Control	*Description*
Proration Option	Select a proration option that defines if and how the system prorates the component value or amount when there is segmentation, or if the system element, PRORATE, is not equal to zero. Values are: *Use Pay Group Proration Rule:* (Default) Select to use the standard proration rule you defined on the Pay Group - Defaults page. *Use Specified Proration Rule:* Enables you to select a proration rule element in the field to the right. *No Proration:* Select if you don't want to apply a proration rule to the earning.
Proration Element	If you select *Use Specified Proration Rule* in the **Proration Option** field, select the proration element here.

Related Links

Defining Proration Rules

Earnings - Auto Generated Accumulators Page

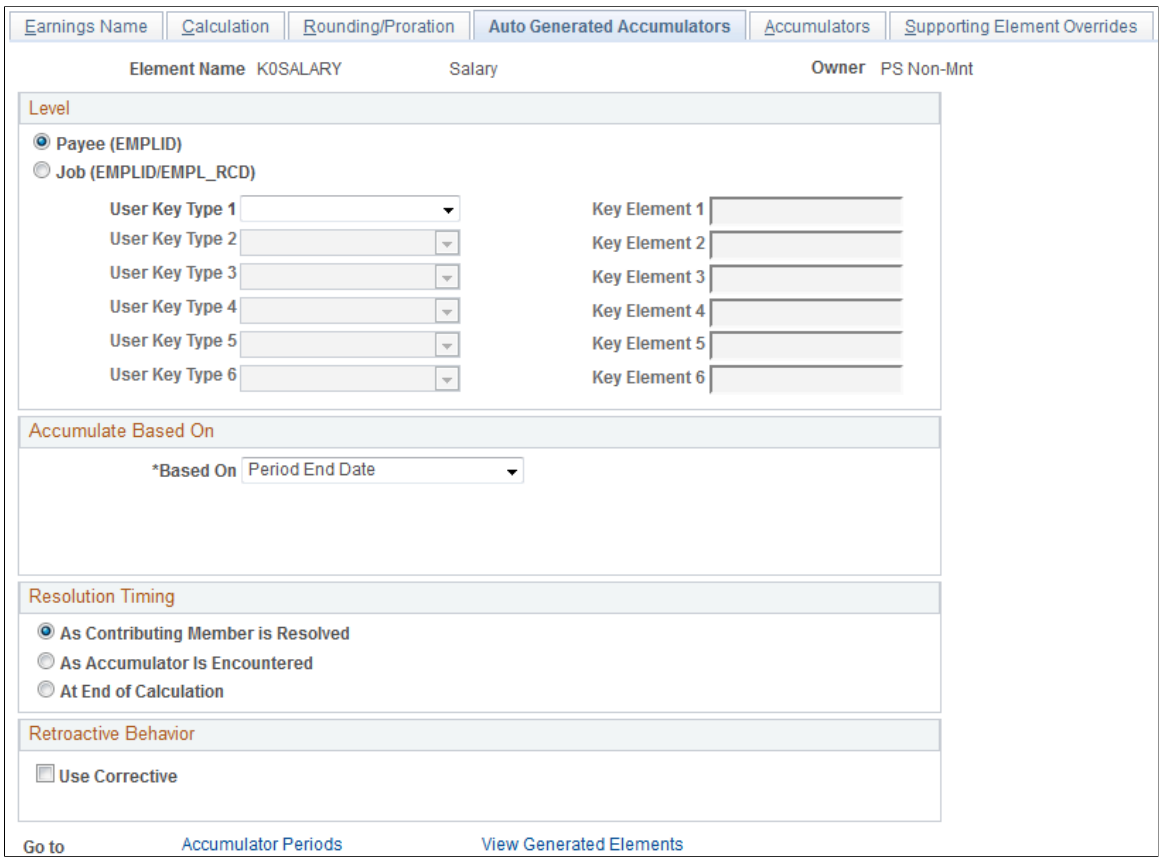
Use the Earnings - Auto Generated Accumulators page (GP_AUTOGEN_ACUM) to define characteristics of automatically generated accumulators for an earning element.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Earnings** > **Auto Generated Accumulators**

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This example illustrates the fields and controls on the Earnings - Auto Generated Accumulators page.



Note: All fields on this page, except the **Copy User Fields** button, the **Accumulator Periods** link, and the **View Generated Elements** link, are the same as those on the Level page of the Accumulators component and are discussed elsewhere in this documentation.

See Accumulators - Level Page.

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Field or Control	*Description*
Copy User Fields	Click to copy the user fields associated with the earning to the auto-generated accumulators. These fields become the user keys of the accumulators. If you do this, the system generates different accumulator instances for each resolution of the earning with different user field values. **Note:** This button becomes available only when there are user fields defined on the User Fields page. **Important!** If a deduction has user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys (you do not need to click the **Copy User Fields** button to transfer the user fields to the arrears accumulator). If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields. See Understanding Multiple Resolutions.
Accumulator Periods	Click to access the Accumulator Periods page where you define the periods for which you want the earning element to accumulate.
View Generated Elements	Click to access the Generated Elements page to view the automatically generated components and accumulators that have been created.

Earnings - Accumulator Periods for Element <name> Page

Use the Earnings - Accumulator Periods for Element (name) page (GP_ERN_DED_ACM_SEC) to define which accumulators the system creates.

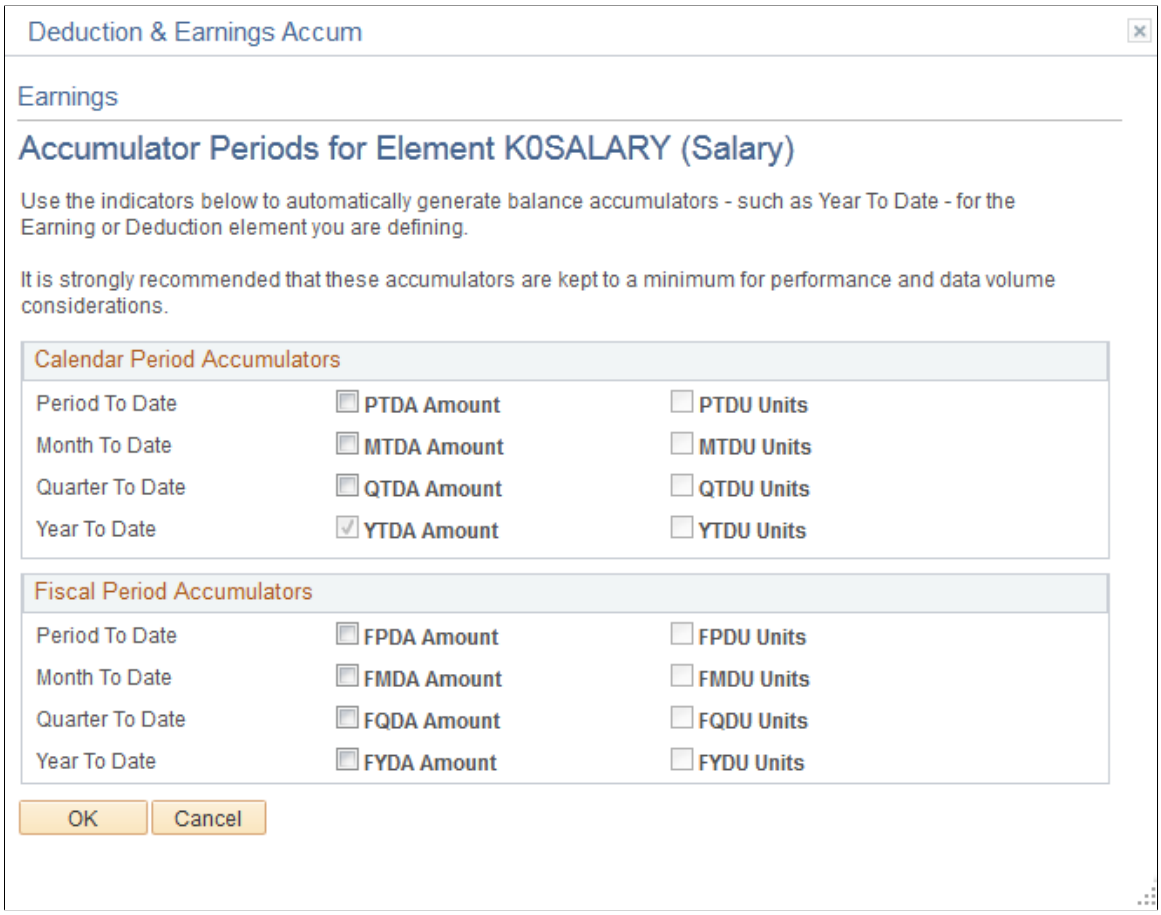
This page is also used to view deduction elements.

Navigation:

Click the **Accumulator Periods** link on the Earnings - Auto Generated Accumulators page.

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This example illustrates the fields and controls on the Earnings - Accumulator Periods for Element <;name> page.



Note: Automatically generated accumulators take on the name of the earning element plus a suffix. Suffixes appear next to the accumulator check boxes and are determined by the country you specify for the earning or deduction element on the Element Name page.

Field or Control	*Description*
Calendar Period Accumulators/Fiscal Period Accumulators	Select the accumulators you want to create. You can select as many as you need, keeping in mind performance and data volume considerations.

Earnings - Generated Elements for Element <Name> page

Use the Earnings - Generated Elements for Element <name> page (GP_AUTOGEN_SEC) to displays the system-generated components and accumulators that have been created for an earning element.

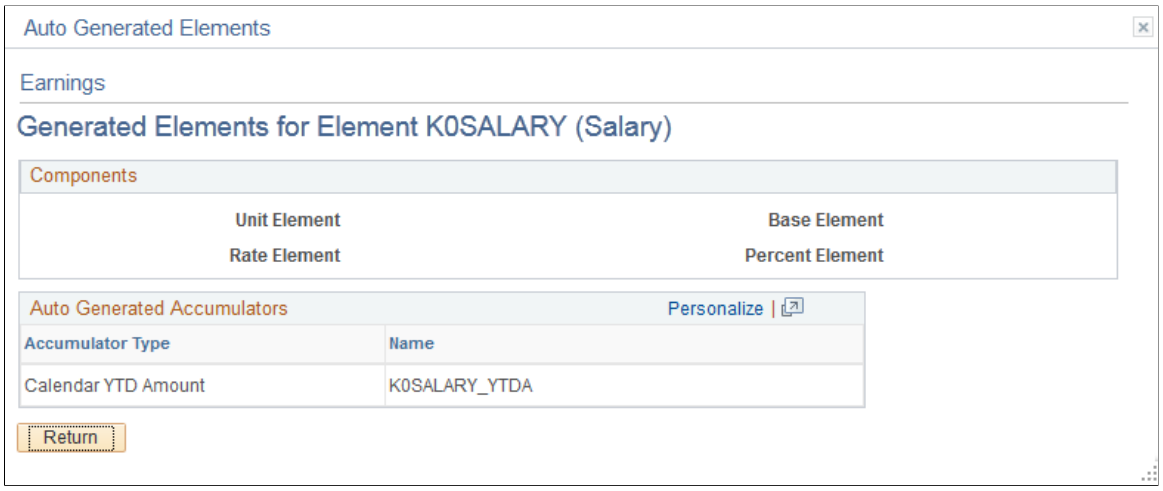
This page is also used to view deduction elements.

Navigation:

Click the **View Generated Elements** link on the Earnings - Auto Generated Accumulators page.

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This example illustrates the fields and controls on the Earnings - Generated Elements for Element <name> page.



Field or Control	*Description*
Components	Displays the automatically generated element for each component of the earning element.
Arrears Elements	For deduction elements, these arrears elements are assigned: **Payback Amount, Amount Not Taken, Add to Arrears,** and **Arrears Balance.** The first three are deduction components; **Arrears Balance** is an accumulator.
Auto Generated Accumulators	Displays automatically generated accumulators.

Related Links

Defining Suffixes

Earnings - Accumulators Page

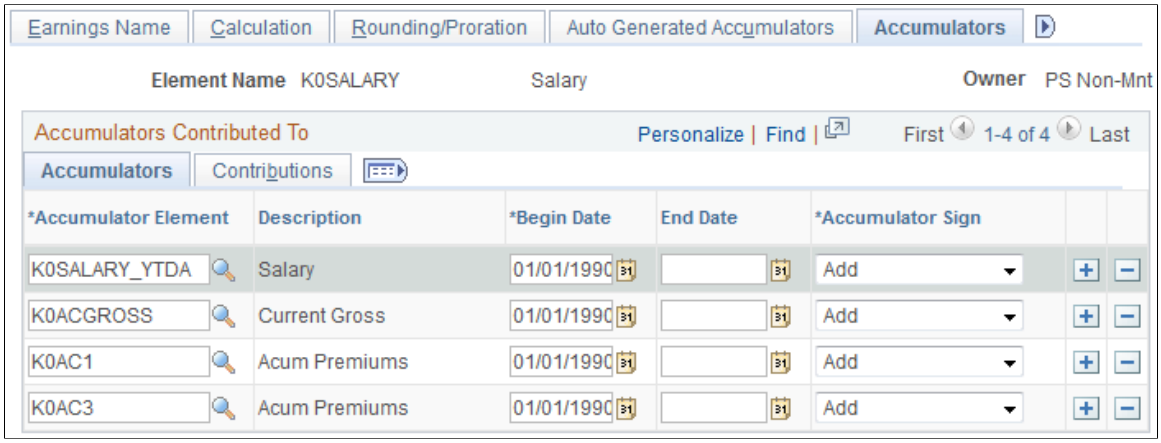
Use the Earnings - Accumulators page (GP_ERN_DED_AC_ADDL) to indicate the accumulators (already defined in the system) to which the earning element contributes.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Earnings** > **Accumulators**

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This example illustrates the fields and controls on the Earnings - Accumulators page.



Accumulators

Specify whether the earning element adds to or subtracts from other accumulators. For example, you can add the results of the earning element to the Gross Base and Taxable Gross accumulators.

For each accumulator, specify the element name, the begin and end dates, and whether the earning element adds to or subtracts from the accumulator.

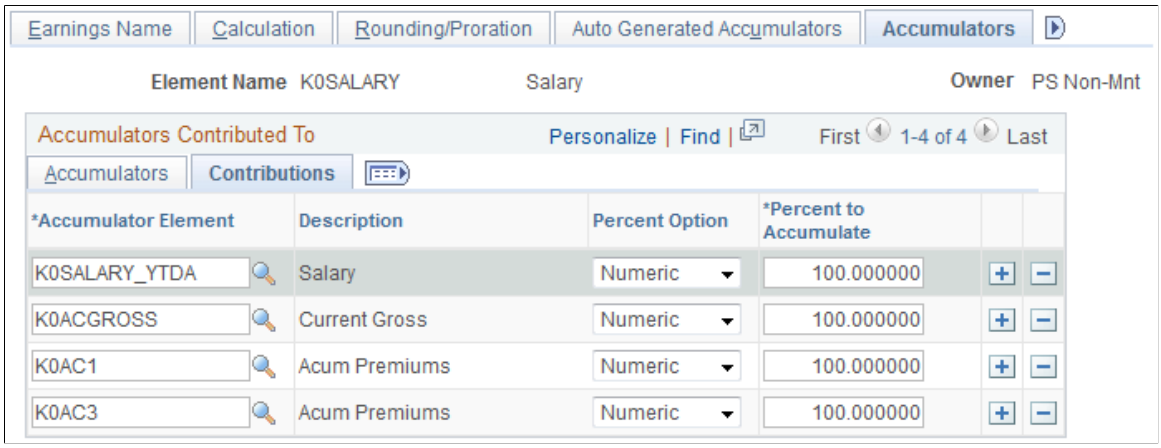
Field or Control	***Description***
Accumulator Element	Select the element name.
Begin Date	Specify when you want the earning element to begin adding or subtracting from the accumulator. In Add mode, the default date is the earliest effective date for that element. Otherwise, the default is today's date.
End Date	Specify when you want the earning element to stop adding to or subtracting from the accumulator. **Note:** Enter a begin date and an end date if you want the earning element to accumulate only for a specified period of time. If the begin date or end date occurs during a pay period, the system accumulates the earning element for that period. If you leave the **End Date** blank, the system starts accumulating on the date that you enter the data and accumulates during all pay periods until you enter an **End Date.**
Accumulator Sign	Select *Add* or *Subtract* to indicate whether you want the earning element to add to or subtract from the accumulator.

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Contributions

Select the Contributions tab.

This example illustrates the fields and controls on the Earnings - Accumulators page: Contributions tab.



For each accumulator, specify the percentage of the earning to add to or subtract from the accumulator.

Field or Control	*Description*
Percent Option	Specify the percentage of the earning to contribute to or subtract from the accumulator: *Numeric:* Select to specify a percentage. *Variable* or *Formula:* Select if you want a variable or formula element to return the value to accumulate or subtract.
Percent to Accumulate	If you selected a percent option of *Numeric,* enter a percentage of up to 100 percent here.
Percent Element	If you selected a percent option of *Variable* or *Formula,* select the name of the variable or formula here.

Earnings - Supporting Element Overrides Page

Use the Earnings - Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of certain supporting elements that are used by the earning element or override the supporting elements when they are not part of the earning definition.

This page is also used to override deductions.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Earnings** > **Supporting Element Overrides**

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You can use the Supporting Element Overrides page in the Earnings component to override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the earning element. You can also use the override feature to have the system resolve a bracket, date, duration, formula or variable when it resolves an earning element—even when the supporting element is not part of the earning's definition.

Related Links

Defining Element Definition Overrides

Defining Deduction Elements

To define deduction elements, use the Deductions (GP_DEDUCTION) component.

Pages Used to Define Deduction Elements

Page Name	*Definition Name*	*Usage*
Deduction Name Page	GP_PIN	Name the element and define its basic parameters.
Deductions - User Fields Page	GP_PIN_USR_FLD_SEC	Define user fields to create unique instances of an element.
Deductions - Calculation Rules Page	GP_ERN_DED_CALC	Define calculation rules for a deduction element.
Deductions - Rounding/Proration Page	GP_ERN_DED_RND	Specify rounding and proration options for a deduction element.
Deductions - Arrears Page	GP_ERN_DED_ARR	Specify what to do when available net pay is insufficient to cover the deduction, how to pay back arrears, and how the third-party recipient is to be paid, if there is an arrears balance.
Deductions - Auto Generated Accumulators Page	GP_AUTOGEN_ACUM	Define characteristics of automatically generated accumulators for a deductions element.
Deductions - Accumulator Periods Page	GP_ERN_DED_ACM_SEC	Define which accumulators the system creates.
Deductions - Generated Elements Page	GP_AUTOGEN_SEC	Displays the system- generated components and accumulators that have been created for a deduction element.

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Page Name	*Definition Name*	*Usage*
Deductions - Accumulators Page	GP_ERN_DED_AC_ADDL	Indicate the accumulators (already defined in the system) to which the deduction element contributes.
Deductions - Recipient Page	GP_RCP_DED	Select a general recipient for a deduction (the entity that receives all amounts that are withheld from payees for a particular deduction, such as a government agency).
Deductions - Supporting Element Overrides Page	GP_ELM_DFN_SOVR	Override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.

Understanding Setup Steps for Deduction Elements

A deduction is any payroll element that subtracts from a person's pay. A deduction can be voluntary or statutory. Voluntary deductions include deductions for retirement plans, company stock purchases, union dues, and parking fees. Statutory deductions include deductions for taxes and garnishments.

To create a deduction element:

1. Define the deduction name, calculation rule, rounding and proration rules, accumulators, and supporting element overrides, as needed.

   Note: The pages that you use are similar to the Earning definition pages.

2. Define the rules that apply when net pay is insufficient to cover a deduction.

   Use the Deductions - Arrears page to define these rules. An *arrears* is a way to store deductions that the system can't take from the current pay run because of insufficient net pay. An arrears stores an amount that will be deducted at a future time.

3. Select a general recipient, if applicable for the deduction using the Deductions - Recipient page.

Note: Only pages that are unique to the Deductions component are documented here. Pages that are common to both the Earning and Deduction components are documented in the Earnings topic of this topic.

Related Links

Defining Earning Elements

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Understanding Net Pay Validation and Arrears Processing

When defining a deduction, you can define the action the system takes when a payee's net pay is not sufficient to cover the entire amount of a deduction. You can also establish a payback method for the amount that is not taken (the arrears).

Note: Before you define deductions for your organization, you may want to decide whether you want the system to perform the functions described on the Deduction - Arrears page or whether you want to handle these functions on your own.

Net Pay Validation

The net pay validation feature prevents a deduction from reducing net pay below zero or a minimum amount that you define. To use the system's arrears management and payback features, you must enable net pay validation. If you do not use net pay validation, the system always takes the entire amount of a deduction, even if the payee's net pay drops below zero. In addition, none of the arrears processing options are available.

When using net pay validation, you can specify the order for taking deductions when there's not enough net pay to cover all deductions. The choices are:

- Processing sequence
- Priority order

Processing sequence refers to the order in which deductions are encountered in a section during processing, as determined by the deduction's assigned sequence number in the section. When the system calculates the deduction, it immediately verifies whether the payee's net pay is sufficient to cover it. If net pay is insufficient, the system deducts a partial amount or no amount, according to what is defined on the Deduction - Arrears page.

Priority order refers to a relative priority number that you can assign to a deduction on the Deduction - Arrears page. When net pay validation occurs by priority order, the system first calculates all deductions according to their processing sequence with no net pay validation. It then checks the net pay accumulator. If net pay is greater than zero (or a defined minimum), processing is complete. Otherwise, the system adjusts the deduction with the lowest priority and then checks to see if net pay is still insufficient. It repeats this process for the deduction with the next lowest priority until net pay is above zero or the defined minimum. Because net pay validation by priority requires iterative processing, it is available for subprocess sections only.

Note: Net pay validation by priority order can be useful when a deduction's processing sequence is different from its priority. For example, a pretax deduction must be processed before tax calculations to determine the correct net pay. However, it might be more important to deduct funds for a garnishment that's processed after taxes than it is to cover a pretax deduction.

Note: Typically, only one method of Net Pay Validation is used in a given pay run.

The following examples illustrate the difference between using processing sequence and priority order for net pay validation.

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Example: Net Pay Validation in Processing Sequence

This table shows the processing results when net pay validation (NPV) is based on processing sequence. Assume that each deduction is defined to allow a partial deduction when net pay drops below zero.

Process Sequence	*Always Recalculate*	*Amount (Pre-NPV)*	*Resolved Amount*	*Amount Not Taken*	*Available Net*
Salary					9,000
Car Allow					9,000
Health	N	500	500	0	8,500
Pension	N	1,500	1,500	0	7,000
Tax1	Y	2,240	2,240	0	4,760
Tax2	Y	720	720	0	4,040
Union Dues	N	500	500	0	3,540
Parking	N	300	300	0	3,240
Garn1	Y	1,208	1,208	0	2,032
Garn2	N	3,000	2,032	968	0

In this case, net pay is sufficient to cover all deductions except Garnishment2. For Garnishment2, only a partial deduction can be taken (3,000 - 2,032 = 968).

Example: Net Pay Validation in Priority Order

This table shows the processing results after the first pass when net pay validation (NPV) is based on priority order. Net pay validation does not occur during the first pass of the subprocess.

Process Sequence	*Always Recalculate*	*Amount (Pre-NPV)*	*Resolved Amount*	*Amount Not Taken*	*Available Net*
Salary					9,000
Car Allow					9,000

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Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Health	N	500	500	0	8,500
Pension	N	1,500	1,500	0	7,000
Tax1	Y	2,240	2,240	0	4,760
Tax2	Y	720	720	0	4,040
Union Dues	N	500	500	0	3,540
Parking	N	300	300	0	3,240
Garn1	Y	1,208	1,208	0	2,032
Garn2	N	3,000	3,000	0	-968

Note: Car allowance is a non-cash earning. It contributes to taxable gross, but not to net pay.

Because net pay is negative, another pass is required. During the second pass, net pay validation is applied to parking, because it has the lowest priority (the highest priority number). First the system backs out the prior value of parking. The deduction's recalculation rule (as defined by the Always Recalculate check box on the Deduction Name page) is always honored, so during the second pass the system does not recalculate parking, it only applies net pay validation.

Process Sequence	Always Recalculate	Net w/o Ded	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net	Priority
Salary						-968	
Car Allow						-968	
Health	N		500	500	0	-968	450
Pension	N		1,500	1,500	0	-968	500
Tax1	Y		2,240	2,240	0	-968	100
Tax2	Y		720	720	0	-968	100

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Process Sequence	*Always Recalculate*	*Net w/o Ded*	*Amount (Pre-NPV)*	*Resolved Amount*	*Amount Not Taken*	*Available Net*	*Priority*
Union Dues	N		500	500	0	-968	700
Parking	N	-668	300	0	300	-668	800
Garn1	Y		1,208	1,208	0	-668	225
Garn2	N		3,000	3,000	0	-668	225

Net is still negative after the second pass. Parking can't be reduced any further so it's excluded from the priority list. In the next loop, the deduction with the lowest priority is union dues. All recalculation logic is followed except that parking is skipped and union dues are subject to net pay validation processing. After union dues, the system evaluates the pension deduction. The process repeats until available net is zero or greater.

Note: To improve system performance, you can assign the same priority number to all post-tax deductions so that they are modified during the same iteration.

Setup Steps for Net Pay Validation by Priority Order

Configuring the system to validate net pay based on a deduction's priority requires some additional setup that is not necessary when net pay validation is based on processing sequence.

Following are the high-level setup steps for using priority order for net pay validation:

1. Define a formula for net pay validation.

   After the system calculates all deductions according to processing sequence, it resolves this formula for each deduction starting with the deduction with lowest priority (the highest priority number). The formula returns a value that tells the system whether to calculate the element, perform net pay validation, do both, or skip the element. Guidelines for creating the formula are provided in the topic on Defining Processing Elements.

2. Assign the net pay validation formula to the country.

   Select the formula in the Net Pay Validation Formula field on the Countries page.

3. Specify the priority order for the deduction on the Deduction - Arrears page.

4. Include deductions in a subprocess section.

   The subprocess section must be enabled for net pay validation by priority.

See Setting Up Sections, Countries Page.

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Arrears Components and Accumulators

When you create a deduction element, the system automatically generates three component elements for arrears processing and an arrears balance accumulator, regardless of whether or not you've chosen to use net pay validation. The system automatically updates these components only if you're using net pay validation:

- Amount Not Taken

  This component stores the amount of the deduction that exceeds the defined limit based on the net pay accumulator for the current pay period.

  Note: The net pay accumulator is defined on the Definition page on the Process Lists component (GP_PROCESS).

- Payback Amount

  This component stores the portion of the arrears balance that is being paid off during the current pay period. It does not include the Amount Not Taken for the current pay period.

- Add to Arrears

  If you select the Deduction Arrears Allowed check box on the Deduction - Arrears page, the Add to Arrears equals the Amount Not Taken.

- Arrears Balance

  This accumulator keeps track of the arrears for a payee. The Add to Arrears component adds to this balance accumulator; the Payback Amount component subtracts from it.

Arrears Processing Methods

When net pay does not cover the entire amount of a deduction, you can have the system deduct a partial amount or nothing. The options that you select in the Deduction Processing Method group box on the Deduction - Arrears page determine this behavior. The two examples that follow illustrate the outcomes of the different processing methods.

Arrears Processing: Example 1 (Partial Amount Allowed = No)

If **partial deductions are not allowed,** the system takes a deduction for the current pay period only if net pay covers the entire deduction. If the full deduction can't be taken, the system adds the entire deduction amount to the arrears balance. This table lists the net pay, deduction, and arrears for the example that follows:

Current Available Net Pay	*Deduction*	*Begin Arrears Balance*
100	120	50

The processing sequence is:

1. Add the deduction amount of 120 to Amount Not Taken.

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2. Add the deduction amount of 120 to Add to Arrears (if the **Deduction Arrears Allowed** check box is selected).
3. Move zero to the deduction amount.
4. Move the Beginning Arrears balance of 50 to Payback Amount.
5. Move the Beginning Arrears balance of 50 to the deduction amount (add the Payback Amount to the deduction amount).

This table lists the end values:

Deduction	*Amount Not Taken*	*Add to Arrears*	*End Arrears Balance*
50	120	120	120

The resolved value of the deduction element = Deduction Amount + Payback Amount.

Arrears Processing: Example 2

January Available Net Pay (prior to deductions) = 50

Deductions:

- D1 = 25, Partial Amount Allowed.
- D2 = 50, Entire Amount Only.
- D3 = 50, Partial Amount Allowed.

This table lists the values calculated during arrears processing for deductions D1, D2, and D3:

Ded	*Re-solved Amt*	*Amt Not Taken*	*Add to Arrears*	*Payback Amt*	*End Arrears Bal*	*Accum. YTD Val*	*Trans-fer Amt*	*End Net Val*
D1	25	0	0	0	0	25	25	25
D2	0	50	50	0	50	0	0	25
D3	25	25	25	0	25	25	25	0

Final Net Pay in January = 0

February Available Net Pay (prior to deductions) = 110

This table lists the values calculated during arrears processing for deductions D1, D2, and D3 for February:

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Ded	*Re-solved Amt*	*Amt Not Taken*	*Add to Arrears*	*Pay-back Amt*	*End Arrears Bal*	*Accum. YTD Value*	*Trans-fer Amt*	*End Net Val*
D1	25	0	0	0	0	50	25	85
D2	85*	0	0	35	15	85	85	0
D3	0	50	50	0	75	25	0	0

* 50 + 35 = 85 (current deduction plus amount of arrears balance that can be paid back)

Final Net Pay in February = 0

Arrears and Segmentation

When a period is segmented and a deduction goes into arrears in the first segment, the system attempts the payback on any subsequent segment.

Net Pay Validation and Retroactive Processing

The retroactive adjustment will be added to the deduction amount prior to Net Pay Validation. If there is not enough net to cover the adjustment, any remaining amount will be added to Amount Not Taken.

Understanding Arrears and Retroactive Processing

Arrears processing must take into account two basic situations:

- An arrears was originally calculated for a pay period, but a subsequent retroactive process for that period doesn't calculate the arrears.
- An arrears was not originally calculated for a pay period, but a subsequent retroactive process for that period calculates the arrears.

Here is a list of the basic rules for arrears and forwarding retroactive processing:

- If an element is based on an element that is being forwarded, it should not be set up to also act in a forwarding manner.
- If an element that's based on another element is a deduction:
    - Forward the deduction that's based on an element that is not being forwarded.
    - Do not forward a deduction that's based on an element that is being forwarded.

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Note: PeopleSoft recommends that you always select the **Use Corrective** check box on the Accumulators - Level page when you define arrears accumulators . This is because the component that contributes to the accumulator does not itself generate a delta, making double-counts very likely if the accumulator behaves in a forwarding manner.

See Understanding Accumulators,Understanding Retroactive Methods, .

Example: Arrears and Forwarding Retroactive Processing

The following example illustrates how elements that are based on other elements should be set up and how they function during retroactive processing. Although the example used here deals specifically with the recalculation of arrears in a previous period, it can apply to any situation in which there is interdependency between recalculated elements.

This example assumes the use of the forwarding retroactive method. In forwarding retro, not every element is automatically forwarded—you must manually select the elements that you want forwarded. You follow certain setup rules when you have deductions that are based on other elements. The example below illustrates a typical setup.

For this example, assume the following:

- There are two pay periods: January and February.
- In February, a retroactive payment is made for January.
- The following elements are involved:
    - E1 = Flat Amount (Numeric) = 100.
    - D2 = Flat Amount (Numeric) = 95.
    - D1 = Base × Percent (where Base = Earning (E1) and Percent = Numeric (10%), therefore, D1 = E1 × 10%.
- Additional element definitions:
    - E1. Retro Recalculate Option = *Yes.*
    - D2. Retro Recalculate Option = *No.*
    - D1. Retro Recalculate Option = *No.*
- The retroactive adjustment to E1 in January is 100. The payee should have been paid a total of 200. There is a 100 delta that will be forwarded to February.

This table shows the original and recalculated amounts for E1, D1, D2, D1_ANT, D1_PBK, D1_ATAR, and D1_ARR over a period of two months (February is the current period, so there is no recalculated value column for February):

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Element	*Retro Recalc Option*	*January - Prior Results*	*January - Recalculated Results*	*February*
E1	Always Recalculate	100	200 (with 100 delta)	300 (200 + 100 delta forwarded from January)
D2	Do Not Recalculate	95	95	95
D1	Do Not Recalculate	5	5	35 (30 + 5 payback)
D1_ANT	Do Not Recalculate	5	5	0
D1_PBK	Do Not Recalculate	0	0	5
D1_ATAR	Do Not Recalculate	5	5	0
D1_ARR	Use Corrective = *No*	5	5	0
Net Pay	Not applicable	0	0	170

Here is an explanation of the example:

- D1 in January = 5.

  Since D1 = 10% of E1, D1 would normally = 10 in January, but since Net Pay cannot go below zero and E1 = 100 and D2 = 95, the maximum amount that D1 can equal in January is 5. The outstanding amount of 5 is brought over to D1_ANT (Amount Not Taken), D1_ATAR (Amount to Add to Arrears), and D1_ARR (Arrears accumulator).

- E1 for February is 300.

  This is calculated as 200 (E1 February original amount) + 100 (forwarded delta amount from January) = 300

- D1 in February is 35.

  This is calculated as: 30 (10% of E1 in February) + 5 Payback Amount (January value of D1_ARR is carried over to February) = 35.

- The total amount that should be deducted for D1 is 40, which represents the sum of the two months: D1 = 5 (January) + 35 (February) = 40.

  You can also validate that this retroactive calculation is correct in the following way: Since D1 = 10% of E1, add the total of the original amounts for E1 for both months: 100 (January) + 300 (February) = 400. Therefore, D1 = 40 (10% of 400).

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Understanding Payback Processing

If there is a positive input row with *Do Not Process* instructions for a deduction and an arrears balance exists, the system attempts to collect it, as long as the deduction is still on the process list and net pay is sufficient.

When generation control is checked for an element and does not indicate for an element to be resolved, payback processing still occurs if there is an arrears balance and the **Arrears Payback Controlled By** option is set to *All Pay Runs.*

The arrears balance being considered for payback processing does not include the new amount that was added to the arrears balance.

Payback Processing and Eligibility

Payback processing does not look at a payee's eligibility for a deduction. If a payee has an arrears balance, the system attempts to collect it, as long as the deduction is still in the process list and net pay is sufficient. For example, if a payee who has an arrears balance changes eligibility groups, and the deduction element does not belong to the new eligibility group, the system still processes the payback.

Example: Arrears and Payback Processing

In this example, assume the following:

- Net Pay = 100.
- Deduction = 120.
- Beginning Arrears Balance = 50.
- Perform Net Pay Validation is selected, Partial Amount Allowed is not selected, Deduction Arrears Allowed is selected, and the Payback Option is set to No Limit.

The deduction and Add to Arrears would be:

- Amount Not Taken = 120.
- Add to Arrears = 120.
- Deduction = 0.

The payback processing would be:

- Beginning arrears balance to consider for payback purposes = 50.
- Net Pay = 100.
- Payback is set to 50.
- The payback is added to the deduction (0 + 50 = 50).

The arrears accumulator would be calculated as follows:

- Beginning balance = 50.
- Add to Arrears = 120.

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- Payback Amount = 50.
- Formula: Beginning Balance + Add to Arrears − Payback Amount.

  50 + 120 − 50 = 120.

Deduction Name Page

Use the Deduction Name page (GP_PIN) to name the element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Deduction Name**

You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN). However, the Deduction Name pages contains some additional fields that apply only to deductions.

The Deduction Name page is similar to the Earnings Name page.

Related Links

Earnings Name Page

Deductions - User Fields Page

Use the Deductions - User Fields page (GP_PIN_USR_FLD_SEC) to define user fields to create unique instances of an element.

Navigation:

Click the **User Fields** link on the Deduction Name page.

The Deductions - User Fields page is similar to the Earnings - User Fields page.

Important! If a deduction is defined with user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys. If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

Related Links

Earnings - User Fields for Element <name> Page

Deductions - Calculation Rules Page

Use the Deductions - Calculation Rules page (GP_ERN_DED_CALC) to define calculation rules for a deduction element.

Navigation:

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Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Calculation**

The Deductions - Calculation Rules page is similar to the Earnings - Calculation page.

Related Links

Earnings - Calculation Page

Deductions - Rounding/Proration Page

Use the Deductions - Rounding/Proration page (GP_ERN_DED_RND) to specify rounding and proration options for a deduction element.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Rounding/Proration**

The Deductions - Rounding/Proration page is similar to the Earnings - Rounding/Proration page.

Related Links

Earnings - Rounding/Prorations Page

Deductions - Arrears Page

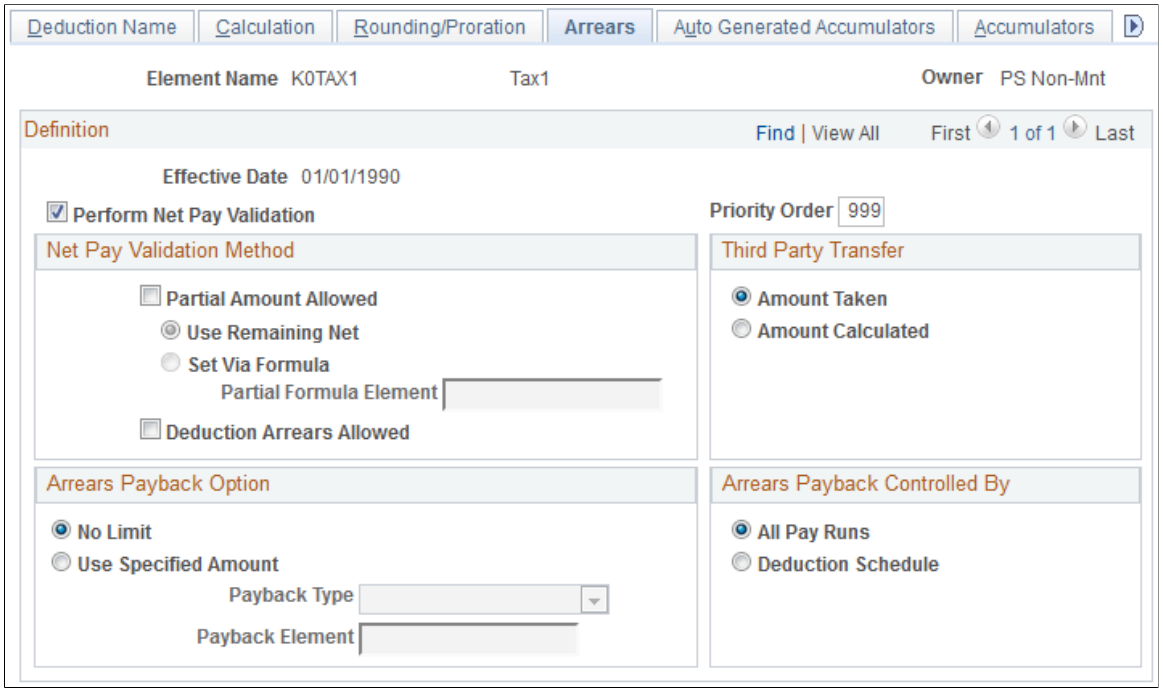
Use the Deductions - Arrears page (GP_ERN_DED_ARR) to specify what to do when available net pay is insufficient to cover the deduction, how to pay back arrears, and how the third-party recipient is to be paid, if there is an arrears balance.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Arrears**

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This example illustrates the fields and controls on the Deductions - Arrears page.



Field or Control	*Description*
Perform Net Pay Validation	Select to enable net pay validation for this deduction. Net pay validation prevents the system from reducing net pay below zero or a defined minimum when a payee's net pay is insufficient to cover the deduction. (You can select **Partial Amount Allowed** and **Deduction Arrears Allowed** to specify whether the deduction is to be taken and how much is to be taken.) If you do not select this check box, the system takes the full amount of the deduction, even if net pay becomes negative. You must define what to do with the negative balance. To prevent net pay from dropping below a minimum amount other than zero, define the minimum on the Process List - Definition page. **Note:** Other fields on this page are available for entry only if you select this check box. See Setting Up Process Lists.

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Field or Control	*Description*
Priority Order	Specify the priority of this deduction, relative to other deductions, when the system detects that the payee's net pay is insufficient to cover all deductions. The default value is 999, which is also the maximum value. Deductions with a low priority number have the highest relative priority. For example, the system will try to deduct funds for an element that has a priority of 1, before it tries to cover other deductions. If more than one deduction has the same priority number, net pay validation is applied to deductions in the order in which they're encountered in the section (that is, in processing sequence). If a deduction has more than one instance, priority order is the reverse of processing order. So, if there are instances 1, 2, and 3 for element D1, processing order would be 1, 2, 3. Net pay validation would follow this order: 3, 2, 1. **Note:** This field applies when you base net pay validation on a deduction's priority. It appears only when a net pay validation formula is associated with the country for which the deduction element is defined or when the deduction is defined for use by all countries. Use the Countries page to select a country's net pay validation formula. See Understanding Net Pay Validation and Arrears Processing.

Net Pay Validation Method

Your selections in this group box instruct the system on how much, if any, of the deduction should be processed and whether to track the amount not taken as an arrears balance.

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Field or Control	*Description*
Partial Amount Allowed	Select to have the system deduct a partial amount when the deduction exceeds available net pay (or the minimum net defined on the Process List - Definition page). Specify how much the system is to deduct by selecting one of the following options: *Use Remaining Net:* This option causes the system to deduct the remaining available net pay. For example, if a payee has net pay of 100 and the deduction is 120, the system deducts 100. If you defined a minimum net pay, the system does not deduct below the minimum. *Set Via Formula:* With this option, the system uses a formula to determine the amount to deduct. *Set Via Formula* is especially useful for pretax deductions when you base net pay validation on priority order. You can create a formula that sets the partial amount to an amount that's less than the remaining net, for example, to a third of the remaining net. This can reduce the number of loops the system needs to make through a net pay validation subprocess section. The formula should assign the partial amount to the system element OVRD CURR AMT VAL. Since rounding on the resolved amount happens prior to Net Pay Validation processing, you need to apply rounding to the partial amount, according to your rounding requirements, in this formula. During processing, the system checks to see if the value of this element is greater than zero and less than or equal to the remaining net (system element NET AVAILABLE) taking the minimum net into account. If OVRD CURR AMT VAL is less than zero or greater than NET AVAILABLE, the deduction and payment are put in error. The formula might look something like this: `( sy/NET AVAILABLE / 2 ) >> sy/OVRD CURR AMT VAL` In this case, the formula determines the partial amount by dividing the remaining net amount that was calculated during the first pass by two. If you don't select the Partial Amount Allowed check box, and the system can't deduct the entire amount, it will not deduct any of the amount from the payroll. The resolved amount is zero.
Partial Formula Element	If you select **Set Via Formula** , enter the formula here.

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Field or Control	*Description*
Deduction Arrears Allowed	If you select this check box, and a deduction exceeds available net pay, the system stores the deduction amount in an accumulator (an arrears balance). This is how the system keeps track of the Amount Not Taken (either a partial amount or the entire amount, depending on whether you selected the **Partial Amount Allowed** option) and knows that it has to take the amount from a future payroll. Indicate how much you want paid back in future payrolls in the **Payback Option** group box. If **Perform Net Pay Validation** is selected, the system always tracks the Amount Not Taken. Only if you select **Deduction Arrears Allowed** does the Amount Not Taken move into the Add to Arrears component and become eligible for payback. This in turn adds to the arrears balance.

Third Party Transfer

Indicate how much of the deduction to send to the deduction recipients. (You define recipient information on the Deductions - Recipients page.)

Field or Control	*Description*
Amount Taken	Select this option if you plan to send only the amount that was resolved for the payee. This does not include any amount stored in the amount not taken component.
Amount Calculated	Select this option to send the amount that was calculated (the resolved amount plus amount not taken).

Example: Comparing Third Party Transfer Methods

The end result of Amount Taken and Amount Calculated is the same, once the arrears amount is paid back. Assume the following:

D1 = Amount Taken; value = 100

D2 = Amount Calculated; value = 100

In period 1, 50 is taken for D1 and zero for D2 because of insufficient net pay. For D1, 50 is sent (the amount taken). For D2 100 is sent (resolved amount plus amount not taken).

In period 2, net pay is sufficient to cover the current and payback amounts for both deductions. D1 resolves to 150 (100 current plus 50 payback). D2 resolves to 200 (100 current plus 100 payback). For D1, 150 is sent (current plus payback); for D2, 100 is sent (current only). After period 2, 200 is sent for each deduction.

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Arrears Payback Option

Field or Control	*Description*
No Limit	Select this option to have the system try to deduct the entire arrears balance. For example, assume a payee has an arrears balance of 200 after the first payroll. If you select **No Limit,** the next time a payroll is processed, the system tries to deduct 200, the entire amount of the arrears balance. This is known as the Payback Amount.
Use Specified Amount	Select this option to specify the maximum payback amount by entering a numeric value or by selecting a bracket, formula or variable element.
Payback Type	This field is available only when you select **Use Specified Amount.** Select the type of element that returns the maximum payback amount—that is, the maximum amount the system deducts from each payroll until the arrears balance is zero. Values are: *Bracket, Formula, Numeric,* and *Variable.*
Payback Element	Select the element to return the maximum payback amount or enter the numeric value. For variables, brackets, and formulas, only elements with a decimal or monetary field format are allowed. **Note:** The system uses the currency that is defined for the element on the Earnings or Deduction Calculation page. If no currency is defined on that page, it uses the currency that is defined on the User Preferences page.

Arrears Payback Controlled By

Specify when paybacks are paid.

Field or Control	*Description*
All Pay Runs	Select this option to have the arrears payback occur every time a person is paid and for every segment that's processed for that payee, even for periods where generation control conditions exist.

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Field or Control	*Description*
Deduction Schedule	Select to have the system perform the payback function only when the deduction is resolved. For example, you may have a deduction that is scheduled for processing (resolved) only in the first weekly period of every month (for a weekly payroll). If during this period, an arrears is created for the payee, the system will not perform the payback function until the first weekly period of the next month (controlled by generation control). However, if positive input is entered for the nonscheduled periods, the system will perform the payback function.

Related Links

Entering Positive Input

Deductions - Auto Generated Accumulators Page

Use the Deductions - Auto Generated Accumulators page (GP_AUTOGEN_ACUM) to define characteristics of automatically generated accumulators for a deductions element.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Auto Generated Accumulators**

The Deductions - Auto Generated Accumulators page is similar to the Earnings - Auto Generated Accumulators page.

Related Links

Earnings - Auto Generated Accumulators Page

Deductions - Accumulator Periods Page

Use the Deductions - Accumulator Periods page (GP_ERN_DED_ACM_SEC) to define which accumulators the system creates.

Navigation:

Click the **Accumulator Periods** link on the Deductions - Auto Generated Accumulators page.

The Deductions - Accumulator Periods page is similar to the Earnings - Accumulator Periods page.

Related Links

Earnings - Accumulator Periods for Element <name> Page

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Deductions - Generated Elements Page

Use the Deductions - Generated Elements page (GP_AUTOGEN_SEC) to displays the system- generated components and accumulators that have been created for a deduction element.

Navigation:

Click the **View Generated Elements** link on the Deductions - Auto Generated Accumulators page.

The Deductions - Generated Elements page is similar to the Earnings - Generated Elements page.

Related Links

Earnings - Generated Elements for Element <Name> page

Deductions - Accumulators Page

Use the Deductions - Accumulators page (GP_ERN_DED_AC_ADDL) to indicate the accumulators (already defined in the system) to which the deduction element contributes.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Accumulators**

The Deductions - Accumulators page is similar to the Earnings - Accumulators page.

Related Links

Earnings - Accumulators Page

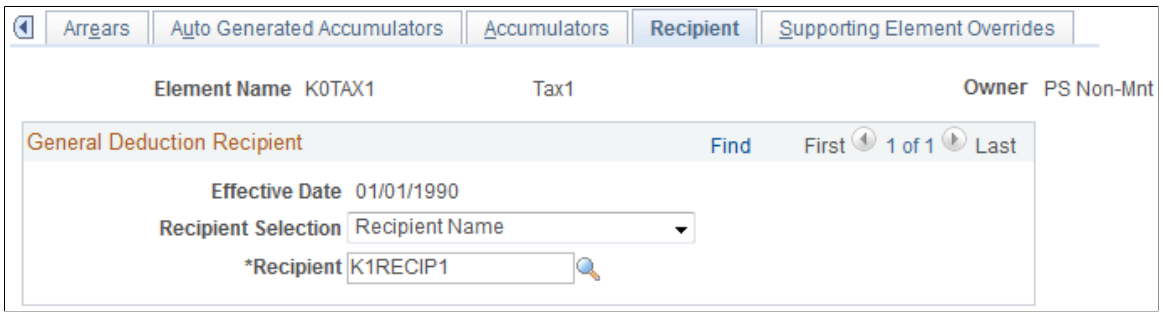
Deductions - Recipient Page

Use the Deductions - Recipient page (GP_RCP_DED) to select a general recipient for a deduction (the entity that receives all amounts that are withheld from payees for a particular deduction, such as a government agency).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Recipient**

This example illustrates the fields and controls on the Deductions - Recipient page.



Note: Define the general recipient on the Deduction Recipient page first. If you want to use a formula to identify the recipient, define the formula first.

Field or Control	*Description*
Recipient Selection	Select the parameter by which you select a recipient for the deduction. Values are: *Recipient Name:* Select to make the available values in the Recipient field prompt from the Recipient ID Table. *Recipient by Formula:* Select to make the available values in the Recipient field prompt from formula names.
Recipient	Select the recipient for this deduction. Identify the *general* recipient of all amounts that are withheld for this deduction, if applicable. (You designate a recipient category—general or individual—through the Deduction Recipients component that is described in the Banking section.) Leave this field blank if you want to assign the recipient at the payee level (as you might with garnishments, for example). Instead, use the Payee Deduction Recipients page to identify the individual recipient(s) of the amounts deducted for a particular payee. If more than one individual recipient is identified for a given payee/deduction (for deductions that have multiple resolutions), you may then use the Element Assignment By Payee or the Payee Assignment By Element page to identify the individual recipient for the instance. **Note:** When you assign a general recipient to a deduction, you can override the recipient for a particular payee. This can be done by setting up individual recipients through Payee Deduction Recipients page and then using the Element Assignment By Payee or Payee Assignment By Element as necessary.

Related Links

Defining Recipients
Assigning Recipients to Deductions and Payees

Deductions - Supporting Element Overrides Page

Use the Deductions - Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Supporting Element Overrides**

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The Deductions - Supporting Element Overrides page is similar to the Earnings - Supporting Element Overrides page.

Related Links

Earnings - Supporting Element Overrides Page

Preparing Earnings and Deductions for Processing

After you set up an earning or deduction element, you need to:

- Add the element to an element group.

  An element group is a way to group elements for eligibility purposes.

- Add the element to a topic.

  Sections define which elements get resolved during processing and the order in which they are resolved.

Related Links

Defining Element Groups
Understanding Sections

Defining Element Category Configuration

To define element category configuration for each country, use the Element Category Configuration (GP_CATEGORY_SEL) component.

Page Used to Defining Element Category Configuration

Page Name	*Definition Name*	*Usage*
Element Category Configuration Page	GP_CATEGORY_SEL	To define element category configuration for each country.

Element Category Configuration Page

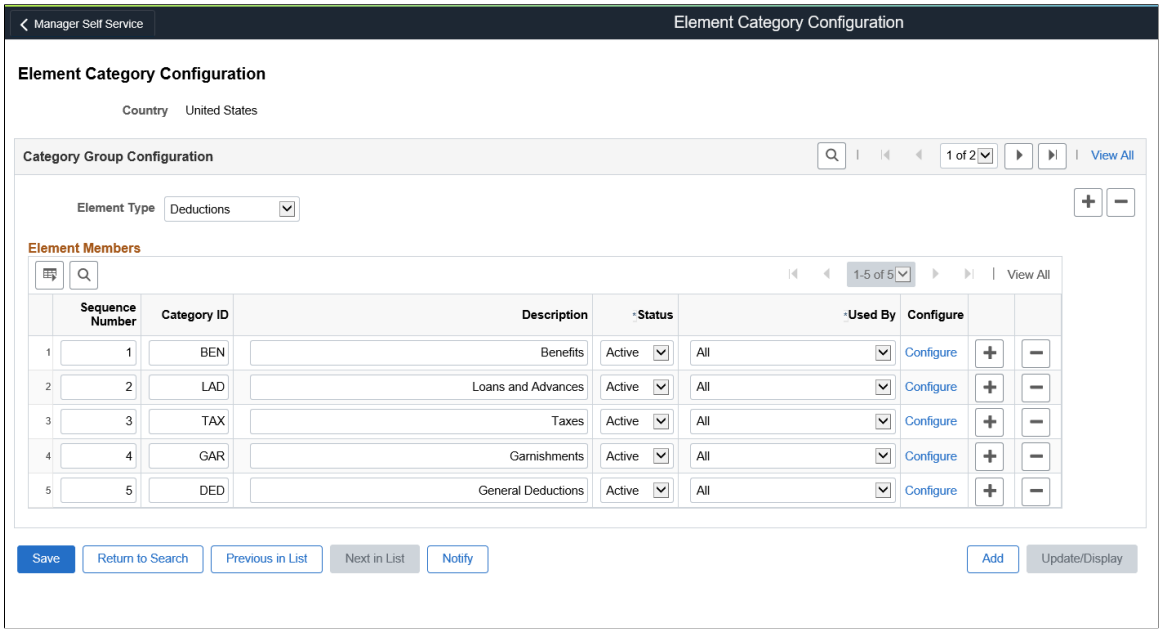
Use the Element Category Configuration (GP_CATEGORY_SEL) to define element category for each country.

Navigation:

Setup HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Element Category Configuration**

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This example illustrates the fields and controls on the Element Category Configuration page



User should be able to group the elements against the category ID. This grouping is in turn displayed to the user based on the element when they converse with Insights or chatbot.

Users need to define the required element categories for the respective countries.

Earnings and deductions that are processed during calendar processing runs can be grouped into different categories and defined in this page. Insights dashboard will display visualizations specific to earnings and deductions, only if they are configured in Element Category Configuration page.

If no elements are configured for a country, the earning deduction visualizations displays "No results to display" message.

Field or Control	***Description***
Element Type	Element type mapped against category ID. Values in the List are: • Deductions • Earnings • Accumulator (Currently, this feature is not supported in PeopleSoft.) **Note:** Based on the element type Earnings, Deductions or Accumulators, the summary of the information will be displayed as per users requirement.

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Field or Control	*Description*
Category ID	Unique ID of the category. For chatbot, user needs to ensure that the corresponding values are available in ODA skill under GP_CategoryID. And for Insights if you want to compare the same category across countries. you'll need to use the same category description for all countries.
Description	Enter a meaningful description for the element type grouping.
Status	Select *Active* if you want to enable the element type grouping. Select 'Inactive' if you want to disable the grouping.
Used By	Select the required application for which the element category setup is defined. Values in the list are: • *All:* Select *All* if the category setup is used by both Chatbot and Insights applications. • *Chatbot:* Select this value if the category setup is used for Chatbot application. • *Insights:* Select this value if the category setup is used for Insights visualizations.
Configure	Click the Configure link to map the earnings, deductions or accumulators that should be part of a particular element group with in the element type.

Element Category Configuration Modal Window

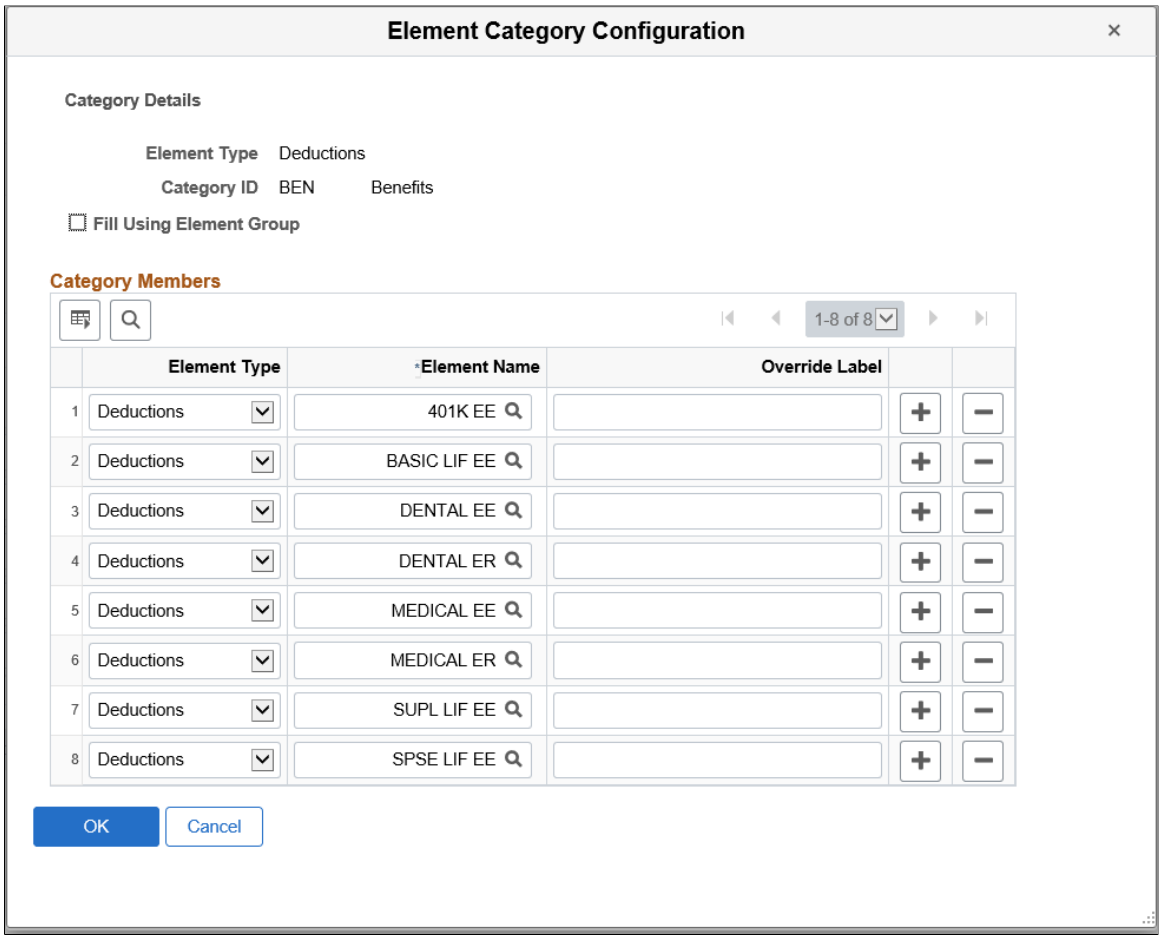
Use the Element Category Configuration modal window to map the earnings, deductions or accumulators that should be part of a particular element group with in the element type.

Navigation:

Click the Configure link from the Element Category Configuration page to access Element Category Configuration modal window.

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This example illustrates the Element Category Configuration modal window.



Field or Control	*Description*
Override Label	Enter the required description in the Override Label field. This overrides the existing element description, If this field is left blank, then element description is taken by default. This field is applicable only for chatbot. **Note:** GP Core element category setup is delivered to read results from the Mobile Payslip Staging tables, so if customer is not filling required information in staging tables, then employees won't get accurate answers in the bot. It's customer's responsibility to modify the setup to provide accurate information.

Related Links

Defining Chatbot Application Setup

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Chapter 9

Configuring Element Overrides

Understanding Element Override Configurations

Global Payroll enables you to configure the following delivered pages:

- Element Detail page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component, commonly known as the "earning/deduction assignment" pages).
- Positive Input - Details page (accessible through the One Time (Positive Input) component and the Manage Positive Input by Cal component).

You can use the pages as delivered, or:

- Modify them by changing the labels, prompt tables, translate values, and yes/no values to better suit the element you want to override.
- Create an entirely new page and component to replace the Element Detail page. This gives you additional flexibility to define fields, page labels, prompts, and other page elements.

  You create an alternate page and component just as you would any other component in PeopleSoft—by using PeopleSoft Application Designer.

  See *PeopleTools: Application Designer Developer's Guide* product documentation.

Modifying the Element Override Components

Two setup components enable you to modify the element override pages. More specifically, through the Configuration by Element and Configuration by Category components, you can:

- Replace the Element Detail page (for earning/deduction assignments) with an alternate component of your own creation (to handle the overrides of loans, garnishments, and bonds, for example).
- Modify the Element Detail page (for earning/deduction assignments) and the Positive Input - Details page (for positive input), with a page that enables you to:
  - Define group box labels for the supporting element overrides.
  - Indicate what supporting element overrides a user can enter.
  - Indicate if a field is required.
  - Indicate any prompts, yes/no values, and translate values that apply, for each supporting element override.

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- Define supporting element override labels.

The following table lists the element override pages that you can modify or replace, and describes the changes that you can make to each:

Element Override Page Name	*Access Method*	*Modify/ Replace*	*Hide/ Display Additional Overrides Group Box*	*Summary*
Positive Input - Details	• Click the **Details** link on the Positive Input page. • Click the **Details** link on the Positive Input by Calendar page.	Yes/No	Not applicable	• Define a descriptive label for the **Supporting Element Overrides** group box. For example, you can label the group box Car Allowance Overrides which will display as a new group box within the standard Supporting Element Overrides group box. • Replace the generic field labels in the **Supporting Element Overrides** group box with descriptive labels. For example, in place of the field labeled Variable Name, which lists variables by their object name, you can insert a field with a descriptive label, such as State or Company for variables identifying a state or business unit. • Link the fields in the **Supporting Element Overrides** group box to prompts such as Yes/No edit prompts, translate table prompts, and standard prompts. For example, you can define a field for State or Location and link it to a prompt table for states or locations. • Define a field as Required to oblige the user to enter data.

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Element Override Page Name	*Access Method*	*Modify/ Replace*	*Hide/ Display Additional Overrides Group Box*	*Summary*
Element Detail	• Click the **Element Name** link on the Element Assignment page. • Click the **EmplID** link on the Payee Assignments page. • Click on **Add New Assignment** button on Element Assignment page or Payee Assignment page.	Yes/Yes	Yes	• Define a descriptive label for the **Supporting Element Overrides** group box. For example, you can label the group box Car Allowance Overrides instead of Supporting Element Overrides for a specific car allowance. • Replace the generic field labels in the **Supporting Element Overrides** group box with descriptive labels. For example, in place of the field labeled Variable Name, which lists variables by their object name, you can insert a field with a descriptive label, such as State or Company for variables identifying a state or business unit. • Link the fields in the **Supporting Element Overrides** group box to prompts such as Yes/No edit prompts, translate table prompts, and standard prompts. For example, you can define a field for State or Location and link it to a prompt table for states or locations. • Define a field as Required to oblige the user to enter data. • Configure the Element Detail page to hide or display the fields in the **Additional Overrides** group box.

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Configuring Element Override Assignments

Pages Used to Configure Element Overrides

Page Name	*Definition Name*	*Usage*
Configuration by Category Page	GP_ED_SETUP_CAT	Define your own label for the Supporting Element Overrides group box. It will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page. Specify Element Assignment page (applies to Element Detail only). Using the Standard Page you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page. Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.
Configuration by Element Page	GP_ED_SETUP	Define your own label for the Supporting Element Overrides group box. It will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page. Specify Element Assignment page (applies to Element Detail only). Using the Standard Page you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page. Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both. The page is similar to the Configuration by Category page.

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Understanding the Setup Components

PeopleSoft delivers two similar components through which you can modify or replace the supporting element override components:

- Configuration by Element
- Configuration by Category

You can do the following for both components:

- Select option *Both* on field **Override applies to** to define supporting element override changes that apply equally to both the Element Detail page and the Positive Input - Details page.
- Select option *Element Assignment* on field **Override applies to** to modify the Element Details page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component).
- Select option *Positive Input* on field **Override applies to** to modify the Positive Input - Details page (accessible through the positive input components).

Note: When setting up Configuration by Element you may work with Earning or Deduction elements that only allow data to be entered at the Element Assignment level or only via Positive Input. In these cases the page will restrict your options and only allow you to configure overrides that are applicable to one of these pages.

Note: If you configuration a display template for a category such as lets say "TAX" and you also configure a display template for specific to an element of that category, the configuration made at the element level takes priority. So, in other words, if you have 15 elements within a given category and 14 of these need one display template while a single one needs another, you only need to 2 separate configuration to cover your needs.

Understanding Standard Modification Steps

To *modify* an element override component:

1. Access the Configuration by Element component or the Configuration by Category component for the element.
2. On the Override Frame Label group box, define your own element override group box label using the **Label Type.**

   If option *Message Catalog* is selected as **Label Type,** other fields like **Message Set** and **Message Number** are available. If option *Static Text* is selected as **Label Type,** only field **Label** is available.
3. If you plan to create a standard override for both earning/deduction assignments and positive input, and the override information is the same for each, select option *Both* on **Override applies to** field.
4. If you have different specifications for earning/deduction assignment overrides and positive input overrides, the drop-down field **Override applies to** has an option to select *Element Assignment* or *Positive Input.*

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5. Save the component.

Understanding Alternate Component Modification Steps

To create an alternate component and use it to replace the existing Element Detail page for an element:

1. Create a replacement component using PeopleSoft Application Designer.

   See *PeopleTools: Application Designer Developer's Guide*product documentation.

2. Access the Configuration by Element component, or the Configuration by Category component for the element.

3. On the Common Settings page, define your own element override group box label using the **Label Type, Message Set, Message Number,** and **Label** fields on the Override Frame Label group box. This will apply to the Positive Input - Details page only, since you are replacing the Element Detail page with an alternate component.

4. On the Element Assignment Page group box, select the **Use Alternate Page** option.

   When switching from **Use Standard Page** to **Use Alternate Page** option, the system will evaluate the content of the Standard Page and Positive Input Overrides list, as this list will now only apply to the display of the Positive Input page. If entries are found that are set to control the display of the Standard Element Assignment page, these will be removed and the following warning is displayed.

   "Changing the Element Assignment Page will clear the element override list. (17000,136)

   By changing the setup to use a Custom data entry page, the list of overrides now only applies to the entering of Positive Input. Any rows listed as applying to Element Assignment or to Both (Element Assignment and Positive Input) will be removed.

   In order to complete the change click **OK,** to cancel the change and retain the current data, click **Cancel.**

   Click **OK** to *Use Alternate Page* option.

5. In the **Content Reference Name** field, enter the Content Reference as defined under **PeopleTools** > **Portal** > **Structure** > **and Content** that you defined in step 1.

6. Make any modifications on the Standard Page and Positive Input Overrides grid when using the Configuration by Category. On Configuration by Element, make any modifications on the Positive Input Overrides grid. Only *Positive Input* option is available on the **Override applies to** field.

   Note: You cannot replace the Positive Input - Details page with an alternate component. Modification to the Positive Input - Details page is limited to modifying the fields, labels, and prompts, in the Element Overrides group box only.

   ---

7. Save the component.

Configuration by Category Page

Use the Configuration by Category page (GP_ED_SETUP_CAT) to define your own label for the Supporting Element Overrides group box.

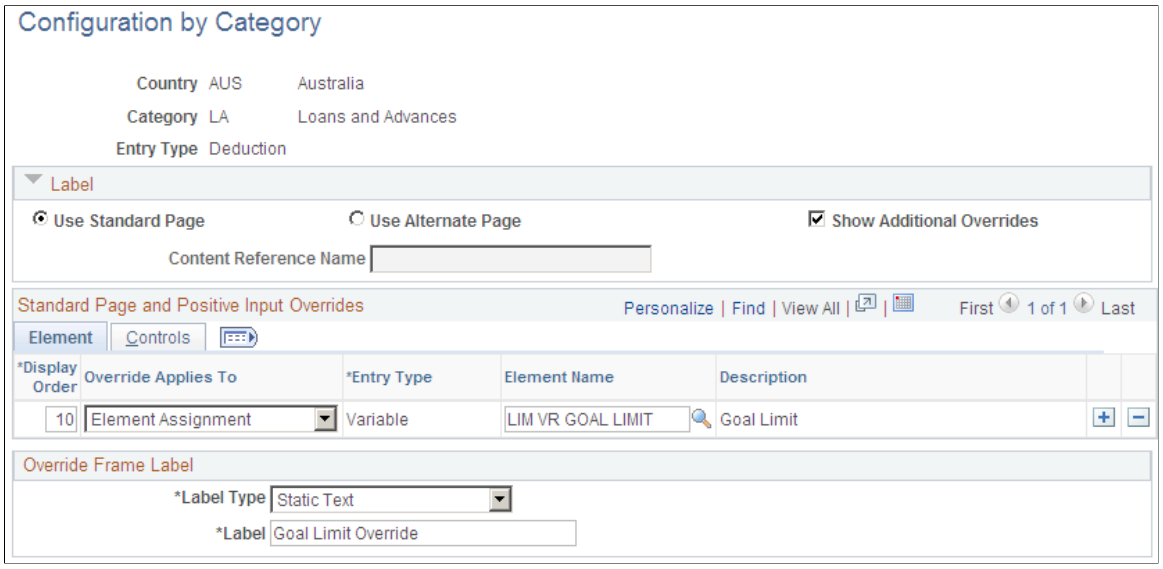
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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Configuration by Category > Configuration by Category

The label you create on the Configuration by Category page will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page. Specify Element Assignment page (applies to Element Detail only). Using the Standard Page you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page. Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.

This example illustrates the fields and controls on the Configuration by Category page.



Note: This sample page shows the Configuration by Category page. This page is very similar to the Configuration by Element page.

Field or Control	***Description***
Country	Displays the country for which you are configuring the element override pages.
Category	When you access the Configuration by Category page, the system displays the category of elements (earnings or deductions) for which you are modifying the element override components. **Note:** You define element categories on the Categories page (GP_PIN_CATEGORY). You assign categories to elements on the element name page (GP_PIN).

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Field or Control	*Description*
Entry Type	Displays the entry type for which you are modifying the element override components. Valid values are: • *Earnings* • *Deductions* **Note: Entry Type** may be left blank (if the same configuration is desired for all elements of a category whether they are Earnings or Deductions, define a single setup for this Category leaving the **Entry Type** field empty.
Element Name	When you access the Configuration by Element page, the system displays the element for which you are modifying the element override page.

Label

Use fields in this group box to use the standard page or to point an entirely new component to replace the Element Detail page or the Positive Input - Details page. These give you additional flexibility to define fields, page labels, prompts, and other page elements.

Field or Control	*Description*
Use Standard Page	Select if you want to configure, but not replace, the element override page for a specific element.
Use Alternate Page	Select to designate an alternate page and component to replace the Element Detail page and the Positive Input - Details page for a specific element. If you select this option, you must enter the portal definition of the alternate component in the Content Reference Name field. **Note:** You must create the alternate page, component and portal content reference prior to selecting it on this page. See *PeopleTools: Application Designer Developer's Guide* product documentation.

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Field or Control	*Description*
Content Reference Name	Enter the name of the content reference you have created to replace the standard Element Detail page and the Positive Input - Details page. This field is only available if you have indicated Use Alternate Page.
Show Additional Overrides	Select to display the existing fields in the Additional Overrides group box on the Element Detail page and the Positive Input - Details page. This field is only relevant when Use Standard Page is indicated.

Standard Page and Positive Input Overrides

Use the fields in the Standard Page and Positive Input Overrides group box on the Configuration by Category page to specify the same element override modification rules for both the earning/deduction assignment entries, and positive input entries. Specifically, use the Element tab and the Controls tab to define:

- The supporting elements you want users to be able to override on the Element Detail page and the Positive Input - Details page.
- The order in which supporting elements appear on the Element Detail page and the Positive Input - Details page.
- Prompts and required fields.

Field or Control	*Description*
Display Order	Enter a sequence number to define the order in which the override elements appear on the Element Detail page and the Positive Input - Details page. **Note:** Override elements will be listed in ascending display order.

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Field or Control	*Description*
Override applies to	Enter one of the following values: • *Both* to define supporting element override changes that apply equally to both the Element Detail page and the Positive Input - Details page. • *Element Assignment* to modify the Element Details page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component). • *Positive Input* to modify the Positive Input - Details page (accessible through the positive input components).
Entry Type	Enter the kind of supporting element for which you want to enter override on the Element Detail page and the Positive Input - Details page. The only **Entry Type** available for override with Element Assignments is *Variable.* For Positive Input, you can choose either *SystemElem* or *Variable.*
Element Name	Enter the name of the element corresponding to the specified entry type. Only elements that are set up to allow overrides at the payee level are included in the prompt. In addition, no monetary type variable elements are allowed if option *Element Assignment* or *Both* on **Overrides applies to.** Overrides that apply to Positive Input only allow entry of Monetary variables.

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Field or Control	*Description*
Override required with	Valid values are: • *Both:* Select to make the element required on the Element Detail page and the Positive Input - Details page. • *Element Assignment:* Select to make the element required on the Element Detail page. • *Positive Input:* Select to make the element required on the Positive Input - Details page. When selected, a user cannot save the Element Detail and/or the Calendar ID Override Detail page without having to enter a value for this element. **Note:** Zero is not considered an actual value for a numeric field, so if you make a numeric element required, a user cannot enter zero for that element on the Element Detail or Calendar Override Details page.

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Field or Control	*Description*
Edit Type	Use this field to associate prompt table edits with the supporting element specified in the **Element Name** field. Enter one of the following values: • *No Prompt* Select if you do not want to associate a table edit with the supporting element. • *Xlat Value* Select if you want to associate a translate table edit with the supporting element. If you select this option, you must identify the translate table in the **Prompt View Name** field. • *Yes/No* Select if you want to associate a Yes/No edit with the supporting element. If you select *Yes/No,* a check box will appear next to the field for the supporting element override on the Element Detail page and the Positive Input - Details page. • *Prompt* Select if you want to associate a prompt table edit with the supporting element. If you select this option, you must identify the prompt view in the **Prompt View Name** field.

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Field or Control	*Description*
Field Label Type	Select one of the following options: • *Description* If you select *Description,* the supporting element short description appears in the **Field Label** as display only. • *Element Name* If you select *Element Name,* the **Field Label** is blank and display only. • *Static Text* If you select *Static Text,* you must enter an alphanumeric value up to 30 characters in length in the **Field Label.** **Note:** The element will be presented on the Element Assignment Detail or Calendar Override page using the elements description or name as label.
Field Label	When **Field Label Type** of *Static Text* is selected, you must enter an alphanumeric string between 1 and 30 characters in length. This text will be used as Label when presenting this field on the Element Detail and/or Calendar ID Override page. Access the Configuration by Element page.

Override Frame Label

Use the following fields to define a descriptive label to replace the generic **Supporting Element Overrides** group box label on the Element Detail page and the Positive Input - Details page.

Note: The system references these values for delivered or standard supporting element override components.

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Field or Control	*Description*
Label Type	Select one of the following options: • *Static Text* If you select *Static Text,* you must enter a static label in the **Label** field. • *Message Catalog* If you select *Message Catalog,* you must specify the message set and message number of the new label. When you enter the message set and number, the system displays the associated label.
Message Set	Select the message set containing the label you want to display on the Element Detail page and the Positive Input - Details page. This field becomes available when you select a **Label Type** of *Message Catalog.*
Message Number	Select the message number corresponding to the label you want to display on the Element Detail page and the Positive Input - Details page. This field becomes available when you select a **Label Type** of *Message Catalog.*
Label	Enter the label you want to display on the Element Detail page and the Positive Input - Details page. This field becomes available when you select a **Label Type** of *Static Text.*

Configuration by Element Page

Use the Configuration by Element page (GP_ED_SETUP) to:

- Define your own label for the Supporting Element Overrides group box.
- Specify standard page and positive input overrides.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Configuration by Element** > **Configuration by Element**

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The label that you define here will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page.

You can also use this page to specify standard page and positive input overrides (applies to Element Detail only). Using the Standard Page, you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page. Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.

The Element level configuration may be done for an Earning or Deduction that allows overrides at the Payee (Element Assignment) level, or the Positive Input (Calendar ID Overrides) level, but not both.

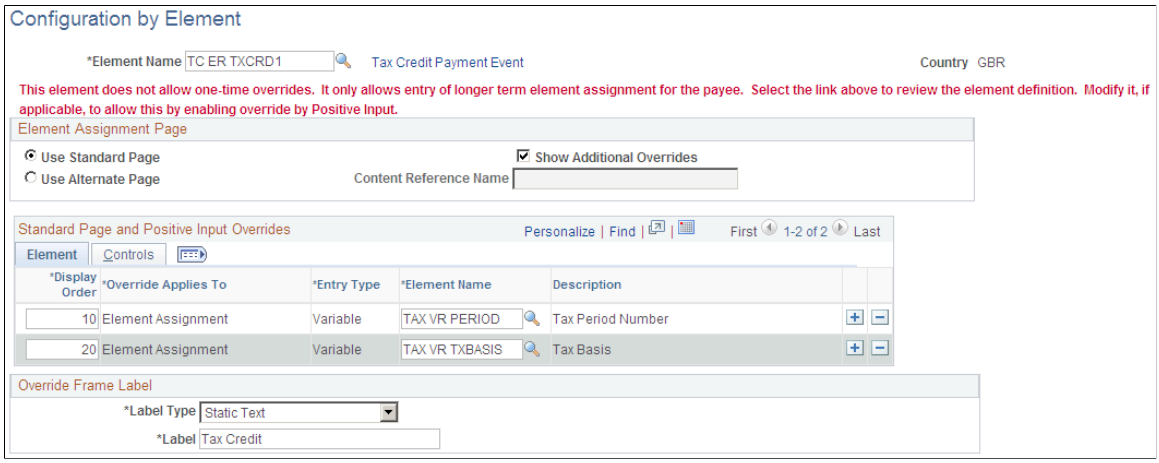
This topic shows the Configuration by Element page as it will be rendered for:

- Payee level overrides only.
- Positive Input level overrides only.

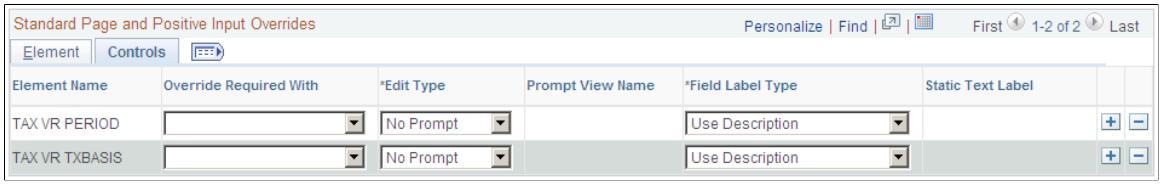
Payee Level Overrides Only

In the case of an element that allows overrides only at the *Payee* level (and not at the Positive Input level) the Configuration by Element page appears as follows:

This example illustrates the fields and controls on the Configuration By Element page: Payee Level Overrides (1 of 2).



This example illustrates the fields and controls on the Configuration By Element page: Positive Input Level Overrides (2 of 2), Controls tab.



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Element Assignment Page

Use fields in this group box to use the standard page or to point an entirely new component to replace the Element Detail page or the Positive Input - Details page. These give you additional flexibility to define fields, page labels, prompts, and other page elements.

Field or Control	*Description*
Use Standard Page	Select if you want to configure, but not replace, the element override page for a specific element.
Use Alternate Page	Select to designate an alternate page and component to replace the Element Detail page and the Positive Input - Details page for a specific element. If you select this option, you must enter the portal definition of the alternate component in the Content Reference Name field. **Note:** You must create the alternate page, component and portal content reference prior to selecting it on this page. See *PeopleTools: Application Designer Developer's Guide* product documentation.
Content Reference Name	Enter the name of the content reference you have created to replace the standard Element Detail page and the Positive Input - Details page. This field is only available if you have indicated Use Alternate Page.
Show Additional Overrides	Select to display the existing fields in the Additional Overrides group box on the Element Detail page and the Positive Input - Details page. This field is only relevant when Use Standard Page is indicated.

Standard Page and Positive Input Overrides

Use the fields in the Element Assignment Page Overrides group box to specify the same element override modification rules for the earning/deduction assignment entries. Specifically, use the Element tab and the Controls tab to define:

- The supporting elements you want users to be able to override on the Element Detail page.
- The order in which supporting elements appear on the Element Detail page.
- Prompts and required fields.

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Field or Control	*Description*
Display Order	Enter a sequence number to define the order in which the override elements appear on the Element Detail page. **Note:** Override elements will be listed in ascending display order.
Element Name	Enter the name of the element corresponding to the specified entry type. Only elements that are set up to allow overrides at the payee level are included in the prompt. In addition, no monetary type variable elements are allowed.
Override required with	Valid values are: • *Both:* Select to make the element required on the Element Detail page and the Positive Input - Details page. • *Element Assignment:* Select to make the element required on the Element Detail page. • *Positive Input:* Select to make the element required on the Positive Input - Details page. When selected, a user cannot save the Element Detail and/or the Calendar ID Override Detail page without having to enter a value for this element. **Note:** Zero is not considered an actual value for a numeric field, so if you make a numeric element required, a user cannot enter zero for that element on the Element Detail or Calendar Override Details page.

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Field or Control	*Description*
Edit Type	Use this field to associate prompt table edits with the supporting element specified in the **Element Name** field. Enter one of the following values: • *No Prompt* Select if you do not want to associate a table edit with the supporting element. • *Xlat Value* Select if you want to associate a translate table edit with the supporting element. If you select this option, you must identify the translate table in the Prompt View Name field. • *Yes/No* Select if you want to associate a Yes/No edit with the supporting element. If you select *Yes/No,* a check box will appear next to the field for the supporting element override on the Element Detail page. • *Prompt* Select if you want to associate a prompt table edit with the supporting element. If you select this option, you must identify the prompt view in the **Prompt View Name** field.
Field Label Type	Select one of the following options: • *Description* If you select *Description,* the supporting element short description appears in the **Field Label** as display only. • *Element Name* If you select *Element Name,* the **Field Label** is blank and display only. • *Static Text* If you select *Static Text,* you must enter an alphanumeric value up to 30 characters in length in the **Field Label.**

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Field or Control	*Description*
Field Label	When *Field Label Type* or *Static Text* is selected, you must enter an alphanumeric string between 1 and 30 characters in length. This text will be used as Label when presenting this field on the Element Detail and/or Calendar ID Override page.

Override Frame Label

Use the following fields to define a descriptive label to replace the generic Supporting Element Overrides group box label on the Element Detail page.

Note: The system references these values for delivered or standard supporting element override components.

Field or Control	*Description*
Label Type	Select one of the following options: • *Static Text* If you select *Static Text,* you must enter a static label in the **Label** field. • *Message Catalog* If you select *Message Catalog,* you must specify the message set and message number of the new label. When you enter the message set and number, the system displays the associated label.
Message Set	Select the message set containing the label you want to display on the Element Detail page. This field becomes available when you select *Message Catalog* as the option for field **Label Type.**
Message Number	Select the message number corresponding to the label you want to display on the Element Detail page. This field becomes available when you select *Message Catalog* as the option for field *Label Type.*

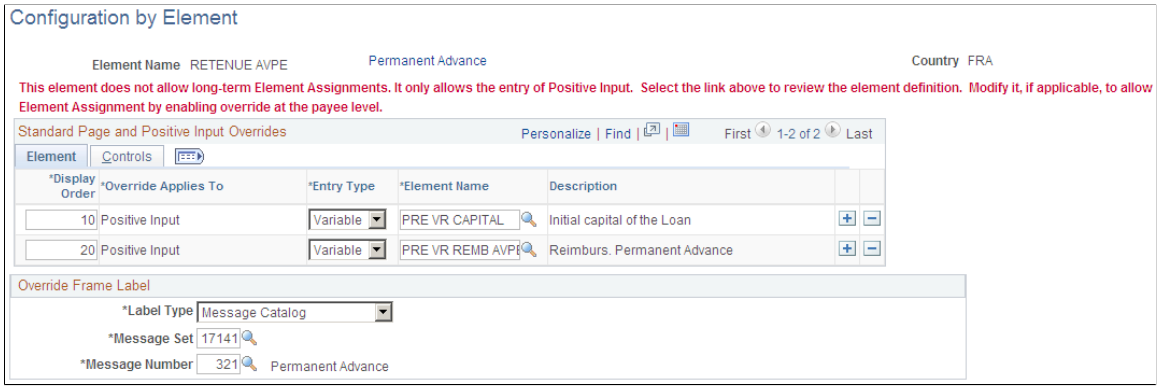
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Field or Control	*Description*
Label	Enter the label you want to display on the Element Detail page. This field becomes available when you select *Static Text* as the option for field **Label Type.**

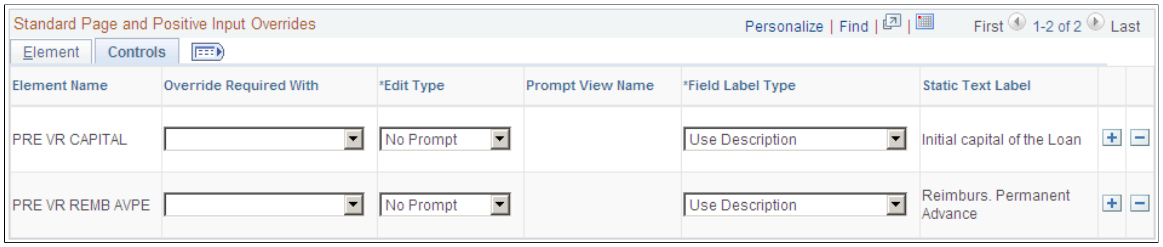
Positive Input Level Overrides Only

In the case of an element that allows overrides only at the *Positive Input* level (and not at the Payee level) the Configuration by Element page appears as follows.

This example illustrates the fields and controls on the Configuration By Element page for Positive Input Level Overrides (1 of 2).



This example illustrates the fields and controls on the Configuration By Element page: Positive Input Level Overrides (2 of 2).



Field or Control	*Description*
Display Order	Enter a sequence number to define the order in which the override elements appear on the Positive Input - Details page. **Note:** Override elements will be listed in ascending display order.

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Field or Control	*Description*
Element Entry Type	Enter the kind of supporting elements for which you want to enter overrides on the Positive Input - Details page. Select from the following options: • *Variable* • *SystemElem*
Element Name	Enter the name of the element. Only elements that are set up to allow overrides at the payee level are included in the prompt.
Override required with	Valid values are: • *Both:* Select to make the element required on the Element Detail page and the Positive Input - Details page. • *Element Assignment:* Select to make the element required on the Element Detail page. • *Positive Input:* Select to make the element required on the Positive Input - Details page. When selected, a user cannot save the Element Detail and/or the Calendar ID Override Detail page without having to enter a value for this element. **Note:** Zero is not considered an actual value for a numeric field, so if you make a numeric element required, a user cannot enter zero for that element on the Element Detail or Calendar Override Details page.

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Field or Control	*Description*
Edit Type	Use this field to associate prompt table edits with the supporting element specified in the Element Name field. Enter one of the following values: • *No Prompt* Select if you do not want to associate a table edit with the supporting element. • *Xlat Value* Select if you want to associate a translate table edit with the supporting element. If you select this option, you must identify the translate table in the **Prompt View Name** field. • *Yes/No* Select if you want to associate a Yes/No edit with the supporting element. If you select *Yes/No,* a check box will appear next to the field for the supporting element override on the Positive Input - Details page. • *Prompt* Select if you want to associate a prompt table edit with the supporting element. If you select this option, you must identify the prompt view in the **Prompt View Name** field.
Field Label Type	Select one of the following options: • *Description* If you select *Description,* the supporting element short description appears in the **Field Label** as display only. • *Element Name* If you select *Element Name,* the **Field Label** is blank and display only. • *Static Text* If you select *Static Text,* you must enter an alphanumeric value up to 30 characters in length in the **Field Label.** **Note:** The element will be presented on the Element Assignment Detail or Calendar Override page using the elements description or name as label.

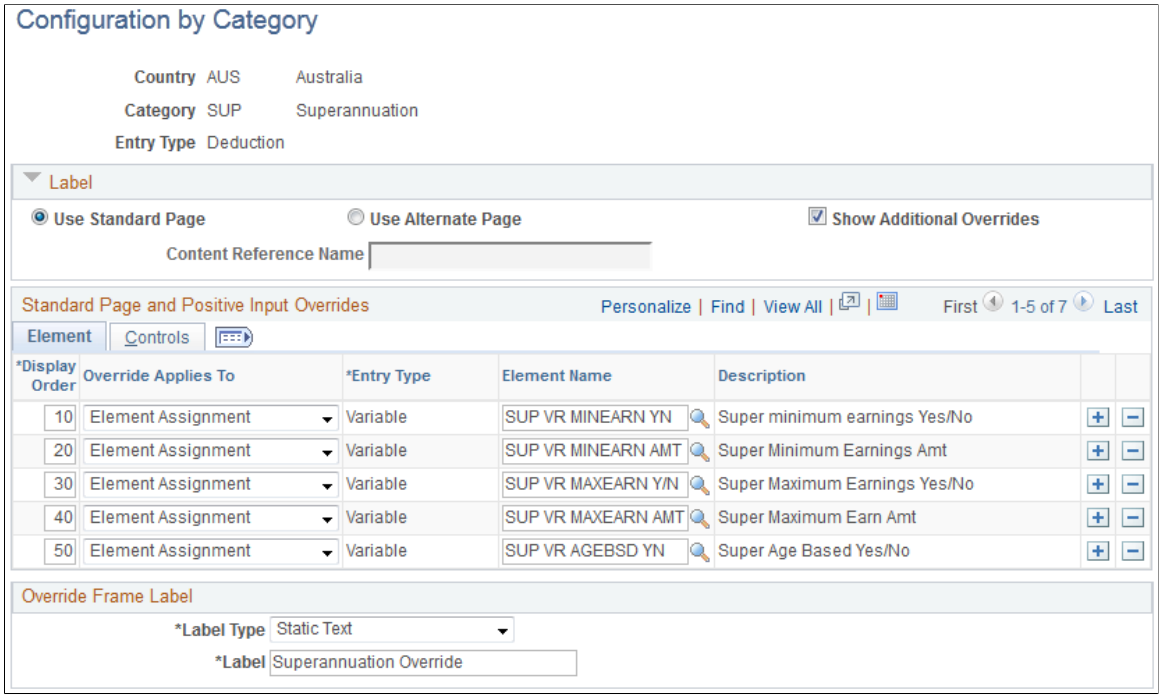
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Field or Control	*Description*
Field Label	When **Field Label Type** of *Static Text* is selected, you must enter an alphanumeric string between 1 and 30 characters in length. This text will be used as Label when presenting this field on the Element Detail and/or Calendar ID Override page.

Reviewing Standard Component Override Examples

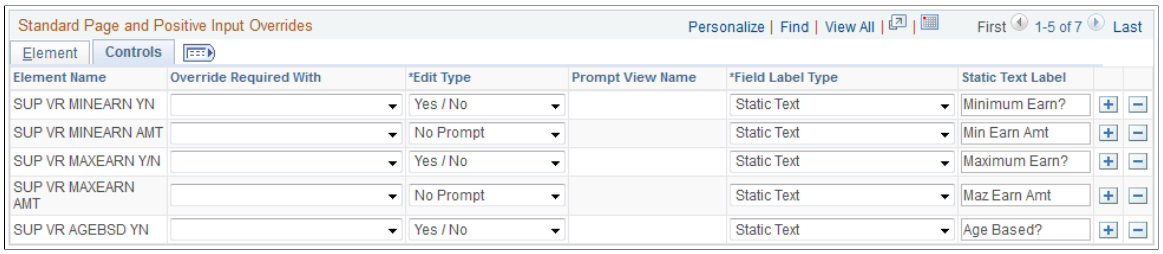
To modify the appearance of an element override detail page, for either an earning/deduction assignment, or positive input entry, you can create a *standard* component override by selecting option *Use Standard Page* on the Element Assignment Page group box. For example, if you want to modify the appearance of the Supporting Element Overrides group box on both the Positive Input - Details page and the Element Detail page for a given element or element category, you could define using the Standard Page and Positive Input Overrides grid.

This example illustrates the fields and controls on the Example of Standard Page and Positive Input Overrides with option Use Standard Page.



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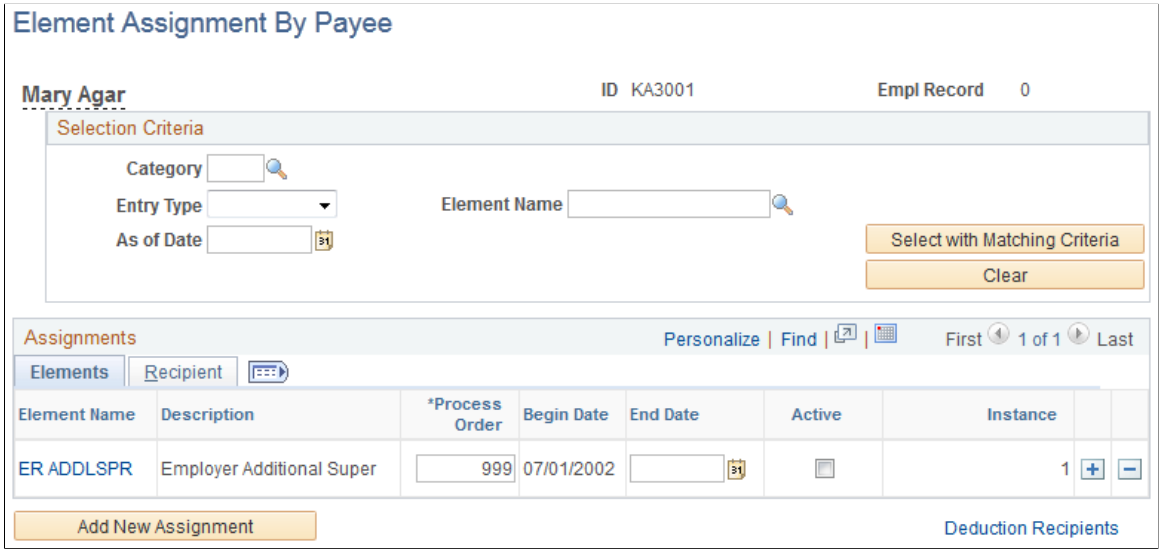
This example illustrates the fields and controls on the Example of tab for Standard Page and Positive Input Overrides.



Note: To have the same fields apply or appear on the Positive Input - Details page, select option Positive Input for field **Override applies to.** If you know you want the same fields to appear on both the Element Detail page and the Calendar Override Details page, select option *Both* for the field **Override applies to.**

Once you have defined the standard configuration, you can access the Element Assignment By Payee page (or the Payee Assignment By Element page) to assign or override a deduction element that falls within the element category of *Superannuation*:

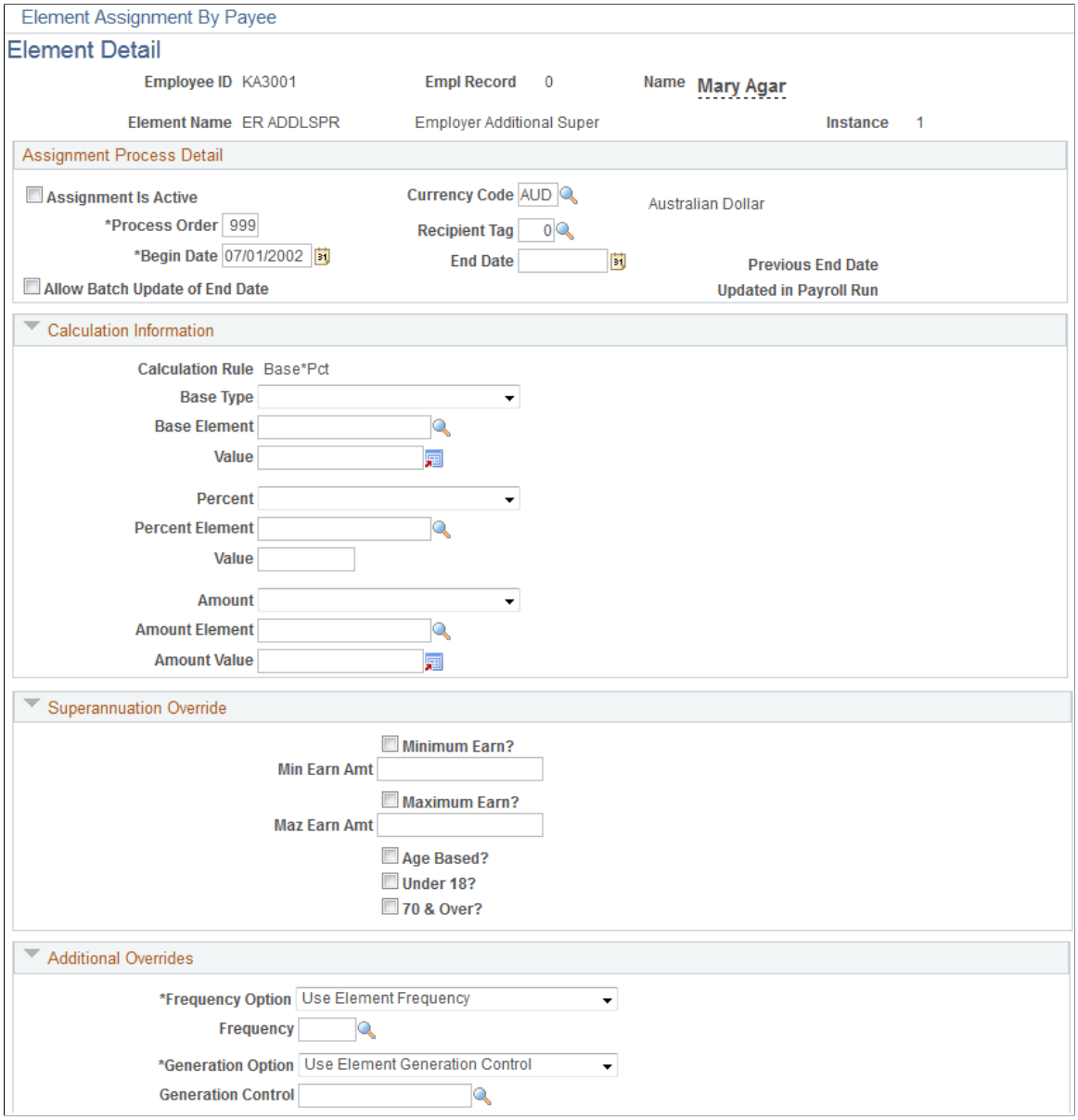
This example illustrates the fields and controls on the Example of Element Assignment By Payee page for Standard Component Configuration.



You'll click the **Element Name** link for *ER ADDLSPR* and access the Element Detail page, where you will see the modified **Supporting Element Overrides** group box instead of the delivered group box:

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This example illustrates the fields and controls on the Example of Element Detail page.



Notice that above, the Supporting Element Overrides group box and fields are user-defined. The group box is now named *Superannuation Override,* and the fields within the group box have the user-defined labels we defined previously on the Standard Page and Positive Input Overrides grid. Also note that on the Element Assignment Page group box, since the Show Additional Overrides check box was selected, that following the Superannuation Override group box is the group box for Additional Overrides. If the check box was deselected, this group box would not appear at all.

Note: In our example, because the option *Element Assignment* was selected for field **Overrides applies to,** the delivered Positive Input - Details page (accessible through the positive input pages) will not be modified.

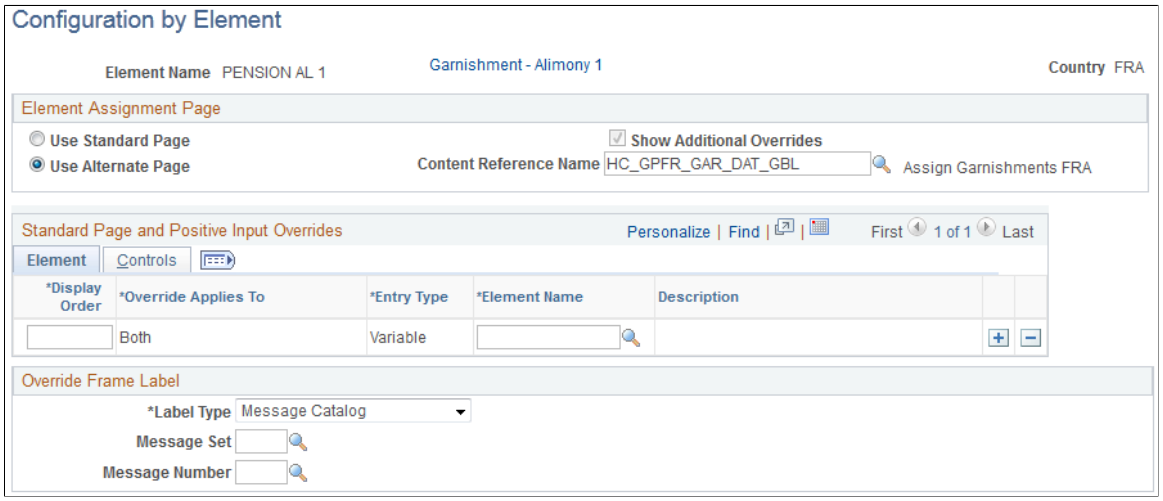
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Reviewing Alternate Component Override Examples

To replace an element override detail page altogether (for earning/deduction assignment overrides only), you can create a "replacement" alternate component in PeopleSoft Application Designer, and then create a configuration rule for an element or element category that points to the replacement component. For example, if you want to replace the override details page for the PENSION AL 1 element with a component of your own design, you could define as follows:

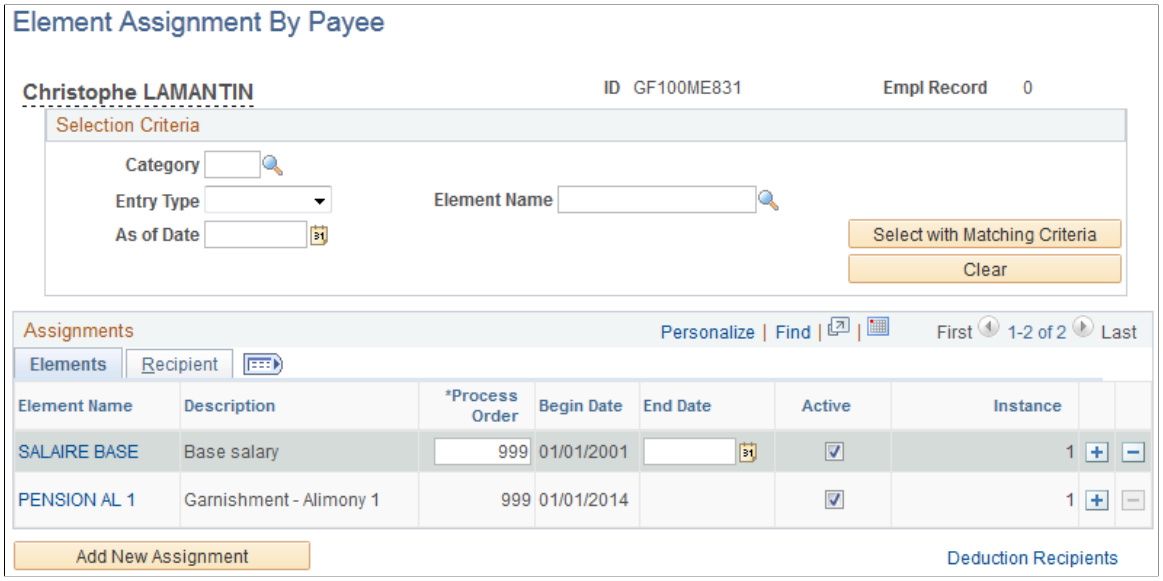
Enter your replacement component's content reference name:

This example illustrates the fields and controls on the Example of where to enter your content reference name.



Once you have defined the replacement component, you can access the Element Assignment By Payee page (or the Payee Assignment By Element page) to assign or override the PENSION AL 1 element:

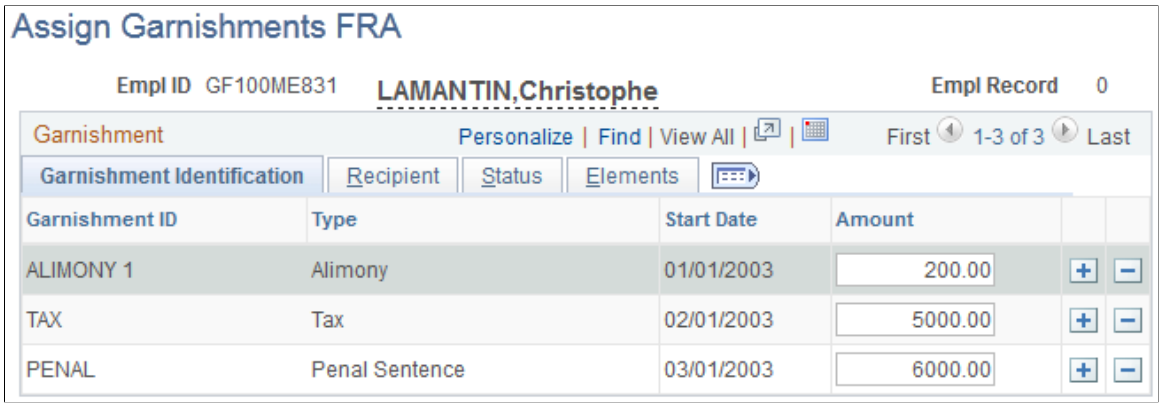
This example illustrates the fields and controls on the Example of Element Assignment By Payee page for Alternate Component Configuration.



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You'll click the **Element Name** link for *PENSION AL 1* and access a detail page for the element, where you will see the following replacement component instead of the delivered Element Detail page:

This example illustrates the fields and controls on the Example of a user defined alternate page.



Notice the page title, group box titles, and all of the field labels for this page (HC_GPFR_GAR_DAT_GBL) are user-defined. This page was built by the user in PeopleSoft Application Designer.

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Chapter 10

Setting Up Accumulators

Understanding Accumulators

This topic discusses:

- Accumulator elements.
- Balance accumulators in batch processing.
- Retroactive processing and accumulators.

Accumulator Elements

Accumulators are elements that store the cumulative values of defined items as they're processed. For example, they can store accrued entitlement balances, gross earnings, and other cumulative values.

Accumulators can be defined:

- Automatically

  When you create an earning, deduction, or entitlement element, the system can automatically generate a set of accumulators to track the value of the element over time. Automatically generated accumulators typically accumulate values for a single element. You specify the periods of time that the accumulators are to track.

- Manually

  You can create accumulators to track several elements, such as all voluntary deductions or all accrued entitlement. You select the elements that the accumulator is to track and define the period of time that the accumulator is to cover. You can accumulate a single value or multiple values over time.

There are two types of accumulators, those that pertain to a single segment, and those that span several calculation periods:

- Segment accumulators accumulate values during a single gross-to-net calculation.
- Balance accumulators accumulate values over a period of time, such as a month or a year.

Note: You can accumulate values for segment accumulators using old values that are derived from formulas. You cannot, however, accumulate values for balance accumulators using old values from formulas.

Related Links

Automatically Generated Accumulators

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Balance Accumulators in Batch Processing

This topic describes various aspects of how the batch process handles balance accumulators.

Updating Balances

The system loads the value for an accumulator from the end of the previous period. When the accumulator is processed, the value for the current period is added to the historic value to maintain an up-to-date balance. For each period, the batch process pulls forward the accumulator likewise.

Creating New Instances

When defining an accumulator, assign such attributes as level, based-on date, and period to cover—such as calendar year. Level determines whether to keep separate counts per job or across jobs by employee. You can add specifications by adding user keys, such as contract or department. The period and based-on date determine the applicable time period. These attributes determine how and when the batch process creates and keeps separate instances of the same accumulator. The system creates a new instance of balance and segment accumulators anytime that you change the value of a key field. Balance accumulators also spin off a new instance for each new period.

Writing to the Result Tables

How you set up the Accumulator page tells the system whether to write the accumulator to the results tables. The system determines when to drop balance accumulators, using the number of months to maintain after end date and comparing the accumulate through date of each instance with the current pay period begin date.

Related Links

Understanding Processing Elements

Retroactive Processing and Accumulators

With retroactive processing, you must be aware of several accumulator considerations.

Only segment accumulator deltas can be forwarded, because forwarding a balance accumulator delta can lead to double counting of contributing elements. The calculation period accumulator delta must be forwarded to an earning or a deduction, not an accumulator.

If the retroactive method is corrective, accumulators reflect new retroactive values in the retroactive period by default. If the retroactive method is forwarding, accumulator values in the retroactive period remain unchanged by default and reflect delta values when they're brought in as adjustments in the current period.

Use the **Use Corrective** check box on the Level page (for automatically generated accumulators, it's on the Earning Accumulators page) to override a general retroactive method of forwarding and make the accumulator behave in a corrective fashion. Define all absence balance accumulators as corrective. This makes it possible for the true balance of the accumulator to be reflected in each period.

Note: Once the accumulator has results stored, the **Use Corrective** check box is not available for selection. To make the check box available again, you must cancel the payroll calendar that generated results for the accumulator.

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Example

An accumulator is used as a limit in a retirement account; its value determines the value of other elements. Assume a current period of December, with retroactivity going back to October. Further assume an original balance of 9,000 at the beginning of October, with no contribution to the retirement account. If the contribution is recalculated as 1,000, that should be reflected in the accumulator balance going into November to prevent further contributions. When the 1,000 delta is brought in as an adjustment in December, it isn't added to the accumulator, because that would cause double counting.

Related Links

Loading Balance Accumulators

Defining Accumulators

To define accumulators, use the Accumulators (GP_ACCUMULATOR) component.

Pages Used to Define Accumulators

Page Name	*Definition Name*	*Usage*
Accumulator Name Page	GP_PIN	Name an accumulator element and define its basic parameters.
Accumulators - Definition Page	GP_ACCUMULATOR_2	Define the period information and indicate the timing of the accumulator's resolution.
Accumulators - Level Page	GP_ACCUMULATOR_1	Specify keys for accumulators.
Members Page	GP_ACCUMULATOR_3	Define the list of elements that contribute to an accumulator.

Accumulator Name Page

Use the Accumulator Name page (GP_PIN) to name an accumulator element and define its basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Accumulator Name**

You must name every element that you create and define its basic parameters on an Element Name page. All element page groups share the same first Element Name page (GP_PIN).

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Note: When creating an accumulator, you can select a decimal or monetary field format. Select *monetary* for elements that may be subject to currency conversions and *decimal* for elements that accumulate non monetary values, such as holiday hours or years of service.

Related Links

Defining Element Names

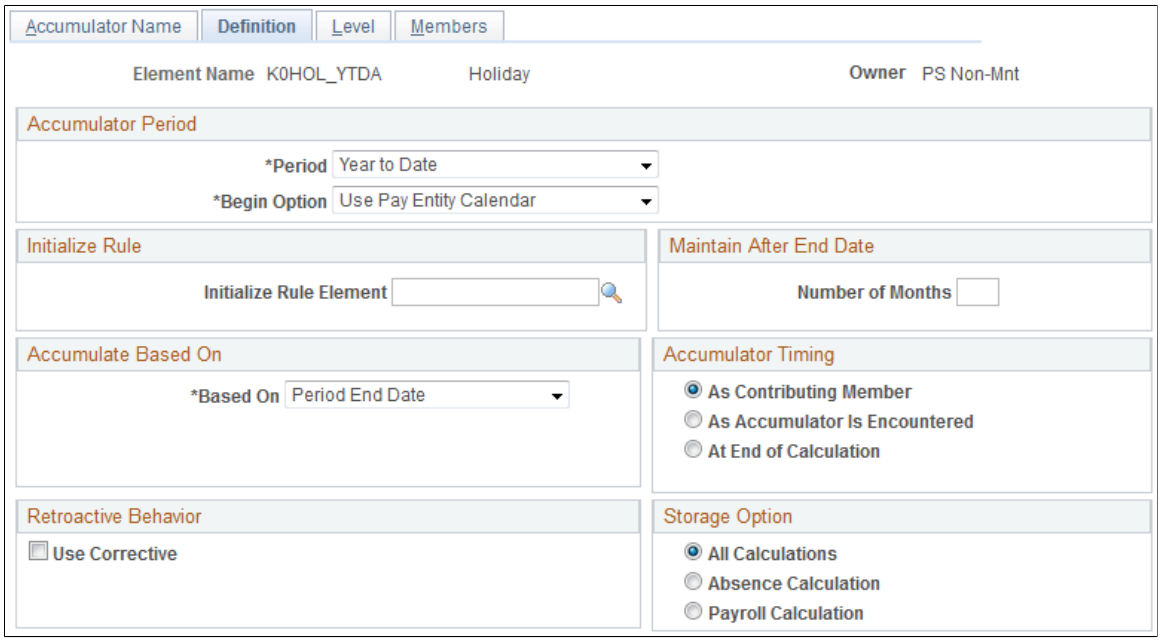
Accumulators - Definition Page

Use the Accumulators - Definition page (GP_ACCUMULATOR_2) to define the period information and indicate the timing of the accumulator's resolution.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Accumulators > Definition

This example illustrates the fields and controls on the Accumulators - Definition page.



Accumulator Period

An accumulator period is the period for which an accumulator collects and accumulates amounts.

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Field or Control	*Description*
Period	Select from the following options: *Segment:* Represents one gross-to-net calculation, or segment. If there's no segmentation, a segment period and a payment period are identical. *Calendar Period:* The period begin and end dates come from the current calendar period. *Month to Date:* The system collects information monthly. *Quarter to Date:* The system collects information quarterly. *Year to Date:* The system collects information yearly. *Custom Period:* A custom period enables you to create an accumulator that's completely open-ended—an end date is not required, as might a custom period to track an employee's lifetime wages. When you select this option, the **Date** field appears for the begin date. Select the element type from the list in this new field.
Begin Option	Select the accumulator's starting point. This field appears if you select *Month to Date, Quarter to Date,* or *Year to Date* in the **Period** field. Values are: *Specify Date:* The **Begin Month** and the **Begin Day** fields appear. Enter the day and month or select variables to return these values. *Use Paying Entity Calendar* and *Use Paying Entity Fiscal:* The system uses the defaults set on the Pay Entity Processing Details page.

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Initialize Rule

Field or Control	*Description*
Initialize Rule Element	Enter a formula element to be invoked when a new instance of an accumulator is created for a new period. This formula must also be a member of the accumulator for its results to be added to the accumulator. For example, at the beginning of a calendar year, you might want to have a YTD accumulator that contains accrued vacation time carry over the previous year's value, with certain limits. The formula that you select here can serve this purpose. When the accumulator for the new year is created, the formula is invoked. If you leave this field blank, no special processing occurs.

Maintain After End Date

Field or Control	*Description*
Number of Months	Specify how long an accumulator remains in the output results table after its stop date. You can use this to access a previous accumulator value for a current calculation. **Note:** If you select *Segment* in the **Period** field, this field becomes unavailable.

Custom Period End Date Options

These fields are only available for custom period accumulators.

Note: The two fields in this group box work independently.

Field or Control	*Description*
Set End Date If Zero	Select this option to set the accumulator's end date to the segment end date in the period when the accumulator value equals zero. This lets the system display the accumulator's value when it reaches zero and then cease storing this value in the subsequent period. For example, when tracking an outstanding loan balance, you could use this field to display the balance until it is paid in full. If you select this check box, the system populates the **Duration in Months** field to *999* by default (equivalent to no end date).

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Field or Control	*Description*
Duration in Months	Enter the accumulator's length of duration. The custom period ends after this duration. For example, when tracking maternity leave, you could use this field to display the accumulator for a set entitlement number of months. You should not enter a value in this field if you select the Set End Date if Zero check box. If you select the **Set End Date If Zero** check box, the system will overwrite any value you enter in the **Duration in Months** field with a value of *999* (equivalent to no end date).

Accumulate Based On

Field or Control	*Description*
Based On	Select the calendar period date to use when determining the correct period for recording accumulators. Select from *Period Begin Date, Period End Date* (default), *Payment Date,* or *Specified Date. Specified Date* is commonly used in absence situations. An absence is often linked back to its initial date, even if that was in another period. Example: A certain monthly accumulator has one member: E1. A weekly pay group has these period dates: Begin Date = January 26, 2000 End Date = February 3, 2000 Payment Date = February 4, 2000 E1 = 100.00 The **Based On** field value tells the system whether the 100.00 of E1 is added to the monthly value for January or February. If you select *Period Begin Date,* the 100.00 is added to the January balance. If you select *Period End Date,* (or *Payment Date),* the 100.00 is added to the February balance. **Note:** This field is available only if you select *Month to Date, Quarter to Date,* or *Year to Date* in the **Period** field.

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Retroactive Behavior

Field or Control	*Description*
Use Corrective	Select to override the behavior of an accumulator when the retroactive method is defined as forwarding. This enables you to change the accumulator's forwarding behavior to corrective. If **Use Corrective** is selected, the accumulator behaves in a corrective mode; adjustments are not added to the accumulator in the current period. This is the default value. You can designate certain balance accumulators as *corrective* to have balances updated at the end of a retroactive recalculation with the newly calculated values of the member elements, rather than waiting to update the balance of the accumulator with the current calculation. This is appropriate when the timing of the balance update is critical to further calculations. **Note:** PeopleSoft recommends that you always select the **Use Corrective** check box on the Accumulators - Level page when you define arrears accumulators. This is because the component that contributes to the accumulator does not itself generate a delta, making double-counts very likely if the accumulator behaves in a forwarding manner. **Note:** Once the accumulator has results stored, the Use Corrective check box is not available for selection. To make the check box available again, you must cancel the payroll calendar that generated results for the accumulator.

Accumulator Timing

Select the method for resolving the accumulator. Every accumulator has a list of elements associated with it (defined on the Accumulator Elements page). If you reference the accumulator during processing, the value of the accumulator varies, depending on the time that you specify for the accumulation.

Field or Control	*Description*
As Contributing Member	As each contributing element is resolved, the accumulator is updated to reflect the new value. The system adds the value of an element—such as an earning or an entitlement—to the accumulator as the system calculates the element. The accumulator doesn't need to appear on the process list.

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Field or Control	*Description*
As Accumulator is Encountered	The accumulator is resolved whenever it is encountered, for example, within a formula. The accumulator does not need to appear on the process list to be resolved. When a contributing element to an accumulator is resolved, the accumulator itself is not automatically updated with the new value.
At End of Calculation	The accumulator is not updated during the main calculation process, but maintains the value loaded from the end of the last finalized segment. Only after all other elements are resolved does the system update the accumulator to reflect the new, current values of its contributing members. This is done automatically: the accumulator does not need to be on the process list. By default, auto-generated accumulators are defined as *at end of calculation.*

Storage Option

Field or Control	*Description*
Storage Option	Select the run types during which you can change and store accumulators. Options are: • *All Calculations:* The accumulator value can be changed during any run type. The value is stored after every run. **Note:** Select this option only if truly necessary. Storing values after every run can consume significant storage space. • *Payroll Calculation:* The accumulator value can be changed during a payroll run only. The value is only stored after a payroll run. • *Absence Calculation:* The accumulator value can be changed during an absence run only. The value is only stored after an absence run.

Note: The system displays an error message if an accumulator is updated during the inappropriate run type. The error message appears, for example, if you attempt to update an absence accumulator in a payroll run.

Warning! You should select the storage option before performing batch processing. This is to ensure that the method the batch system uses to load accumulator balances is consistent with the results already generated.

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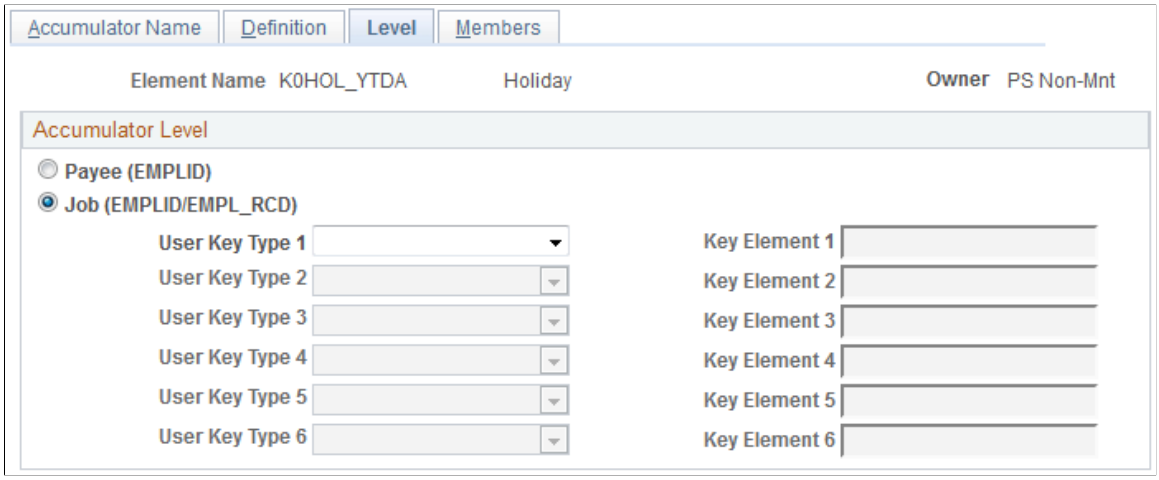
Accumulators - Level Page

Use the Accumulators - Level page (GP_ACCUMULATOR_1) to specify keys for accumulators.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Level**

This example illustrates the fields and controls on the Accumulators - Level page.



Field or Control	*Description*
Payee (EMPLID) (payee employee ID)	Select to have the accumulator store the results for all of a payee's jobs together. This is the default option.
Job (EMPLID/EMPL_RCD) (job employee ID/employee record)	Select to have the system store the results for each job that a payee holds in a separate accumulator with EMPLID/Rcd as a key.
User Key Type	You can define up to six user keys for an accumulator. User keys enable you to track a given accumulator at levels below employee record. For example, you can track an employee's year-to-date earnings by contract number or company. Enter the type of element for the user key. Values are *Variable* and *SystemElem.*

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Field or Control	*Description*
Key Element	Use these fields to select the elements to use as the accumulator keys. For example, to track an accumulator by company, select the system element COMPANY as a user key, which directs the system to maintain different accumulated numbers for each location of the employee. The following guidelines apply: • The system doesn't accumulate employee data across pay groups and pay entities in different countries. Thus, COUNTRY is not a meaningful user key. • Key values are limited to 25 characters and can be characters, dates, or integers. Before selecting user keys, know how their values are stored in the results table. • You can use decimal and monetary elements as user keys, but the system uses only the whole number and ignores the decimal part. Negative values are converted and stored as positive values.

Related Links

Retroactive Processing and Accumulators
Understanding Absence Setup and Management Tasks

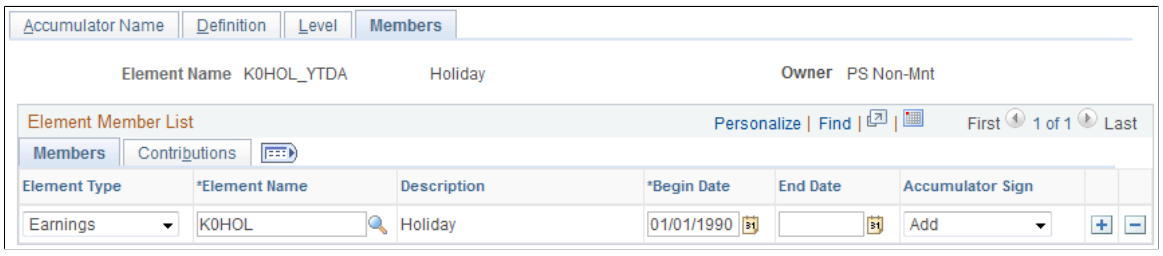
Members Page

Use the Members page (GP_ACCUMULATOR_3) to define the list of elements that contribute to an accumulator.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Accumulators** > **Members**

This example illustrates the fields and controls on the Members page.



Members

Select the Members tab.

Use the fields on this tab to specify which elements contribute to the accumulator's total.

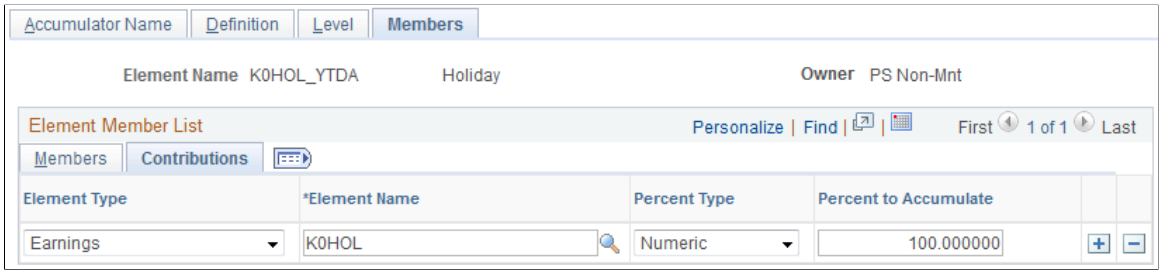
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Field or Control	*Description*
Element Type	Select from the list of element types. Values are *Abs Entitl, Array, Auto Assgn, Bracket, Deduction, Duration, Earnings, Formula, Seg. Accum, System Elem,* and *Variable.*
Element Name	Select elements that contribute to the accumulator's total. An element can accumulate to multiple accumulators; accumulators can contribute to other accumulators.
Begin Date and **End Date**	Tell the system when a member must start and stop calculating an accumulator. If this field is blank, the system continues updating the accumulator indefinitely while the elements remain valid.
Accumulator Sign	Select *Add* or *Subtract* to indicate if the element adds to or subtracts from the accumulator.

Contributions

Select the **Contributions** tab.

This example illustrates the fields and controls on the Accumulators - Members page: Contributions tab.



The system lists the elements that you selected on the **Members** tab.

Field or Control	*Description*
Percent Type and **Percent to Accumulate**	Specify the portion of the element's value that the system contributes to or subtracts from the accumulator. Values are: *Numeric:* Select to specify a percentage of up to 100 percent. Enter the percentage in the **Percent to Accumulate** field. *Variable* or *Formula:* Select to have a variable or formula element return the value to accumulate or subtract. Select the variable or formula name in the **Element Name** field.

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Adjusting Accumulator Balances

Page Used to Adjust Accumulators

Page Name	*Definition Name*	*Usage*
Accumulators Page	GP_ACM_USER_ADJ	Adjust an accumulator balance for a given payee in a finalized calendar group.

Understanding Accumulator Adjustments

For a given payee in a finalized calendar group, you can:

- Adjust an accumulator's results or add a new instance to the results.
- Insert a new accumulator into the results.

When adjusting accumulator results, adjust the accumulator that's loaded as the starting point for a calculation. For example, say that you finalize the March run, and then realize that an adjustment needs to be made to a March year-to-date accumulator. You make the adjustment. When you process the April run, the system reads the March year-to-date balance with the adjustment and uses it as the starting value for the accumulator. In contrast, if you ran April with a retroactive trigger that caused March to be recalculated, the starting balance would come from February and the adjustment would be ignored.

Accumulators Page

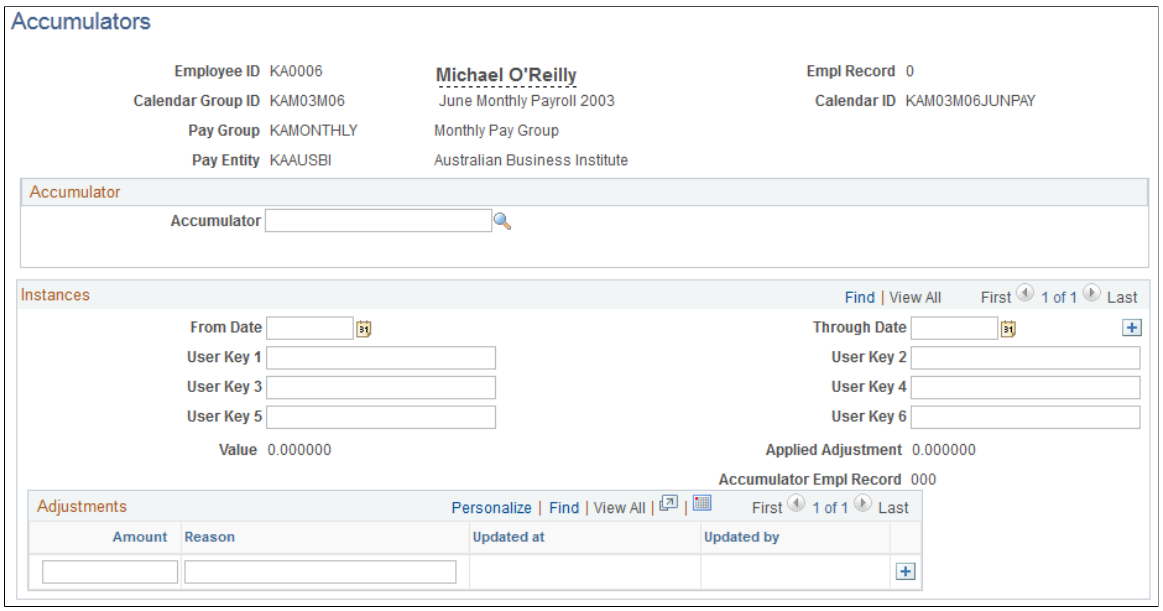
Use the Accumulators page (GP_ACM_USER_ADJ) to adjust an accumulator balance for a given payee in a finalized calendar group.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Adjust Balances** > **Accumulators**

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This example illustrates the fields and controls on the Accumulators page.



Note: You cannot adjust accumulators that are in an unfinalized calendar group.

Accumulator

Field or Control	*Description*
Accumulator	Select the accumulator to adjust. Once selected, the system displays the accumulator's description to the right of this field and populates the **Instances** group box with information from the result tables. If no results are returned, the accumulator has no recorded balance for the identified employee record and calendar.

Instances

This group box displays the recorded balance, if any, for the selected employee record and calendar. You can enter new instances to add to the result tables at the end of the calendar ID that appears.

Field or Control	*Description*
From Date and **Through Date**	The begin and end dates for the accumulator period.
User Key	The user keys that are associated with the accumulator.
Value	The value of the accumulator for the employee (and employee record) at the end of that calendar ID period.

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Field or Control	*Description*
Accumulator Empl record (accumulator employee record)	This field can be helpful when payees have more than one job. It identifies the employee record number to which the accumulator values pertain. All accumulator data for an employee ID is passed from one segment to another regardless of job. Therefore, when you access a particular Empl Rcd Nbr to view or adjust the accumulator values that resulted from processing that job, you can view and adjust the accumulator values for the payee's other jobs as well. As an example, assume that a payee has two jobs: • Empl_rcd = 0 that pays 1000 each month. • Empl_rcd = 1 that pays 1100 each month. Assume also that Empl_rcd is a key for the year-to-date salary accumulator. Now, suppose that you process payroll for two segments: January/Job 1 and January/Job 2. If you were to access the Accumulators page for Empl_rcd 0 for the January calendar, the system would display a value of 1000 for Accumulator Empl Rcd Nbr 0. (The system provides a snapshot of what it processed for the first segment.) If you were to access this page for Empl_Rcd 1 instead, the system would again display a value of 1000 for Accumulator Empl Rcd Nbr 0. In addition, it would display a value of 1100 for Accumulator Empl Rcd Nbr 1, when you click the link for the next job. **Note:** If you adjust the accumulator balance for Empl_rcd 0, Empl_rcd_acum 0, but the last segment processed for the payee was Empl_rcd 1, the system will ignore the adjustment. You should adjust the balance for Empl_rcd 1, Empl_rcd_acum 0 instead, because this balance becomes the source for the next calendar.
Applied Adjustment	The sum of adjustments that have been made to this accumulator instance. When you click **Save,** this number is updated to reflect all accumulator adjustments that are currently entered in the **Adjustments** group box.

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Adjustments

Field or Control	*Description*
Amount	Enter the adjustment amount, either positive or negative.
Reason	Enter the reason for the adjustment
Updated At and **Updated by**	The system populates these fields when you save the page and displays them when you query adjustments.

Note: You can add new instances and adjust accumulators, but you cannot delete entered data. All adjustments remain in the system for an audit trail. To reverse a prior adjustment, enter a row with an offsetting or negative value.

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Chapter 11

Understanding Absence Management

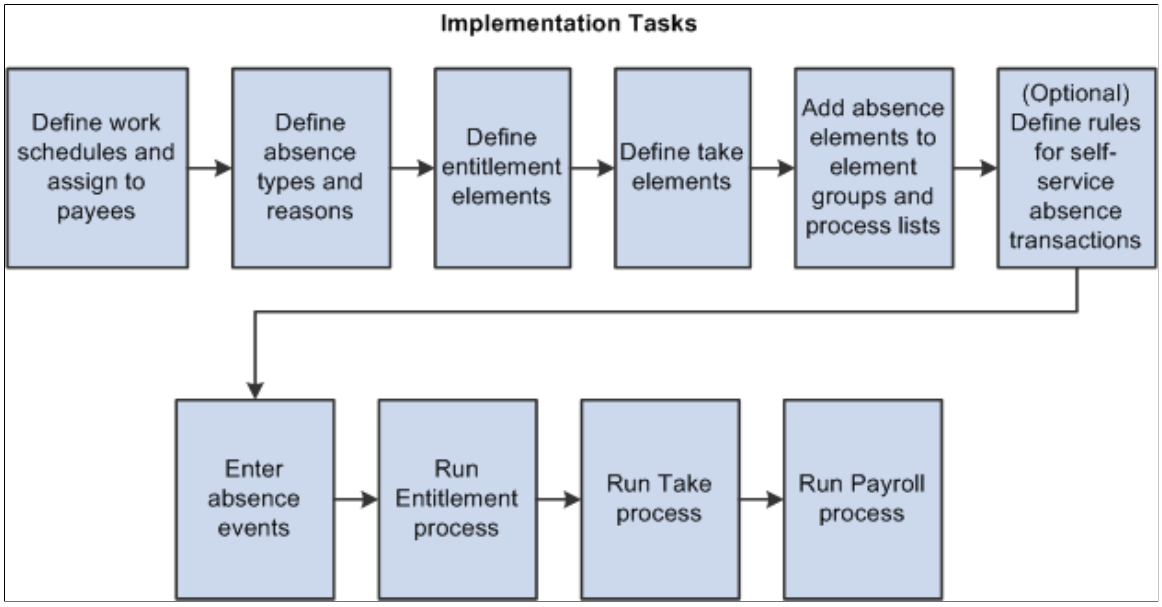
Understanding Absence Setup and Management Tasks

This section provides an overview of absence implementation and ongoing tasks, lists common elements, and discusses the steps for both setup and ongoing tasks.

Absence Implementation and Ongoing Task Overview

Tracking the time that payees are absent from work is critical to producing an accurate payroll. You need to know when payees are out sick, on vacation, or absent for any other reason and whether to pay them for this time.

This flowchart shows the typical sequence of absence setup and management tasks.



Common Elements Used in Absence Setup and Management Tasks

Field or Control	*Description*
Absence Event	The consecutive period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as an *absence event.*

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Field or Control	*Description*
Adjustment	An increase or decrease that is made to the entitlement balance.
Entitlement	The amount of paid time-off that a payee is entitled to take for each category of absence or each absence event, depending on your method of accrual. For example, payees in your organization may be entitled to receive 20 vacation days per year.
Entitlement Balance	The amount of unused entitlement.
Take	The amount of time off that a payee takes.
Units	The period of time in which entitlement, take, adjustments, balances, and other absence-related time periods are measured. Typically, units represent either hours or days. You choose the unit of measurement to use.

Setup Tasks

Following is a description of the steps for implementing absence features:

1. Define work schedules and assign to payees.

   Work schedules define the hours and days of the week that payees are scheduled to work. This information is important to the absence process because it tells the system whether a reported absence occurred during a scheduled work time. Absences during scheduled work periods may be paid if they meet your organization's absence rules.

2. Define absence types and reasons.

   Absence types define the broad categories of absences you want to track, such as illness, vacation, or maternity leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called Illness, you may want to set up reasons such as cold, flu, stress, and so on.

3. Define absence entitlement elements.

   Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a Vacation entitlement element that gives payees 15 days of paid vacation each year. Also, you might specify that payees are compensated for half of any vacation days that are unused by April 1 of the following year. Entitlement can be granted for each absence or at the frequency that you specify.

4. Define absence take elements.

   Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. For

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example, a Vacation take rule may require that payees be employed three months before using Vacation entitlement. You link each take element to an absence type and to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. You also link each take element to one or more earning and deduction elements.

5. Add absence elements to eligibility groups and process lists.

   After you set up absence entitlement and absence take elements, follow the same two steps that you follow after defining earning and deduction elements. (This step does not apply when entitlement is granted for each absence, rather than at a regular frequency, such as monthly or annually.)

   a. Add the absence elements to the appropriate element groups. Element groups are the means by which elements are assigned to payees.

   b. Add the absence elements to one or more absence process lists. Process lists define which elements are resolved during absence processing and the order in which they are resolved. You can create one process list for entitlement elements and a second one for take elements or combine the two, depending on your needs.

6. (Optional) Define rules for self-service absence transactions.

   To enable employees, managers, or both to use self-service pages to enter absence requests, define the rules for self-service transactions. You can also define rules for approving self-service absence requests.

   Note: If you have the PeopleSoft Time and Labor installed, you can use the Timesheet page as well as absence self service pages to enter absence requests and define the rules for self service transactions.

Ongoing Tasks

Following is a description of the steps for managing absence events:

1. Enter absences.

   To record actual absences into the system, users select the take element that identifies the absence and enter the dates of the absence. An absence reason can also be entered to further identify the cause of the absence (if you have defined absence reasons according to step 2 of the setup steps). Depending on your take rules, you can require online approval of absence entries before processing. If online forecasting is required for a take element, the system issues a warning when users try to save absence entries without first running the online forecasting process.

   Note: If you define rules for self-service absence transactions, employees, managers, or both can use the self-service pages to enter requests for absences. Requests entered through the self-service pages are treated as actual absences once they are approved.

   ---

2. Override or adjust the entitlement and enter positive input, when necessary.

   Users can manually enter one time adjustments to entitlement balances (when entitlement is defined per absence) and override the standard entitlement rule for individual payees, as needed.

3. Run the Entitlement process (GP_PAYE).

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The Entitlement process resolves the entitlement accrual and updates payees' entitlement balances. The steps for running this process are similar to those for running a regular payroll. When you launch the Entitlement process, the system retrieves the process list that is attached to the absence calendar and tries to resolve the appropriate entitlement elements for each payee.

4. Run the Take process (GP_PAYE).

   The steps for running the Take process are similar to those for running a regular payroll. You can run the Entitlement and Take processes together or separately. (Absence elements must be on a separate calendar from earning and deduction elements.)

   The Take process:

   a. Creates daily data, a detailed record for each day of the absence event.

   b. Applies the absence rules to the daily data to calculate paid and unpaid units.

   c. Associates the units with the earning and deduction elements that you defined in the absence take rule.

   d. Generates positive input for the payroll process.

   e. Updates the entitlement balances.

5. Run the Payroll process (GP_PAYE).

   You're ready to run payroll (GP_PAYE). The pay run converts the positive input that is generated by the Take process into earning elements or deduction elements.

Absence Management Features

The system supports a broad range of absence features. Spending some time up front analyzing your organization's needs and deciding which features you want to use can save you time during implementation.

This topic discusses:

- Scheduling features
- Entitlement features
- Take features
- Absence entry features
- Self-service features

Scheduling Features

Scheduling features include:

- Sharing schedules across applications.

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If your organization uses both Global Payroll and Time and Labor, those applications can share the same work schedules.

- Configurable fields.

  When you set up shifts, you can enter information in as many as four configurable fields on the Shifts page. This information updates the daily data when you run the Take process and can be used in absence formulas.

Related Links

Understanding Work Schedules

Entitlement Features

Entitlement features include:

- Accrual method and frequency.

  For each absence entitlement element that you create, you indicate whether entitlement should accrue for each absence (for example, 40 days for each illness) or at the frequency that you specify (for example, 2 sick days per month). Absence-based entitlement is resolved when you run the Take process after an absence occurs; frequency-based entitlement is resolved when you run the Entitlement process. With frequency-based entitlement, you can use generation control to limit the conditions under which entitlement is resolved; for example, you can limit resolution to active payees only.

- Entitlement amount.

  You can enter a numeric entitlement amount or define a supporting element that retrieves the appropriate amount during processing. For example, you might create a bracket element that returns the entitlement amount based on months of service.

- Proration and rounding.

  You can instruct the system to round or prorate entitlement units and define the rounding and proration rules to use. (Proration applies to frequency-based entitlement only.)

- Automatic adjustments.

  You can specify what happens to a payee's frequency-based entitlement balance when certain conditions are met; for example, when a payee is terminated or when a certain date is reached. Payees can be compensated for all or part of the unused entitlement, or they can lose all or part of the unused entitlement. You use a generation control element to define the conditions under which the adjustment is made.

- Accumulator preferences.

  The system generates a balance accumulator for entitlement. You can configure the way the balance is calculated and select additional accumulators. You also tell the system when to begin accumulating and over what period of time.

- Absence forecasting.

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You can require the use of online absence forecasting during absence entry or make its use optional. With forecasting, a user enters actual or planned absence events and launches an online process that processes future periods of time, starting with the last finalized calendar. It can return values for balances and other items that you define. You might use this feature, for example, to determine whether a payee has or will have enough entitlement to cover an absence.

- Balance inquiry.

  Use this feature to project a payee's entitlement balance without entering actual or planned absence events. The online process displays the current entitlement balance and can be used to project entitlement for a take element as of the date that you specify.

Related Links

Defining Absence Entitlement Elements

Take Features

Take features include:

- Entitlement links.

  You can link each take element to one or more entitlement elements. If you link to more than one entitlement element, specify the order in which the elements are to be used. When an absence occurs, the system takes from the first entitlement (until it is depleted) before taking from the next entitlement.

- Absence types and reason codes.

  You create absence types to describe the categories of absences that are relevant to your organization such as illness, vacation, personal, or work injury. Within each reason type, you can define codes that further describe the reason for the absence; for example, flu or back problems. The type and reason that are associated with an absence event populate system elements that you can use in absence formulas.

- Approvals.

  You can require that absence events be approved before they are processed. If you select this option, a user needs to select the Manager Approved check box when entering an absence on the Absence Event Entry page. Otherwise, the event is not processed. (Absence Take - Calculation page)

- Combining absences.

  You can instruct the system to create one row of positive input for multiple instances of the same type of absence within the same pay period or create a separate row of positive input for each absence event (Absence Take - Calculation page.) Or you can instruct the system to create one row of positive input for all absence takes (Installation Settings page.)

- User-defined fields.

  You can enter any information in as many as four user-defined fields on the Take element's Calculation page. This information updates the daily data when you run the Take process and can be available for your absence formulas.

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- Earning and deduction links.

  You can link each take element to the earning or deduction elements for which you want to generate positive input. You can also indicate the units, percent, rate, or amount to be returned when the calculation rule for the earning or deduction element is Rate × Units or Rate × Units × Percent.

- Generate matching absence data.

  If you use the mapping feature, the system generates matching absence data for a mapped take element when an absence event is reported. You can also use a formula to specify the conditions under which the Take process generates matching data.

- Day formula.

  Define the formula that the system uses to evaluate each day of the absence. The formula returns the number of absence units that the system compares to the absence entitlement balance to calculate paid and unpaid units.

- Automatic offset.

  When you link a take element to an entitlement that accrues per absence, you specify conditions for reducing the entitlement balance.

- Time period requirements.

  You can select up to three time period requirements that must be met before an absence can be paid: an eligibility date that must be reached, a minimum absence period, or a wait per absence.

- Linked absences.

  You can instruct the system to link related absences of the same type that fall within a specified period of time. During absence entry, users enter the begin date of the original related absence. When absences are linked, they can share the same entitlement or the same wait period. You define the period of time over which absences can be linked.

- Negative entitlement.

  You can specify what to do if there's not enough entitlement to cover an absence: allow a negative entitlement balance (up to the limit that you specify), treat the absence as unpaid time, or redirect the days to be processed by the set of take and entitlement rules that is associated with another take element.

- Priority processing for same-day absences.

  You can enable users to enter more than one absence event for the same day or you can use the automatic priority processing feature. When more than one event is entered for a payee for the same day, the system refers to the priority that you assigned to each take element to determine which absence event to process for the specified day.

Related Links

“Defining Absence Types and Reasons” (PeopleSoft Absence Management)
Defining Absence Take Elements

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Absence Entry Features

Absence entry features include:

- Partial hours

  Users can enter full or partial day absences. When a payee is out for the same number of hours during each day of an absence event, the user enters the hours only once or select the Half Day check box, if appropriate.

- Configurable fields

  Users can enter information in as many as 16 configurable fields when they enter absence events. This information updates the daily data when you run the Take process and can be available to your absence formulas. If you use this feature, we recommend that you provide users with guidelines for the types of data that they can enter.

- Forecasting

  Users can run a process to process absences in future periods of time, which is useful when trying to project future entitlement balances or to apply other absence-related business rules to future periods.

  See Online Forecasting and Balance Inquiry Processes.

Related Links

“Entering Maintaining and Approving Absence Events” (PeopleSoft Absence Management)

Self-Service Features

Self-service features include:

- Absence entry and forecasting.

  Payees and managers can enter requests for absences through a web browser, view requests, and forecast absence balances as of a particular date.

- Absence approval.

  Managers can approve, deny, or push back absence requests online.

- Country specific display configurations.

  You can define country specific rules for how the self-service pages appear. For example, you can control the way that entitlement balances, absence history, and forecasting options appear to users.

- Take-specific display configurations.

  You can define a variety of rules and settings that control how data appears on the self-service pages. For example, you can control who can enter and approve absence requests, date rules, and how messages are returned and appear to users. Also, if you have Time and Labor installed, you can enable specific absences to be requested in Time and Labor's Timesheets.

  See “Timesheet Page” (PeopleSoft Time and Labor).

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- Forecasting rules.

  You can define how entitlement balances appear for both forecasting results and balance inquiry results.

- Configurable self-service text.

  You can modify the text that appears on self-service absence pages. Using the Text Catalog feature, you can modify field labels, button text, and text that appears elsewhere on self-service pages.

Related Links

"Understanding Self Service Setup Tasks" (PeopleSoft Absence Management)
Understanding the Absence Request Transactions

Batch Absence Processes

Two batch programs within the Global Payroll process (GP_PAYE) calculate absence entries and create payroll input. These programs are referred to as the Entitlement process and Take process. You can create a separate process list for each or use one process list. The system processes entitlement and take elements when they are included on the absence process list that is called by a calendar during processing, which is the same way that it processes all elements.

Note: You do not need to run a separate Entitlement process to resolve per-absence entitlement elements. These elements are resolved only when you run the Take process.

Processing Features

Processing features include:

- Processing periods.

  The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.

- Multiple Take processes.

  More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.

- Combining Entitlement and Take processes.

  You can run the entitlement and take processes together or separately.

- Processing sequence.

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The system can process absence takes according to their sequence on the process list or in daily order. To process absences in daily order, you include take elements in an absence take section of a process list.

Related Links

Absence Take Sections

The Entitlement Process

The primary job of the Entitlement process is to resolve entitlement elements. The process begins when the Process List Manager encounters the entitlement element on the Process List as it processes a payee. The process contains four steps:

1. Get entitlement rule definition.
    a. Get the definition of the entitlement element.
    b. Overlay the entitlement definition with the payee override, if any.
    c. Overlay the entitlement definition with positive input, if any.
    d. If the payee override is required, but no override or positive input exists, exit the program.
2. Resolve frequency-based entitlement.
    a. Check generation control for entitlement.
    b. If generation control exists, call the Generation Control program. If the program says not to process the entitlement element or the adjustment element, exit the program.
    c. If generation control is not entered, or if the condition is met, call the PIN Manager to resolve the entitlement.
    d. If the entitlement frequency differs from the pay period frequency, convert the entitlement units.
3. Resolve adjustment, if applicable.
    a. If generation control says to process the adjustment, call the PIN Manager to resolve the adjustment element and pay off units element.
    b. If the pay off units element does not equal 0, add the pay off earning element and units to positive input.
4. Update results.
    a. Set the return code to PIN Manager.
    b. Add the entitlement element and units to the PIN Manager return list, if calculated.

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c. Add the adjustment element and units to the PIN Manager return list, if calculated.

The Take Process

This topic discusses:

- Daily data.
- The role of system elements in daily data.
- Take process (detail).
- Daily processing (detail).

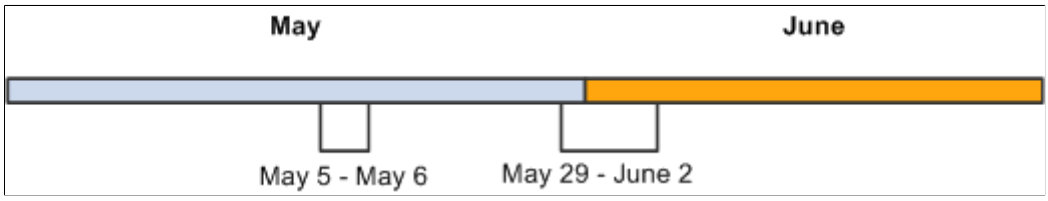
Daily Data

When you run the Take process, one of the first things the program does is *expand* each absence event in the process list that occurred for a payee during the absence processing period (or current segment, if the processing period is segmented). Expanding the event means that the system creates a detailed row of data for each day of the absence in the GP_RSLT_ABS record. We call these rows *daily data.*

The Take process expands each event that includes a date in the current segment. It creates a row for each day of the absence event, including days that fall outside the processing period. The system also populates the work schedule and holiday schedule system elements for the day before and after the absence, if the payee was not absent on those days. If the payee was absent the day before or the day after the reported absence, other absence-related system elements can be populated, depending on your rules.

For example, assume that the processing period is May 1 to 31, and there is no segmentation. If the payee is absent from May 5 to May 6 and again from May 29 to June 2, the Take process creates two rows of daily data for the first absence and five rows for the second absence.

This diagram illustrates how the system creates daily data for each day of an absence event.



Even though the system creates a row of daily data for each day of an absence event, this does not mean that each day is processed. The entire event is expanded so that the system has all the information it needs to accurately evaluate each absent day. Only those days that occurred during the processing period are processed. Using the above example, the system would process the following absent days: May 5, 6, 29, 30, and 31.

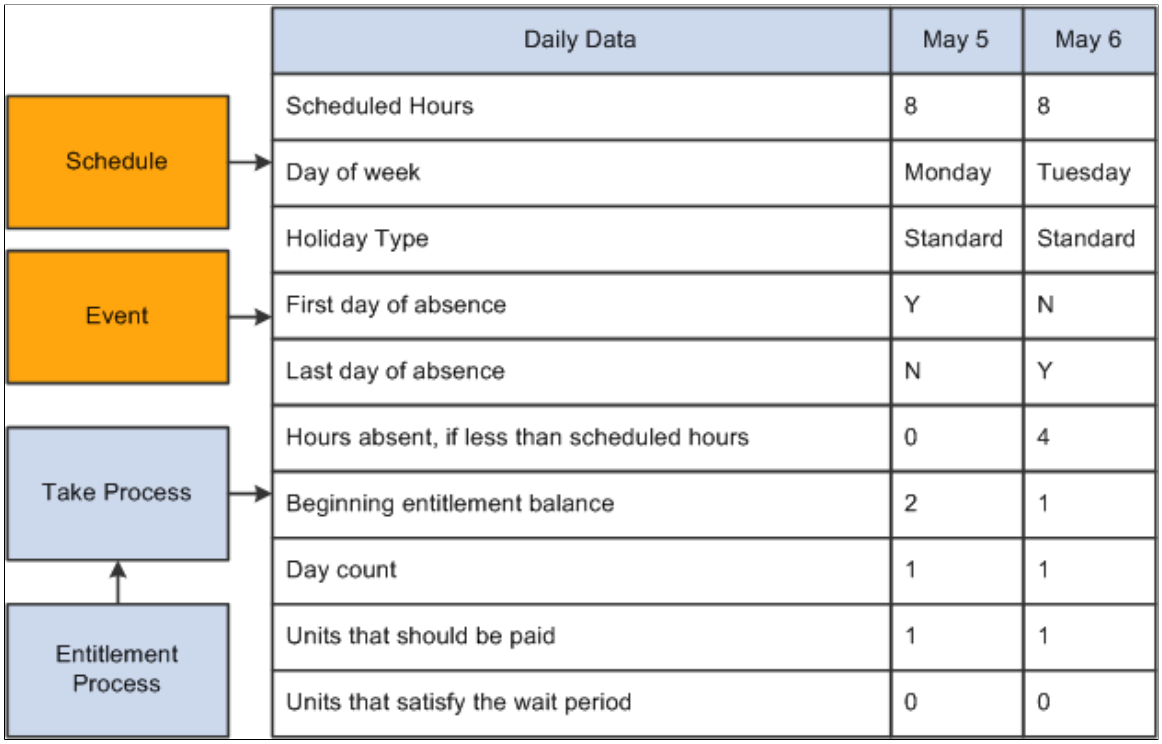
Sources of Daily Data

Data that populates the daily data row initially comes from two sources:

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- The payee's work and holiday schedules, which provide the day of the week, scheduled hours, and holiday type.
- The absence event, which provides the absence take, begin and end dates, partial days absent, if applicable, and other information.

This diagram illustrates the sources of daily data:



Daily Data	May 5	May 6
Scheduled Hours	8	8
Day of week	Monday	Tuesday
Holiday Type	Standard	Standard
First day of absence	Y	N
Last day of absence	N	Y
Hours absent, if less than scheduled hours	0	4
Beginning entitlement balance	2	1
Day count	1	1
Units that should be paid	1	1
Units that satisfy the wait period	0	0

The Take process also contributes to the daily data. When it applies the absence rules—defined by your absence elements—to the event and schedule data, it derives a set of results that populates the daily data. The results include the beginning entitlement balance, absent units, paid and unpaid units, ending balance, and other information.

The *day formula,* which you create and assign to your take rule, is what drives the results. This formula interprets each day of the absence and returns the number of units that the absent day represents; for example, four hours or one day. Once the system knows the absence *day count,* it can compare the count to the entitlement balance, determine whether a wait period or any other requirements for payment have been met and determine whether any part of the absent day should be paid. It can also calculate the ending entitlement balance.

The Role of System Elements in Daily Data

Much of the daily absence data is stored by system elements—a collection of predefined elements.

Using System Elements in Formulas

When you define a take element, you identify the day count formula that the system will use to calculate the number of units that the payee was absent for the day being processed. The formula makes use of any information that is stored in the daily data, including—in some cases—data from the day before or after the day that is being evaluated. For example, three system elements store a payee's scheduled hours:

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- SCHED_HRS captures the number of hours that the payee was scheduled to work for the day that is being evaluated.
- SCHED_HRS_DB captures the number of hours that the payee was scheduled to work the day before.
- SCHED_HRS_DA captures the number of hours that the payee was scheduled to work the day after.

You might create a day count formula that uses the prior or next day's values in its calculations. Or you might create a day count formula that uses the value of the SCHED_HRS element to calculate the day count.

Depending on what absence features you want to use, you might need to create other formulas. Any of these formulas can make use of the daily data that is captured by the system elements.

Using User-Defined Fields

User-defined system elements enable you to capture and use absence data that is specific to your organization. Data that is entered into these fields is stored by system elements and added to the Daily Data records during the Take process. As is true of all system elements, the data captured by these elements can be used by any absence formula.

Each of the following pages includes a set of user-defined fields:

- Absence Event Entry.
- Take Calculation.
- Shift.
- Absence Request (manager or employee).

Take Process (Detail)

The primary job of the take element is to determine paid and unpaid units. The Take process expands each absence event into daily data and generates positive input for the pay run. It also updates balance accumulators.

1. Search for take element.
    a. Search the event array for the current take element in the take process array, where the event is in the current segment. If not found, search days for current segment.
    b. If an event or daily row is found, set Event Found to Yes and/or Daily row Found to Yes, take Process to Yes for the current take element in the take process array and continue.
    c. If an event or daily row is not found, go to the next take in the array.
2. Get rule definition.

    For the current take element in the take process array:

    a. Get the definition of the take element and the take element child records: Entitlement child record; Earning Deduction child record; Same day Take element child record; and Forecast element child record.

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b. Get the entitlement definition for each entitlement child record.

c. Set the take pointer on the take process array to the correct effective-dated take definition. This is done per segment, even if the take definition has already been loaded.

3. Update existing daily absence rows. If Daily Row Found is set to Yes, update the existing daily rows which match the current take element of the take process array, are within the segment and which have not been processed:

   a. Set the take process pointer to the correct take definition. This also indicates that the row has been processed.

   b. Update Absence Type, Take Config fields using the take process pointer.

   c. Link rows such that the daily order/absence take section order for overlaps is set correctly.

4. If the work schedule is not already loaded, for each EmplRcd per segment within the absence period:

   Get the work schedule and the holiday data for the current period. This includes the day before and the day after the current period to accommodate DB and DA system elements.

5. Expand events for the current segment. If Event Found is set to Yes, expand the events for the current take element in the take process array and create an absence daily row for each day absent for that event. Each daily row includes:

   a. Work schedule data.

   b. Alternate work schedule data.

   c. Holiday data.

   d. Event data.

   e. Set Insert — No.

   f. Set take process pointer to the correct take definition. This also indicates how that row is to be processed.

   g. Absence Take data — Absence Type, Take Config fields using the take process pointer.

   h. Link rows such that the daily order/absence take section order for overlaps is set correctly.

6. Perform daily processing, which is documented in detail in the following subsection:

Daily Processing (Detail)

This lists a detail of the steps taken to perform daily processing (from step number 6 above):

1. Initialize day.

   a. If Auditing is on, initialize the audit array, and create a new audit row for the take element.

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b. If the take has changed and the prior take had an override definition, reset the prior SOVR values to the original values.

c. If the take has changed and the current take has an override definition in effect, store the prior values for this take's override definition (SOVR's) and add new values for this take's override definition (SOVR's).

d. For the current day being processed, set the following pointers so that data is available for the system elements: Current Day; Prior and Next Days; and Parent take element, when the take has been mapped from another element.

e. If there are no absences for the prior or the next day, load the schedule data into the appropriate system elements.

f. If Allow Duplicates is set to Yes, total the partial hours for all take elements for the current day.

2. Initialize event. This is only performed for the begin day or the first process day of the event in segment.

   a. If the absence date is the same as the event begin date:

      Check for the minimum period requirements.

      Check linking, per absence only.

      Check for eligibility requirements.

      Check for a wait period.

   b. If the absence date is not the same as the event begin date:

      Copy the fields related to the event from the prior day to the current day.

      Check for eligibility.

      Check for a wait period.

3. Get day counts.

   a. Call the PIN Manager to resolve the Day Count formula.

   b. Call the PIN Manager to resolve the Wait Count formula, if any.

4. Evaluate day to produce paid and unpaid units. This is only performed for regular and forecasting processes.

   a. Check the minimum requirement, if applicable.

   b. Check the eligibility date, if applicable.

   c. Check the wait period, if applicable.

   d. Loop through the entitlement array till the take units to be processed = 0, or there is no more entitlement.

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e. Get the balance for the current entitlement:

   If the balance > 0, compare it to the units to be processed. If the balance covers the remaining units, consider the units paid. Apply the negative balance rules if the balance is insufficient and no other entitlement is available.

   If there are paid units, add the auto-assigned Paid Units to the PIN Manager return list.

f. Add Day Counts Paid and Day Counts Unpaid units to the PIN Manager return list for the daily row.

5. Process forecast PIN. This is only performed for forecasting or balance inquiries.

   Call the PIN Manager to resolve the forecast PIN.

6. Loop per Earning/Deduction Counts. This is only performed for the regular process.

   Call the PIN Manager to resolve the unit formula:

   If the formula results = 0, call the PIN Manager to resolve the Percent formula, Rate formula and/or Amount formula.

   If the formula results do not equal 0, add the earning/deduction elements, units, and the percent to the daily positive input.

7. Add mapped to and redirected days.

   a. Call the PIN Manager to resolve the conditional formula for mapping.

   b. If there is no formula or the formula does not equal 0, insert a duplicate absence row for the current day for the mapped take.

   c. If the day has been redirected, insert a duplicate absence row for the current day for the redirected take.

   d. Search the take process array for the mapped and redirected take, if found. If Take Process is set to No, get the rule definition as was done in the take process array loop. If it is set to Yes, the rule definitions are already loaded.

   e. If the take for the Mapped to or Redirected day is found in the take process array:

      Set the take process pointer to the correct take definition.

      Update the **Absence Type** and **Take Config** fields using the take process pointer.

   f. Set the absence pointers so that the new row is linked such that the daily order/absence take section order for overlaps is set correctly.

8. Terminate the day.

   a. Store the day results on the daily row.

   b. If End Day is set to Yes, get the forecast element result value.

   c. If the absence date is the same as the segment end date, store the forecast results.

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d. Set Insert to Yes on the daily row processed.

e. Set the Daily Process switch to Processed.

f. If Auditing is on, update the audit row for the take element, and write the resolution chain.

g. If there is an override definition in effect and no more rows to process, restore the previous values of the override elements (SOVR's) for the current take override definition.

Online Forecasting and Balance Inquiry Processes

Two online absence processes can process future periods of time. You can use these processes to project future entitlement balances or to apply other absence-related business rules to future periods:

- Absence Forecasting

  Launch this process from the Absence Event Entry page after you enter actual or planned absences. The system executes a user-defined Forecast formula that returns an alphanumeric value that you define, plus a list of values for the elements that you identified when creating the Take definition. For example, your formula might determine if a payee has sufficient entitlement to cover an absence. If yes, the formula could display the value ELIGIBLE on the Absence Event Entry page and return the entitlement balance that remains after the future absence, the length of the requested absence, and other information that you find useful. You can require that a warning message be displayed if a user tries to save absence entries without running the Forecasting process first for certain absence takes.

- Balance Inquiry

  Launch this process from the Forecast Balance page, where you select a take element and enter the date as of which you want to see balances or other values returned.

The Absence Forecasting and Balance Inquiry processes simulate the Entitlement and Take processes. When you launch either process, the system finds the earliest calendar that has not been finalized for the payee and looks at each subsequent calendar (included in the calendar group template) up through the calendar in which the latest forecasted event (for the Forecasting process) or as of date (for the Balance Inquiry process) falls. The Absence Forecasting and Balance Inquiry processes select only those calendars that are associated with the payee's pay group. Neither process directly affects the regular batch process. However the values resolved for the forecasting system elements can be used by other system elements in the regular batch process.

The Absence Forecasting process updates the forecast value and a date/time stamp (ABS_EVT_FCST_VAL and FCST_DTTM) on the event record (GP_ABS_EVENT). The Balance Inquiry process does not update the event record.

You identify which results you want to see—beginning entitlement, ending entitlement, absence duration, and so forth—when you define your absence take rules. At the end of a successful Forecasting or Balance Inquiry process, the results populate the table (GP_ABS_EVT_FCST). These results are overwritten each time you successfully run the Forecasting or Balance Inquiry process for the same payee. Data is not written to the results tables that are used by the Take and Entitlement processes, but to identical tables with the prefix GPX rather than GP_. When you run the Take process, the forecast value is written to the results table (GP_RSLT_ABS). Consequently:

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- Historic rules return data from the last batch run, not the current run.
- Arrays that read from the result tables return data from the last batch run, not the current run.
- Writable arrays are not processed.

Related Links

Defining Absence Take Elements
Absence Takes - Balance Inquiry Page

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Chapter 12

Defining Absence Elements

Understanding Absence Element Setup

This topic discusses:

- Prerequisites.
- Setup guidelines and dependencies.
- Absence formulas.

Prerequisites

Before you define any absence elements, review the introductory topic "Understanding Absence Management" that provides an overview of absence features.

Related Links

Understanding Absence Setup and Management Tasks

Setup Guidelines and Dependencies

You define the policies or rules that your organization follows for tracking and compensating payees for absences by creating absence entitlement and take elements. Absence entitlement elements define the conditions under which payees accrue paid time off and the amount of time that they can accrue. Absence take elements specify the rules that the Take process applies to determine whether an absence should be paid.

Consider the following factors before you begin your setup:

- Several absence features require the use of formulas.

  At a minimum, you define a day formula for the take definition. If you're creating entitlement elements that resolve per absence, you also define a per absence formula element. You cannot save the entitlement element until you enter the name of the formula on the Absence Entitlements - Calculation page.

- Entitlement and take elements are linked.

  When you define a take element, you specify which entitlement rules apply. If you define take elements before defining entitlement elements, return to the take pages in correction mode to select the entitlement elements.

- You assign an absence type to each absence take element.

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Absence types provide a way to group or categorize absences. You can assign the same absence type to more than one take element.

- Depending on your take rules, take elements can have several interdependencies.

  Mapping out the relationships between these elements can reduce setup time. Take elements are related when:

  - You allow payees to use an entitlement that is associated with another take when they exceed the entitlement balance.
  - You request the system to create a duplicate event for a second take element.
  - You prevent users from entering more than one absence for the same payee for the same day, but you want an error message to give information about the priority of the conflicting events.

- Entitlement, adjustments, balances, and other absence-related values are stated in the same units (hours, days, or some other period of time).

  For example, if you express entitlement in days, make sure that any supporting elements that define adjustments, balances, and other absence-related amounts also resolve to days. The units that you use to define absence elements must match the units that the users enter when they adjust or override an entitlement.

- Although you define most absence entitlement and take elements during implementation, you can create additional absence elements anytime.

  As your business needs change, we recommend creating new absence elements, rather than modifying existing elements. Changing existing elements can affect retroactive processing.

Absence Formulas

Formulas offer a convenient way to implement various absence management features. You can create different formulas for the features that you use or use the same formula in as many situations as you need to.

This table lists the absence-related formulas that you may need:

Formula and Page	***Use***	***Element Populated***	***Value Returned***
Per Absence Formula Element (Absence Entitlements - Calculation page)	Required for *per-absence* entitlement elements. Defines when to resolve entitlement. Resolved each day if the balance is needed during processing.		0 = do not resolve entitlement. Nonzero value = resolve entitlement.

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Formula and Page	*Use*	*Element Populated*	*Value Returned*
Day Formula (Absence Take - Day Formula page)	Required for all take elements. Interprets each absent day and returns the units to compare to the entitlement balance. Always resolved per day.	DAY COUNT	Count that represents units for the absent day.
Offset Formula (Absence Take - Day Formula page)	Per-absence entitlements only. Automatically reduces beginning entitlement balance. Resolved immediately after a per-absence entitlement is resolved.		Count that can be added to or subtracted from the entitlement balance.
Conditional Formula (Absence Take - Day Formula page)	Defines conditions for generating an absence event for another take element.		Zero or nonzero value.
(Wait) Count Formula (Absence Take - Period page)	Returns the number of remaining days that a payee must be absent before a wait period is satisfied. Often the formula that is used for the Wait Count is the same as the formula that is used for the Day Formula. For example, *workday* could be counted.	WAIT COUNT	Count
Forecast Element (Absence Take - Forecasting page)	Used during the Forecasting process to evaluate an absence. The result of the formula appears on the Absence Event Entry page. Resolved for each day of an absence event. The system saves only the value that is resolved for the last day of the absence.	ABS EVT FCST VAL	Up to 30 alphanumeric characters.

Many system elements are designed for use within absence formulas and point to columns in the absence daily data table.

For example, assume that you use the system element named SCHED HRS in your Day Formula and that you define the formula, named WRK DAY, as follows:

```
IF SCHED HRS > 0
THEN 1 ->> WRK DAY
ELSE 0 ->> WRK DAY
END IF
```

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The formula checks to see if scheduled hours are greater than zero. If they are, the day equals one workday. If they are not, it is not a workday. As long as there is at least one scheduled hour, the absent day is considered a workday.

The formula processes each row of the daily data for the specified period for the absence take element that is being processed. For each row, the system retrieves the value for SCHED HRS from the daily data table.

Note: Absence system elements in the rows of daily data reflect what the current process row contains. You can use other system elements in your formulas; however, the system resolves them only once—not for each row. For example, if you use a system element from the Job row, such as Department, the value for Department does not change for each row.

Related Links

Working with System Elements

Defining Absence Types and Reasons

To set up absence types and reasons, use the Absence Take Types (GP_ABS_TYPE) component.

Page Used to Define Absence Types

Page Name	*Definition Name*	*Usage*
Absence Take Types Page	GP_ABS_TYPE	Define the types of absences that your organization recognizes. You can define reasons in each absence type.

Understanding Absence Types and Reasons

When you define an absence take element, you assign it an absence type that describes the category of the absence; for example, vacation or sick. You can specify whether an absence type applies to all countries or a specific country. For each absence type, you can define an unlimited number of absence reasons.

When reporting absence events, the system displays the absence type associated with the take that you enter. Entering an absence reason is optional. During the batch and online forecasting processes, the absence type and reason code populate system elements (for example, ABSENCE_TYPE, ABSENCE_TYPE_DB (absence type day before), and ABSENCE_REASON) that you can access within your absence formulas.

Absence Take Types Page

Use the Absence Take Types page (GP_ABS_TYPE) to define the types of absences that your organization recognizes.

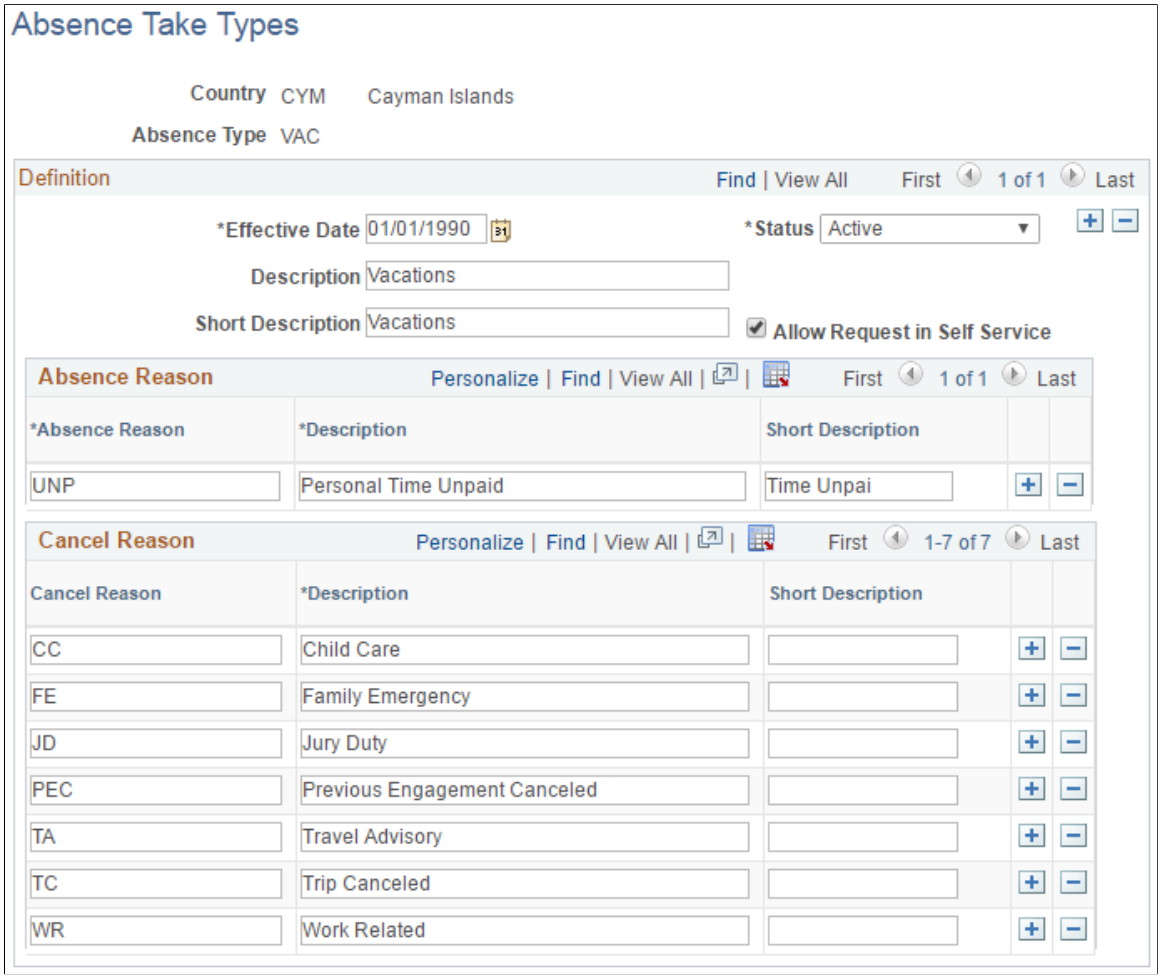
You can define reasons in each absence type.

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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Take Types

This example illustrates the fields and controls on the Absence Take Types page.



Field or Control	*Description*
Allow Request in Self Service	Selecting this check box enables you to configure all associated take elements for self service absence functionality.
Absence Reason	Enter up to three alphanumeric characters for the Absence Reason code.

Cancel Reason

Use this grid to enter the reasons users can cancel absences associated with the take type. The values that you enter in the **Description** field appear as values that users can select in the Cancel Reason field on the Cancel Absence self-service pages.

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Defining Absence Entitlement Elements

Use the Absence Entitlements component (GP_ABS_ENTL) to create an absence entitlement element for each type of entitlement that your organization offers. For example, if you have separate accrual policies for sick time, vacations, maternity leave, and so on, create a separate entitlement element for each.

Pages Used to Define Entitlement Elements

Page Name	*Definition Name*	*Usage*
Absence Entitlement Name Page	GP_PIN	Name the element and define basic parameters.
Absence Entitlements - Forecasting for Element <name> Page	GP_FORECAST_SEC	Enable forecasting for an entitlement element.
Absence Entitlements - Calculation Page	GP_ABS_ENTL	Define the method of accruing entitlement, the entitlement amount, generation control, and enter instructions for adjusting the entitlement balance under certain conditions.
Absence Entitlements -Rounding/ Proration Page	GP_ABS_RND_PRORTN	Define rounding and proration rules for an entitlement element.
Absence Entitlements - Auto Generated Accumulators Page	GP_AUTOGEN_ACUM	Define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.
Absence Entitlements - Accumulator Periods for Element <name> Page	GP_AUTOGEN_SEC	Define the start date and length of the entitlement accumulation period (for example, month-to-date or year-to-date) and select auto-generated accumulators to track entitlement, adjustments, and paid units.
Absence Entitlements - Generated Elements for Element <name> Page	GP_ABS_ACM_SEC	View the list of auto-generated accumulators for the entitlement element after saving the element's definition.
Supporting Element Overrides page	GP_ELM_DFN_SOVR	Override the value of a supporting element that is used in the definition of the entitlement element.

Understanding Auto Generated Accumulators

When you define and save a new entitlement element, the system generates an accumulator to track the entitlement balance.

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After you save the element, you can go to the accumulator definition and enter additional instructions for the balance accumulator:

- For frequency-based entitlements, you can specify an Initialize Rule if you want the system to carry forward all or part of the balance at the end of the accumulation period. If you do not select an Initialize Rule, the system sets the remaining balance to 0 at the beginning of the new accumulation period.
- For absence-based and frequency-based entitlements, you can configure the way the entitlement balance is updated by adding or removing elements that contribute to or deduct from the balance. The system uses the following formula to calculate the entitlement balance:

  Entitlement balance = Entitlement − Units Paid + Units Adjusted

  Units Paid and Units Adjusted are assigned elements that the system creates when it generates the accumulator for the entitlement balance.

Example

If you create an entitlement element called VACATION, the system automatically creates a balance accumulator for the entitlement. This table lists the elements defined on the Members page for the accumulator (suffix names may differ by country) and explains when the elements are resolved:

Element Name	*Element Type*	*Accumulator Sign*	*When Resolved*
VACATION (entitlement)	Absence Entitlement	Add	When entitlement is resolved.
VACATION_TAKE (units paid)	Auto-assign	Subtract	During the Take process the paid units are assigned to this element each day.
VACATION_ADJU (units adjusted)	Auto-assign	Add (positive or negative number)	When entitlement adjustment is resolved.

Absence Entitlement Name Page

Use the Absence Entitlement Name page to (GP_PIN) name the element and define basic parameters.

You must name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Entitlements** > **Absence Entitlement Name**

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Enabling Forecasting

If the entitlement element that you're defining will be linked to a take element for which absence forecasting is allowed, click the Forecasting link at the bottom of the Absence Entitlement Name page to access the Forecasting page. Select the **Forecasting Used** check box.

To avoid degrading system performance, select the feature only for those takes and entitlements that you're interested in forecasting.

Related Links

Defining Element Names
Absence Management Features

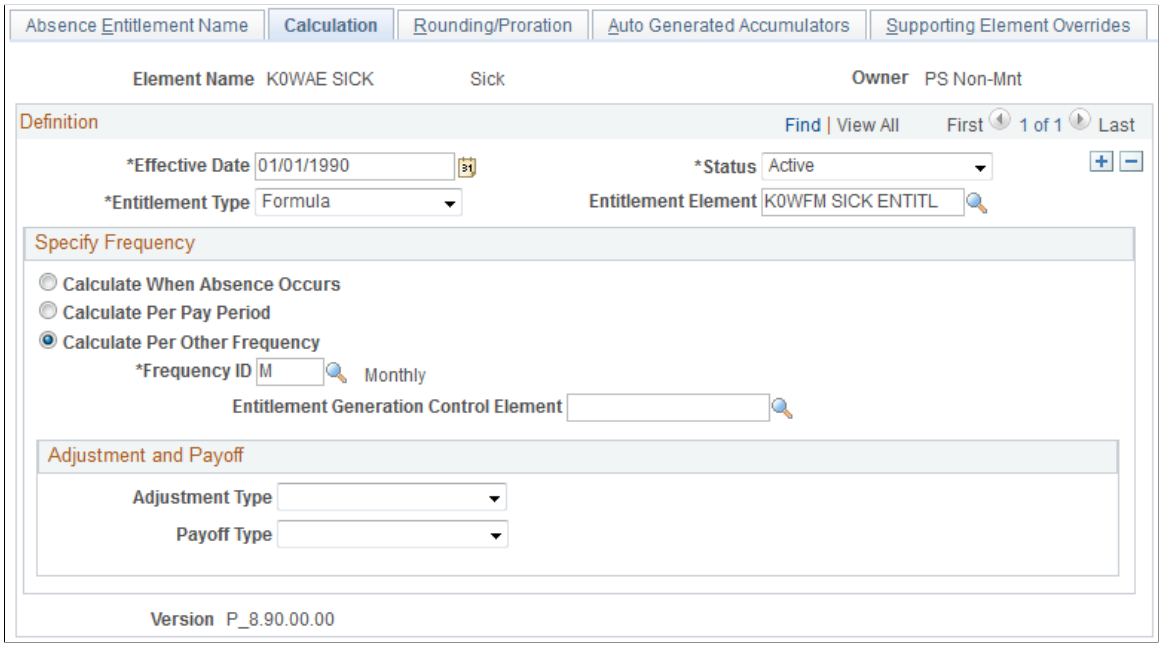
Absence Entitlements - Calculation Page

Use the Absence Entitlements - Calculation page (GP_ABS_ENTL) to define the method of accruing entitlement, the entitlement amount, generation control, and enter instructions for adjusting the entitlement balance under certain conditions.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlements > Calculation

This example illustrates the fields and controls on the Absence Entitlements - Calculation page.



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Field or Control	*Description*
Entitlement Type	Select the type of element to use to resolve the entitlement amount. Values are *Accumulator, Bracket, Formula, Numeric, Payee Level, System Element, Variable.* If you select *Payee Level,* the entitlement element is resolved only if the element is assigned to the payee on the Entitlement/ Take Assignment page.
Entitlement Element	If you selected a value other than *Numeric* in the Entitlement Type field, select the name of the element that calculates entitlement.
Entitlement Unit	If you selected *Numeric* in the Entitlement Type field, type the number of units in this field.

Specify Frequency

The fields that appear in this group box vary according to the frequency option that you select.

Field or Control	*Description*
Calculate When Absence Occurs	Select to grant entitlement only when an absence occurs; for example, you want payees to accrue 42 days of entitlement for each illness. Clear to grant entitlement at a regular frequency such as monthly or annually.
Calculate Per Pay Period	Select if the entitlement is frequency-based, and you want entitlement to accrue each pay period.

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Field or Control	*Description*
Calculate Per Other Frequency and **Frequency ID**	Select if the entitlement is frequency-based and is to accrue at the frequency that you specify in the Frequency ID field. Frequencies include, but are not limited to *Annual, Daily, Weekly, Monthly, Quarterly,* and *Semimonthly.* **Note:** Frequency values are defined in PeopleSoft HR. The system uses the frequency to determine the entitlement amount to accrue each pay period. For example, if payees accrue one day of entitlement at a *Monthly* frequency, the system annualizes (calculates the annual entitlement) by multiplying 1 (day) by 12 (months). It uses the calendar period for the absence run to deannualize the amount. So, if payees' absences are run weekly, the system calculates the amount to accrue during each absence run by dividing 12 by 52. Therefore, payees accrue 12/52, or .23 days of sick time each pay period. To deannualize entitlement using a frequency other than the pay period, select a generation control frequency in the **Entitlement Generation Control Element** field.
Per Absence Formula Element	This field appears only if you selected **Calculate When Absence Occurs.** Select a formula element. When you run the Take process, the system resolves the day formula (defined for the take element on the Day Formula page) and evaluates the day to determine whether the entitlement balance is needed. If it is, the system resolves the per absence formula element. If the condition is met (the formula returns a nonzero value), the Take process resolves the entitlement. If the condition is not met, the existing entitlement balance is used. When a take element linked to this entitlement has a minimum pay period, eligibility period, or wait period, the per absence formula is executed only after these periods have been met.

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Field or Control	*Description*
Entitlement Generation Control Element	Select a generation control element to limit the conditions under which the entitlement element is resolved. This field appears when you select **Calculate Per Pay Period** or **Calculate Per Other Frequency.** For example, use generation control to restrict resolution of the element to active payees. If you are defining a frequency-based entitlement and you selected **Calculate Per Other Frequency,** you can select a generation control frequency element. The system uses the frequency that is defined by the generation control element, rather than the frequency of the pay calendar, to deannualize the entitlement amount and to determine when to resolve the entitlement.

Adjustment and Payoff

For frequency-based entitlements, you can instruct the system to reduce or pay off all or a portion of a payee's entitlement balance when a certain event occurs. Use generation control to define when you want the adjustment to occur.

Field or Control	*Description*
Adjustment Type	Select the type of supporting element that returns the number of units that you want added to or deducted from the entitlement balance. The system *adds* the returned amount to the entitlement balance; to reduce the balance, be sure that the element returns a negative number. Select from these element types: *Accumulatr, Bracket, Formula, SystemElem,* or *Variable.*
Adjustment Element	Select the name of the supporting element that is to return the adjustment units. For example, let's say that payees can carry up to three months of unused vacation into the new year, at which time any unused entitlement is lost. On March 31, a payee has three unused vacation days carried over from the previous period. The element that you select in this field returns a value of -3.
Adjustment Generation Control Element	This field is required if you completed the **Adjustment Type** field. Select the generation control element that identifies when the adjustment is to occur.

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Field or Control	*Description*
Payoff Type	Use to compensate payees for all or some of the units that they will lose. Select the supporting element that returns the number of units that are to be paid off. Values are *Accumulatr, Bracket, Formula, SystemElem,* and *Variable.*
Payoff Element	Select the name of the supporting element that is to return the units to be paid off.
Payoff Earning	If you completed the **Payoff Element** field, select the earning element with which the payoff units are associated. When you run the Take process, the system generates positive input for the target calendar that is specified on the current calendar.

Entitlement Carryover

When the system creates a new accumulator at the start of a new accumulation period, it assigns the value of the old accumulator to the system element named PREV VALUE ACCM. If you want entitlement balances to carry forward to the new accumulation period, you can create an initialization formula (on the Accumulator - Period page) that retrieves the old value from PREV VALUE ACCM and assigns its value to the formula. Add the formula element to the element member list for the accumulator (by selecting *Add* for the Accumulator Sign) through the Members page. When you do this, the value of PREV VALUE ACCM will be assigned to the formula, which will then be added to the balance accumulator. You can add the entire previous balance to the new accumulator, or whatever portion you want.

Related Links

Defining Generation Control Frequency
Defining Generation Control Elements
Accumulators - Definition Page

Absence Entitlements -Rounding/Proration Page

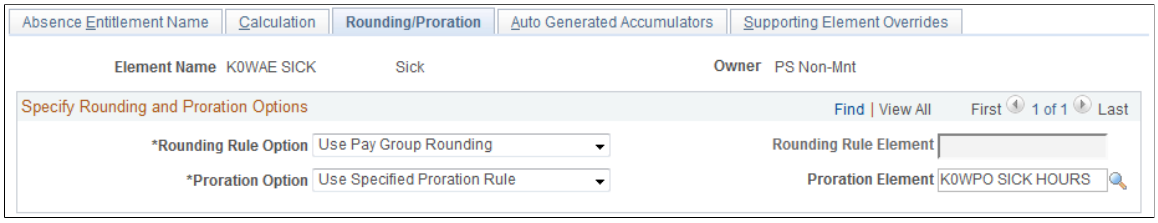
Use the Absence Entitlements -Rounding/Proration page (GP_ABS_RND_PRORTN) to define rounding and proration rules for an entitlement element.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Entitlements** > **Rounding/Proration**

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This example illustrates the fields and controls on the Absence Entitlements - Rounding/Proration page.



You can have the system round entitlement units or prorate those units when there is period segmentation. Proration applies to frequency-based entitlement only. If you select both a rounding rule and a proration rule, the system prorates and then rounds the entitlement units. Adjustment and payoff units are never rounded or prorated.

Field or Control	*Description*
Rounding Rule Option and **Rounding Rule Element**	To have the system round the entitlement units, specify where you defined the rounding rule by selecting one of the following values in the **Rounding Option** field. *Use Pay Group Rounding:* The system applies the rounding rule that is defined for the payee's pay group. *Use Specified Rounding:* The system applies the rounding rule that you select in the **Rounding Rule Element** field.
Proration Option and **Proration Element**	These fields applies to frequency-based entitlements only. To prorate entitlement units when the pay period is segmented, specify where the proration rule is defined by selecting a value in the first field: *Use Pay Group Proration Rule:* The system applies the proration rule that is defined for the payee's pay group. *Use Specified Proration Rule:* The system applies the proration rule that you select in the **Proration Rule** field.

Note: You can use the PRORATE system element to invoke proration for an entitlement element, even when there's no segmentation. You set the value of PRORATE to Y or N (yes or no) to activate and deactivate proration. For example, you might create a formula that sets PRORATE to Y, prior to processing the entitlement element. After the entitlement element, you reset the system element PRORATE to *N*.

Related Links

Defining Rounding Rule Elements
Defining Proration Rules

Absence Entitlements - Auto Generated Accumulators Page

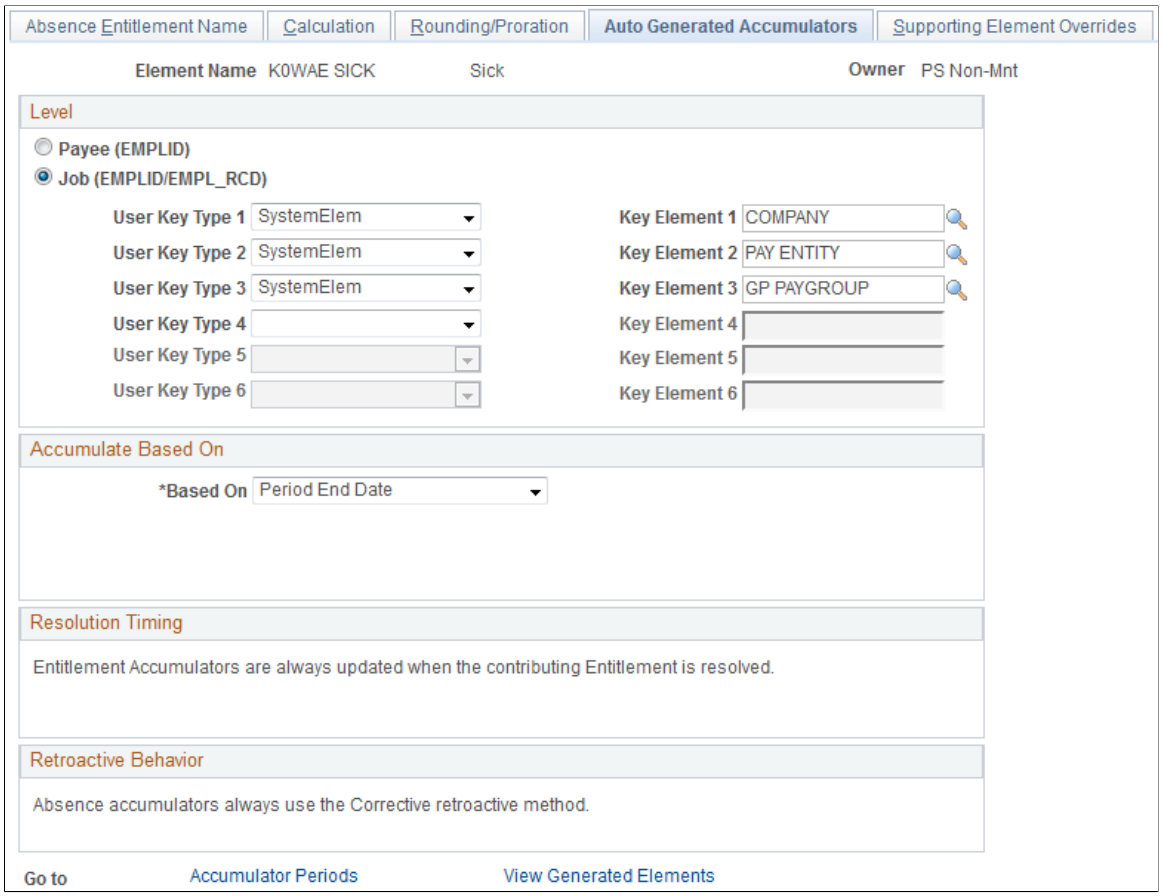
Use the Absence Entitlements - Auto Generated Accumulators page (GP_AUTOGEN_ACUM) to define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.

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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlements > Auto Generated Accumulators

This example illustrates the fields and controls on the Absence Entitlements - Auto Generated Accumulators.



The fields on this page are the same as the fields on the Accumulators - Definition page and Accumulators - Level page in the Accumulators component. Only the settings that are specific to absence entitlement elements are described below.

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Level

Field or Control	*Description*
User Key Type 1...6 and **Key Element 1...6**	To have linked take elements share a per-absence entitlement balance when a user enters absence events with the same original begin date, you can select user keys to set up these instructions. Select *SystemElem* for one of the user keys, and select *ORIG BEGIN DATE* (original begin date) in the corresponding Key Element field. On the Accumulator Periods for Element <name> page, select *Custom Period* in the Period field. In the Date field, select *System Element - Date* and select *ORIG BEGIN DATE* in the Begin Date Element field. Now, when you enter two absence events for the same take element and both events have the same original begin date, the second event uses the entitlement balance of the first event.

Resolution Timing

Accumulator timing identifies when the entitlement balance accumulator is resolved. As the online message indicates, as each element contributing to the accumulator is resolved, the accumulator itself is also updated. The accumulator does not need to appear on the absence process list to be updated.

Retroactive Behavior

Retroactive behavior identifies how the accumulator is updated during retroactive processing. Absence accumulators always use the corrective retroactive method. The accumulator is updated with the newly calculated values of the member elements at the end of a retroactive recalculation.

Related Links

Accumulators - Level Page

Absence Entitlements - Accumulator Periods for Element <name> Page

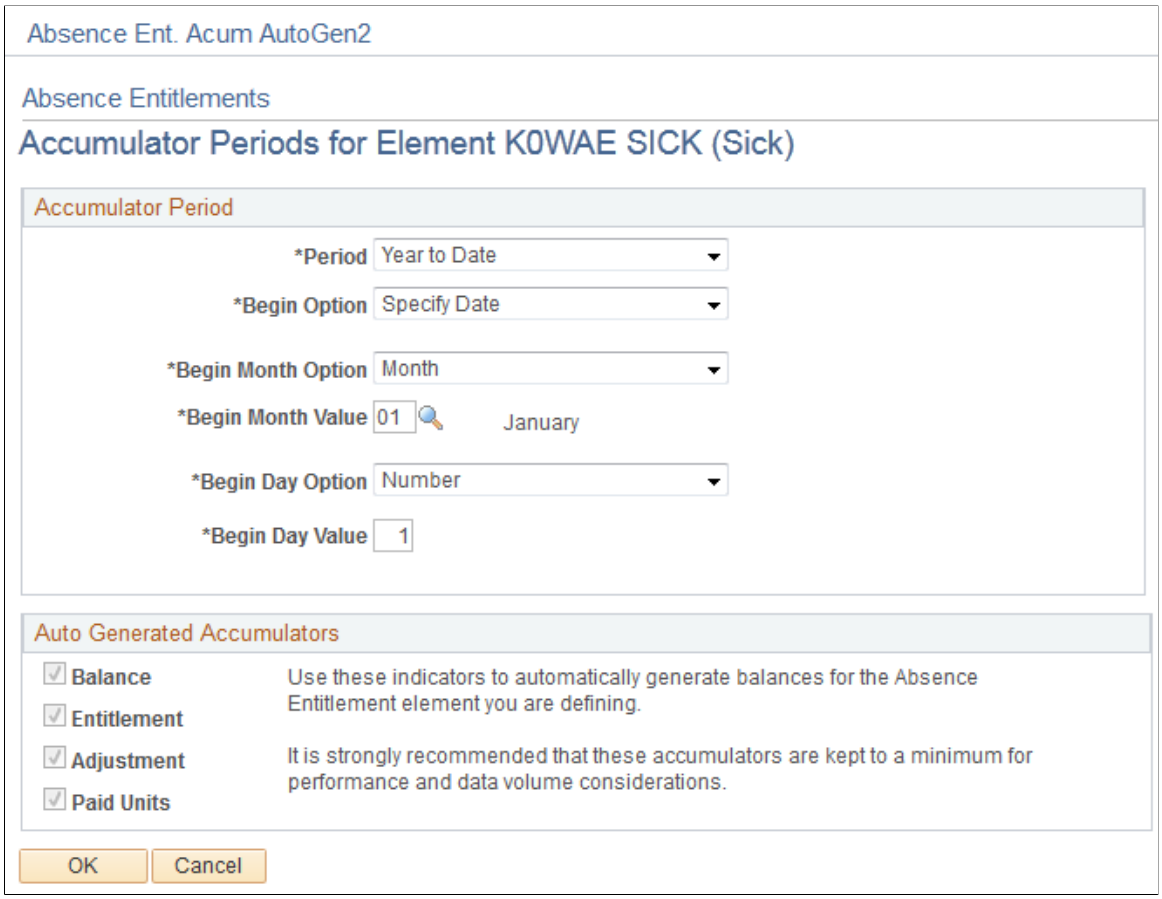
Use the Absence Entitlements - Accumulator Periods for Element <name> page (GP_AUTOGEN_SEC) to define the start date and length of the entitlement accumulation period (for example, month-to-date or year-to-date) and select auto-generated accumulators to track entitlement, adjustments, and paid units.

Navigation:

Click the **Accumulator Periods** link on the Auto Generated Accumulators page.

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This example illustrates the fields and controls on the Absence Entitlements - Accumulator Periods for Element <name>.



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Accumulator Periods

Field or Control	*Description*
]**Period**	Select the period of time you want the accumulators to track. Depending on the option that you select, other fields may appear. Options are: *Calendar Period* *Custom Period:* If you select this option, complete the **Date** fields. *Month to Date:* If you select this option, complete the **Begin Option** and **Begin Day** fields. *Quarter to Date:* If you select this option, complete the **Begin Option, Begin Month,** and **Begin Day** fields. *Segment* *Year to Date:* If you select this option, complete the **Begin Option, Begin Month,** and **Begin Day** fields.
Date and **Begin Date Value**	If you selected *Custom* in the **Period** field, select the type of supporting element that defines the start date of the accumulation period. Options are: *Bracket - Date, Calendar Date, Date, Formula - Date, System Element - Date,* and *Variable - Date.* *(Calendar Date* enables you to choose a specific date; *Date* enables you to use a *Date* element.) In the **Begin Date Value** field, select the name of the element that defines the date. Or, if you selected *Cal Date* in the first field, select a date in this field.

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Field or Control	*Description*
Begin Option	If you selected *Quarter to Date* or *Year to Date* in the **Period** field, select the type of supporting element that defines the start date of the accumulation period. Options are: *Specify Date:* The accumulation period will begin on the date you specify by completing the **Begin Month** and **Begin Day** fields. *Use Pay Entity Calendar:* The accumulation period begins on the same day as the calendar that is defined for the pay entity. *Use Pay Entity Fiscal:* The accumulation period begins on the same day as the fiscal calendar that is defined for the pay entity. You define the pay entity calendar and fiscal calendar on the Pay Entity - Processing Details page.
Begin Month Option	This field appears only if you select *Quarter To Date* or *Year To Date.* Select the month in which you want the accumulation period to begin.
Begin Day Option	This field appears only if you select *Month To Date, Quarter To Date,* or *Year To Date.* Select the day of the month on which you want the accumulation period to begin.

Warning! If you change the **Begin Month** or **Begin Day** field after you run the Entitlement or Take process, accumulator results may be inaccurate.

Auto Generated Accumulators

When the system generates the accumulators, it automatically adds a suffix to each accumulator's name to identify what the accumulator represents: the balance, entitlement, adjustment, or paid units. For example, an entitlement element named Vacation might have accumulators named VACATION_BAL, VACATION_TAKE, and so forth.

Field or Control	*Description*
Balance	Selected by default to remind you that the system always creates a balance accumulator to track the unused entitlement units that a payee has accrued. When it creates the balance accumulator, the system also generates two system-assigned elements that contribute to the entitlement balance accumulator: Units Adjusted and Units Paid.

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Field or Control	*Description*
Entitlement	Select to create a separate accumulator that tracks the total number of entitlement units that the payee has accrued during the accumulation period, including those that have been used.
Adjustment	Select to create a separate accumulator for the automatically assigned Units Adjusted element. The accumulator tracks the adjustments that have been made, including manual and automatic adjustments.
Paid Units	Select to create a separate accumulator for the automatically assigned Units Paid element. The accumulator tracks the total number of entitlement units the payee has used during the accumulation period.

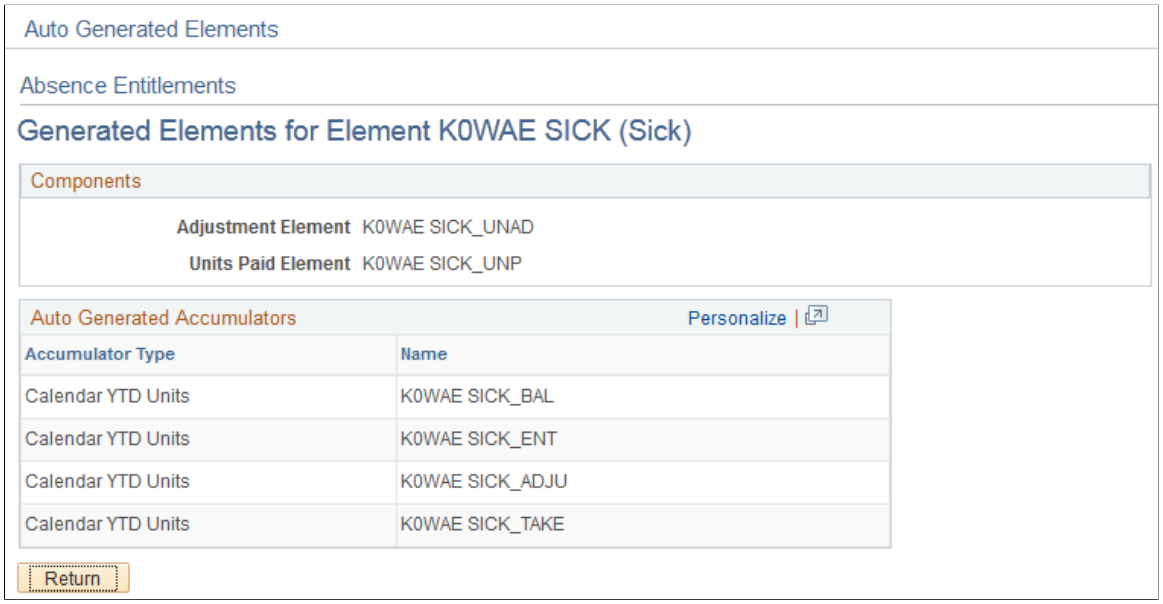
Absence Entitlements - Generated Elements for Element <name> Page

Use the Absence Entitlements - Generated Elements for Element <name> page (GP_ABS_ACM_SEC) to view the list of auto-generated accumulators for the entitlement element after saving the element's definition.

Navigation:

Click the **View Generated Elements** link on the Auto Generated Accumulators page.

This example illustrates the fields and controls on the Absence Entitlements - Generated Elements for Element <name> page.



You can see the list of automatically generated accumulators after you save the entitlement element's definition.

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Supporting Element Overrides page

Use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element that is associated with the entitlement element

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlements > Supporting Element Overrides

Related Links

Defining Element Definition Overrides

Defining Absence Take Elements

Use the Absence Take (GP_ABS_TAKE) component to create an absence take element for each type of absence that your organization recognizes. For example, if you have separate rules for compensating sick time, vacation time, leaves of absence, and so on, create a separate take element for each.

Pages Used to Define Absence Take Elements

Page Name	*Definition Name*	*Usage*
Absence Take Name Page	GP_PIN	Name the element and define basic parameters.
Absence Takes - Forecasting for Element <name> Page	GP_FORECAST_SEC	Enable forecasting rules to be entered on the Absence Take - Forecasting page.
Absence Takes - Calculation Page	GP_RSLT_ADM_ABS	Define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval. Also contains user-defined fields.
Absence Takes - Day Formula Page	GP_ABS_TAKE2	Specify the day formula for calculating the day count; linked earning and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.
Absence Takes - Period Page	GP_ABS_TAKE3	Define eligibility, minimum absence, or wait per absence requirements. Link related absences.

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Page Name	*Definition Name*	*Usage*
Absence Takes - Negative Balances Page	GP_ABS_TAKE4	Define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).
Absence Takes - Priority Page	GP_ABS_TAKE5	Specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.
Absence Takes - Forecasting Page	GP_ABS_TAKE6	Specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.
Absence Takes - Balance Inquiry Page	GP_ABS_TAKE7	List the elements that are displayed by the Balance Inquiry process.
Absence Takes - User Defined Result Fields Page	GP_ABS_TAKE8	Select the user-defined fields that can be overwritten by a system element during processing.
Supporting Element Overrides Page	GP_ELM_DFN_SOVR	Override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Understanding Absence Take Elements

This topic discusses:

- Mapping.
- Eligibility, minimum absence, and wait period criteria.
- Linked absence takes.
- System elements for overwriting daily data from user-defined fields.

Mapping

You can instruct the system to generate a matching absence for another take element (such as TAKE2) when a user enters an absence for this take (for example, TAKE1). When you run the Take process, the system creates additional days in the daily absence results for TAKE2, using the same data that you entered for TAKE1, but applying the take rules that you defined for TAKE2. This feature enables you to evaluate a single absence event using more than one set of entitlement and take rules.

For example, your organization offers a supplemental sick plan in addition to the statutory sick plan. For payees to receive benefits from both plans when you enter sick time, you map the take element for

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your statutory plan (let's call it SICK) to the take element for the supplemental plan (let's call it SUPP SICK). Now, when a user enters an absence event for SICK, the system creates additional absence days for SUPP SICK. When the Take processing is complete, you can see these additional days in the daily absence results (GP_RSLT_ABS), but not in the absence event record (GP_ABS_EVENT). Define a linked absence take on the Absence Take - Day Formula page.

Eligibility, Minimum Absence, and Wait Period Criteria

When you define an absence take element, you can select up to three time periods that must be met before an absence can qualify for payment:

- Minimum absence

  Define the number of calendar days that an absence must last before it can be paid. If the minimum is not satisfied, the entire absence is unpaid.

- Eligibility period

  Specify the date that must be reached before an absence can be paid.

- Wait per absence

  Define a minimum waiting period per absence. An absence qualifies for payment only after the wait period has been satisfied. Only the days that exceed the wait period qualify. If you link related absences, you can specify that one wait period applies to all linked events or that a separate wait period applies to each event.

When you run the Take process, the system resolves the day formula, evaluates the day, and checks to see whether the period requirements have been met, in the order listed above. If the minimum pay period is not met, no further processing is done for that day, and the day count that is returned by the day formula is considered unpaid. If the minimum period is met, the system checks to see whether the eligibility period is met, and then the wait period. Define the criteria for eligibility, minimum absence, and wait periods on the Absence Take – Period page.

See Absence Takes - Period Page.

Linked Absences Takes

You can instruct the system to link related absences that fall in a defined period of time. When occurrences of the same absence are linked, they can share the same per-absence entitlement or the same wait period. Define the criteria for linked absences on the Absence Take - Period page.

When you run the Take process, the system determines whether the new absence falls within the valid linking period. If it does, the system sets the system element named LINK YES-NO, which is associated with the new event, to YES. The per absence formula element (selected on the Absence Entitlements - Calculation page) refers to the value of the LINK YES-NO element to determine whether to resolve entitlement or to use the existing entitlement balance.

The system always compares the start date of the current event to the last matching absence event to determine whether the event falls within the linking period. You define what qualifies as the last matching event. If you specify that the Original Begin Date field on the Absence Event Entry page is used to identify linked absence, absence entries with the same absence type and original begin date are treated as one absence period.

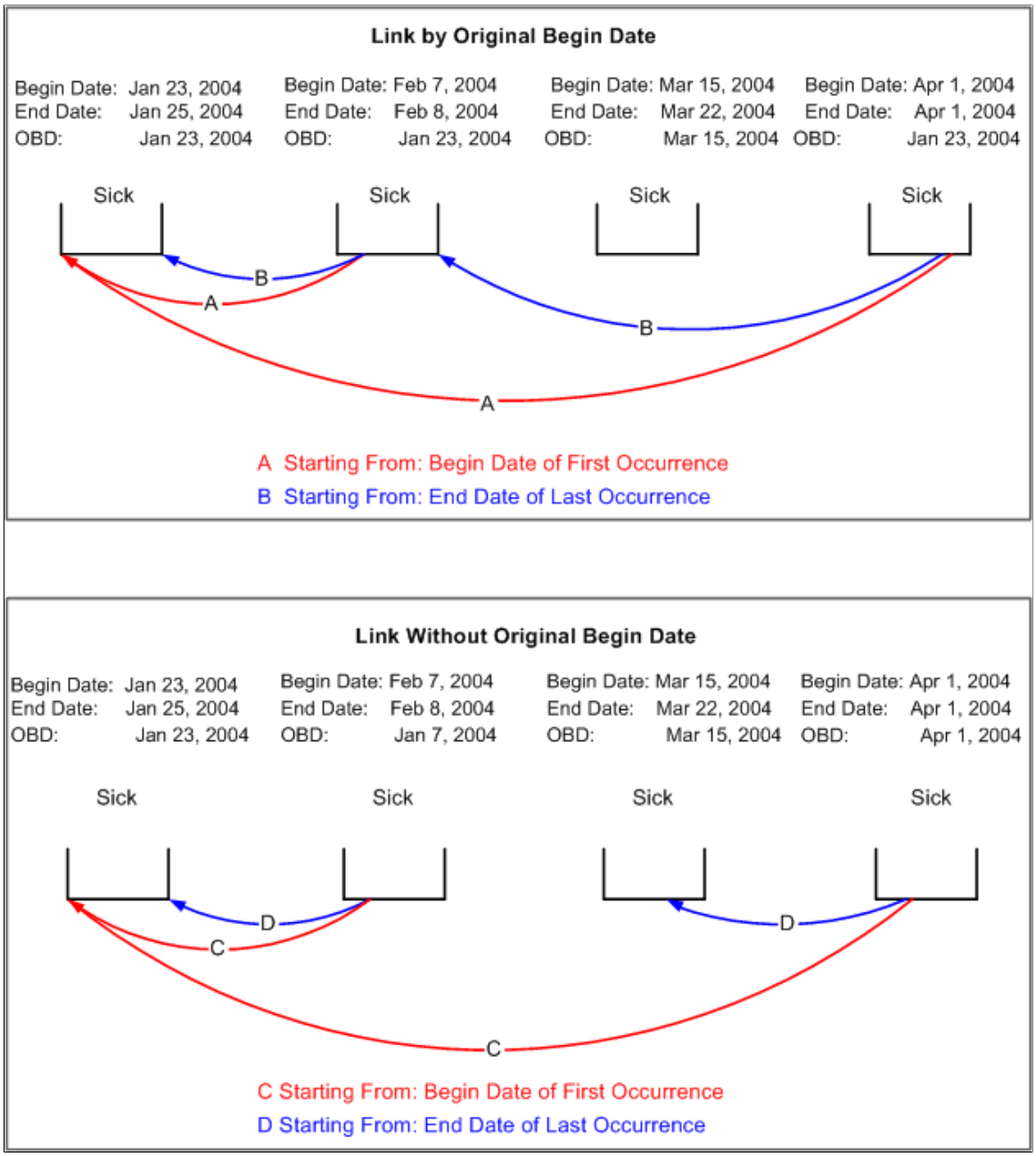
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For example, if a payee is out from January 23 to January 25 because of a broken leg and is out again from February 7 to February 8 for the same reason, this table shows how the absence is entered for the person on the Absence Event Entry page:

Absence Type	***Reason (not entered online)***	***Begin Date***	***End Date***	***Original Begin Date***
Sick	Broken leg	January 23	January 25	January 23
Sick	Broken leg complications	February 7	February 8	January 23

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This diagram provides examples of how linking works.



System Elements for Overwriting Daily Data from User Defined Fields

You can use up to 16 system elements to overwrite absence data that's entered into the user-defined fields (labeled Date 1, Date 2, Decimal 1, Decimal 2, and so on) on the Absence Event Input Detail page. When you run the Take process, the system writes the values that are assigned to the system elements to the daily data in the Absence Results (GP_RSLT_ABS) table in place of the user-entered values. You can use system elements to overwrite data for every day of an absence event or for selected days.

The following table lists the system elements, the corresponding fields that they overwrite in the Absence Results table, and the labels for the user-defined fields on the Absence Event Input Detail page:

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System Element	*Field Overwritten in Absence Results Table*	*Field Labels on Absence Event Input Detail Page*
EVT CONFIGx DT UPD	EVT CONFIGx DT	Date 1, 2, 3, 4
EVT CONFIGx DC UPD	EVT CONFIGx DC	Decimal 1, 2, 3, 4
EVT CONFIGx CH UPD	EVT CONFIGx CH	Character 1, 2, 3, 4
EVT CONFIGx MN UPD	EVT CONFIGx MN	Monetary 1, 2, 3, 4

where x = 1, 2, 3, or 4

For example, say that a user enters a value of 100 USD in the Monetary 1 field (EVT CONFIG1 DC) on the Absence Event Input Detail page. Using the EVT CONFIG1 DC UPD system element, you can have the system write 150 USD to the result table for the first day of the absence event, and use the value entered by the user for the remaining days of the event

To use the system elements:

- Specify which user-defined fields can be overwritten.

  Select these fields on the Absence Take - User Defined Result Fields page.

- Use a formula or rule to define the conditions for assigning a value to the system elements.

Related Links

Absence Takes - Period Page
Absence Takes - User Defined Result Fields Page

Absence Take Name Page

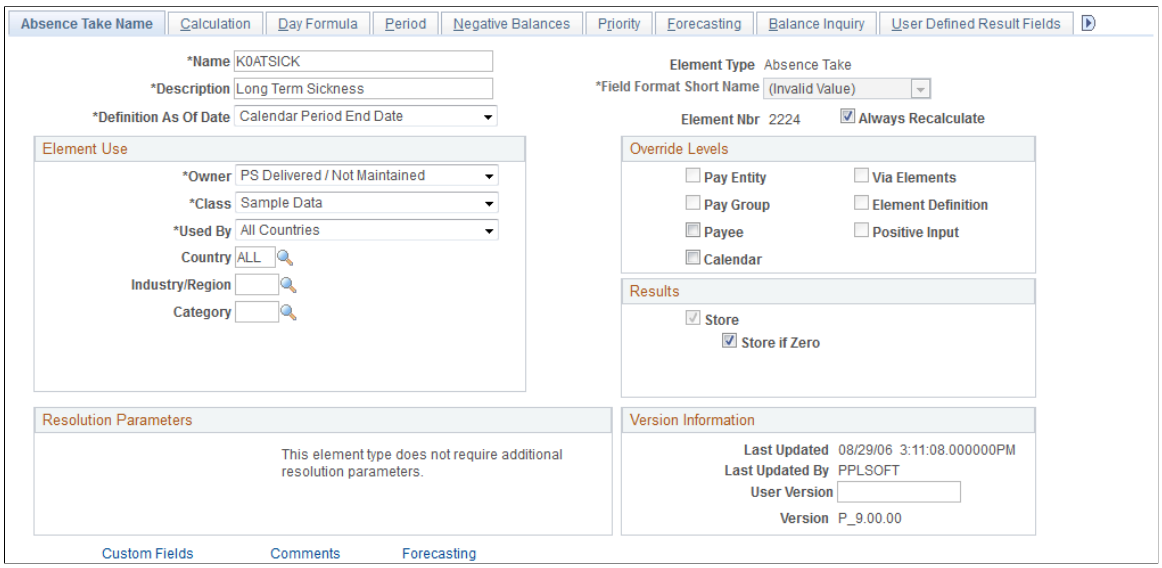
Use the Absence Take Name page (GP_PIN) to name the element and define basic parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Takes**

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This example illustrates the fields and controls on the Absence Take Name page.



You must name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same first Element Name page (GP_PIN).

Enabling Configuration of Forecasting

Before you can define forecasting rules for a take element on the Absence Take - Forecasting page, you need to enable the take element for forecasting. To do this, click the **Forecasting** link at the bottom of the Absence Take Name page to access the Absence Take - Forecasting page. Select the **Forecasting Used** check box. Select the **Forecasting Required** check box if users are required to run the forecasting process before entering an absence through the Absence Event Entry page.

To avoid degrading system performance, enable the forecasting feature only for those takes that you're interested in forecasting.

Related Links

Defining Element Names

Absence Management Features

Absence Takes - Calculation Page

Use the Absence Takes - Calculation page (GP_RSLT_ADM_ABS) to define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval.

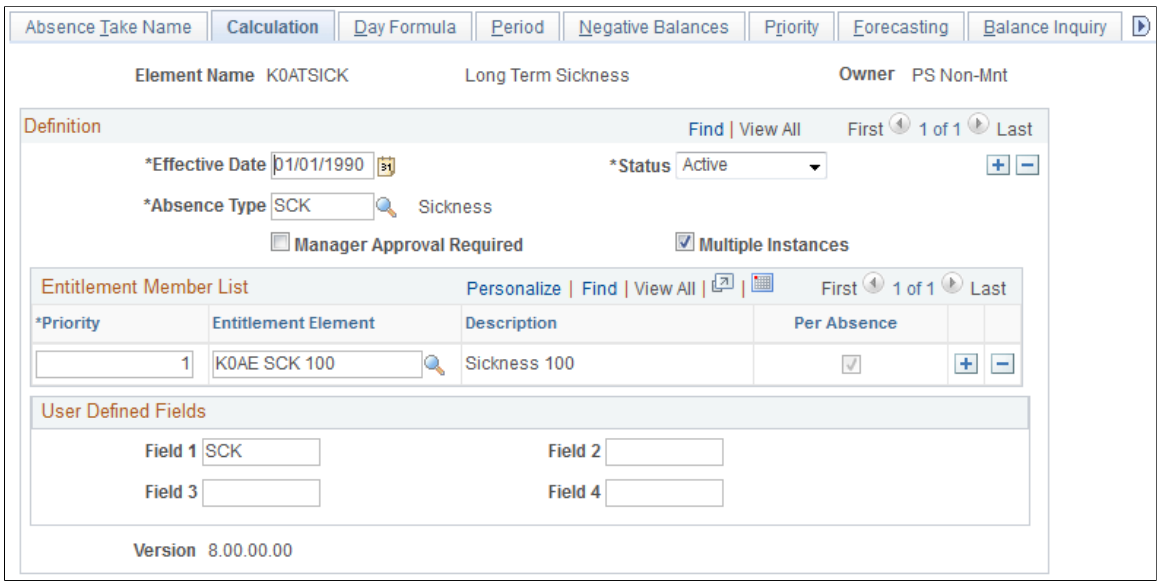
Also contains user-defined fields.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Takes** > **Calculation**

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This example illustrates the fields and controls on the Absence Takes - Calculation page.



Field or Control	*Description*
Absence Type	Select the absence type. You define absence types on the Absence Types page.
Manager Approval Required	Select if a manager must approve every absence that is associated with this take. When a user enters an absence, someone must select this check box on the Absence Event Input Detail page, or the event will not be processed when you run the Take process. The system does not verify that the user who selects the check box is a manager. **Note:** This field does not apply to absence requests entered through the self-service pages. Fields on the self-service setup pages control the approval requirements for these requests.

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Field or Control	*Description*
Multiple Instances	Select to have the system create a separate bundle for the instances of positive input that are generated for the earning or deduction elements (associated with this take element). For example, say that a payee is sick on two separate occasions during the January processing period: • Event 1: January 1-2. • Event 2: January 20-22 . If Multiple Instances is selected, the system creates one row of positive input for Event 1 and one row of positive input for Event 2, enabling you to report the two events separately on the payslip Both Absence Begin Date and Absence Period Begin Date are populated when you select this check box, so select it if these dates are significant to your earning and deduction processing rules. If this check box is deselected, the system bundles the positive input that is generated for all absence events that occur for this take during the same period. A single row of positive input will represent the consolidated absence events.

Entitlement Member List

Use these fields to link the take element to one or more entitlement elements. When you run the Take process, the system reduces entitlement balances in the order that you specify. For example, if you link vacation take to entitlement for floating holidays and then to vacation entitlement, the system uses the floating holiday entitlement until it's depleted and then reduces vacation entitlement.

All entitlement elements that you add to the Entitlement Member List must be of the same type: per-absence entitlement or frequency-based entitlement. The first element that you add to the list limits the choice of entitlement elements that you can add in subsequent rows.

Field or Control	*Description*
Priority	Enter up to three digits to identify the relative order in which the absence take should be applied to the entitlement element.
Entitlement Element	Select the entitlement element that you want to link to the take element. If you've already added a row for an entitlement element, you can select only absence-based or frequency-based entitlement elements, depending on the **Specify Frequency** option selected on the Calculation page.

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Field or Control	*Description*
Per Absence	If the entitlement is absence-based (the Calculate When Absence Occurs option is selected on the Calculation page), the system selects this check box. The value that you select for the first row determines the type of entitlement elements that you can select in additional rows.

User Defined Fields

The system provides four user defined fields that you can use to add any information you want to the take definition. When you run the Take process, the data that you enter populates the TAKE CONFIG1 through TAKE CONFIG4 system elements.

Field or Control	*Description*
Field 1: through **Field 4:**	Enter up to 10 alphanumeric characters in each field.

Absence Takes - Day Formula Page

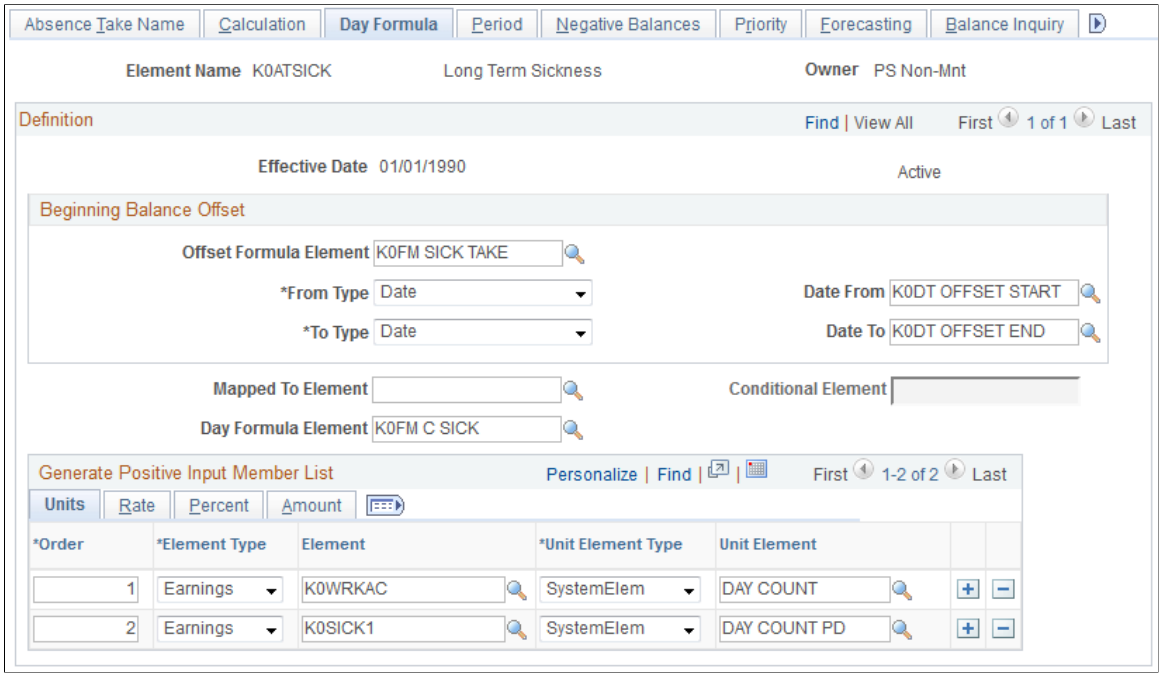
Use the Absence Takes - Day Formula page (GP_ABS_TAKE2) to specify the day formula for calculating the day count; linked earning and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Takes** > **Day Formula**

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This example illustrates the fields and controls on the Absence Takes - Day Formula page.



Beginning Balance Offset

If the take element is linked to a per-absence entitlement, select a formula that defines the conditions under which the beginning entitlement balance is reduced. The system executes the beginning balance offset formula only if the entitlement element is resolved (the conditional resolution formula is true).

You might use this feature to reduce entitlement when a payee has already received entitlement for related absences that occurred in the past. For example, you could use the beginning balance offset to reduce a sickness entitlement amount by the number of days that were used during the last 12 months.

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Field or Control	*Description*
Offset Formula Element	Select the formula that the system is to execute. The formula is executed each day of the period that you define in the **Date From** and **Date To** fields, but only if the entitlement element is resolved. It should return the number of units that you want the system to subtract from the beginning entitlement balance. When the formula is executed, the system loops through the daily absence rows that are defined by the **Date From** and **Date To** fields and resolves the formula per row for every take element. For example, your formula assigns a unit amount to each row (or day) that is associated with the variable SICK_PD_TAKEN. If the variable is a member of the entitlement balance accumulator and has an action of subtract, then each day that it resolves, it contributes to the accumulator and subtracts from the beginning entitlement balance. It's important that the formula specify which take elements and events you want the system to consider. Your formula can look at any information in the daily absence rows.
From Type, To Type, Date From and **Date To**	Select the type of element that defines the begin *(From)* date or end *(To)* date of the period to which the formula is applied. Values are *Bracket-Date, Calendar Date, Date, Formula-Date, System Element-Date,* and *Variable-Date. (Calendar Date* enables you to select a date; *Date* enables you to use a *Date* element.) In the **Date From** and **Date To** fields, select the name of the element that defines the date. Or, if you selected *Calendar Date,* select a date in this field.

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Mapping Events

Field or Control	*Description*
Mapped To Element	For the system to generate take for another take element at the same time that it generates take for this element, select the name of the linked element. When the Take process resolves the element, it inserts a row of duplicate absence daily data for the current day that is being processed, but alters the take element and the take user-defined fields. **Important!** The order in which you add mapped take elements to the take process list is critical. The element that you select in this field is always processed after its source element. Otherwise, the linked take element is not resolved.
Conditional Element	If you completed the **Mapped To Element** field, select a conditional formula that is executed for each day of the absence event to determine whether to generate a duplicate entry for the linked element. If the formula returns an amount other than zero, or if you leave this field blank, a duplicate row is created.

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Field or Control	*Description*

Day Formula Element	Select the formula element that the system uses to evaluate each day of the absence event. The goal of the formula is to return the units for the absent day to compare to the absence entitlement balance. The Take process uses the take rules, the beginning balance, and the absent units to calculate the paid and unpaid units to pass to payroll.
	
	The day formula interprets each absent day in any way that your plan requires. For example, if a payee is scheduled to work 8 hours but works only three hours, the day count formula determines whether this constitutes absence for a full day, half a day, no days, or five-eighths of a day.
	
	For example, your day formula might look like this:
	
	`IF SCHED_HRS > 0`
	`THEN 1 ->> WRK_DAY`
	`ELSE 0 ->> WRK_DAY`
	`END IF`
	
	Assume that a payee is on vacation from February 1 to 5:
	
	Wednesday, February 1, 8 hours
	
	Thursday, February 2, 8 hours
	
	Friday, February 3, 8 hours
	
	Saturday, February 4, 0 hours
	
	Sunday, February 5, 0 hours
	
	The day formula evaluates each day. When the system processes February 1, it populates the system element, SCHED HRS, and the day formula, *WRK DAY,* resolves to 1. On January 4, the payee is not scheduled to work. The system populates SCHED HRS with 0, so *WRK DAY* resolves to 0.

Generate Positive Input Member List

Complete these fields to have the Take process generate positive input for one or more earning and deduction elements with a calculation rule of Rate × Units or Rate × Units × Percent. Specify the supporting element that returns a value for the Units component of the calculation rule. You can also select the supporting elements that will return the percent, rate, and amount values.

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Common Page Information

Field or Control	*Description*
Order	Enter up to three digits to specify the order in which the Take process should generates positive input for the earning or deduction elements when performing the day-by-day processing for this take. The lower the number, the sooner the element will be processed. Order is important only if there are dependencies between the elements. For example, if data generated by Earnings 1 is needed to resolve Earnings 2, assign Earnings 1 a lower order number.
Element Type	Select the type of element positive input that is to be generated when you run the Take process: *Deduction* or *Earnings.*
Element	Select the name of the earning or deduction element for which the positive input should be generated. Only earnings and deductions with a calculation rule of "Rate x Unit", or "Rate x Unit x Percent" are allowed.

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Units

Field or Control	*Description*
Unit Element Type	Select the type of supporting element that returns the value of the paid or unpaid units that are associated with the earning or deduction. The elements are: *Accumulator, Bracket, Formula, SystemElem,* or *Variable.* For example, to return the number of paid units that are calculated by the day formula, you could select the system element DAY COUNT PD. Or, to return the number of unpaid units, you could select DAY COUNT UNPD. To convert the units that are returned by the day formula—from days to hours, for example—use a formula element that uses the following system elements: • DAY COUNT (result of the day formula). • DAY COUNT PD (paid portion of the day formula). • DAY COUNT UNPD (unpaid portion of the day formula). • SCHED HRS (hours that the payee was scheduled to work). **Note:** For absence take elements that do not have associated absence entitlement elements, the system does not generate the paid and unpaid elements. You must use DAY COUNT.
Unit Element	Select the name of the supporting element that returns the units that are associated with the earning or deduction element.

Rate

Select the Rate tab.

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Field or Control	*Description*
Rate Element Type	Select the type of supporting element that returns the value of the Rate component. Values are: *Bracket, Formula, SystemElem,* or *Variable.* The take process applies the instructions that you enter day by day. If the value of the Rate component changes (during the absence period, for example) the change is applied on the correct day. For example, if payees receive 100 percent of their payment for an illness and the rate changes due to seniority, you might use a system element to retrieve the correct rate for the generated positive input.
Rate Element	If you selected an element type, select the name of the supporting element that returns the value of the Rate component.

Percent

Select the Percent tab.

Field or Control	*Description*
Percent Element Type	If the calculation rule for the earning or deduction element is defined as Rate x Unit x Percent, select a supporting element that returns the value of the Percent component. Values are *Bracket, Formula, SystemElem,* and *Variable.* The Take process applies the instructions that you enter day by day. If the value of the percent components changes (during the absence period, for example), the change is applied on the correct day. For example, if payees receive 100 percent of their pay for the first 30 days of an illness and 75 percent for each day thereafter, you might use a bracket element that returns the appropriate percent, based on the length of the absence.
Percent Element	If you selected an element type, select the name of the supporting element that returns the value of the Percent component.

Amount

Select the Amount tab.

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Field or Control	*Description*
Amount Element Type	Select an element that returns the value of the amount component for the earning or deduction element. The amount overrides any values returned by other components of the element's calculation rule. Although you can still select elements to return the rate or percent, the values of these components are not used for calculations. Values are *Accumulator, Bracket, Formula, SystemElem,* or *Variable.*
Amount Element	Select the name of the element that returns the value of the Amount component.

Related Links

Understanding Processing Elements

Absence Takes - Period Page

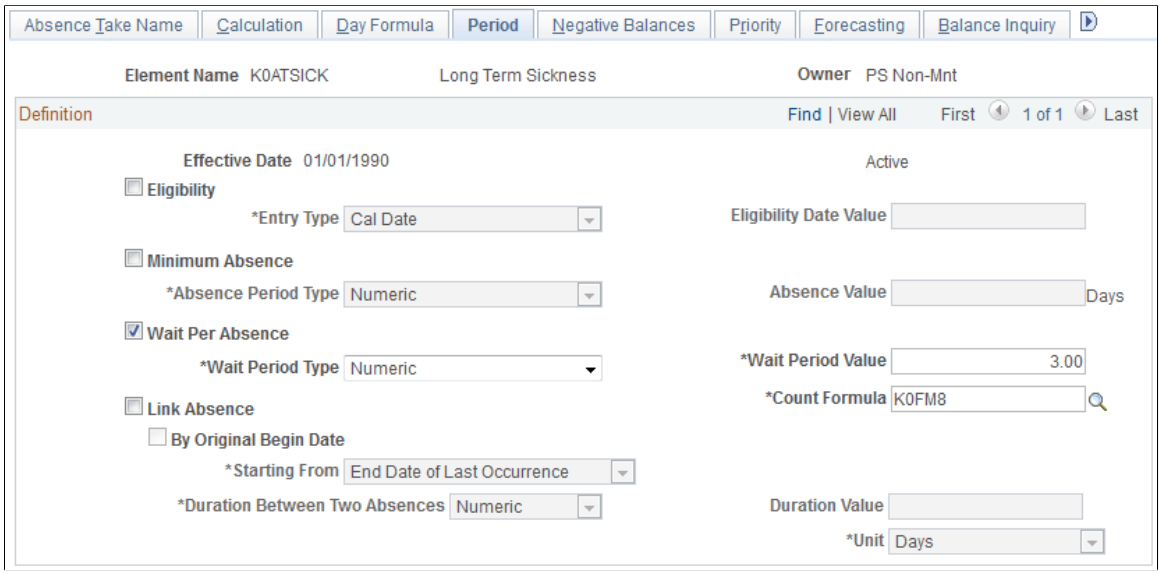
Use the Absence Takes - Period page (GP_ABS_TAKE3) to define eligibility, minimum absence, or wait per absence requirements.

Link related absences.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Takes > Period

This example illustrates the fields and controls on the Absence Takes - Period page.



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Eligibility

Complete the **Eligibility, Entry Type,** and **Date Element or Eligibility Date Value** fields if payees are eligible to use entitlement only on or after a certain date.

Field or Control	*Description*
Eligibility	Select to define an eligibility period for this take.
Entry Type and Eligibility Date Value	In the Entry Type field, select the type of supporting element that defines the eligibility date. The Take process treats days that are taken before the eligibility date as unpaid units. Absences that are taken on or after this date can be applied against the entitlement balance. For example, if the eligibility date is June 1, an absence on June 1 qualifies for payment. Values are *Bracket, Cal Date, Date, Formula, System Element,* and *Variable. (Cal Date* enables you to select a specific date; *Date* enables you to select a date element.) In the **Eligibility Date Value** field, select the name of the element that defines the date. Or, if you selected *Calendar Date* in the Entry Type field, select the appropriate date.

Minimum Absence

Complete the **Minimum Absence, Absence Period Type,** and **Absence Value** fields if payees must be absent a minimum number of calendar days before an absence event is paid. If the absence event is longer than the minimum period, the entire absence qualifies for payment. If the minimum period is not met, the entire absence is unpaid. (The system does not consider linked absences when determining whether the minimum period has been met. Linked absences are described below.)

The system refers to the end date of an absence to determine whether the minimum period has been met—even when the end date falls in a different calendar period.

Field or Control	*Description*
Minimum Absence	Select to define a minimum absence rule for this take.

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Field or Control	*Description*
Absence Period Type and Absence Value	In the Absence Period Type field, select the type of supporting element that defines the minimum absence period. The period must be in calendar days. Values are *Accumulator, Bracket, Duration, Formula, Numeric, System Element,* and *Variable.* In the Absence Value field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in this field. For example, if an absence of less than 4 days is unpaid, select *Numeric* in the first field and type *4* in the field to the right.

Wait Per Absence

Complete the **Wait Per Absence, Wait Period Type, Wait Period Value,** and **Count Formula** fields if each absence event must satisfy a minimum waiting period before it can be paid. When the minimum wait period is met, the payee can be paid only for the period of time that exceeds the wait period.

If you define a **Wait Per Absence** and also select the **Link Absence** check box on this page, you can create a formula that enables linked events to share the same waiting period.

Field or Control	*Description*
Wait Per Absence	Select to define a minimum waiting period for each absence.

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Field or Control	*Description*
Wait Period Type and Wait Period Value	In the Wait Period Type field, select the type of supporting element that defines the number of remaining wait units the payee must be absent before the event can be paid. This element is resolved on the first day of the absence event. Values are *Accumulator, Bracket, Duration, Formula, Numeric, System Element,* and *Variable.* In the Wait Period Value field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in this field. For example, if you select *Numeric,* and you enter *3* in the field to the right, the first three days of the absence are not paid. If you select the **Link Absence** check box to link related events, you can have the value that is returned by a Period formula apply to the linked absence period, rather than to each event. In a Period formula, you can reference one of the following system elements: • LINK YES-NO (linked event, yes or no) is set to Yes if the current event is linked to a previous event. • ABS CUM LINK WAIT (cumulative linked wait) captures the total wait units that are taken for the linked events and the current event. Values are stored on the absence results table and carried forward from period to period.
Count Formula	If you selected **Wait Per Absence,** select a formula in this field. The count formula interprets the days that are to be counted against the wait period. This formula is similar to, and usually the same as, the day formula, though this is not a requirement. For example, you might want the day formula to consider workdays and the count formula to consider calendar days. The count formula is resolved each day of the absence event until the wait period is met. **Note:** For payees to be compensated for partial hours worked on the day that the waiting period is met, the count formula must be the same as the day formula.

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Linking

Field or Control	*Description*
Link Absence	Select to have the system link related absences.
By Original Begin Date	Select to have the system link the current absence event to the last absence event with the same original begin date. If you do not select this check box, the system treats the event begin date as the original begin date.
Starting From	Specify the start date that the system uses to determine if a linked absence falls within the allowed period. When you run the Take process, the system compares the first day of the current absence event to the date that you specify in this field. If the period is greater than that defined by the **Duration Between Two Absences** field, the absences are not linked. Values are: *End Date of Last Occurrence:* The system looks at the end date of the last matching event. (If you selected **By Original Begin Date,** the last matching event is the last event with the same original begin date.) *Begin Date of First Occurrence:* The system looks at the begin date of the first matching event.
Duration Between Two Absences, Duration Value and Unit	In the **Duration Between Two Absences** field, select the type of element that defines the duration period. Values are *Accumulator, Bracket-Numeric, Duration, Formula-Numeric, Numeric, System Element-Numeric,* and *Variable-Numeric.* In the **Duration Value** field, select the name of the element that defines the duration period. If you selected *Numeric* in the **Duration Between Two Absences** field, enter the number of units here. In the **Unit** field, select the unit of measurement you want to use. Values are *Days, Months,* and *Weeks.*

Absence Takes - Negative Balances Page

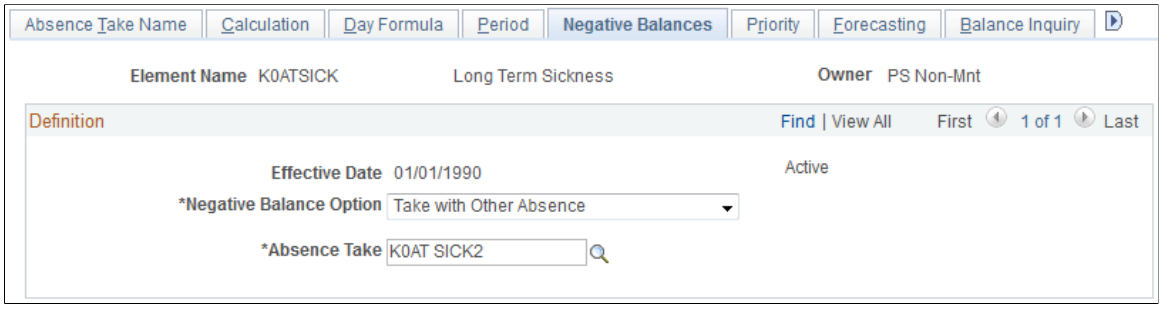
Use the Absence Takes - Negative Balances page (GP_ABS_TAKE4) to define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Takes** > **Negative Balances**

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This example illustrates the fields and controls on the Absence Takes - Negative Balances page.



On this page, you specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below zero. You can enable payees to:

- Carry a negative balance up to the limit that you specify.
- Take the absence as unpaid time.
- Use the accrued entitlement that is associated with another type of absence.

Negative balance rules do not take effect until the payee has depleted all the linked entitlements that are defined on the Calculation page.

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Field or Control	*Description*
Negative Balance Option	Specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below zero. Valid values are: • *Allow Negative Balance* – Select if your organization allows employees to take more paid time than they have accrued. Absence time that exceeds accrued entitlement is paid up to the limit that you specify. • *Take as Unpaid Time* – Select to process any take that exceeds the entitlement balance as unpaid time. When you run the Take process, the system element DAY COUNT UNP is populated with the number of unpaid units. (To have unpaid units processed as a deduction, add the deduction element to the grid at the bottom of the Absence Takes - Day Formula page.) • *Take with Other Absence* – Select if payees can apply the entitlement that is associated with another type of absence to this take. When this option is selected the **Absence Take** field will open below. Select the take element that is associated with the entitlement that you want to use. For example, your organization pays 100 percent of salary for the first 60 days of maternity leave and 50 percent for the next 30 days. You create two take elements, one called Maternity60 and another called Maternity30. When you define Maternity60, you select *Take with Other Absence* and link to the Maternity30 element. When the payee's actual maternity leave is entered on the Absence Event Entry page, all 90 days are entered, using the Maternity60 element. The system pays the first 60 days at 100 percent, depleting the maternity entitlement. The system then redirects the next 30 days to the Maternity30 element; that is, it adds a new row for each day after the sixtieth day, using the redirected element.
Limit Type and Limit Value	These fields are only available if the **Negative Balance Option** selected is *Allow Negative Balance.* To limit the amount of negative entitlement balance allowed, select the supporting element that defines the limit. Any take that exceeds the limit will populates the DAY COUNT UNP system element. A limit of 3, for example, indicates that up to three days will be paid. In the Limit Value, select the name of the element. If you selected *Numeric* in the first field, enter a number in this field.
Absence Take	These fields are only available if the **Negative Balance Option** selected is *Take with Other Absence.* Select the take element that is associated with the entitlement that you want to use.

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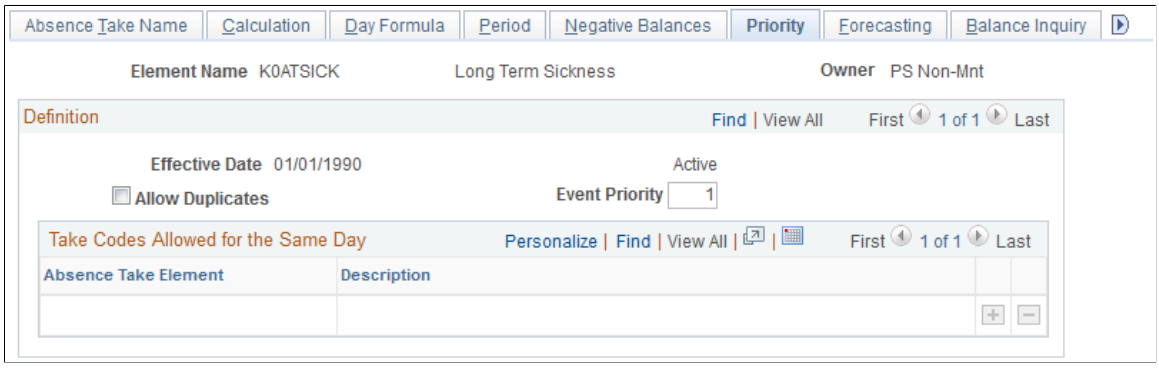
Absence Takes - Priority Page

Use the Absence Takes - Priority page (GP_ABS_TAKE5) to specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Takes > Priority

This example illustrates the fields and controls on the Absence Takes - Priority page.



Field or Control	*Description*
Allow Duplicates	Select to enable users to enter more than one absence for the same day on the Absence Event Entry page. For example, if an employee has a two-hour union meeting in the morning and takes six hours of vacation on the same day, select **Allow Duplicates** to enable the user to enter and save the two absences for the same day. deselect this check box to prevent users from entering more than one absence for the same day. When a user enters multiple events for the same day on the Absence Event Entry page and tries to save the entries, the system displays a message. If the user clicks OK, the system applies the take definition with the highest priority for the date in conflict (that is, the event with the lowest priority number). You designate the priority of the take element in the **Event Priority** field. The priority number appears on the Absence Event Entry page when you enter an absence using this take element. Using the same example, if you want the system to display the above message when a user tries to save the entries for a union meeting and vacation that occur the same day, do not select **Allow Duplicates.**

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Field or Control	*Description*
Event Priority	You can specify the priority of this absence take element in relation to others by entering a unique number of up to three digits in this field. Lower numbers represent higher priority. When a user tries to enter more than one type of absence for the same day, and duplicates are not allowed, the system displays a message that provides information about take priorities. It also enables the user to invoke a process that causes the system to use the take definition with the highest priority for the date in conflict.

Take Codes Allowed for the Same Day

Field or Control	*Description*
Absence Take	If you selected **Allow Duplicates,** specify the types of absences that can be taken the same day. Add a row for each allowable absence take element. Select at least one element. When you run the Take process, the system calculates total partial hours that were written to the results table for events that occurred on the same day. It returns the total to the system element named ABS CUM PARTIAL HR. (You might consider creating a formula that generates an error if scheduled hours exceed total partial hours.)

Absence Takes - Forecasting Page

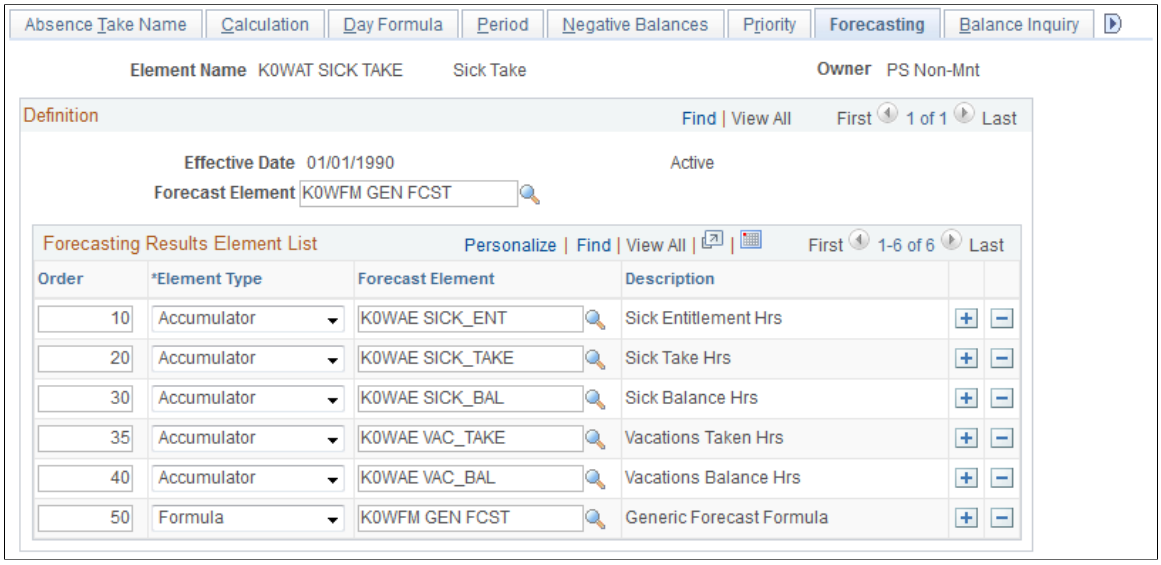
Use the Absence Takes - Forecasting page (GP_ABS_TAKE6) to specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Absence Elements** > **Absence Takes** > **Forecasting**

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This example illustrates the fields and controls on the Absence Takes - Forecasting page.



Complete the Forecasting page if you want users to be able to run the Forecast process when entering absences.

Note: To enter information on this page, the **Forecasting Used** check box must be selected on the Absence Takes - Forecasting for Element <name> page that you access through the link at the bottom of the Absence Takes – Absence Take Name page.

Field or Control	***Description***

Forecast Element	Select the formula that you want the system to resolve during the Forecasting process.
	
	Only formulas with a field type of character are allowed. The system resolves this formula for each day of the absence event immediately after the day is evaluated (after the DAY COUNT, DAY COUNT PD, and DAY COUNT UNPD elements are resolved). It stores the last resolved value.
	
	As an example, say you want your formula, named FM ELIG, to return a value of ELIGIBLE or NOT ELIGIBLE depending on whether a payee has enough entitlement to cover an absence. Your forecast formula might look like this:
	
	`IF DAY COUNT UNP > 0`
	`THEN NOT ELIGIBLE >> FM ELIG`
	`ELSE ELIGIBLE >> FM ELIG`
	`ENDIF`

Forecasting Results Element List

This group box controls what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. Select the elements for which you would like to view results. For example, you may want a duration element to display the length of the absence and an accumulator element to display the entitlement balance.

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The elements that you select should be those that are normally resolved during absence processing. Element types are: *Accumulator, Bracket, Date, Duration, Formula, System Element,* and *Variable.*

Related Links

Absence Entry Features
Absence Formulas

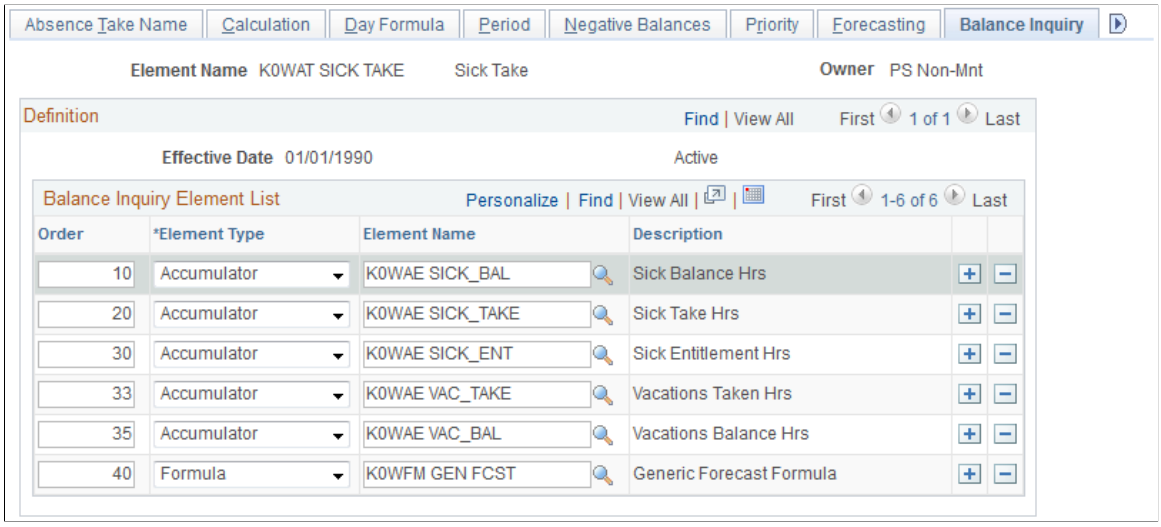
Absence Takes - Balance Inquiry Page

Use the Absence Takes - Balance Inquiry page (GP_ABS_TAKE7) to list the elements that are displayed by the Balance Inquiry process.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Takes > Balance Inquiry

This example illustrates the fields and controls on the Absence Takes - Balance Inquiry page.



Note: To enter information on this page, the **Forecasting Used** check box must be selected on the Absence Take Name page.

Balance Inquiry Element List

This group box controls what appears on the Forecast Balance page after you run the Balance Inquiry process. Select the elements for which you would like to view results; for example, accumulators that track entitlement balances for the take, and system elements that help explain the balances.

Element types are: *Accumulator, Bracket, Date, Duration, Formula, System Element,* and *Variable.*

Absence Takes - User Defined Result Fields Page

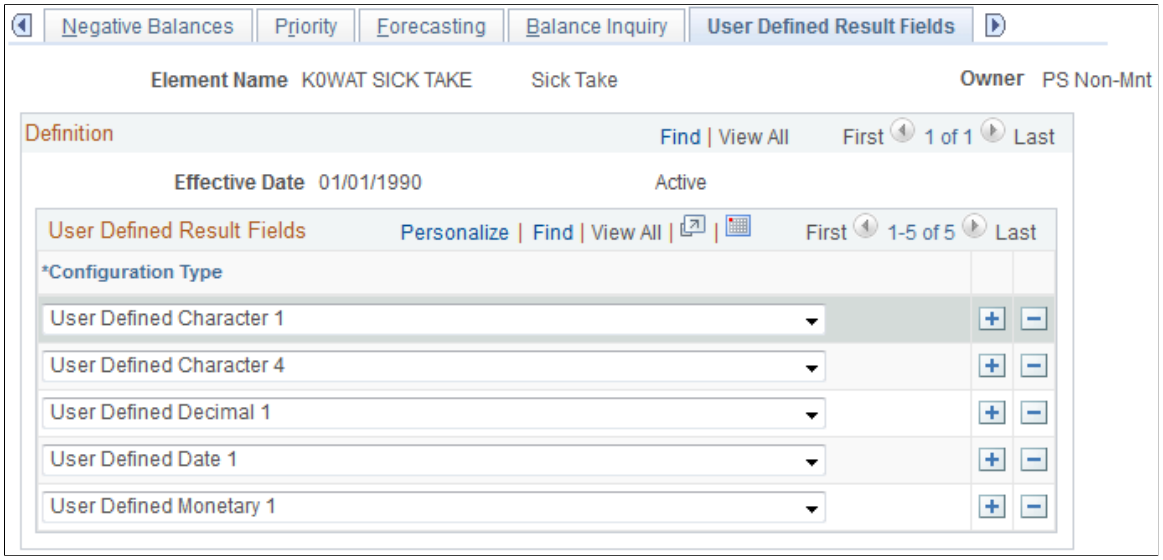
Use the Absence Takes - User Defined Result Fields page (GP_ABS_TAKE8) to select the user-defined fields that can be overwritten by a system element during processing.

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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Takes > Used Defined Result Fields

This example illustrates the fields and controls on the Absence Takes - User Defined Result Fields page.



In the Configuration Type field, select the user-defined fields that can be overwritten by a system element. During batch processing, the value that's assigned to the corresponding system element will overwrite the user-entered value in the absence results table (GP_RSLT_ABS). Select only those fields that you will use in your rules.

For example, to specify that the value a user enters in the Date 3 field on the Absence Event Input Detail page can be overwritten, select *User Defined Date 3* in the Configuration Type field.

Related Links

Understanding Absence Take Elements

Supporting Element Overrides Page

Use the Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Takes > Supporting Element Override

Preparing Absence Elements for Use

Once you've created absence entitlement and take elements, follow these steps to prepare them for use:

1. Assign elements to payees.

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Begin by adding the elements to an element group. (Element groups are linked to eligibility groups, which are linked to pay groups. A pay group is associated with each payee.) Payees can accrue entitlement and be paid for absences only when they are associated with absence elements. Exception: It is not necessary to assign per-absence entitlement elements to payees. When you assign related take elements, payees are eligible for the per-absence entitlement. To assign entitlement elements that are defined at the Payee Level (you selected *Payee Lvl* in the Entitlement field on the Absence Entitlements - Calculation page), use the Entitlement/Take Assignment page.

2. Add elements to the absence processing framework.

   Sections tell the system which elements to resolve during processing. You can create a separate section for the entitlement and take processes, or you can create one section for both, depending on your organization's needs. Per-absence entitlement elements do not need to be included on a process list through a section. They are processed automatically when the Take program processes the related take element.

Related Links

Defining Element Groups

Setting Up Absence Entitlement Balance Forecasting and Inquiry

Pages Used to Create a Transaction Definition and Filter Self Service Absence

Page Name	*Definition Name*	*Usage*
Transaction Definition Page	GP_TXN	Create a transaction definition by linking a calendar group template to the Absence Forecasting process or Balance Inquiry process. A transaction definition is linked to a specific country.
Forecasting Filter Page	GP_TXN_FILTER	Select the status of the absence events that the system is to consider when you run the Forecasting process. If integrating with Time and Labor, the status selected will be considered with forecasting processes on Timesheets also.

Understanding How to Enable Absence Entitlement Balance Forecasting and Inquiry

Before using absence forecasting or balance inquiry, you must activate these features for each absence take and entitlement element to which they apply, except for per-absence entitlement elements. For example, to forecast entitlement for vacations only, you activate forecasting for the vacation take and vacation entitlement elements.

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Following is an overview of steps to enable absence forecasting or balance inquiry:

1. Define forecast formulas for absence takes (absence forecasting only).

   A forecast formula evaluates an absence according to the business rules you define. For example, your formula might determine if there is sufficient entitlement to cover an absence and, if not, what action to take. It returns a user-defined character string that appears on the Absence Event Entry page. For example, it might display "Eligible" or "Success" if there is enough entitlement to cover an absence. The system resolves the forecast formula for each day of the absence, immediately after it resolves the day count, day count paid, and day count unpaid. Only the last value of the formula is stored and is moved to the Absence Event table (GP_ABS_EVENT) during the Absence Forecasting process. The value is also moved to the results table (GP_RSLT_ABS) when the event is processed during the Absence Take process.

   The formula can check to see if there are any unpaid units for the day and why the units are unpaid—perhaps because of a waiting period. To determine this, you refer to other absence system elements, such as the beginning wait balance, ABS BEGIN WAIT BAL, and the ending balance, ABS END WAIT BAL.

   You can use the results of the forecast formula to invoke other actions. For example, you might create a formula, that when resolved to Eligible, populates the units element that is used to generate positive input. (You select the Units element on the Absence Takes - Day Formula page.)

2. Enable forecasting and/or balance inquiry for the take element on the Forecasting page that you access through the Element Name page.

   a. For absence forecasting, indicate whether forecasting is allowed (select Forecasting Used) or required (select Forecasting Required).

   b. For balance inquiry, select **Forecasting Used.**

   Note: The **Forecasting Used** field is not used to enable forecasting for absence self-service. To enable forecasting for absence self-service select the **Allow Forecasting** field on the Forecasting Messages page on the Country Take component.
   If you are integrating with PeopleSoft Time and Labor, the **Allow Forecasting** field on the Forecasting Messages page of the Country Take component. is used to enable forecasting on Timesheets.

   ---

3. Complete the Forecasting and Balance Inquiry pages, as applicable.

   a. For absence forecasting, select the forecast formula and the elements that are to return the results of the forecast process on the Forecasting page.

   b. For balance inquiry, select the elements that are to return the results of the balance inquiry process on the Balance Inquiry page.

4. Enable forecasting for associated entitlement elements.

   Repeat step 2 for each linked, frequency-based entitlement element.

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Note: For entitlements the **Forecast Used** field will also apply to those entitlements used in event entry through absence self service, as well as, Time and Labor Timesheets if you are integrating with Time and Labor.

5. Enable forecasting for redirected take elements.

   If you've redirected this take element to another take element on the Negative Balances page, follow step 2 for the redirected take element and its associated entitlement elements.

6. Create a Calendar Group template.

   When you run the Forecasting or Balance Inquiry process, the system must know which absence calendars to refer to so that it can identify the elements to process, the period of time to evaluate, and so on. Use the Calendar Group page to select the applicable absence calendars. (These should be the same calendars that you use when running the Take and Entitlement processes.) Also select the **Use as a Template** check box on the Calendar Group page to indicate that the calendar group is to be used by the forecasting process.

   The template should cover the forecasting period, which runs from the earliest calendar that has not been finalized for the payee to the end date of the latest absence event (or the as of date, for Balance Inquiry). Most likely, you'll want the calendar group to span one or more years. (It can include up to 225 calendars.) The template should also include all pay groups whose employees could be forecasted.

7. Create transaction definitions.

   Use the Transaction Definition page to link the calendar group template (created in the previous step) to the absence forecasting or balance inquiry process. If you plan to use both processes, create a transaction definition for each. When you launch the Forecasting or Balance Inquiry process, the transaction ID tells the system which calendar group to look for.

8. Specify the status of the absence events to be considered by the Forecasting process.

   You have the Forecasting process consider only those absence events that are in one of the statuses that you specify. Use the Forecasting Filters page to select the statuses.

Related Links

Absence Entry Features
Viewing Current Absence Entitlement Balances and Running the Absence Entitlement Balance Inquiry Process
Forecasting Absence Entitlement Balance During Absence Entry
Defining Calendar Groups

Transaction Definition Page

Use the Transaction Definition page (GP_TXN) to create a transaction definition by linking a calendar group template to the Absence Forecasting process or Balance Inquiry process.

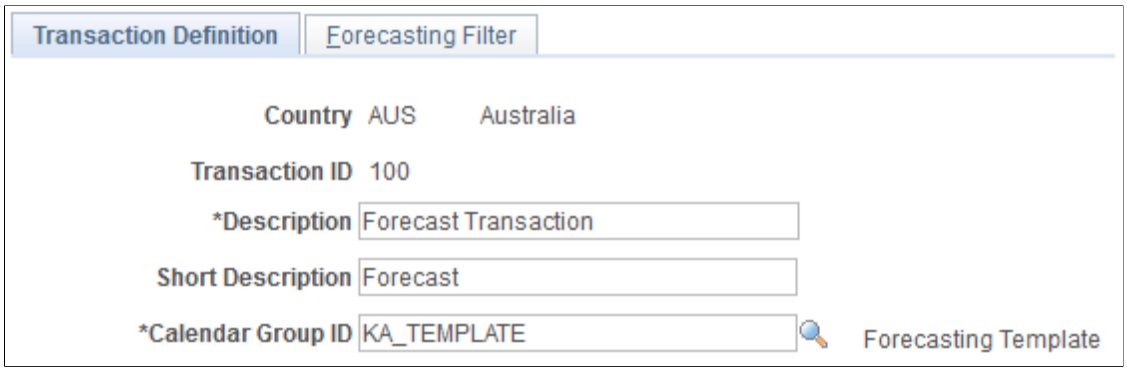
A transaction definition is linked to a specific country.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Forecast Transactions > Transaction Definition

This example illustrates the fields and controls on the Transaction Definition page.



Field or Control	*Description*
Transaction ID	Values are: *100:* Absence Forecasting process. *110:* Balance Inquiry process. **Note:** You can define one of each type of transaction ID per country.
Calendar Group ID	Select the appropriate calendar group ID. You can choose from the list of calendar group IDs that have been set up as templates.

Forecasting Filter Page

Use the Forecasting Filter page (GP_TXN_FILTER) to select the status of the absence events that the system is to consider when you run the Forecasting process.

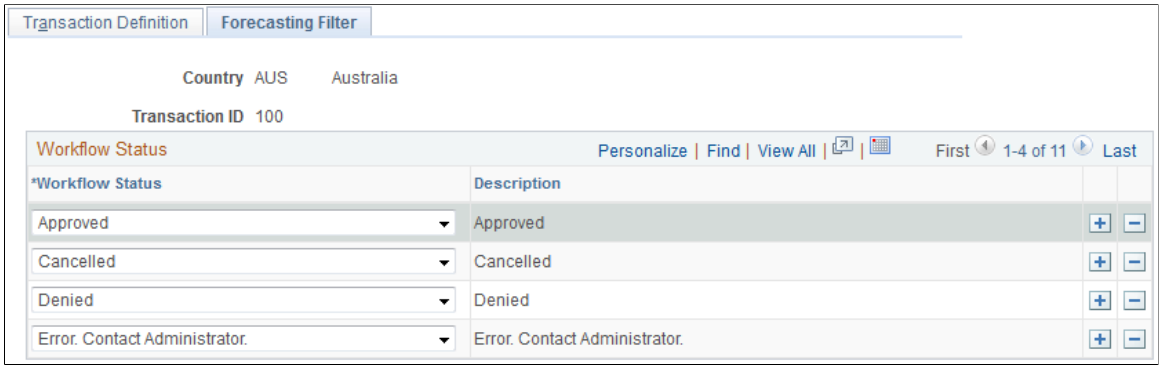
If integrating with Time and Labor, the status selected will be considered with forecasting processes on Timesheets also.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Forecast Transactions > Forecasting Filter

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This example illustrates the fields and controls on the Forecasting Filter page.



The system uses status values, such as Saved, Submitted, and Approved, to track and manage the approval of absence requests.

If you are using absence self service, use this page to specify which absence statuses the system is to consider when using forecasting. For example, you may want the forecasting process to evaluate only those absences that have a status of *Approved.* In this case, you would select *Approved* in the **Workflow Status** field.

Note: If integrating with Time and Labor, use this page to specify which absence statuses the system is to consider when using forecasting on Timesheets.

When an absence is requested through the Absence Event Entry page the **Workflow Status** field is set to blank. If you run the absence forecasting, such events will be considered during forecasting. If you have events entered through event entry and self service, when you run forecasting it will consider all the events entered through event entry plus those entered through self service and whose statuses were included in the Forecasting Filter page.

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Chapter 13

Using Schedules

Understanding Work Schedules

In Global Payroll, work schedules provide a way to communicate and manage workforce attendance expectations. They also enable the absence process to determine when a payee's absence falls on a scheduled work day. For exception time reporting payees, you set up schedules and enter exception data. For positive time reporting payees, the system compares reported hours with schedules to determine pay.

Note: Global Payroll and PeopleSoft Time and Labor use many of the same pages and records for schedule setup and assignment. If you're using both applications, you need to create and assign schedules only once. The information that displays on the scheduling pages may vary somewhat, depending on which application you use to access them.

This topic discusses:

- Types of schedules.
- Types of shifts.
- Schedule definitions and calendars.
- Rotating schedules.
- Self-service scheduling features.
- Schedule settings.

Type of Schedules

You can define three main types of schedules:

- Punch schedules include punch detail such as In, Out, Meal, Break, and Transfer.
- Elapsed schedules show the duration of time to be worked—for example, eight hours on Monday.
- Flex schedules are practical when a payee has some flexibility to begin and end the workday.

Types of Shifts

A shift represents a set of punch types from which it is built. You can create three types of shifts:

- Elapsed shifts

  Define one elapsed punch entry for the shift, such as an elapsed shift of 8 hours, which is non-clock time. Elapsed shifts cannot exceed 24 hours.

- Punch shifts

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Use punch shifts to create shifts that define specific work times. Punch shifts are defined by an in punch and the first subsequent instance of an out punch. Other punches such as break, meal, or transfer, can occur between the in and out punches. Punch times are associated with each punch. The duration of a punch can be entered, or the system can calculate the duration when the next punch time is entered.

- Flex (flexible) shifts

  The system supports flexible shifts, giving payees latitude for beginning and ending shifts. You can enter core, required hours and the weekly number of hours that the flexible shift requires, but the system uses the weekly information only if you set up an array for processing.

  See Defining Array Elements.

Example: Flex Shifts

Type of Flex Shift	*In Punch*	*Out Punch*	*Scheduled Hours*	*Flex Start*	*Flex End*	*Flex Weekly Hours*
1 Flex Band	06:00	18:00	8	09:00	15:00	40
2 Flex Range	06:00	19:00	8			40
3 Flex Core	00:00	23.59	8 (daily average)	09:00	15:00	40
4 Flex Core Plus	00:00	23.59	8	09:00	15:00	40

In this example:

1. Payees begin and end their workdays within a range of flexible hours in the morning and afternoon (begin between 06:00 and 09:00 and end between 15:00 and 18:00). They must work 8 hours a day, 40 hours a week and must work during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours.
2. Payees work any 8 hours during the day, within a range of flexible hours (between 06:00 and 19:00), and there's no company-defined core period. They must work 40 hours a week.
3. Payees work anytime during the week, provided that they work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, and the length of the workday can vary, provided that the weekly 40 hour requirement is met.
4. Payees work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, but the workday must be 8 hours.

Schedule Definitions and Schedule Calendars

A schedule definition defines a work schedule and is identified by a schedule ID. After creating schedule definitions, you can assign them to pay groups and payees. The same schedule can be assigned to multiple pay groups. You also have the option of creating and assigning a personal schedule to a given payee.

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The system uses schedule definitions to derive schedule calendars and to resolve payee schedules. A schedule calendar is a range of dates with specified work and non-work time.

Rotating Schedules

You can define rotating schedules that enable you to assign the same schedule to several payees with different start dates. For example, a basic rotating schedule for a continuously operating factory operation might consist of:

- Seven days
- One off
- Seven afternoons
- One off
- Seven nights
- Five off

To keep the factory staffed 24 hours, seven days per week, there are four groups, or rotations, of workers. Each rotation uses the same schedule, but the actual days are staggered so that there is always one rotation covering each of the shifts. This table represents what the actual rotations would look like for a month:

Start Day	***Rotation 1***	***Rotation 2***	***Rotation 3***	***Rotation 4***
1	Day	Off	Afternoon	Night
2	Day	Afternoon	Off	Night
3	Day	Afternoon	Night	Off
4	Day	Afternoon	Night	Off
5	Day	Afternoon	Night	Off
6	Day	Afternoon	Night	Off
7	Day	Afternoon	Night	Off
8	Off	Afternoon	Night	Day
9	Afternoon	Off	Night	Day
10	Afternoon	Night	Off	Day

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Start Day	*Rotation 1*	*Rotation 2*	*Rotation 3*	*Rotation 4*
11	Afternoon	Night	Off	Day
12	Afternoon	Night	Off	Day
13	Afternoon	Night	Off	Day
14	Afternoon	Night	Off	Day
15	Afternoon	Night	Day	Off
16	Off	Night	Day	Afternoon
17	Night	Off	Day	Afternoon
18	Night	Off	Day	Afternoon
19	Night	Off	Day	Afternoon
20	Night	Off	Day	Afternoon
21	Night	Off	Day	Afternoon
22	Night	Day	Off	Afternoon
23	Night	Day	Afternoon	Off
24	Off	Day	Afternoon	Night
25	Off	Day	Afternoon	Night
26	Off	Day	Afternoon	Night
27	Off	Day	Afternoon	Night
28	Off	Day	Afternoon	Night

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Self-Service Scheduling Features

Self-service scheduling pages are available to managers and payees. Managers can use these pages to view schedules, view payee's scheduling preferences and change schedule assignments, and create schedules for individual payees. Employees can use these pages to view their monthly schedules and to enter personal scheduling preferences.

Schedule Settings

Use the Schedule Settings page to define the labels to display for punch types, the range of dates for the Dates table (TL_DATES_TBL), and other scheduling settings. The Dates table stores date-related information, such as the day of week, day of month, and calendar year that the system needs to build calendar schedules.

Related Links

Schedule Settings Page
Using Self-Service Scheduling Features for Employees
Using Self-Service Scheduling Features for Managers

Creating and Viewing Schedules

To create schedules, use the Schedule Group (SCH_GROUP), Shifts (SCH_SHIFT), Workdays (SCH_WRKDAY), and Definitions (SCH_DEFINITION) components.

Note: Self-service pages are available to managers for creating, viewing, and modifying work schedules. These pages are discussed later in this topic.

Pages Used to Define and View Schedules

Page Name	*Definition Name*	*Usage*
Schedule Group Page	SCH_GROUP	Define schedule groups.
Shift Page	SCH_SHIFT	Set up elapsed, flex, and punch shifts.
Workday Page	SCH_WRKDAY	Set up workdays.
Definitions - Definition Page	SCH_DEFINITION	Define basic schedule definition details.
Definitions - Schedule Shifts Page	SCH_DEFINITION_2	Define shifts for schedule definitions.
Definitions - Shift Information Page	SCH_DEFN_SEC	Define or view shift details.
Schedule Calendar Page	SCH_CLND_VW_SEC	View the schedule calendar derived from a specific schedule definition.

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Related Links

Using Self-Service Scheduling Features for Managers

Understanding Schedule Creation

To create work schedules:

1. Create schedule groups.

   Schedule groups provide a way to organize schedules and group payees with like schedules. Each schedule group is associated with a SetID (as is each shift, workday, and schedule definition). When you assign schedules, you select the schedule group, which filters the schedules that you can assign.

2. Create shifts (optional).

   You can create elapsed, flex, and punch shifts with the Shifts component (SCH_SHIFT) or you can enter shift information manually when you create a schedule definition.

3. Create workdays (optional).

   You can create workdays to be used as labels for the days within a schedule definition.

4. Create schedule definitions.

   Schedule definitions comprise a series of short term or long term workdays. When you create schedule definitions, you can incorporate predefined shifts and workdays. You can also enter shift information manually.

5. View schedule calendar.

   The system derives the schedule calendar from the schedule definition.

Creating Personal Schedules

At times, you may want to create a schedule definition that applies only to a specific payee. In these cases, you use the Personal Schedule Definition component (SCH_DEFN_ADHOC) that you access through the Work Schedule Assignment page. The personal schedule definition pages are identical to the pages in the Schedule Definition component that you use to define all other work schedules.

Related Links

Personal Schedule Definition -Definition Page

Schedule Group Page

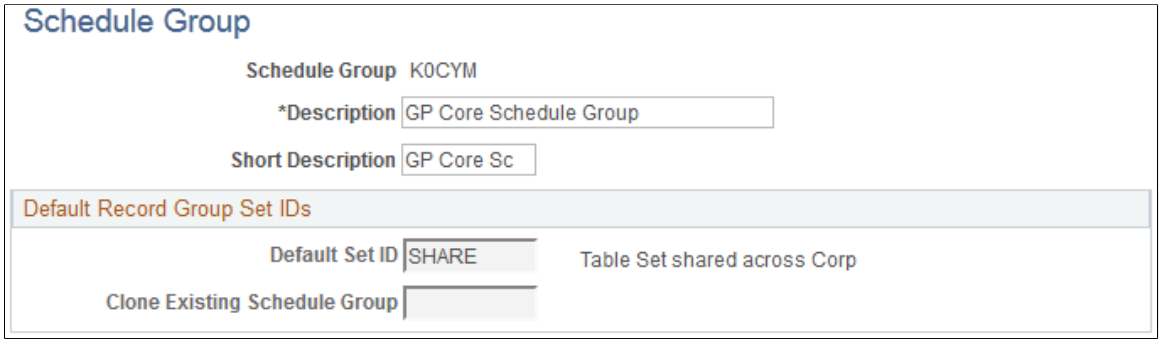
Use the Schedule Group page (SCH_GROUP) to define schedule groups.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Schedules** > **Schedule Groups**

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This example illustrates the fields and controls on the Schedule Group.



Think of a schedule group as a way to organize schedules. Shifts, workdays, and schedule definitions are created based on a SetID value. Schedule groups group these together by way of the Set Control value.

When you assign a schedule to a pay group or directly to a payee, you must first select the associated schedule group. This selected schedule group filters the schedules that you can choose from.

Field or Control	*Description*
Clone Existing Schedule Group	If you clear the **Default Set ID** field, you can select a schedule group to clone. The system copies the SetID from the definition of the cloned schedule group.

See *PeopleTools: Data Management* product documentation.

Related Links

"Understanding PeopleSoft HCM System Data Regulation" (Application Fundamentals)

Shift Page

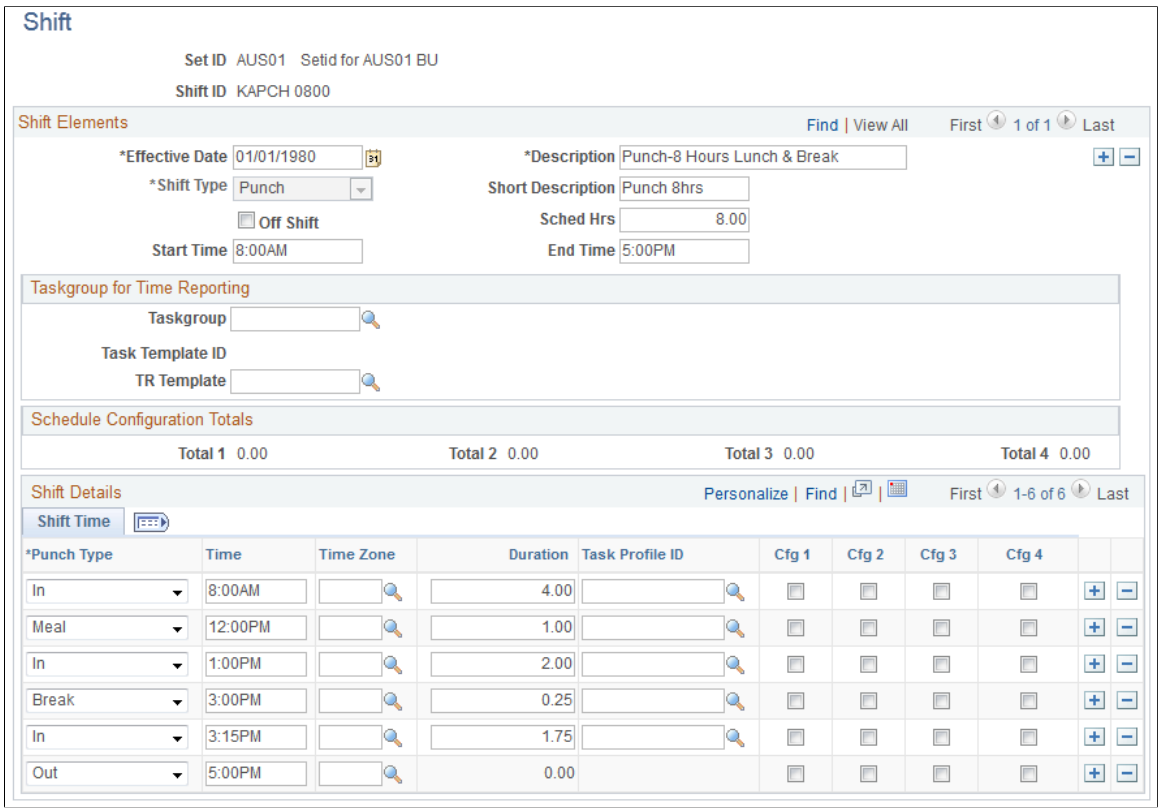
Use the Shift page (SCH_SHIFT) to set up elapsed, flex, and punch shifts.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Schedule Shifts** > **Shifts**

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This example illustrates the fields and controls on the Shift page.



Field or Control	*Description*
Effective Date	Enter a date for this shift. If you modify a previously saved shift, the effective date that you select has some limitations. You cannot change the effective date of the shift to: A date before the earliest effective date of all workdays that contain that shift. A date later than the start date of any schedule calendar containing it. A date later than the earliest effective date of all pay groups whose default schedule IDs contain that shift.

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Field or Control	*Description*
Shift Type	Select a type. Options are: *Elapsed:* Only the *Elapsed* punch types appear in the prompt. An *Elapsed* shift can contain only one punch entry. *Punch: In, Out, Break, Meal,* and *Transfer* punch types can be entered. The Flex Shift Information group box doesn't appear on the page. To save punch shifts, you need an *In* and *Out* punch. *Flex:* Only *In* and *Out* punches can be entered. The Flex Shift Information group box appears, available for entry. To save flex shifts, you need an *In* and *Out* punch. If you change this field in Add mode and punch detail is already entered, you're warned that punch detail is deleted if the type field is changed. For all effective-dated rows, the system deletes the punch details for all effective-dated rows and the type field is updated to the new type that you selected. Having saved a shift as one type, you cannot change it to another.
Off Shift	Select to identify this day as an off day. **Note:** If you are including off days for the self service absence duration calculation you will need to add the hours you would like to use for an off day in the duration field.
Scheduled Hrs (scheduled hours)	Displays the total amount of work time for the shift. For example, you require payees to punch in at 09:00 and punch out at 17:00, but the shift includes a one-hour non-punch lunch break. The field calculates nine hours, but your organization is paying for eight hours worked, so the scheduled hours are eight. This field's value is calculated from the sum of the durations of punches in the group box at the bottom of the page—except *Meal* punches. You can edit this number for *Punch* and *Flex* shifts. For an *Elapsed* shift, this field equals the *Elapsed* punch entry's duration and is unchangeable. If you make changes affecting punch time or punch duration, the **Scheduled Work Hours** field recalculates.
Start Time and **End Time**	These fields indicate the starting and ending times of the shift. For fixed and punch shifts, the system populates these fields automatically based on the information you enter in the **Shift Detail** group box.

Taskgroup for Time Reporting

This group box enables you to view time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

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Field or Control	*Description*
Taskgroup	Select a taskgroup. The system populates the **Time Reporting Template ID** field with the associated time reporting template. See “Understanding Task Reporting Requirements” (PeopleSoft Time and Labor).
Task Template ID	Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template. See “Understanding Task Reporting Requirements” (PeopleSoft Time and Labor).
TR Template (time reporting template)	The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template. See “Creating Time Reporting Templates” (PeopleSoft Time and Labor).

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Schedule Configuration Totals

Total durations appear for the punches being tracked. For each selected check box that appears in the group box at the bottom of the page, the corresponding configuration total is updated with the number of hours corresponding to the total of all marked entries.

Flex Shift Information

If the *Flex* shift type is selected, these times represent the required core hours for the flex shift.

Field or Control	*Description*
Core Begin and **Core End**	Enter the times for the core period, the period when payees must be at work, excluding meal and break time. The core begin time must be after the shift's *In* punch; the core end time must be before the shift's *Out* punch.
Weekly Hours	Enter how many hours this shift requires.

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Shift Details

This group box label varies, depending on which shift type you selected. Saving the shift requires at least one line of punch detail.

Field or Control	*Description*
Punch Type	Select a punch type. You cannot have consecutive punches (except transfer punches) of the same type. Options are: *In:* Start of a work period—at the beginning of a shift or for returning to work after a break or meal. The first punch of a punch or flex shift must be an *In* punch. Punch and flex shifts cannot be saved if an *In* punch lacks a punch time and duration. *Transfer:* Start of a work period that generally denotes a change in task and compensation-related characteristics. *Break:* Start of a break period. If you enter a *Break* punch, you must follow this with an *In* or *Transfer* punch. *Meal:* Start of a meal period. If you enter a *Meal* punch, an *In* or *Transfer* punch must follow immediately, or the system can't save the page. *Out:* Start of unpaid, non-work time. Required as the last punch of a punch or flex shift. The *Duration* field is unavailable for entry. You can't enter an *Out* punch if an *In* punch doesn't precede it somewhere in the shift. *Punch* and *Flex* shifts cannot be saved if an *Out* punch lacks a punch time. For a *Punch* or *Flex* shift, you must enter an *Out* punch. No punches can be added to a shift after the *Out* punch row. *Elapsed:* For *Elapsed* shifts. The associated duration reflects the elapsed duration of the shift. An *Elapsed* shift cannot be saved if an *Elapsed* punch lacks a punch duration. **Note:** This product documentation uses *punch* and *punch type* interchangeably.

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Field or Control	*Description*
Time	For *Punch* and *Flex* shifts; all punches (except the *Out* punch) in *Punch* and *Flex* shifts require a time and duration. Enter the time this punch is scheduled. The first punch time of a shift must be entered. You can enter subsequent punch times, or the system can calculate punch times based on the duration of the preceding punch. If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the duration of the previous punch changes, based on the changed punch's new punch time. If you enter a punch time, the system calculates the duration based on the punch time of the previous row. If you enter a duration, the system calculates this field on the next punch row.
Time Zone	Enter a time zone that is assigned to time entered for this shift.
Duration	Displays the length of the punch in hours. You can enter it, or the system can calculate it when the next punch time is entered. If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the previous punch's duration changes, based on the changed punch's new punch time. If you delete a row, the duration of the punch above the deleted row changes to the difference between the punch times of that row and of the row that followed the deleted row. The system warns you if a punch or flex shift is over 24 hours. The duration is displayed as a percentage of an hour. **Note:** This field is available for off days for flex and punch schedules used with the absence self-service duration calculation.

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Field or Control	*Description*
Cfg1 to **Cfg4** (schedule configuration)	These fields are populated based on check boxes that you select in the Shift Details group box. The corresponding Schedule Configuration Total fields are updated with the corresponding number of hours. For example, to have the system calculate how many hours in a shift are in the morning and how many in the afternoon, select Cfg1 for morning punches and Cfg 2 for afternoon punches. **Note:** These fields are available for off days for flex and punch schedules used with the absence self-service duration calculation.

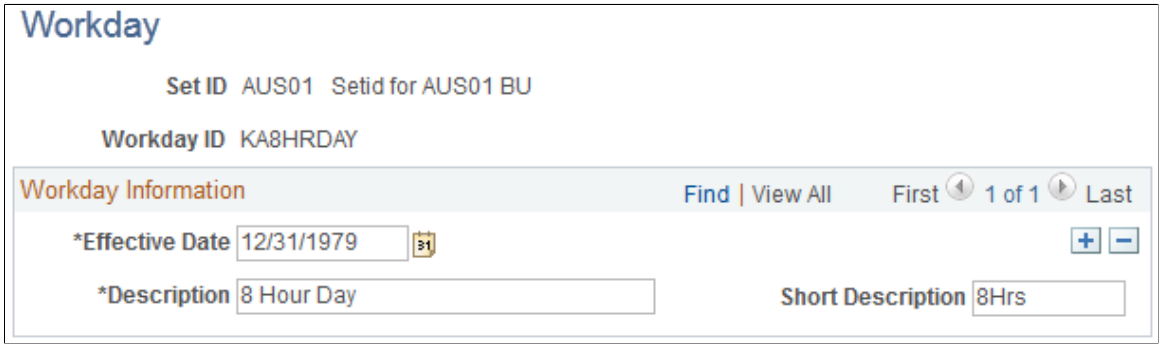
Workday Page

Use the Workday page (SCH_WRKDAY) to set up workdays.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Schedules** > **Workdays** > **Workday**

This example illustrates the fields and controls on the Workday page.



You use workdays to group shifts when creating a schedule definition. Enter an effective date and a description for the workday. The effective date of a workday must be earlier than or equal to the effective dates of the schedule definitions in which you use it.

Note: Setting up workdays is not a prerequisite for creating schedule definitions. You can define shift information that is not grouped by workday when you create schedule definitions.

Definitions - Definition Page

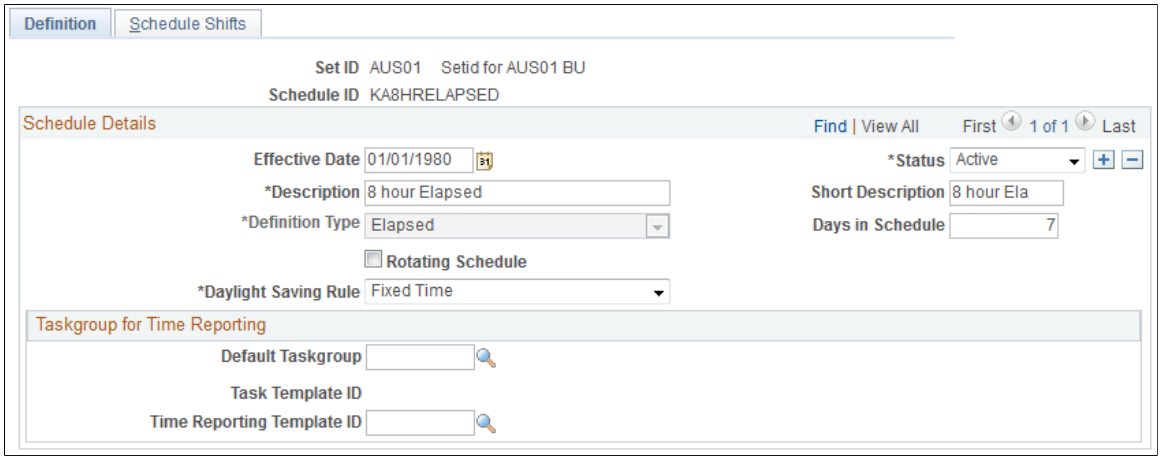
Use the Definitions - Definition page (SCH_DEFINITION) to define basic schedule definition details.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Schedules > Definitions

This example illustrates the fields and controls on the Definitions - Definition page.



Field or Control	*Description*
Schedule ID	Displays the value that you entered to access this page.

Schedule Details

Field or Control	*Description*
Effective Date	Enter the first day of the schedule definition. For example, if the schedule begins on a Monday, make sure that the date you enter falls on a Monday.
Definition Type	Select a type. Options are: *Elapsed:* Only *Elapsed* shifts can be used in the definition. *Punch:* Only *Punch* shifts can be used in the definition. *Flex:* Only *Flex* shifts can be used in the definition. You cannot combine different types of shifts in the same definition. If you change this field in Add mode and shift detail rows are already entered, you're warned that shift detail rows are deleted if the type field is changed. When a schedule definition is saved as a particular type, such as *Elapsed,* it cannot be changed to another type, such as *Punch.*

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Field or Control	*Description*
Rotating Schedule	Select to indicate that this definition is for a rotating schedule. When you select this check box, the Rotation Details group box becomes available.
Days in Schedule	Enter the number of days in the schedule. You can change this at anytime. If you do make a change, the system automatically inserts or deletes the appropriate number of rows from the SCH_DEFN_DTL table to ensure that there is one row for each day in the schedule.
Daylight Saving Rule	This field applies to punch and flex schedules. Select the method that the system uses to resolve the schedule on days where daylight saving time changes fall within a shift. *Fixed Time:* The system uses the specified out time that you enter even if it shortens or lengthens the shift by one hour. *Fixed Duration:* The system adjusts the schedule to maintain the total duration that you specify for the shift.

Taskgroup for Time Reporting

This group box enables you to view the time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Field or Control	*Description*
Taskgroup	Select a taskgroup. The system populates the **Time Reporting Template ID** field with the associated time reporting template. See “Understanding Task Reporting Requirements” (PeopleSoft Time and Labor).
Task Template ID	Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template. See “Understanding Task Reporting Requirements” (PeopleSoft Time and Labor).

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Field or Control	*Description*
Time Reporting Template ID	The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template. See “Creating Time Reporting Templates” (PeopleSoft Time and Labor).

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Rotation Details

Use this group box to determine the rotating pattern of the schedule. You create multiple rotation IDs that share the same schedule, but start on different days.

Field or Control	*Description*
Rotation ID	Enter an ID for each rotation.
Relative Day	Enter the day that the rotation starts in relation to the first day of the schedule. For example, if you enter *8* in this field, the associated rotation begins 7 days after the first day. **Note:** You may not enter *0* or a number greater than the total number of days in the schedule
Add Rotations	Click to insert a new rotation. The system prompts you to enter the number of days between rotations to determine the relative day of the new rotation.

Definitions - Schedule Shifts Page

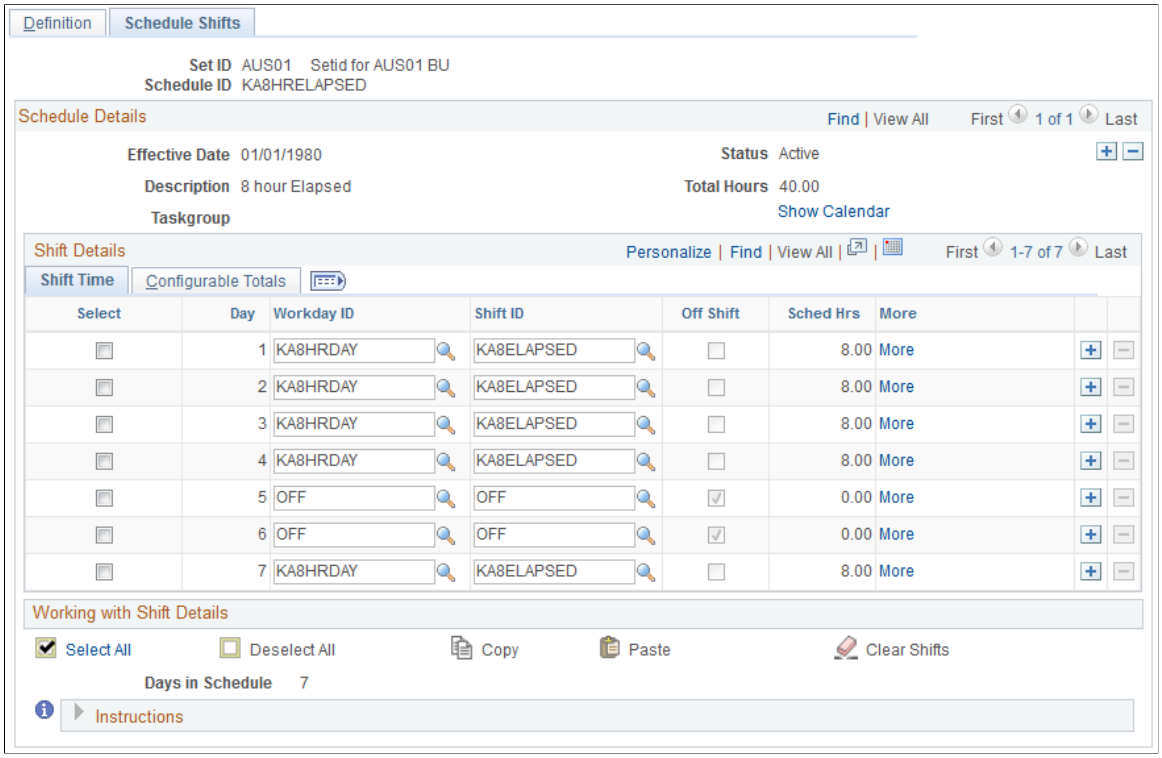
Use the Definitions -Schedule Shifts page (SCH_DEFINITION_2) to define shifts for schedule definitions.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Schedules** > **Definitions** > **Schedule Shifts**

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This example illustrates the fields and controls on the Definitions - Schedule Shifts page.



You can use this page to define shift information for schedules in two ways:

- Using predefined workdays and shifts.

  Use the **Workday ID** and **Shift ID** columns to select predefined workday and shifts. The system populates the remaining columns based on the shift you enter.

- Manually (for flex and punch schedules).

  The type of schedule that you are defining determines the columns that appear in the Shift Details grid. For punch schedules, the system displays the default punch pattern and labels defined on the Schedule Settings page. To see all available punch types, select *All Punches* in the **Punch Pattern** field. For flex schedules, the system includes fields for In, Out, and Sched Hrs (scheduled hours). For elapsed schedules, it includes fields for identifying an off shift and scheduled hours.

  To specify an off shift, you can select a predefined off shift, or select the Off Shift check box and enter an in and out time. When selected the system will deactivate the **More** link. It allows you to add duration hours for off days.

Click the **Show Calendar** link to view the schedule calendar that the system derives from the schedule definition.

Click the **More** link to access the Shift page where you can view or enter details for a shift.

See Schedule Settings Page.

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Copying, Pasting, and Clearing Shifts

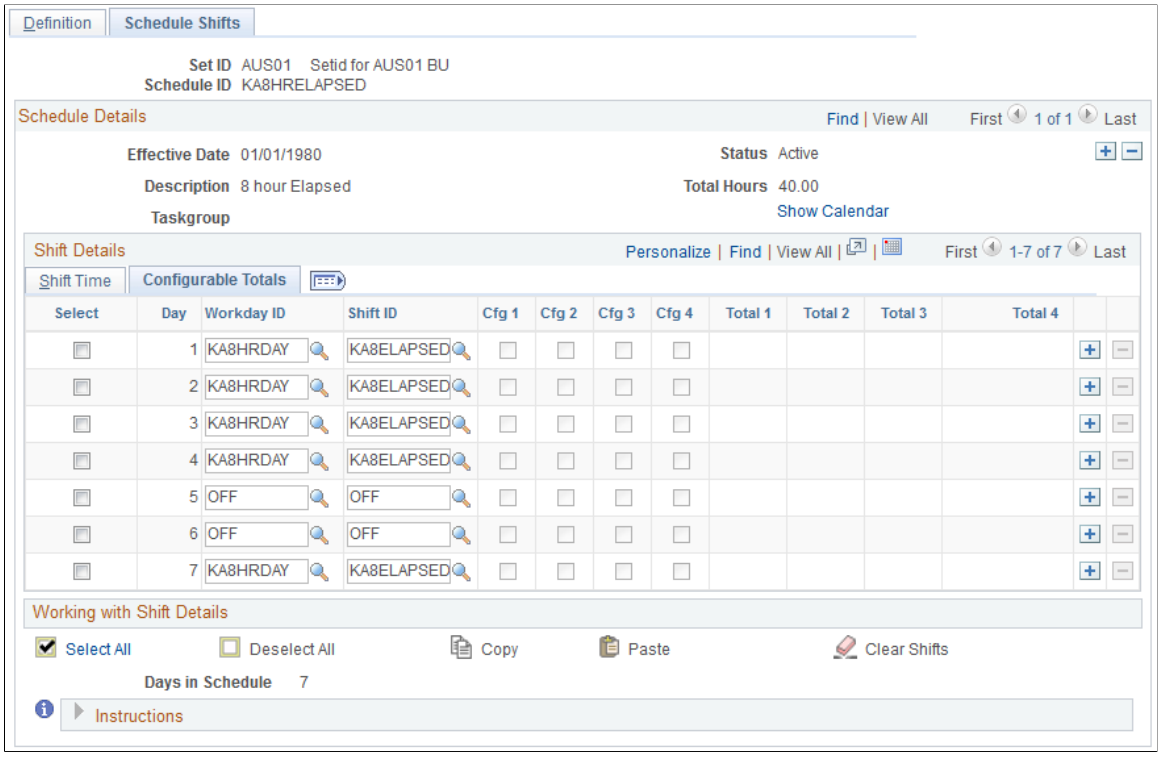
Select the check box in the **Select** column. This makes the **Copy, Paste,** and **Clear Shifts** links available so that you can quickly copy, insert, and delete rows of workday and shift information.

See Shift Page.

Configuration Totals

Select the Configuration Totals tab.

This example illustrates the fields and controls on the Definitions - Schedule Shifts page: Configurable Totals tab.



This tab displays the total hours that are associated with each configuration indicator. You can use the configuration totals in payroll and absence rules.

Schedule Calendar Page

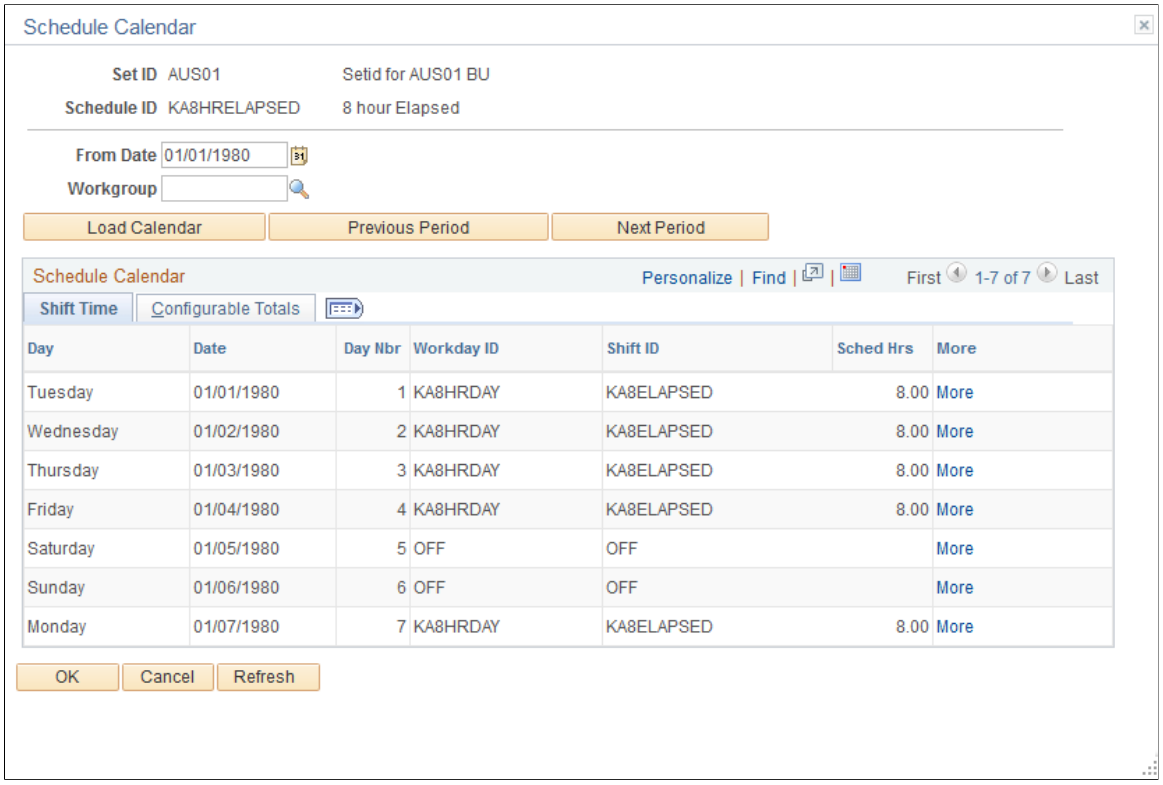
Use the Schedule Calendar page (SCH_CLND_VW_SEC) to view the schedule calendar derived from a specific schedule definition.

Navigation:

Click the **Show Calendar** link on the Definitions - Schedule Shifts page.

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This example illustrates the fields and controls on the Schedule Calendar page.



This page enables you to view the schedule calendar that the system derives from a specific schedule definition.

Field or Control	***Description***
From Date	Enter the starting date of the schedule calendar you want to view. By default this page displays the schedule calendar starting with the effective date of the associated schedule definition.
Rotation ID	Select the rotation ID for which you want to view a schedule calendar. This field appears only if there are rotation IDs defined for the schedule calendar.
Workgroup	Enter the workgroup for which you want to view a schedule calendar. This field is available only if Time and Labor is installed.
Load Calendar	Click to view the schedule calendar for the selected date and workgroup.
Previous Period	Click to view the schedule calendar for the previous period.
Next Period	Click to view the schedule calendar for the next period.

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Validating Work Schedules

For punch type schedules, when a change is made to a shift, the related schedule(s) may need to be re-validated.

Page Used to Validate Schedules

Page Name	*Definition Name*	*Usage*
Schedules to be Validated Page	SCH_CLND_REFRESH	Validate a schedule after making a change to a shift.

Schedules to be Validated Page

Use the Schedules to be Validated page (SCH_CLND_REFRESH) to validate a schedule after making a change to a shift.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Schedules** > **Review and Validate Schedules** > **Schedules to be Validated**

This page contains a list of schedules that need validating because a related shift was modified for punch type schedules. The system displays a schedule ID, description and status for each schedule that needs validating.

Click the **Validate** button to validate the schedule or click the **Show Schedule** link to access the Schedule Definition page.

Defining Holiday Schedules

To define holiday schedules, use the Holiday Schedule (HOLIDAY_SCHED_TBL) component.

During batch processing, the system retrieves the holiday schedule for each payee and uses this information for absence processing (several system elements exist for daily holiday schedule information) and for counts.

By default, a payee inherits the holiday schedule from the pay group. You can assign a different holiday schedule to a payee using the Job Data - Payroll page.

Page Used to Define Holiday Schedules

Page Name	*Definition Name*	*Usage*
Holiday Schedule Page	HOLIDAY_SCHED_TBL	Define holiday schedules.

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Assigning Work Schedules

Pages Used to Assign Work Schedules

Page Name	*Definition Name*	*Usage*
Pay Group Name Page	GP_PYGRP_NAME	Assign a schedule group and a schedule to a pay group.
Assign Work Schedule Page	SCH_ASSIGN	Assign payees' long-term schedules or alternate schedules.
Personal Schedule Definition -Definition Page	SCH_DEFINITION	Define schedule definition details for a specific payee.
Schedule Shifts Page	SCH_DEFINITION_2	Define shift details for a specific payee.
Schedule Calendar Page	SCH_CALENDAR	Compare selected rotations to see what the pattern rotations look like as of the effective date of the schedule assignment.

Understanding Work Schedule Assignment

After you create work schedules, you assign a schedule group and a schedule ID to each pay group using the Pay Group Name page. By default, a payee inherits the schedule group and work schedule that are associated with the payee's pay group. (Pay groups are assigned to payees using the Payroll page of the Job Information component.)

You can explicitly assign a schedule to a payee other than the pay group default using the Assign Work Schedules component (GP_SCH_ASSIGN). You can also use this component to assign an alternate schedule to a payee and access the Personal Schedule Definition component (SCH_DEFN_ADHOC) where you can define a personal schedule for the payee.

When you assign a schedule to a payee, the system deletes any workday overrides for that payee that are of a different type than the schedule assignment (for example, *Elapsed* instead of *Punch*) and that have a date later than or equal to the new assignment.

Managers can use self-service pages to assign schedules to payees and to change schedule assignments. The self-service pages are discussed later in this topic.

Note: For schedule assignment, the Workforce_Sync Message must be active on the PERSON_DATA Queue, which comes with the PeopleSoft Integration Broker feature.

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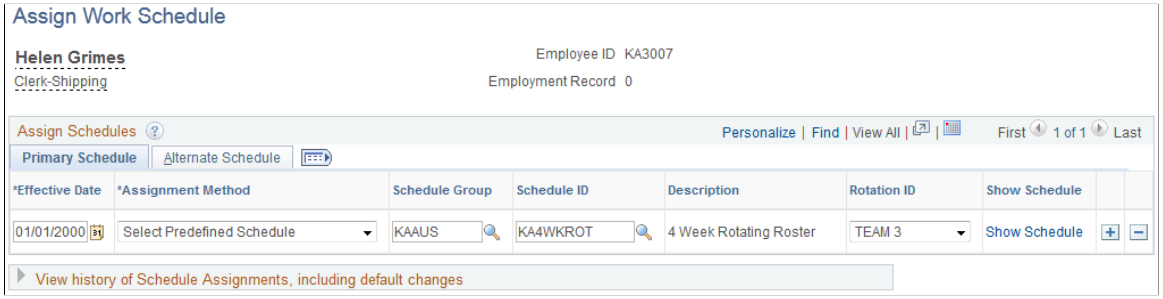
Assign Work Schedule Page

Use the Assign Work Schedule page (SCH_ASSIGN) to assign payees' long-term schedules or alternate schedules.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Assign Work Schedule > Assign Work Schedule

This example illustrates the fields and controls on the Assign Work Schedule page.



Primary Details Tab

Field or Control	*Description*
Assignment Method	Select from the following options: • *Create Personal Schedule:* Select to create an effective-dated schedule for this payee. When you select this option, the Create Schedule link appears. • *Select Predefined Schedule:* Select a schedule group and schedule ID to associate with the payee. • *Use Default Schedule:* Select to assign the default schedule for the payee's pay group. **Note:** If the schedule effective date is greater than the begin date of the pay period, the denominator for proration is based on the pay group default schedule for the interval between the period begin date and the schedule effective date. If the schedule assignment is desired for the entire period, change the schedule effective date to the period begin date.

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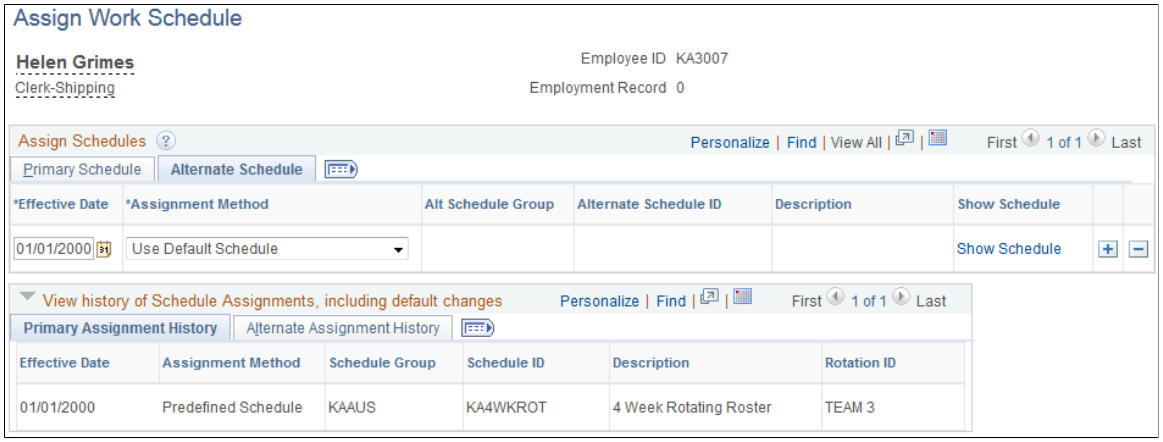
Field or Control	*Description*
Schedule Group	If the assignment method is *Select Predefined Schedule* or *Create Personal Schedule,* select the schedule group to assign to the payee. Each schedule group is associated with a SetID that determines which schedules you can associate with the payee (if you are assigning a predefined schedule) or which predefined workdays and shifts you can use (if you are creating a personal schedule). If the assignment method is *Use Default Schedule,* the system displays the schedule group that the payee inherits from the pay group.
Schedule ID	If the assignment method is *Select Predefined Schedule,* select the schedule to assign to the payee. If the assignment method is *Use Default Schedule,* the system displays the schedule ID that the payee inherits from the pay group. If the assignment method is *Create Personal Schedule,* the system populates this field with the payee's employee ID and five zeros. For example, if the payee's employee ID is KA3007, the schedule ID is KA300700000. .
Rotation ID	This field appears if the selected schedule is a rotating schedule. It is used to determine the relative day in the schedule to which the payee should be assigned.
Show Schedule	This link appears if the assignment method is *Use Default Schedule* or *Select Predefined Schedule.* Click to access the Schedule Calendar page where you can view the schedule as of the effective date of the schedule assignment. For rotating schedules, you can click a link on the Schedule Calendar page to compare rotations.
Create Schedule	This link appears if the assignment method is *Create Personal Schedule.* Click to access the Personal Schedule Definition component where you can define a schedule for this payee.

Alternate Schedule

Select the Alternate Schedule tab.

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This example illustrates the fields and controls on the Assign Work Schedule page: Alternate Schedule tab.



Use this tab to assign an alternate schedule to a payee. The fields on this tab are similar to the fields on the Primary Details tab.

Viewing the History of Schedule Assignments

When you click the link to expand the history section of the page, the system displays all of the schedule assignments, including any changes to the default schedule assigned to the payee's pay group.

Personal Schedule Definition -Definition Page

Use the Personal Schedule Definition -Definition page (SCH_DEFINITION) to define schedule definition details for a specific payee.

Navigation:

From the Assign Work Schedule page, click the **Create Schedule** link (which is only visible when the assignment method is Create Personal Schedule).

Define the payee's schedule in the same way that you create a schedule definition. Personal schedules, however, cannot be rotating schedules.

Related Links

Definitions - Definition Page

Schedule Calendar Page

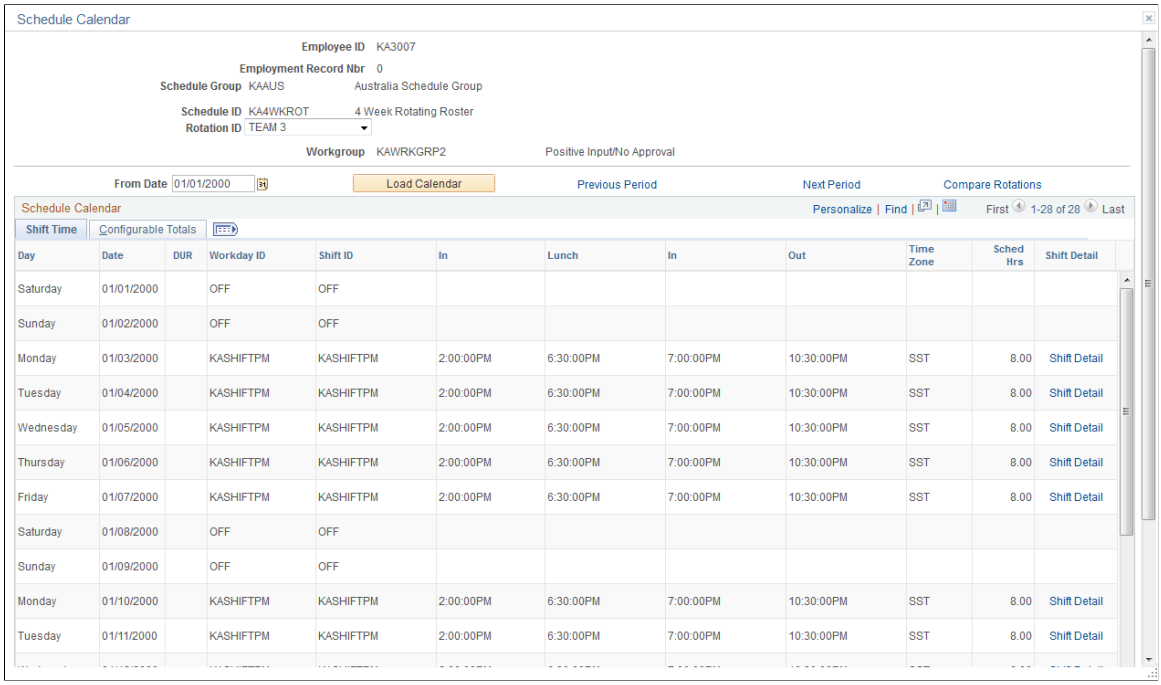
Use the Schedule Calendar page (SCH_CALENDAR) to compare selected rotations to see what the pattern rotations look like as of the effective date of the schedule assignment.

Navigation:

From the Assign Work Schedule page, click the **Show Schedule** link to access the Schedule Calendar page. (The **Show Schedule** link appears when the assignment method is Use Default Schedule or Use Predefined Schedule.) Click the **Compare Rotations** link on the Schedule Calendar page.

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This example illustrates the fields and controls on the Schedule Calendar page.



The displayed schedule pattern is the length of the actual schedule. For example, if the schedule is 28 days, that is the actual pattern that displays.

Field or Control	*Description*
Compare Rotations	Click to select the rotations to compare. The system displays a list of the rotation IDs that are associated with the schedule. Select those that you want to compare and click the **Load Rotations** button.

Using Self-Service Scheduling Features for Managers

Managers can use self-service pages in Global Payroll to assign, view, change, and override work schedules. In addition to viewing coverage, assigned shifts, and total work hours, managers can find replacements, swap shifts, copy schedules, and make short- and long-term schedule changes.

Pages Used to Manage Schedules

Page Name	*Definition Name*	*Usage*
Weekly Schedules Page	SCH_MNG_DAILY SCH_MNG_WEEKLY SCH_MNG_DRANGE	View a payees' schedule and access linked pages to update schedules.

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Page Name	*Definition Name*	*Usage*
Daily Detail for <date> Page	SCH_MNG_DAILY_DTL	View details for a given shift and override shift information.
Manage Schedule Options Page	SCH_MNG_OPTIONS	Define default settings for the Manage Schedules page.
Schedule Preferences Page	SCH_EE_PREF	View an employee's contact and schedule preferences. This page is used in additional ways.
Schedule Replacements Page	SCH_MNG_REPLACE	Find a replacement for an employee.
Copy Schedules Page	SCH_MNG_COPY	Copy an employee schedule to be used by another employee.
Swap Schedules Page	SCH_MNG_SWAP	Swap two employees' schedules.
Assign Work Schedule Page	SCH_ASSIGN	Assign work schedules to a payee.

Weekly Schedules Page

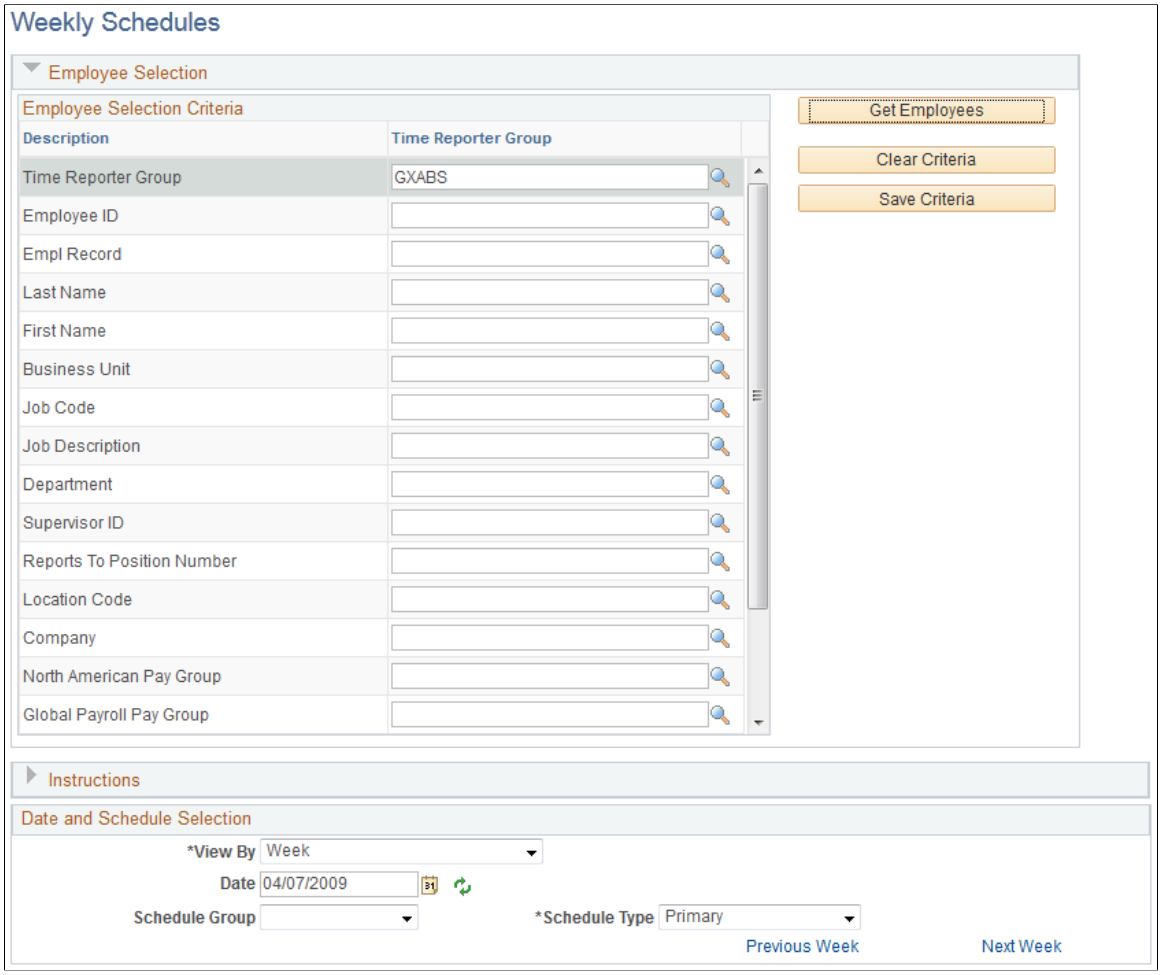
Use the Weekly Schedules page (SCH_MNG_DAILY) to view a payees' schedule and access linked pages to update schedules.

Navigation:

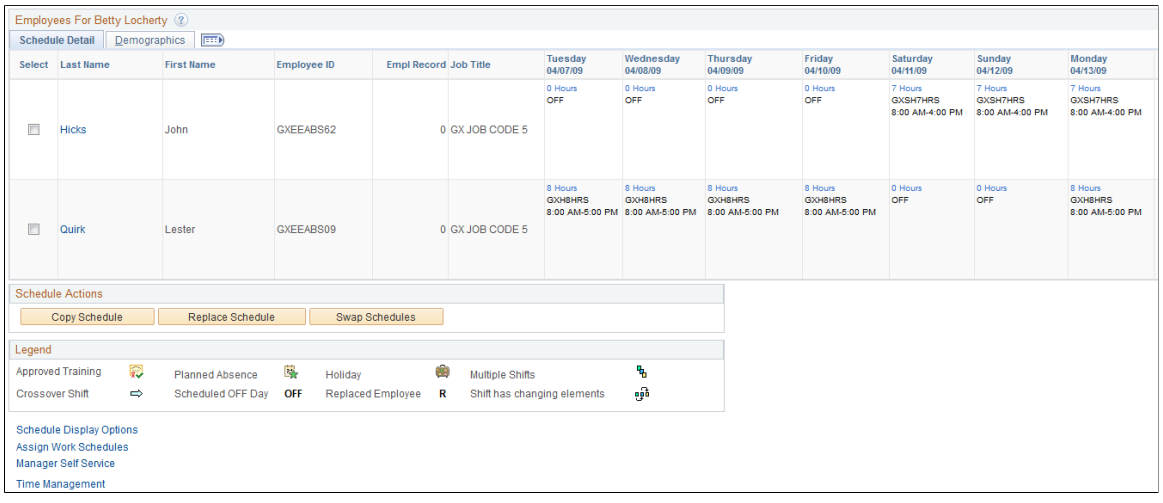
Manager Self Service > **Time Management** > **Manage Schedules** > **Manage Schedules** > **Weekly Schedules**

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This example illustrates the fields and controls on the Weekly Schedules page.



This example illustrates the fields and controls on the Weekly Schedules page.



When you access this page, the system displays either the Daily, Weekly, or Date Range Schedules pages, depending on the default set on the Manage Schedules View Options page.

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Enter values in Employee Selection Criteria and click the **Get Employees** button to filter the list of payees that requires changes or review. Fields for Workgroup and Taskgroup apply only if Time and Labor is installed. The North American Pay Group field applies only if Payroll for North America is installed; the Global Payroll Pay Group field does not apply.

Field or Control	*Description*
View By	Select *Day, Week,* or *Date Range* to view the listed payees and their schedules using the time period chosen. The value that you select here determines the labels that appear on various links and date fields. • If you select *Day,* you can also enter the start time and end time. • If you select *Date Range,* the maximum number of days the date range can span is 31.
Schedule Type	Values are *Primary* or *Alternate.*
Coverage	This field appears only if you view by day. Options are *Scheduled* and *Unscheduled.*
Refresh	Click to refresh the page after selecting viewing preferences.

Employees for <Manager Name>

The system lists the payees that meet your selection criteria.

Field or Control	*Description*
Select	This field works with the schedule action fields.
Name	Click the employee's name to access the Schedule Preferences page where you can view the employee's schedule preferences before making scheduling changes.
<x> Hours	Click this link to access the Daily Details page for a given shift to view the shift details or override the shift.

Schedule Actions

The schedule actions of Replace Schedule, Swap Schedules, and Copy Schedules are audited.

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Field or Control	*Description*
Replace Schedule	To find a replacement for this payee, select the payee and click the **Replacements** button.
Copy Schedules	To copy this payee's schedule, select the payee and click the **Copy Schedules** button. The Copy Schedules page opens so that you can specify which payees are to inherit the copied schedule.
Swap Schedules	To swap two payees' schedules, select the two payees and click the **Swap Schedules** button.

Legend

Events such as approved training, planned absence, and holiday are denoted on the schedule with icons. A crossover shift indicates a shift that continues past midnight. Approved training can be designated only if Time and Labor is installed.

If a day has multiple shifts, the first shift information appears along with the multiple shifts icon. The second shift and its details appear on the Daily Details for <date> page.

Note: To have the system display icons for approved training, planned absences, holidays, and no shows, you must select these options on the Manage Schedules View Options page.

Daily Detail for <date> Page

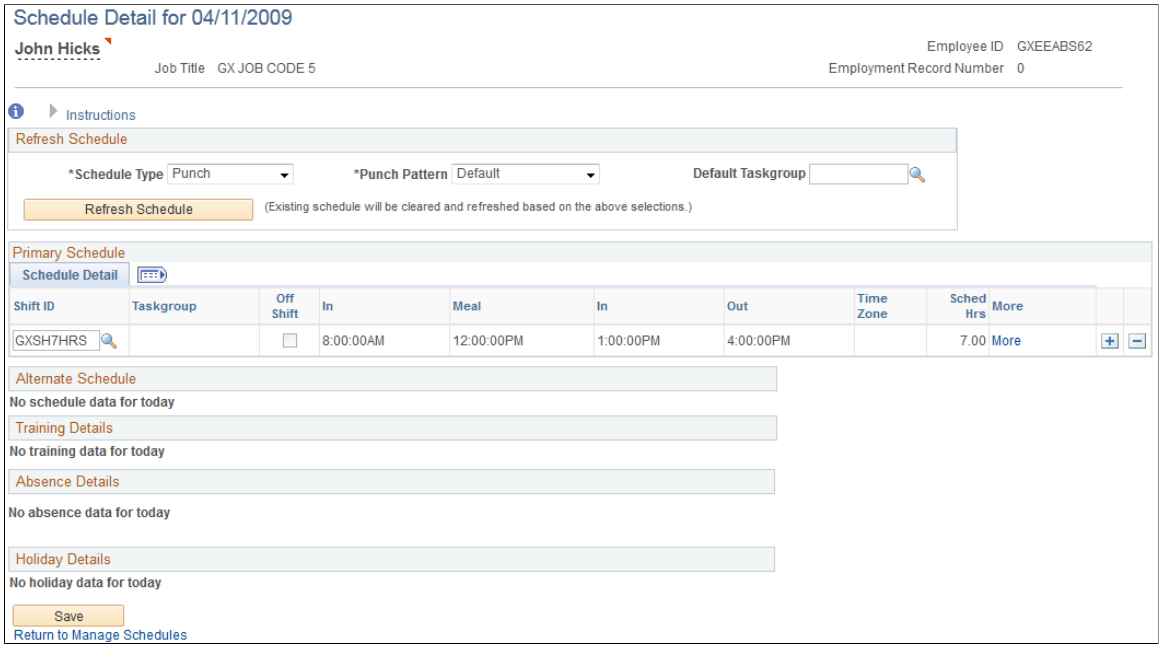
Use the Daily Detail for <date> page (SCH_MNG_DAILY_DTL) to view details for a given shift and override shift information.

Navigation:

Click the **<x> Hours** link on the Weekly Schedules page.

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This example illustrates the fields and controls on the Daily Detail for <date> page.



Manage Schedule Options Page

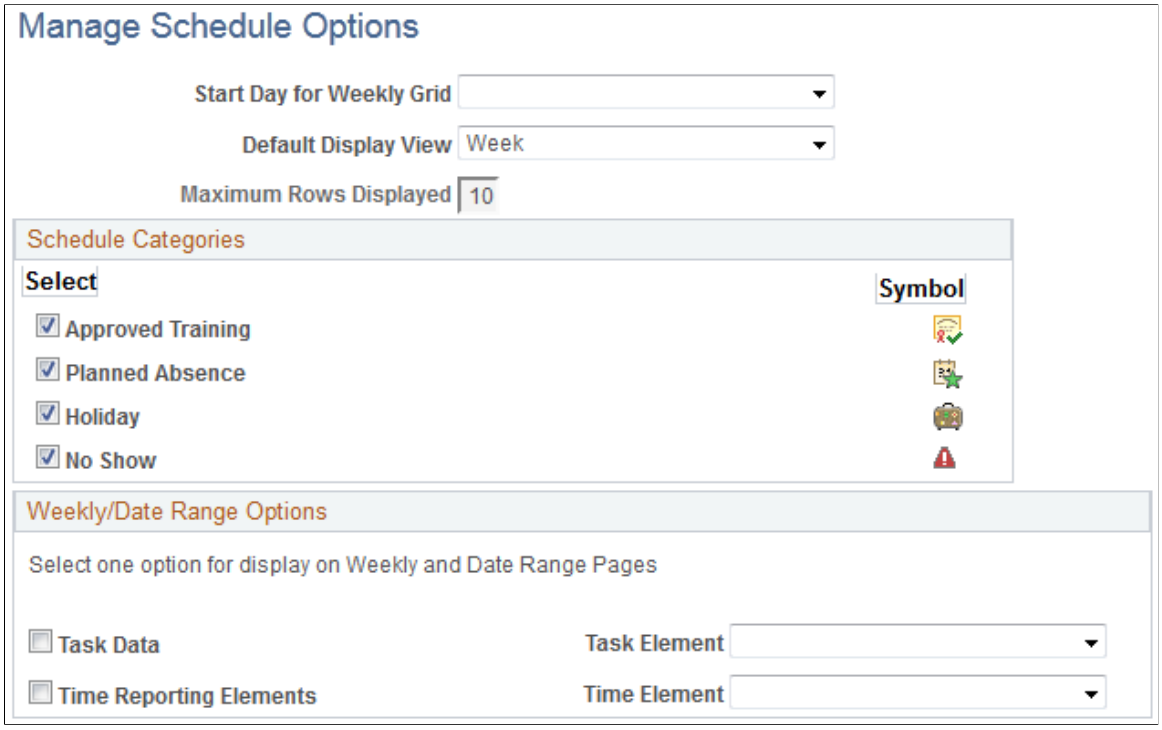
Use the Manage Schedule Options page (SCH_MNG_OPTIONS) to define default settings for the Manage Schedules page.

Navigation:

Click the **Schedule Display Options** link at the bottom of the Weekly Schedules page.

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This example illustrates the fields and controls on the Manage Schedule Options page.



Use this page to define default settings for the Manage Schedules page.

Field or Control	*Description*
Start day for Weekly Grid	Select the day of the week that is to appear first in the scheduling grid.
Default Display View	Select *Date Range, Day,* or *Week* to have the system display the daily, weekly, or date range pages when you access the Manage Schedules page.
Maximum Rows Displayed	Enter the maximum number of payees to display on each page.

Schedule Categories

Select the types of events you want the system to mark on the schedule. The system displays the corresponding symbol on the relevant day.

Approved training applies only if Time and Labor is installed. In this case, the system can identify training days that are recorded in PeopleSoft Enterprise Learning Management and HR: Manage Training.

Planned absences represent requested and approved absences (from the GP_ABS_EVENT table). If Time and Labor is installed, planned absences also include leaves of absence for Base Benefits customers.

No show information applies to payees with a punch schedule and can be reported only if Time and Labor is installed. The *No Shows* value only displays for the Daily Schedules page. *No Shows* information is stored, so any *No Shows* information from the past can be viewed.

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Weekly/Date Range Options

If Time and Labor is installed, you can display one type of task data and one time reporting element on the weekly or date range pages.

Schedule Replacements Page

Use the Schedule Replacements page (SCH_MNG_REPLACE) to find a replacement for an employee.

Navigation:

Select a payee and click the **Replace Schedule** button on the Weekly Schedules page.

This page lists all payees who are not scheduled for the shift or time range for which you need a replacement. It excludes payees for whom an absence has been entered. If Time and Labor is installed, it can also exclude payees who are scheduled for training.

Using the replacement feature is appropriate when you want to replace an absent payee with another payee who is not already scheduled to work during that time period.

Select the employee who will act as a replacement and click the **Replace** button. The system displays an *R* next to the replaced employee in the daily cell on the Manage Schedules pages (day, week or date range).

The person who is replacing the employee inherits the schedule. The replaced employee retains the original schedule for appropriate payment if the employee reports an absence for that day.

If you need to undo the replacement, click the View Daily Details link in the cell for the replaced employee (the cell that displays the *R*). Click the **Undo Replacement** button and then click OK.

Copy Schedules Page

Use the Copy Schedules page (SCH_MNG_COPY) to copy an employee schedule to be used by another employee.

Navigation:

Select a payee and click the **Copy Schedules** button on the Weekly Schedules page.

Select one or more employees who are to receive the copied schedule and click the **Copy** button. The whole day is copied for the date or range of dates defined.

Note: If you selected *Day* as the View By option on the Manage Schedules page, the **Date** field is display only.

Swap Schedules Page

Use the Swap Schedules page (SCH_MNG_SWAP) to swap two employees' schedules.

Navigation:

Select two payees and click the **Swap Schedules** button on the Weekly Schedules page.

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Change the start date and end date if required and click the **Swap** button. The whole day's schedule is swapped between the two employees, or all the days listed if it is a range of dates.

Important! Avoid using the swap feature to replace an absent payee. If you use the swap feature, and the payee reports an absence, the payee may not be correctly compensated for the absence. This is because the absence process refers to the swapped schedule (which might be for an off shift or different shift), rather than the payee's actual schedule, to determine the amount of time off.

Note: If you selected the *Day* View By option, the **Date** field on this page is display only.

Assign Work Schedule Page

Use the Assign Work Schedule page (SCH_ASSIGN) to assign work schedules to a payee.

Navigation:

Manager Self Service, Time Management, Manage Schedules, Manage Schedules, Assign Work Schedule

You can use this page to assign work schedules to a payee and to access pages for viewing assigned schedules and for creating a schedule for a particular payee. These pages are the same as the pages that administrators use to assign schedules and create personal schedules.

Related Links

Assigning Work Schedules

Using Self-Service Scheduling Features for Employees

Employees can use self-service pages in Global Payroll to enter their schedule preferences, such as preferred contact information for schedule updates, willingness to work a compressed work week, and daily shift preferences. When a manager wants to replace, swap, or copy a schedule, the employee preferences can be viewed to determine the best available replacement or schedule.

Pages Used to Enter Scheduling Preferences and View Schedules

Page Name	*Definition Name*	*Usage*
Schedule Preferences Page	SCH_EE_PREF	Enables employees to view and update their schedule related preferences.
Personal Information Page	HR_EE_PERS_INFO	View contact information and access pages where you can update it.
Monthly Schedule Page	SCH_EE_MONTHLY SCH_EE_PREF	Enables employees to view their schedules.

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Schedule Preferences Page

Use the Schedule Preferences page (SCH_EE_PREF) to enables employees to view and update their schedule related preferences.

Navigation:

Self Service, Time Reporting, User Preferences, Schedule Preferences

Contact Preference

The employee's preferred phone number and email address appear. If PeopleSoft eProfile is installed, you can click a link to access the Personal Information page, where you can update the contact information.

Schedule Preferences

For each day of the week, enter the shift or start and end times you prefer to work.

Field or Control	*Description*
Willing to work a compressed work week	Define whether or not you will work a compressed work week.
Shift	Enter the shift you prefer to work. This field is populated based on the employee ID. If the current user has a schedule assigned, the only shifts available in the drop-down list box are those shifts that correspond to the user's schedule ID and the SetID determined by the user's schedule group. If the user has no schedule assigned, the **Shift ID** field is hidden. **Note:** There is no validation between start and end times and shifts. No logic exists to verify that the times entered fall within the shift, if one is entered.
Start Time, End Time	Enter the start and end times you prefer to work.
Willing to work overtime	Enter whether you will work overtime.
Willing to work double shifts	Enter whether you will work a double shift.

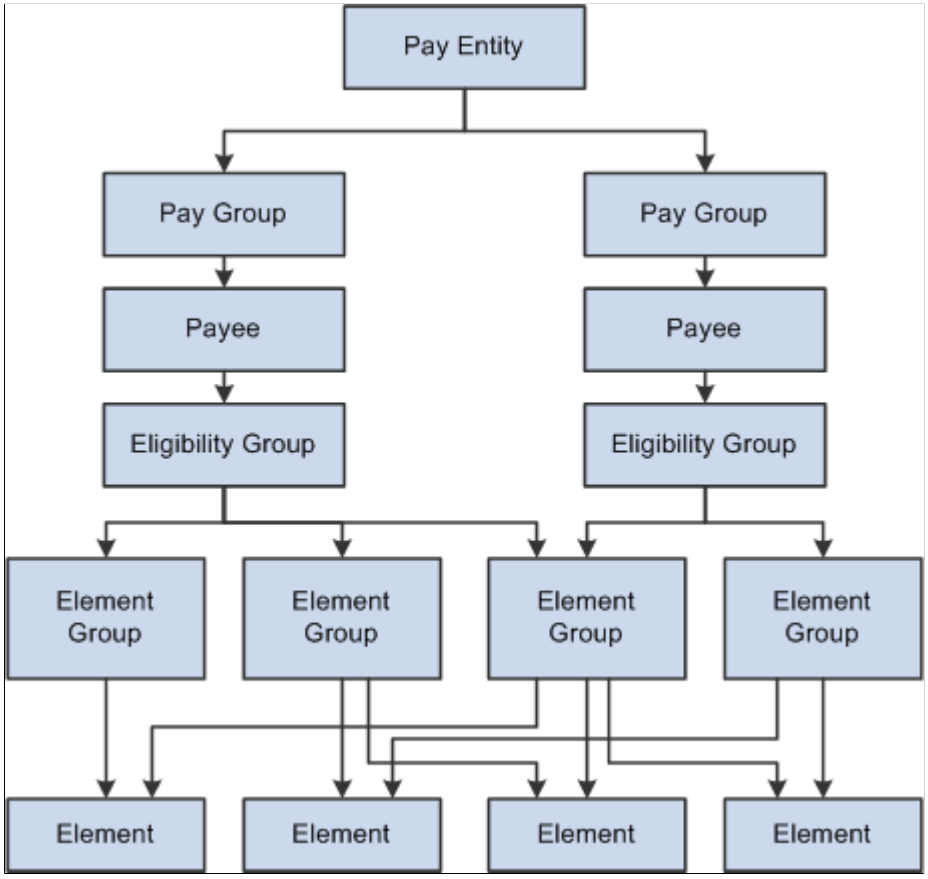
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Chapter 14

Defining the Organizational Structure

Understanding the Organizational Structure

This diagram shows the components of the Global Payroll organizational structure for payroll processing.



Elements are the basic building blocks of Global Payroll. Element groups are used to communicate lists of elements to eligibility groups. Eligibility groups are associated with pay groups. Payees who share pay characteristics belong to pay groups. Multiple pay groups are linked to a single pay entity, the business organization that pays payees.

Eligibility groups and element groups are used to control which elements a payee receives. Element Groups contain individual elements such as earnings, deductions, absence entitlements, and absence takes. Eligibility Groups in turn contain Element Groups. This two-level approach allows for a more efficient setup, as illustrated by the following example.

Each payee is assigned to an eligibility group, such as an eligibility group for managers or one for staff employees. You might have some elements, such as management bonuses, for managers only; other elements, such as overtime, for staff employees only; and other elements, such as base pay and taxes, for which all payees are eligible.

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Example

Suppose that you have two groups of payees—managers and staff employees—so you create two eligibility groups.

You have 50 earning elements. Of those, 10 earnings (E1-E10) are for managers only, 10 earnings (E11-E20) are for staff employees only, and 30 earnings (E21-E50) are for all payees. You have 20 tax deduction elements (D1-D20) for all payees and 10 voluntary deduction elements (D21-D30) available for managers only.

Without element groups, you'd have to add 70 elements to the management eligibility group and 70 elements to the staff eligibility group.

With the element group concept, you create five element groups:

- Management Earnings (earnings that only managers receive).
- Staff Earnings (earnings that only staff employees receive).
- Common Earnings (earnings that are available to both groups of payees).
- Taxes (the 20 deductions).
- Voluntary Deductions (the 10 deductions for managers only).

This table lists the element groups that you would add to the eligibility groups:

Eligibility Group	***Element Group Members***
Management	Management Earnings (E1-E10) Common Earnings (E21-E50) Taxes (D1-D20) Voluntary Deductions (D21-D30)
Staff	Staff Earnings (E11-E20) Common Earnings (E21-E50) Taxes (D1-D20)

Another benefit of element groups becomes apparent if you add elements after initial implementation. Say that you create a new tax (D21) after implementation. Instead of having to add that new element to every eligibility group, you add it to one element group (Taxes).

Defining Element Groups

To define element groups, use the Element Groups (GP_ELEMENT_GROUP) component.

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Pages Used to Define Element Groups

Page Name	*Definition Name*	*Usage*
Element Group Name Page	GP_PIN	Name the element group and define its basic parameters.
Element Group Members Page	GP_ELEMENT_GROUP	Insert elements into element groups.

Understanding Element Groups

To identify numerous elements, you can define element groups—groups of earnings, deductions, or absence elements. You can use element groups to:

- Assign the same set of elements to a group of payees.

  For example, you might group earnings into one element group and deductions into another and use only those two element group names to specify earnings and deductions. Or you might create one element group for hourly employees' earning elements and another for salaried employees' earning elements.

- Identify the sets of elements to process during an off-cycle payroll.

  When processing off-cycle transactions, such as payroll corrections or unscheduled payments, you can use the element group feature to specify which elements to process. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

  When processing off-cycle transactions, such as payroll corrections or unscheduled payments, you can use the element group feature to filter the elements that are processed. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

- Create list sets.

  A list set is a collection of elements and parameters that you can use in any process or report that requires a list of elements. For example, you would use an element group to create a list set for use with a payslip generation process.

Related Links

Understanding Off Cycle Processing
Understanding Applications and List Sets

Element Group Name Page

Use the Element Group Name page (GP_PIN) to name the element group and define its basic parameters.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Element Groups > Element Group Name

You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN).

Related Links

Defining Element Names

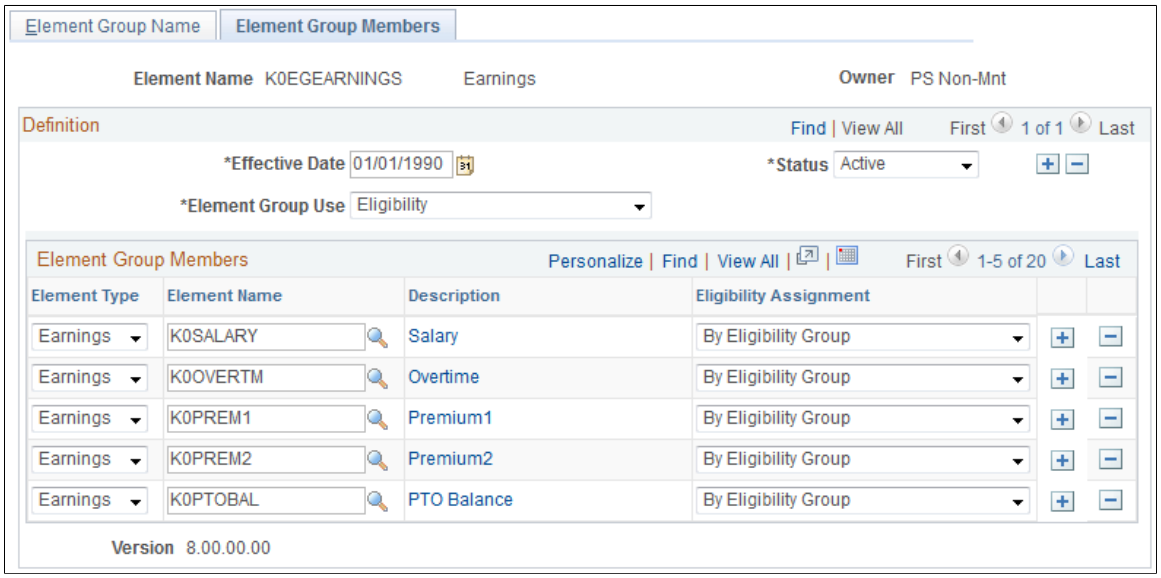
Element Group Members Page

Use the Element Group Members page (GP_ELEMENT_GROUP) to insert elements into element groups.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Element Groups > Element Groups - Element Group Members

This example illustrates the fields and controls on the Element Group Members page.



Use caution when making changes to element groups that are referenced by list sets. Changes to element groups affect related list sets. List sets, their use, and their relationship to element groups are discussed in detail in another topic in this product documentation.

See Understanding Applications and List Sets.

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Field or Control	*Description*
Element Group Use	Define the way that this element group will be used. This field limits the entry types available in the **Element Group Members** group box. Values are: • *All-purpose:* Select if this element group can be used for eligibility processing, to define a process set for off-cycle processing, or with list set functionality. • *Eligibility:* This is the default value. Select if this element group is to be used only for eligibility processing. • *Process Set:* Select if this element group identifies a limited set of elements to be processed for a given segment. This type of element group is available for off-cycle processing. The inclusion of an element in this group does not waive eligibility requirements; payees must still be eligible for these elements for the elements to be resolved. • *Application:* Select to use this element group specifically with the list set functionality. Selecting this value will avail the Applications — Static/Dynamic group box and the **Application Default Sort Sequence** field. **Note:** The system requires that the **Element Group Use** field value be the same for *multiple* effective-dated rows. Therefore, if you add a second effective-dated row to this page, the system populates the new effective-dated row's **Element Group Use** field by default to the value on the original or earliest effective-dated row, and makes the Element Group Use fields unavailable for entry on all effective-dated rows. So, as long as there's only one row, you can edit the **Element Group Use** field value. When you insert more than one row, all rows will have the same **Element Group Use** field value (the value of the original or earliest effective-dated row) and all rows will have the **Element Group Use** field unavailable for entry.

Applications - Static/Dynamic

Select whether the element group is a static or dynamic list of elements. Static element groups include a list of elements in the Element Group Members group box. Dynamic element groups include only a SQL Where clause - **Dynamic Selection Criteria** field - that dynamically determines which elements are included in the group every time the element group is called. The Where clause can also contain an Order By clause to sort the selected elements. This option is only available when **Element Group Use** is *Application.*

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Element Group Members

Field or Control	*Description*
Element Type	Select the type of element that you're adding to the element group. Values are *Absence Entitlement, Absence Take, Deduction, Earnings,* and *Element Group.* **Note:** When nesting element groups (that is, including element groups within element groups), the member groups must have the same use option as the parent group.
Element Name	Select the element name that corresponds to the entry type selected.
Description	Click to open the element's definition component in a separate browser window.
Eligibility Assignment	Select the method for assigning the selected element to a payee. This field enables you to indicate whether a payee gets the element processed simply by inclusion in the eligibility group or whether you have to assign the element through the payee-level Earnings/Deductions Assignment page or enter positive input. This field is only available when **Group Use Type** is *Eligibility* or *All-Purpose.* Values are: *By Eligibility Group:* For elements that apply to most or all payees who are associated with this element group through an eligibility group. This option is used infrequently, because most earnings and deductions are payee-specific. *By Payee:* For payee-level elements. Typically, most earning and deduction elements fall into this category. This field is hidden when you select *Process Set* for the element group use. It is also hidden when the entry type is *Element Group.*
Application Default Sort Sequence	Enter the sequence number used to sort the element. To display multiple elements on the same line, use the same sequence number. For example, you would use the same sequence number to display employer and employee deductions side by side. This field is only available when **Group Use Type** is *Application* or *All-Purpose.*

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Changing the Element Group Use Field

When needed, you can change the **Element Group Use** value after you have created the element group. When the field value is changed, the system conducts the following checks:

- If the field value is *Eligibility* or *Process Set* and the element group is being used in that specific area, the system will only allow a change to *All-purpose.*
- If the field value is *Eligibility* or *Process Set* and the element group is not being used in that specific area, the system will allow any change.
- If the field value is *All-purpose,* the system will only allow a change if it is does not alter any current usage (for example, the system will not allow a change to *Eligibility* if the Element Group is used to define a process set.

Related Links

Understanding Positive Input
Understanding Applications and List Sets

Defining Eligibility Groups

To define eligibility groups, use the Eligibility Groups (GP_ELIG_GROUP) component.

Page Used to Define Eligibility Groups

Page Name	*Definition Name*	*Usage*
Eligibility Groups Page	GP_ELIG_GROUP	Insert element groups into eligibility groups.

Understanding Eligibility Groups

Eligibility groups indicate the specific elements for which a certain payee population may be eligible. Eligibility groups contain one or more element groups and are often used to differentiate types or levels of workers. For example, you can create an eligibility group of element groups pertaining to company executives.

You assign a default eligibility group to each pay group. Payees assigned to a pay group inherit the eligibility group from the pay group definition. You can override a pay group definition by payee by stating a different eligibility group at the payee level.

Eligibility Groups Page

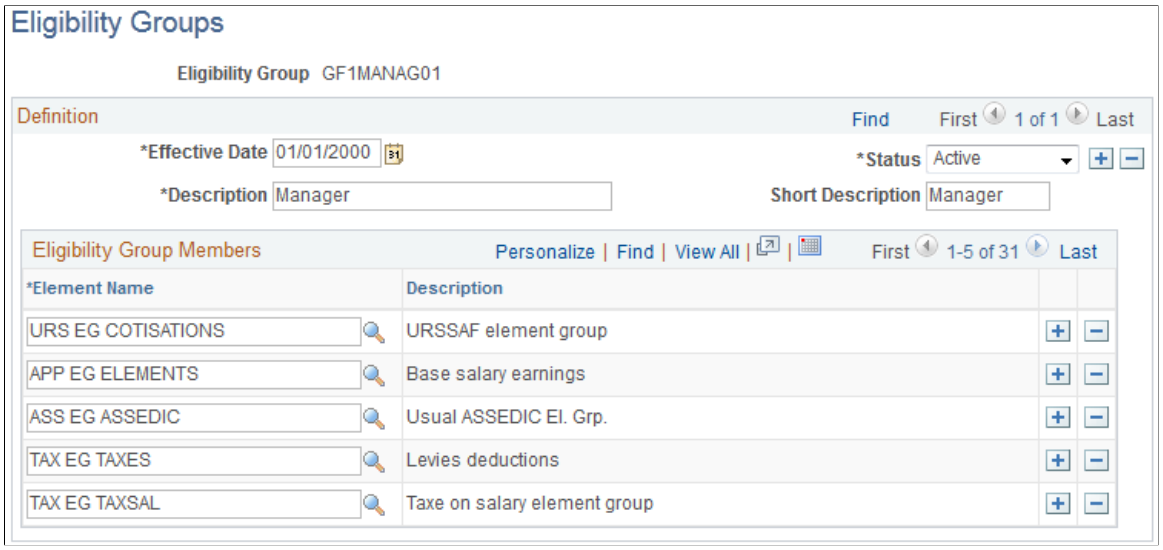
Use the Eligibility Groups page (GP_ELIG_GROUP) to insert element groups into eligibility groups.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Eligibility Groups

This example illustrates the fields and controls on the Eligibility Groups page.



Field or Control	*Description*
Element Name	Select the name of the element group to associate with this eligibility group. To select additional element groups, add more rows.

Defining Pay Entities

To define pay entities, use the Pay Entities (GP_PYENT) component.

Note: This topic discusses the first two pages of the Pay Entity component. The other pages in the Pay Entity component, including the Retro Limits page, the Supporting Element Overrides page, and the Source Bank Link page, are discussed elsewhere in this product documentation.

Pages Used to Define Pay Entities

Page Name	*Definition Name*	*Usage*
Pay Entity Address Page	GP_PYENT_NAME	Enter address information for a pay entity.
Pay Entities - Processing Details Page	GP_PYENT_PRCS_DTL	Enter processing details for a pay entity.

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Related Links

Setting Backward and Forward Retro Limits
Defining Pay Entity Overrides
Source Bank Link Page

Understanding Pay Entities

A pay entity is the organization that is responsible for paying payees. You can also use a pay entity to define the type of currency for processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are identical. Global Payroll doesn't define a relationship between an organization and a pay entity. If several organizations are held by the same holding organization, the holding organization can be the pay entity, or one organization can have several subsidiaries that are individual pay entities. The system defines most accumulators by pay entity.

Batch Processing

Batch processing uses the data on the Processing Details page to determine which elements to load. Only elements that are defined for *All Countries* (on the Element Name page) and those defined for *Specific Country,* where the country equals the pay entity country are loaded.

If any element with a different country has been referenced, the batch program logs an error. Depending on that element's importance, the process might cease. If it cannot continue, it issues the following message:

Element %1 (PIN %2) not loaded into UPINA. (N/A for country: %3).

If the process can continue, it issues one of these messages:

Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)

Element %1 of parent element %2 on Process List %3 is not found in %4. (PIN number %5)

Note: Reasons other than country assignment can prevent an element from being loaded.

Pay Entity Address Page

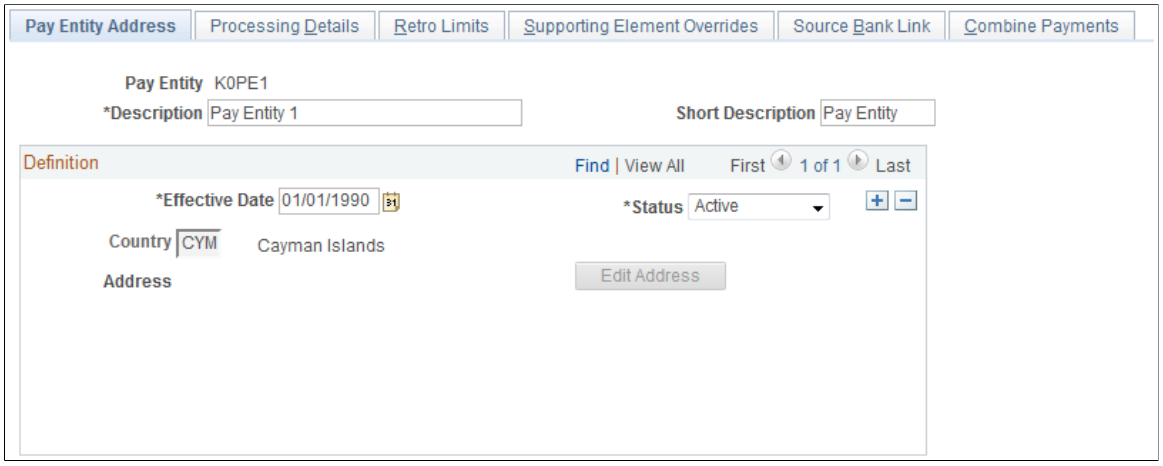
Use the Pay Entity Address page (GP_PYENT_NAME) to enter address information for a pay entity.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entities** > **Pay Entity Address**

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This example illustrates the fields and controls on the Pay Entity Address.



Field or Control	*Description*
Country	Select the country where your pay entity is located.
Address	Click the **Edit Address** link to enter the pay entity address. The system displays the appropriate address fields for the selected country. Address information fields aren't required; therefore, you can enter only the information that applies to your organization's pay entity. Leave other fields blank.

Pay Entities - Processing Details Page

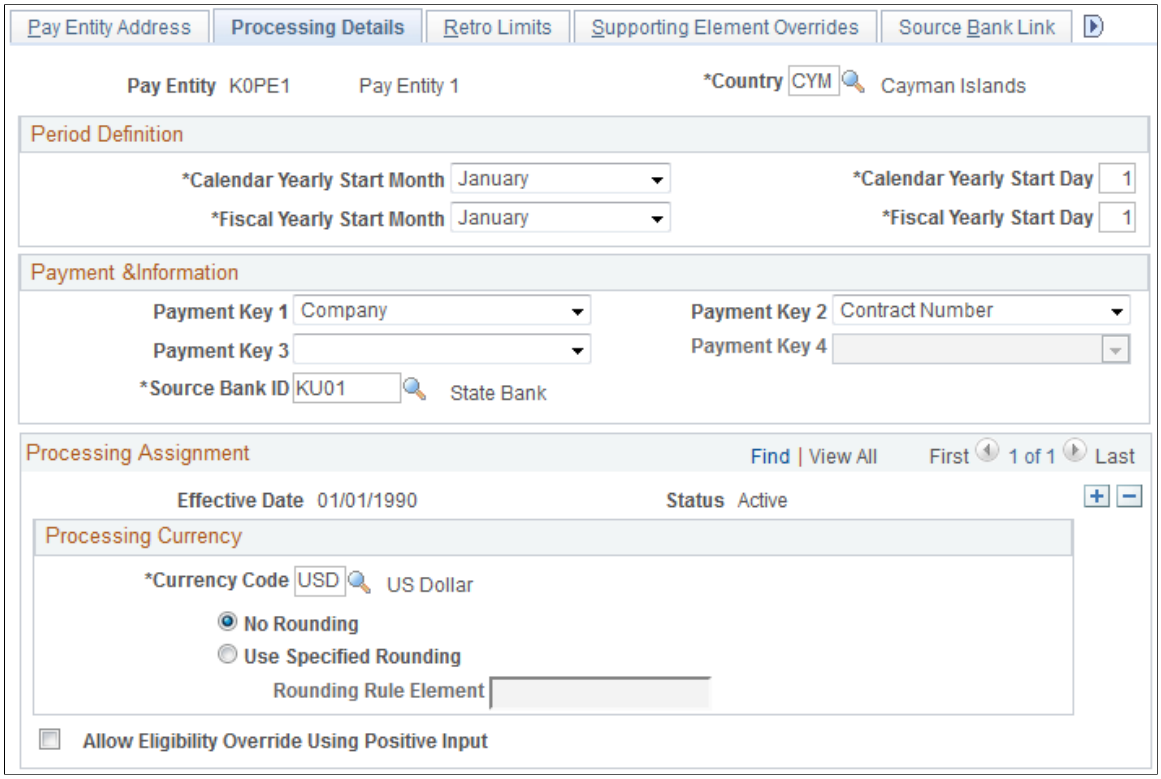
Use the Pay Entities - Processing Details page (GP_PYENT_PRCS_DTL) to enter processing details for a pay entity.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entities** > **Processing Details**

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This example illustrates the fields and controls on the Pay Entities - Processing Details page.



Warning! Do not modify fields above the effective-dated area of the page after implementation. Doing so can destroy the integrity of retroactive and accumulator calculations.

Field or Control	*Description*
Country	Select the processing country for this pay entity.

Period Definition

Field or Control	*Description*
Calendar Yearly Start Month and **Calendar Yearly Start Day**	Enter the start date for the pay entity's calendar year. This date becomes the default start date for accumulators that are based on calendar year, unless you specify otherwise in the accumulator definition.
Fiscal Yearly Start Month and **Fiscal Yearly Start Day**	If your pay entity operates on a fiscal year that's different from the calendar year, enter the start date of the fiscal year. This date is used as the default start date for accumulators that are based on fiscal year, unless you specify otherwise in the accumulator definition.

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Payment Information

Field or Control	*Description*
Payment Key 1-4	If your business rules require the use of payment keys, you can set them up here. A pay entity can have up to four payment keys. Values are: *Company, Contract Number, Department,* and *Establishment ID.* Payment keys are used primarily during forwarding retroactive situations. When a payment key exists (for example, company or contract number) for the recalculation period (the period from which the retroactive deltas are being forwarded) and the deltas are being forwarded to the current period, the system keeps the retroactive delta data separate in the current pay period. This enables the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, creating an additional GP_PYE_SEG_STAT record.
Source Bank ID	Enter the default source bank that funds payroll activities for this pay entity's payees. You can override this value through the Source Bank Link page.

Processing Currency

The processing currency defined at the pay entity level is the unit to which other currencies are converted before calculations are made.

Field or Control	*Description*
Currency Code	Select the default processing currency, which the system uses for calculations and reports and as the default for any element without an associated currency. **Note:** If the effective date changes during a pay period, the system uses the currency that's effective at the end of that pay period. Any change of currency should coincide with the beginning of a pay period.
No Rounding	Select to prevent rounding in currency conversion.
Use Specified Rounding	Select to have the system run a rounding rule for currency conversion, regardless of the value's source (for example, positive input, accumulators, or historical rules).

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Field or Control	*Description*
Rounding Rule Element	If you selected **Use Specified Rounding,** enter the rounding rule element that you want to use for rounding.
Allow Eligibility Override Using Positive Input	Select to enable positive input to override eligibility group defaults. Enables you to override the effect that eligibility groups have on what elements a payee can receive. For example, suppose that during the batch process the system encounters positive input for an earning element that is not in a payee's eligibility group. By selecting *Positive Input,* you are telling the system to process the positive input.

With retroactivity, it's necessary to recalculate prior periods in the same currency as the original calculation for the pay period. When the recalculation and the current period have different processing currencies, the difference between the new and old values is computed in the currency of the original calculation.

The retroactive deltas are converted to the processing currency with the exchange rate as of the effective date defined at the payee level (period begin date, end date, and pay date). Retroactive adjustments are, therefore, computed in the processing currency.

Example

From January to June 2001, the currency is set to FRF (French francs). In July, you switch to EUR. In July there is retroactivity for a payee effective in June 2001. The recalculations are done using FRF. The delta is first calculated in FRF and converted to the EUR, using the exchange rate as of the current pay period. Retro adjustments are brought forward into the current period in EUR.

The delta is calculated and stored in FRF. When the July calendar is processed, deltas that are designated or qualified to be pulled into the July calendar are pulled in and converted to EUR before they are used in the July calculations.

Related Links

Understanding Retroactive Methods
Understanding Banking
Understanding Multiple Currencies
Understanding Overrides

Defining Pay Groups

To define pay groups, use the Pay Groups (GP_PYGRP) component.

Note: This topic discusses the first two pages of the Pay Group component. The other page in the Pay Group component is the Supporting Element Overrides page which is discussed elsewhere in this product documentation.

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Pages Used to Define Pay Groups

Page Name	*Definition Name*	*Usage*
Pay Group Name Page	GP_PYGRP_NAME	Define pay group parameters.
Defaults Page	GP_PYGRP_DFLT	Define default rounding, proration, and frequency conditions for a pay group.

Related Links

Understanding Overrides

Understanding Pay Groups

A pay group is a logical grouping of qualifying individuals for payment and contains payees who share pay characteristics. All payees in a pay group must have the same pay frequency (begin, end, and payment dates) and payroll calculation process and belong to the same pay entity.

Understanding Overrides of Pay Group Defaults

When you set up a pay group, you define a number of default settings, such as eligibility group and work schedules, that apply to payees associated with the pay group.

However, you can set up pay group rule overrides for earnings and deductions, which is useful when certain rules don't apply to specific groups of payees.

Group together payees who typically receive the same type of earnings and deductions. This enables you to define elements that apply to most members of a pay group. You can create any exceptions through payee-level overrides or override the default pay group.

Pay Group Name Page

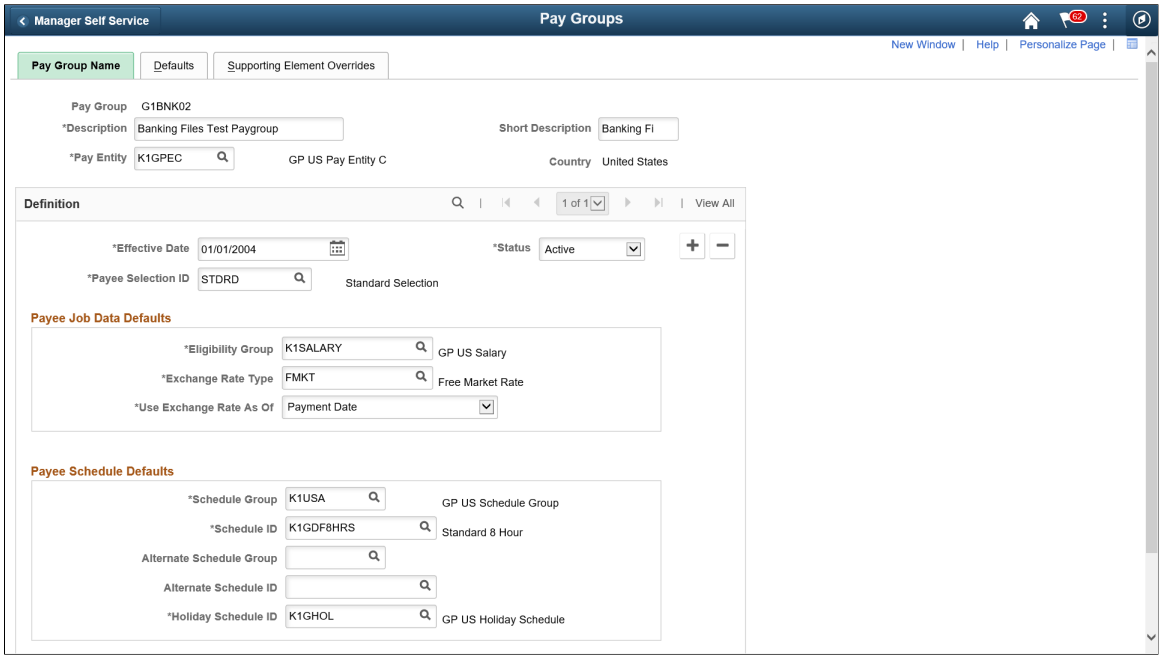
Use the Pay Group Name page (GP_PYGRP_NAME) to define pay group parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Groups** > **Pay Group Name**

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This example illustrates the fields and controls on the Pay Group Name page.



Field or Control	*Description*
Pay Entity	Select the pay entity to associate with this pay group. You can link each pay group with only one pay entity.

Warning! Once you've processed a payroll, never change the pay entity. Doing so can corrupt your data.

Field or Control	*Description*
Payee Selection ID	Select the payee selection criteria to associate with the pay group. For details, see Defining Payee Selection Criteria.

Payee Job Data Defaults

In this group box, you can define numerous default settings for a pay group. The effective date applies to the entire group box; therefore, you can change these options simultaneously if you have schedule, business process, or rule changes.

Note: Not every payee in a pay group has the same eligibility group, exchange rate type, or holiday schedule. You can override any default for an individual on the Job Data - Payroll page. Defaults can be overridden for certain periods of time through effective-dating. On the Job Data - Payroll page, the **Global Payroll** group box that includes eligibility group, exchange rate type, and holiday schedule information appears only if you set the Payroll System field to *Global Payroll.*

See Understanding Payee Data, “Understanding Job Data” (PeopleSoft Human Resources Administer Workforce).

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Field or Control	*Description*
Eligibility Group	Select the default eligibility group to associate with this pay group. Apply elements to payees in pay groups through eligibility groups. An eligibility group must be associated with a pay group. A payee is assigned to an eligibility group through the default defined at the pay group level. This default value can be overridden at the payee level. **Note:** Payees in an eligibility group are eligible for elements at the payee level, but if a payee isn't in an eligibility group for which an element is valid, that payee cannot be eligible for that element.

Field or Control	*Description*
Exchange Rate Type	Select the default exchange rate type that's used for currency conversions for this pay group during processing. You can specify an element in a currency other than the processing currency. During processing, it is converted to the processing currency, using this exchange rate information. Define exchange rate types on the “Market Rate Type Page” (Enterprise Components).
Use Exchange Rate As Of	Select the effective date for use in retrieving the exchange rate. The options correspond to the dates that you associate with this pay group. Values are *Pay Period Begin Date, Pay Period End Date,* and *Payment Date.*

Payee Schedule Defaults

Define scheduling defaults for a pay group. Payees can be assigned a work schedule and an alternate work schedule based on the scheduling defaults defined for the payee's pay group.

Field or Control	*Description*
Schedule Group	Select the schedule group for the pay group. Schedule groups enable you to categorize schedules into specific groups.
Schedule ID	Select the schedule ID for the pay group.

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Field or Control	*Description*
Rotation ID	Select the rotation ID for the selected the schedule ID. Rotation IDs are used with rotating schedules. Rotating schedules can be assigned to several payees with different schedule begin days. **Note:** The **Rotation ID** field only appears if you select a rotating schedule.
Alternate Schedule Group	(Optional) Select an alternate schedule group for the pay group.
Alternate Work Schedule	(Optional) Select an alternate work schedule. A payee can be associated with an alternate work schedule for some absences.
Alternate Rotation ID	(Optional) Select an alternate rotation ID for the pay group. **Note:** The **Alternate Rotation ID** field only appears if you select a rotating schedule.
Holiday Schedule	Select the holiday schedule for the pay group. The pay group's holiday schedule is used in processing if you do not select a different holiday schedule for the payee on the Job Data - Payroll page. However, the pay group holiday schedule is not entered as a default on the payee's Job record.

Related Links

Defining Pay Entities
Proration and Segmentation
Defining Proration Rules
Understanding Work Schedules
“Understanding Currency” (Application Fundamentals)
“Defining Job Subfunction and Job Function Codes” (Application Fundamentals)

Defaults Page

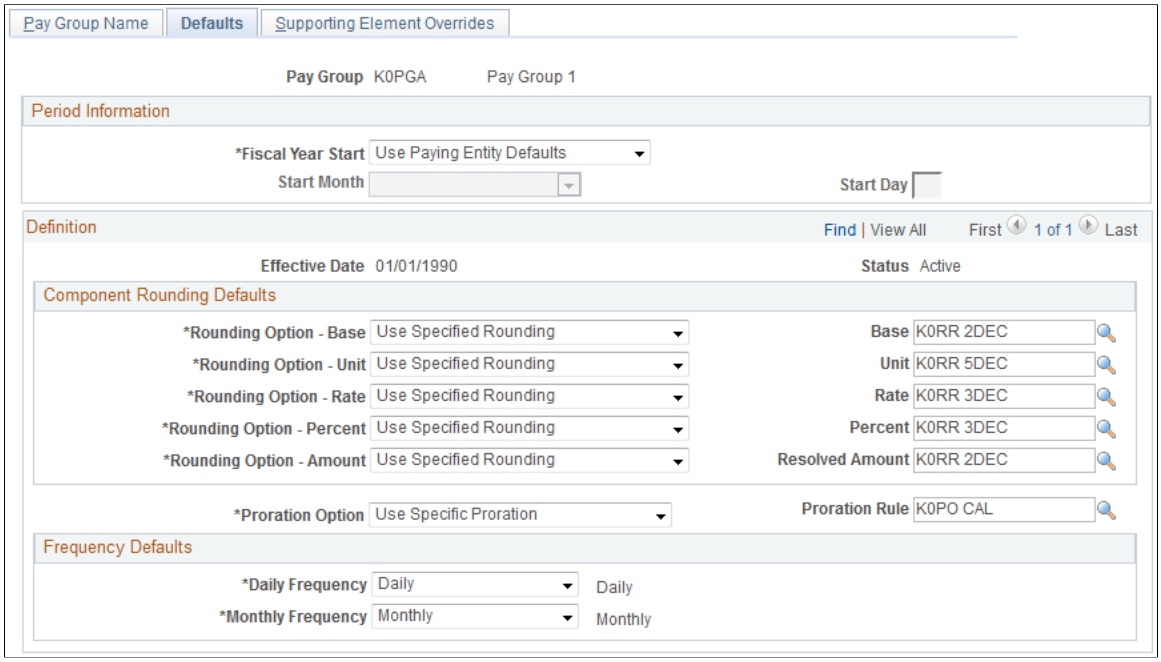
Use the Defaults page (GP_PYGRP_DFLT) to define default rounding, proration, and frequency conditions for a pay group.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Groups** > **Defaults**

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This example illustrates the fields and controls on the Defaults page.



Period Information

Define dates for your pay group's fiscal year.

Field or Control	*Description*
Fiscal Year Start	Define the start date of your organization's fiscal year for this pay group. Values are: *Use Paying Entity Defaults:* The next two fields become unavailable. *Use Specified Start Date:* Complete the next two fields.
Start Month and **Start Day**	Enter the first month and the first day of the start month in your organization's fiscal year.

Component Rounding Defaults

Specify default rounding rules for earnings and deductions at the pay group level. You can specify rounding for individual earnings and deductions when those elements are defined or direct the system to follow the pay group default settings.

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Field or Control	*Description*
Rounding Option - Base, Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Percent and **Rounding Option - Amount**	Select an option to determine whether these components of an earning, deduction, or entitlement element can be rounded before calculation. Values are: *No Rounding:* Prevents rounding of the component. *Use Specified Rounding:* Enter a rounding rule in the corresponding field on the right.
Resolved Amount	Select the rounding rule to apply to the resolved amount for earnings and deductions. Rounding occurs after the system resolves the element's calculation rule. Also applies to an earning or deduction element for which the calculation rule is defined as *Amount.* Values are: *No Rounding:* Prevents rounding of the amount. *Use Specified Rounding:* Enter a rounding rule in the field on the right.
Proration Option	Select either *No Proration* or *Use Specific Proration.*
Proration Rule	If you selected *Use Specific Proration* in the **Proration Option** field, enter the proration rule that is to be used as the default proration rule for elements being used to process this pay group. In defining an earning or deduction element, you can have the system use the pay group default value or have it specify a unique rule for a certain earning or deduction element.

Frequency Defaults

Use this group box to define the frequency defaults used in multiple pay calculation components.

Note: The system calculates the daily and monthly pay rates that appear on the Job Data - Compensation page based on the frequency factors associated with the pay group assigned to each payee (on the Job Data - Payroll page). As a result, if you use these corresponding daily and monthly rate system elements directly within your Global Payroll rules, you will need to ensure that the frequency factors associated with the pay group coincide with the values to which you expect these values to resolve. Otherwise, rates may not be in sync (because the system retrieves daily and monthly rates directly from Job Data.)

Related Links

“Defining a Frequency ID and Country-Specific Defaults” (Application Fundamentals)

Defining Rounding Rule Elements

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Defining Proration Rules
Defining Rate Code Elements
“Understanding Currency” (Application Fundamentals)

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Chapter 15

Defining Processing Elements

Understanding Processing Elements

Global Payroll enables you to define payroll, absence take, and absence entitlement processes. To set up processing:

1. Create *sections,* which are logical groups of elements that are resolved during a payroll or absence run.
2. Add the sections to a *process list* that identifies the sequence and conditions under which each section of elements is resolved.

   You can create any number of process lists, but separate lists are required for payroll and absences processes.
3. Attach each process list to a calendar, by associating the process list with a run type.
4. Schedule the calendars for processing.

To run a payroll or absence process, run the process that you defined. The Process List Manager program starts at the top of the process list and, for each payee, works with the PIN Manager to resolve elements sequentially in each process list section. The system creates a set of files and tables to hold the processing results.

Common Elements Used in Processing Elements

Field or Control	*Description*
Recalculate	Select this check box to instruct the PIN Manager to recalculate the element if it encounters it more than once in the process list. Deselect the check box to have the PIN Manager adhere to the **Always Recalculate** check box setting on the Element Name page for the element. For subprocess sections (with the exception of those set up for net pay validation by priority order), the system selects **Recalculate.** This setting is unchangeable. Avoid recalculating elements, which can slow down processing.

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Field or Control	*Description*
Seq Nbr (sequence number)	Enter a sequence number for the element in the section to specify processing order. The processing sequence is extremely important; it can directly affect payroll or absence calculations. Numbers can be up to 5 digits, and each number in the section must be unique. Assign numbers in increments of 10 or some other factor to avoid having to renumber to insert an element.

Understanding Sections

This topic discusses:

- Section types.
- Standard sections.
- Generate positive input sections.
- Payee sections.
- Subprocess sections.
- Absence take sections.

Section Types

Sections control the processing order of individual elements, breaking down large process lists into manageable pieces. Each section can have one or more individual elements. You can't add element groups to a section and generally can't include sections in sections.

Using sections enables reuse of work. For example, if several processes use the same set of earnings, you can create one earning section and attach it to multiple process lists.

Sections are effective-dated—when running a payroll, the system retrieves sections attached to the process list, based on your calendar period end date.

You can define four section types, which determine:

- How the system processes section elements during payroll or absence runs.
- What types of elements—such as earning elements, absence take elements, and supporting elements—you can add to the section.
- Whether the section can be used for absence processing, payroll processing, or both.

This table lists the section types, the type of processing that each section is used in and what each section is used for:

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Section Type	*Type of Processing*	*Use*
Standard	Absence, payroll, or both	For regular processing or when defining absence entitlement or absence take processes.
Generate Positive Input	Absence or payroll	For creating positive input (earnings or deductions) for another calendar. Example: meal allowances.
Payee	Absence, payroll, or both	For specifying, at the payee level, elements for processing and their sequence. Example: court orders.
Subprocess	Payroll	For doing net-to-gross calculations, net pay validation based on the priority of deductions, or other iterative processes. Can include loops and conditional formulas that determine whether a particular element is resolved. Examples: moving expenses and bonus payments.
Absence Take	Absence	For resolving absence takes in chronological order based on the absence begin date.

Standard Sections

Most sections in your process list are probably standard sections. When the Process List Manager encounters a standard section during payroll or absence runs, it reads and resolves each element in the section in the specified order.

Generate Positive Input Sections

Generate positive input sections trigger creation of positive input—earning or deduction data, such as meal or travel allowances, that applies to one pay period and is payee-specific. Positive input is generated in one pay run and resolved in another. When the Process List Manager encounters a generate positive input section during *source* calendar processing, it creates rows of positive input that can be resolved and paid when you process the *target* calendar. The source and target calendars can be associated with the same or different pay periods or calendar group IDs.

Say your organization gives payees a meal allowance when they work four or more hours a day. Rather than using the Positive Input page to enter expenses manually, you can have the system generate positive input based on a formula that you define.

Note: Positive input can also be entered manually or received from other applications.

Rules for Generate Positive Input Sections

These are the rules for generate positive input sections:

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- You can generate positive input only for earning and deduction elements that are defined with one of these calculation rules:

  Base × Percent

  Unit × Rate

  Unit × Rate × Percent

- Before positive input can be generated, at least one auto-assign component—base, percent, rate, or unit—of the earning or deduction element needs resolving.

  When the Process List Manager reaches the generate positive input section during the batch process, it calls the Generate Positive Input program for the first element, to determine whether any of its components are populated. If one is populated, the system creates a row of positive input for the target calendar; if none is populated, the Process List Manager continues to the next element in the section.

- Because positive input is generated in source calendar processing and resolved in target calendar processing, you must create the source *and* target calendars before running the payroll or absence process for the source calendar.

- The system checks element eligibility while processing the target calendar, not while processing the source calendar that generates positive input.

  When checking element eligibility, the system ensures that:

  - The element has been assigned to the payee through the Eligibility Group
  - The element doesn't appear on the **Elements to be Excluded** grid on the Calendars - Excluded Elements page
  - There are no Do Not Process instructions for the element on the Positive Input page or the Positive Input - Calendar page.

- Generation control and eligibility group changes can affect positive input resolution.

  Say the system generates positive input for a payee during June payroll. If the target calendar is July and the payee is no longer eligible in July, the positive input may or may not be resolved based on the **Allow Eligibility Override Using PI** check box setting on the paying entity setup.

- When segmentation occurs, generate positive input sections are segmented based on the begin and end dates of the source calendar, not the target calendar.

  If the source calendar is segmented, the Process List Manager calls the Generate Positive Input program only once in a segment. The generated positive input is assigned to the target calendar, based on the target calendar's end date.

- When element segmentation occurs, the system creates a separate instance of positive input for each slice.

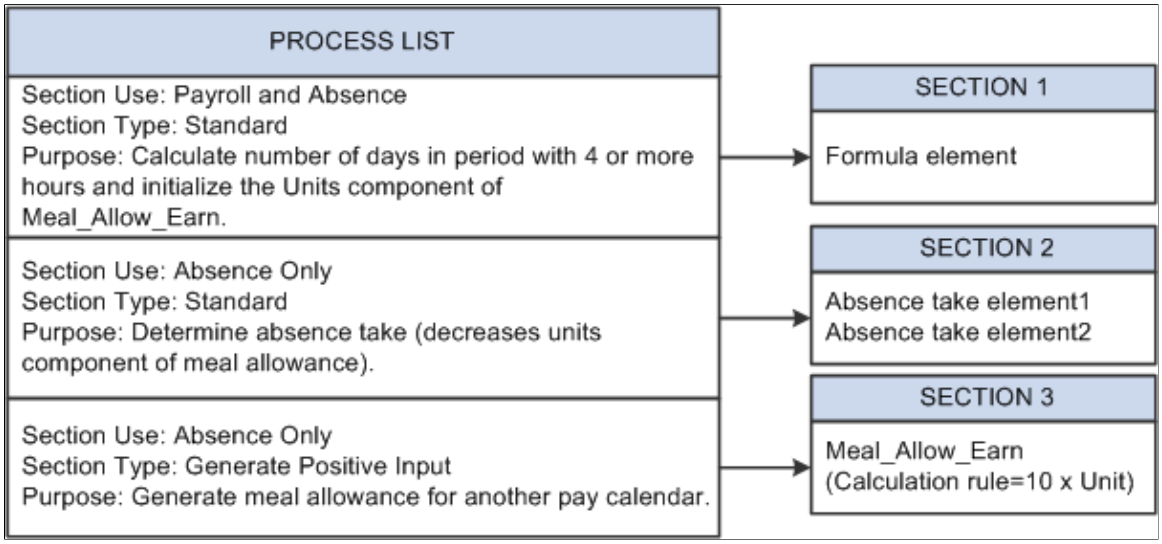
  The rate as of date associated with each slice corresponds to the slice end date, not the segment end date.

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Generate Positive Input Section Example

Your organization's policy is to pay a daily meal allowance to payees who work four or more hours in a day, and you've created an earning element called Meal_Allow_Earn, with a calculation rule of *Unit* × *Rate.*

This example shows how your process list might be defined (the generate positive input section is the last in the process list).



The system resolves the formula element in section 1, initializing the units component of Meal_Allow_Earn with the number of days in the period when the payee is scheduled to work four or more hours. The system moves to section 2, where it resolves the absence take elements, thereby decreasing the meal allowance units by the number of days that the payee was absent on days the payee was scheduled to work four or more hours. Assume that the units component resolves to 1 (day)—the payee was scheduled to work five hours and did so. Finally the system reaches section 3, the generate positive input section, containing the meal allowance earning element. Because the units component of the earning element was populated in sections 1 and 2, the system generates a row of positive input as listed in the following table:

Element	***Rate Component (Meal_Allow_ Earn_Rate)***	***Units Component (Meal_Allow_ Earn_Unit)***
Meal_Allow_Earn	10	1

Nothing happens to the data row until you run the payroll process for the target calendar. The system then checks for eligibility, and assuming that the payee still qualifies for a meal allowance, resolves the positive input by calculating 10 × 1.

Related Links

Understanding Positive Input
Understanding Calendars
Defining Element Groups
Defining Eligibility Groups

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Segmentation Considerations

Payee Sections

Payee sections enable you to control which elements are processed for a specific payee and their processing order, in cases such as court orders; capital accumulation, such as payee contribution to a retirement plan; and other instances of special instructions at the payee level.

Having created a payee section, use the Section Overrides page to define the elements to be resolved for a particular payee. When encountering a payee section in a process list, the system retrieves the appropriate payee section and processes the elements in the section one by one.

Process lists can have multiple payee sections. You can include payee sections in subprocess sections.

Subprocess Sections

Subprocess sections are especially useful for:

- Calculating *gross ups,* gross amounts based on known net amounts.

  Say payees get a bonus payment of a specific amount. You can create a subprocess section that uses iterative calculations to compute taxes and subsequent gross pay to achieve the desired net amount.

- Taking deductions based on their relative priority.

  You can create a subprocess section that's enabled for net pay validation by priority. When deductions exceed net pay or a defined minimum, the system uses an iterative process to adjust the amounts deducted, based on the relative priority of each deduction.

A subprocess can include conditional formulas that determine whether a particular element is resolved and whether to perform a looping action.

See Understanding Net Pay Validation and Arrears Processing.

Rules for Using Subprocess Sections

These are the rules for using subprocess sections:

- All elements and supporting elements in a subprocess section are recalculated in subprocess execution.

  An exception to this rule applies to subsections that are enabled for net pay validation by priority order. For these sections, you can choose whether to recalculate an element. By default, the system does not recalculate.

- Forwarded adjustments are considered during each subprocess iteration.
- Regular element eligibility and generation control apply during a subprocess.
- You can include standard sections and payee sections in a subprocess section.
- Accumulators used during an iterative process are self-correcting—they don't require resetting.

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During each iteration, the system removes the old value and adds or subtracts the new value, as applicable. (When the **Accumulate Timing** option for an accumulator is set to *After Calculation,* the value isn't updated until the process ends.)

For subprocess sections that are enabled for net pay validation by priority, this rule applies only to the elements that are calculated during the iteration. Accumulators are updated depending on the amount that could actually be taken for a deduction.

- The element resolution chain audits subprocesses.

  Audit chain results are written out by iteration: each loop is documented with its iteration number.

  See Viewing an Element Resolution Chain.

- When using the net pay validation by priority feature, the system performs the net pay validation processing when it discovers that net pay has dropped below zero (or a defined minimum).

Including Multiple Subprocess Sections in a Process List

Following are guidelines for including multiple subprocess sections in the same process list:

- Rather than creating multiple subprocess sections, you can gross up multiple elements in the same subprocess.

  The system calculates the gross up amount after entry of all net amounts and before deductions. Create an earning element to hold the grossed-up amount for each element or group of elements that you're grossing up. The net amount remains as is in the existing element, and if entered through positive input, the result tables' net amount still reconciles to the positive input entered. To report the entire amount, you can create an accumulator that includes the net amount and the grossed-up amount.

- To reduce the number of elements to be grossed up, consider creating an accumulator that stores the grossed-up amount of like groups of elements, such as elements subject to the same tax treatment.

  You can add this grossed-up element to applicable accumulators.

- If using net pay validation by priority, all deductions that are to be considered must be in the same subprocess loop.

  Net pay validation is done in processing sequence for all deductions that are placed outside of the subprocess loop for net pay validation.

Guidelines for Defining Net Pay Validation Logic for a Subprocess Section

Use the following guidelines to perform net pay validation by priority order:

- When creating the section, select the **Net Pay Validation by Priority** check box on the Section-Definition page.

  Note: This check box appears only if the associated country contains a Net Pay Validation formula on the Country Setup page.

- List deductions and other elements in the subprocess section in normal *processing* sequence.

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The system refers to the priority order assigned to the deduction on the Deduction - Arrears page during the net pay validation process.

- Associate a loop formula with the element that is to begin the loop action. During the first loop, the formula should resolve to true (1), causing all elements in the subprocess to be calculated in processing sequence. Before performing a subsequent loop, the formula should check net pay. If it detects that net pay is greater than zero or a minimum amount that you define for the process list, the formula should return a value of false (zero), and end the looping process. If net is less than zero or the defined minimum, the formula should return a value of true (1) and initiate another pass. (The system automatically calls the net pay validation formula that you selected on the Country Setup page and adjusts the deduction with the lowest priority.)

  The following example shows how a conditional formula called FM ANOTHER PASS might be used to drive looping. It uses the system element, SUB PROCESS PASS, to determine the current loop number. This element is automatically incremented before each pass. GXVRNPVMIN represents the element entered on the Process List - Definition page that determines the minimum net pay.

  ```
  If ac/NET1 >=var/GXVRNPVMIN and sy/SUB PROCESS PASS > 1
  then 0  >> fm/FM ANOTHER PASS?
  Else
     1  >> fm/FM ANOTHER PASS?
  Endif
  ```

  SUB PROCESS PASS > 1 ensures that the system processes the loop at least once and calculates all of the elements. Without this instruction, the elements in the subprocess section will not be processed in the event that net exceeds the minimum before taking deductions (the usual case).

- To specify a minimum net pay other than zero, select the minimum net element on the Process List - Definition page.

Guidelines for Creating the Net Pay Validation Formula

Use the Country Setup page to assign a net pay validation formula to each country that intends to use the net pay validation by priority feature. The **Always Recalculate** option should be activated for the formula. The Process List Manager program resolves the formula once for each deduction in the subprocess section beginning with the second loop.

The formula should return one of these four values:

- 0 = Calculate and perform net pay validation.

  Return this value if calculation and net pay validation need to occur during the same iteration. This is the default setting for gross-to-net subprocess sections and, in most cases, will not be used in this formula.

- 1 = Calculate.

  This is the default value for the first iteration of the loop. The system resolves the formula beginning with the second iteration.

- 2 = Perform net pay validation.

- 3 = Skip.

If the formula returns any other value, the system generates an error message and puts the segment in error. It also skips the deduction and continues processing with the next element in the section. If no

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formula exists, the system generates an error message and puts the segment in error. Calculation of the segment continues with a default setting of zero (calculate and perform net pay validation).

Here's a sample formula:

```
/* This formula controls the processing per deduction during a Net Pay
Validation sub-process */

/*set to calculate*/
1 >> fm/FM CONTR NPV FLOW

/*if Net is greater than the defined minimum and deduction is not
NPV completed we need to calculate*/
IF ac/NET >= var/MINIMUM NET and sy/NPV COMPLETED = 0
  Exit
End-If

/*if element is NPV modified already don't use it again; set to skip*/
If sy/NPV COMPLETED = 1
  2 >> fm/FM CONTROL NPV FLOW
 exit
end-if

/*if the element isn't of lowest priority, calculate*/
if sy/CURR PRIORITY NBR <> sy/LOW PRIORITY NBR then
 Exit
End-If

/*set formula to NPV processing*/
3 >> fm/FM CONTROL NPV FLOW
```

Using System Elements in Subprocess Formulas

You may find the following system elements useful when creating formulas for net pay validation by priority processing.

System Element	***Description***
NET AVAILABLE	Holds the current value of the net accumulator minus the minimum net without the deduction that is currently being processed. It is set by the earning and deduction resolution module during net pay validation of an element. The net pay validation partial formula that calculates a partial deduction can reference this element.
CURR PRIORITY NBR	Holds the priority number of the deduction that is currently being processed. Set in the deduction program before resolving the net pay validation formula.

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System Element	*Description*
LOW PRIORITY NBR	Holds the lowest relative priority number of deductions that are processed within the subprocess section. The low priority nbr system element represents the priority number that Net Pay Validation is processing in the current subprocess iteration. When the deduction is reduced to zero by the net pay validation process at the end of each subprocess loop, the system sets this element to the next lowest priority (the highest priority number). When there are no deductions with a higher priority, the system sets the element to zero.
SUB PROCESS PASS	Holds the number of the current loop iteration. The number is set at the beginning of the subprocess loop.
NPV COMPLETED	(Binary: 1/0, decimal value of 1 or 0.) Set to true (nonzero) if the deduction has already been modified and set to zero in a previous pass of the net pay validation process. All instances of a deduction must be resolved to zero before this element is set to true.
PRIOR DED VAL	Holds the previously calculated deduction amount. The amount is only available within a net pay validation subprocess while net pay validation processing is being processed for a deduction. The system element can be used in a net pay validation partial formula (within a net pay validation subprocess section only).

Related Links

Countries Page

Absence Take Sections

Absence take sections enable you to process take elements based on the order in which absences occurred, rather than the processing sequence defined in a section. These sections are useful when there are dependencies between take elements, and processing in chronological order is necessary to determine correctly which absences to pay.

Absence Take Section Example

Assume that there's a requirement to reduce sickness entitlement by the number of days a payee was absent for sickness or an industrial accident over the past year. In February, a payee is absent 7 days for sickness, 6 days for an industrial accident, and 8 days for sickness, in that order.

You create a section that includes take elements in this processing sequence: SICK, IND ACC. As the following paragraphs illustrate, section type affects the amount of entitlement that's available to cover the takes:

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- If the section type is standard, the system processes both SICK takes before it processes the IND ACC take.

  Consequently, it does not consider any days that were taken for the industrial accident when it determines the entitlement balance that is available for the second SICK take.

- If the section type is absence take, the system processes the absences in the order of occurrence.

  As a result, it reduces the entitlement balance for the last SICK take by the number of days that were taken (paid) for the industrial accident and for prior sicknesses over the last year.

Rules for Absence Take Sections

Following are the rules for absence take sections:

- Absence take sections can include take elements only.
- Takes are processed based on absence begin date.

  The system looks at the Absence Event record (GP_ABS_EVENT) to find the absence event with the earliest begin date.

- If more than one absence has the same date, the system refers to the processing sequence defined for the section to determine which take to process first.

  For example, assume that an absence take section includes Takes A and B in that order and that the following absence events are reported: June 2–3 (Take B) and June 3 (Take A). The system will process the absent days in this order:

  - June 2, Take B (the event with the earliest begin date).
  - June 3, Take A.
  - June 3, Take B.

- If a take element (parent element) is mapped to another take element (child element):

  - The child element is processed immediately after the parent element for the day being processed.

    List the child element after the parent element on the process list. The system proceeds to the next day, only after processing all generated and manually entered take elements for that day.

  - Child elements that are not included in the section where the parent element is being processed are not processed until the system resolves the section that lists the child element.

Note: Mapping refers to linking one take to another by completing the **Mapped to Element** field on the Absence Take - Day Formula page or the **Take with Other Absence** field on the Absence Take - Negative Balances page.

See Absence Takes - Day Formula Page.

See Absence Takes - Negative Balances Page.

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Understanding Process Lists

This topic discusses:

- Functions of process lists.
- Batch processing and the Process List Manager.
- Ordering elements and sections in a process list.
- Retroactive processing considerations for process lists.

Functions of Process Lists

Process lists control payroll processing at the highest level. They perform three basic functions:

- Identify the sections, or sets of elements, to resolve during the payroll process and the order in which they resolve.
- Identify the gross and net pay accumulators for the payroll process.

  The banking process determines net pay by referencing the net pay accumulator.
- Specify whether the process applies to absence or payroll processing.

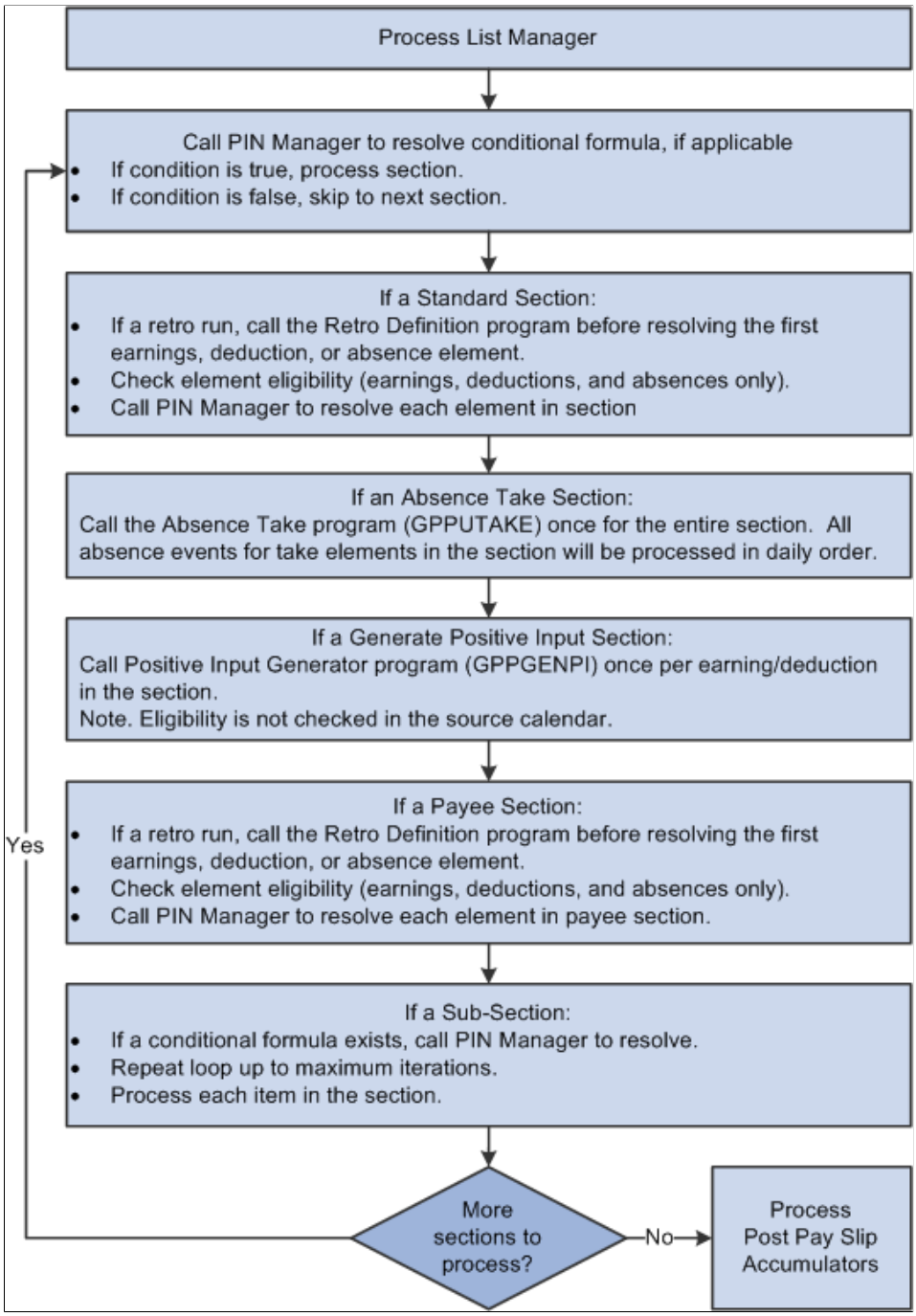
  They're very similar, but some differences occur during retroactive processing.

Batch Processing and the Process List Manager

The Process List Manager, a program that calls the PIN Manager during the payroll process to resolve elements on the process list, begins at the top of the process list and reads one section at a time, according to the specified sequence. Whenever the Process List Manager encounters a conditional formula, it calls the PIN Manager for resolution. If the formula resolves to zero, the section is not processed; if the formula resolves to a nonzero number, the section is processed.

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This diagram illustrates how the Process List Manager and PIN Manager work together to resolve each section of the process list during a payroll or absence run.



Related Links

Understanding the Batch Architecture Process Flow
Understanding Segmentation Setup
Understanding Positive Input

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Ordering Elements and Sections in a Process List

Here are some guidelines for verifying that elements in sections and sections in process lists are ordered logically in the correct sequence for the payroll run:

- Entitlement processing for absences adds to the balance.

  Take processing takes away from the balance. If you include absence entitlement and absence take elements on the same process list and put the entitlement elements before the take elements, the additional balance becomes available for take processing.

- If an array needs to populate data fields before the system can execute a conditional formula, add the section with the array before the conditional section.

- Non-percent rate code earnings need resolving before any percent rate code earnings, so that members of any Comp Rate (compensation rate) code group that need to be used in a percent calculation have been resolved.

- Base pay rate code earnings need resolving before any non base-pay rate code earnings, so that the appropriate hourly rate can be calculated and available for any hourly, plus flat amount rate code calculations.

- If an element exists in a standard section and a generate positive input section and if the standard section precedes the generate positive input section, the system considers any adjustments to base and units when generating positive input for that element.

  The PIN Manager returns the value as the resolved amount, plus the adjustment. If an element exists only in a generate positive input section, adjustments are ignored during processing.

Retroactive Processing Considerations for Process Lists

This topic discusses:

- How changes to a process list can affect retroactive processing.
- Recalculating subprocess sections during retroactive processing.

How Changes to a Process List Can Affect Retroactive Processing

Pay attention to effective dates. If you modify an effective-dated set of data that applies to previously processed payroll periods, when retroactive processing is run, the results will vary. If you want to change the section for future payroll periods only, add a new effective-dated row to the section, then modify the list of elements.

Recalculating Subprocess Sections During Retroactive Processing

When a subprocess section is executed during retroactive processing, the *Retro Recalc* (retroactive recalculation) option, which you select for the earning and deduction elements on the Earnings - Calculation page, applies. For example, if you select *Do Not Recalc* (do not recalculate), the element isn't recalculated when it's encountered in the subprocess section.

Related Links

Understanding Retroactive Methods

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Setting Up Sections

To set up sections, use the Sections component (GP_SECTION).

Pages Used to Set Up Sections

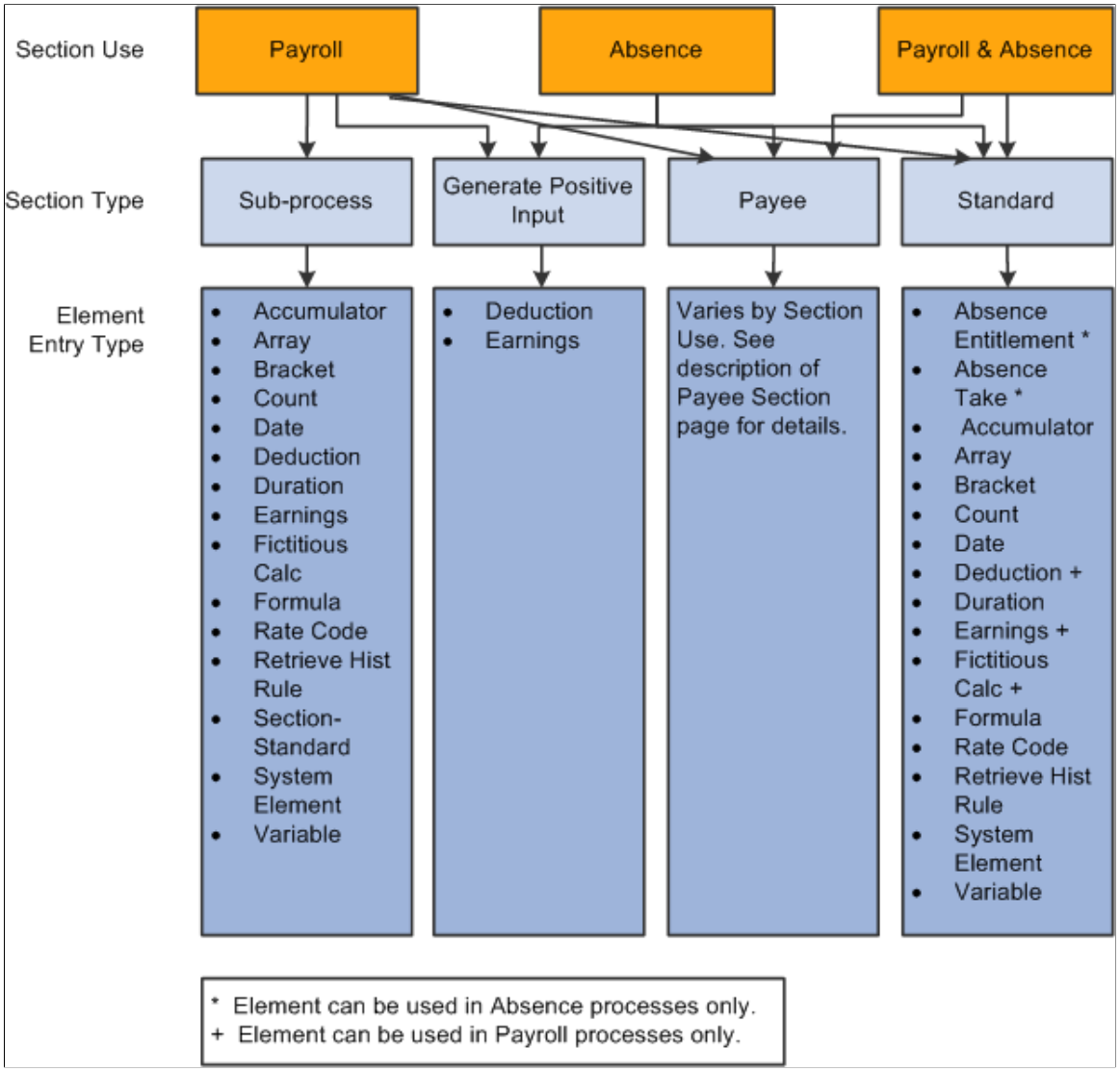
Page Name	*Definition Name*	*Usage*
Section Name Page	GP_PIN	Name a section and define its basic parameters. This page is also used to set up process lists.
Definition Page	GP_SECTION	Select elements that constitute a section.
Payee Sections Page	GP_PYE_SECTION	Create a payee section for a process list.

Understanding Section Setup

Sections are the building blocks for creating process lists. You create a section by giving it an element name and indicating its use: for payroll processing, absence processing, or both. Finally, you select the section type and enter elements in processing order. Eligible elements depend on the section use and type.

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This diagram shows the element types that you can include in each section type.



Warning! Adding or deleting an element from a section and then trying to process a retroactive pay run may yield incorrect results. Before changing any element in a section, assess the impact on retroactive processing.

Related Links

Setting Up Sections

Ordering Elements and Sections in a Process List

Section Name Page

Use the Section Name page (GP_PIN) to name a section and define its basic parameters.

This page is also used to set up process lists.

Navigation:

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Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Sections** > **Section Name**

You must enter the basic parameters of each section on the Sections - Section Name page. All elements within Global Payroll share the same name page (GP_PIN).

Note: On the Sections - Section Name page, *Calendar Period End Date* is the only value for the **Definition as of Date** field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated sections and process list to use.

Related Links

Defining Element Names

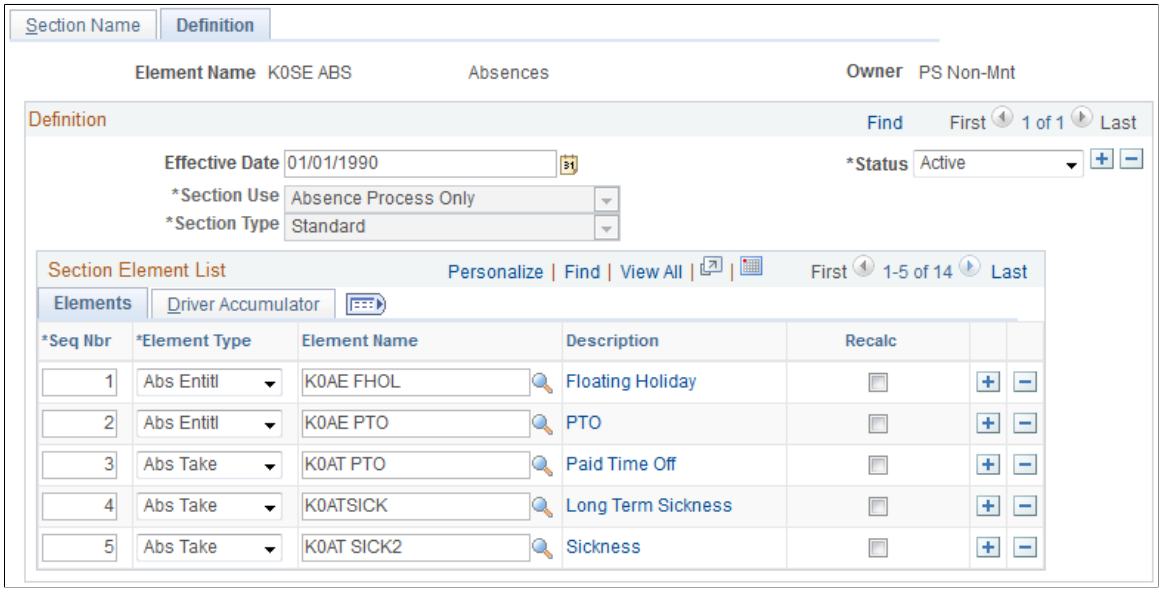
Definition Page

Use the Definition page (GP_SECTION) to select elements that constitute a section.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Sections** > **Definition**

This example illustrates the fields and controls on the Definition page.



Field or Control	*Description*
Section Use	Select the section use that specifies whether you can use the section for payroll processing, absence processing, or both. Determines what type of section you can create and the elements that can be added to those sections. Values are: *Absence Process Only*, *Payroll Process Only*, and *Payroll and Absence Process*.

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Field or Control	*Description*
Section Type	Select the section type. This specifies how the Process List Manager processes the elements in this section during a payroll or absence run. Values depend on your **Section Use** selection: *Absence Process Only:* Select *Absence Take, Generate Positive Input, Payee Section,* or *Standard.* *Payroll Process Only:* Select *Sub-Process, Generate Positive Input, Payee Section,* or *Standard.* *Payroll and/or Absence Process:* Select *Payee Section* or *Standard.* Depending on your selection, certain fields in the **Section Element List** group box become hidden or available. If you select *Payee Section,* all fields become unavailable for entry. After saving this page, you can access the Payee Sections page and select the elements to be resolved for a particular payee.
Net Pay Validation by Priority	Appears only if you select *Sub-Process* as the section type, and the associate country contains a Net Pay Validation formula on the country setup component. Select to make this section eligible for net pay validation by priority. This prevents the system from applying net pay validation logic on its first loop through the section. Instead, it calculates elements according to their processing sequence during the first loop. The control formula that's next to the loop action of begin controls the number of subsequent loops. This formula should compare the net amount to zero (or to the defined minimum) to determine whether to perform another loop. The net pay validation formula (specified on the Country Setup page) controls what happens to each deduction in a subsequent loop. Depending on the value returned by this formula, the system will calculate the deduction and perform net pay validation, calculate only, perform net pay validation only, or skip the deduction.
Maximum Iteration	This field works with the **Loop Action** field and appears only if you select *Sub-Process* as the section type. To have the system perform a loop, enter the maximum number of loop repetitions. Values are *1* through *999.* Decimals are *not* allowed. **Note:** For processing efficiency, keep the iterations to a minimum and include a condition in your loop that, if met, ends the looping process before the maximum number of iterations.

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Field or Control	*Description*
Formula Name	Appears only if you select *Sub-Process* as the section type. This field works with the **Loop Action** field. It enables you to select a numeric formula that's executed to determine whether an element, or the elements within a loop, are resolved: • A control formula that is placed next to an element that has a loop action of begin, controls the resolution of all elements between the begin and end tags. If the formula resolves to zero (false), the system does not resolve these elements and ends the loop. If the formula resolves to a nonzero value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries to resolve the elements in the loop. • A formula that is associated with a single element, with a loop action of none, applies only to that element. If the formula resolves to zero the element isn't resolved. If the formula resolves to a nonzero value the system tries resolving the element.
Loop Action	Appears only if you select *Sub-Process* as the section type. Select the loop action that identifies the beginning or end of a loop. Values are *None, Begin,* and *End.* Only one *Begin* and one *End* are allowed in a subprocess. An *End* must follow a *Begin.* (This field works with the **Maximum Iteration** field.)
Element Type	Select the type of element that you're adding to the section. Values depend on your **Section Type** and, sometimes, **Section Use** selections: Standard sections: Select *Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, Retrieve Historical Rule, System Element, Variable* or *Writable Array.* Standard sections in a payroll process: Select from all of the above, plus *Deduction, Fictitious Calc* (fictitious calculation), and *Earnings.* Standard sections in an absence process: Select from all of the above (for standard sections), plus *Absence Entitlement* and *Absence Take. (Absence Entitlement* refers to frequency-based entitlement elements only.) Subprocess sections: Select *Accumulator, Array, Bracket, Count, Date, Deduction, Duration, Earnings, Fictitious Calc, Formula, Rate Code, Retrieve Historical Rule, Section-Standard, Section-Payee, System Element,* or *Variable.* Generate positive input sections: Select *Deduction* or *Earnings.* Absence take section: Select *Absence Take.*
Element Name	Enter the name of the element to include in the section. Selectable names depend on the element type.

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Driver Accumulator

Select the Driver Accumulator tab.

This tab displays the driver accumulator, if any, that is defined for an earning or deduction on the Element Name page (GP_PIN). This page is informational only. To associate a driver with an earning or deduction, access the earning or deduction setup component.

Related Links

Defining Formula Elements

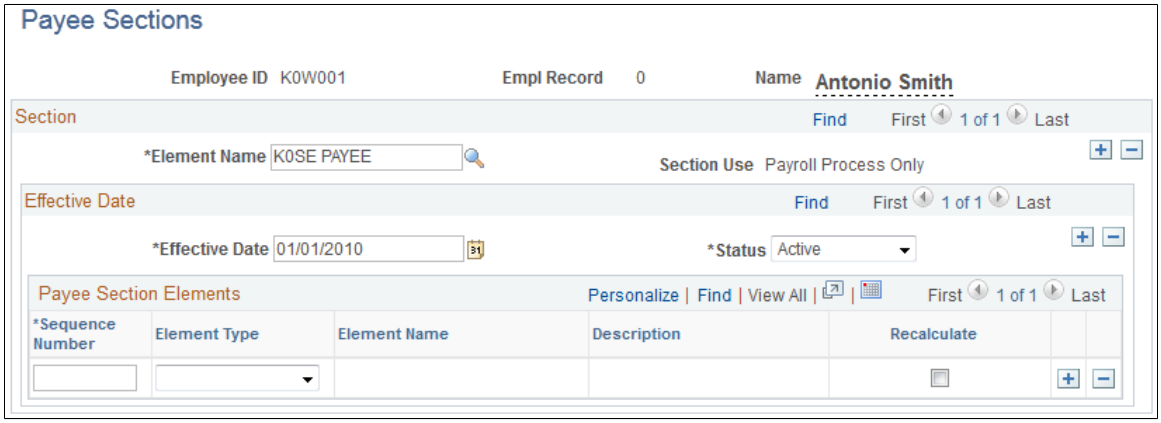
Payee Sections Page

Use the Payee Sections page (GP_PYE_SECTION) to create a payee section for a process list.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Create Overrides** > **Payee Sections**

This example illustrates the fields and controls on the Payee Sections page.



Before using this page, create a payee section using the Sections - Section Name and Sections - Definition pages.

Field or Control	*Description*
Element Name	Enter the name of the payee section, as defined on the Sections - Section Name page.
Section Use	Displays a value to indicate in which type of process list the section can be used: *Payroll*, *Absence*, or *Either*. (Specify section use on the Sections - Definition page.)

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Payee Section Elements

Field or Control	*Description*
Element Entry Type	Select the type of element that you're adding to the section. Values depend on the section use: *Payroll:* Select *Accumulator, Array, Bracket, Count, Date, Deduction, Duration, Earnings, Fict Calc* (fictitious calculation), *Formula, Hist Rule* (historical rule), *Rate Code, System Element, Variable,* or *WritArray* (writable array). *Absence:* Select *Absence Entitlement* (frequency-based entitlement elements), *Absence Take, Accumulator, Array, Bracket, Count, Date, Duration, Formula, Hist Rule, Rate Code, System Element, Variable,* or *WritArray.* *Either:* Select *Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, System Element, Variable,* or *WritArray.*
Element Name	Select the name of the element that you're adding to the section.

Setting Up Process Lists

To set up a process list, use the Process Lists component (GP_PROCESS).

Pages Used to Set Up Process Lists

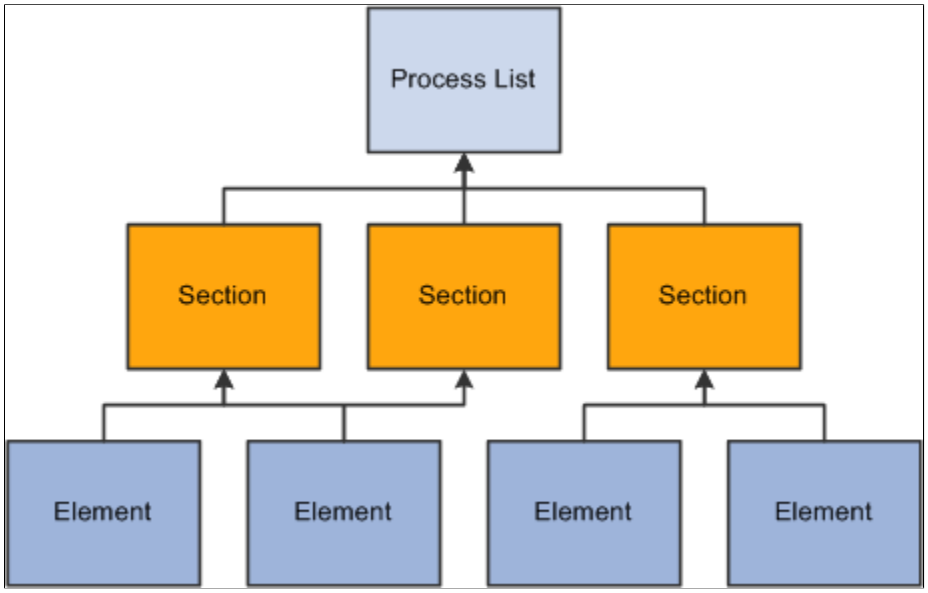
Page Name	*Definition Name*	*Usage*
Process List Name Page	GP_PIN	Name a process list and define its basic parameters.
Definition Page	GP_PROCESS	Identify sections comprising the process list and the order of execution.

Understanding Process List

Before creating a process list, you define the sections to include in the process, grouping sets of elements into sections for addition to your process list. In your process list, you can use conditional logic to specify when each section is executed.

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This diagram illustrates the relationship between elements, sections, and process lists.



You can create multiple process lists for your payroll. For example, you can create a separate process list for each type of pay—regular earnings, bonus pay, overtime, and so on—or create one process list that handles all pay types, depending on how you run your processes. Create different process lists for absences, because absences must be processed separately from payroll.

Having created a process list, you attach it to one or more calendars (through a run type). A calendar determines:

- Who's paid.

  Specified by the pay group and payee selection criteria on the calendar.

- What's paid.

  Specified by the process list associated with the calendar.

- What period of time and pay frequency apply.

  Specified by the period ID linked to the calendar.

When running the payroll, the system reads the pay period end date for the calendar; finds the appropriate effective-dated process list; and processes the selected payees, one by one.

Related Links

Understanding Calendars
Batch Absence Processes

Process List Name Page

Use the Process List Name page (GP_PIN) to name a process list and define its basic parameters.

Navigation:

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Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Process Lists** > **Process List Name**

You must enter the basic parameters of the process list on the Process List Name page. All elements within Global Payroll share the same name page (GP_PIN).

Note: On the Process List Name page, *Calendar Period End Date* is the only value for the **Definition as of Date** field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated process list and sections to use.

Related Links

Defining Element Names

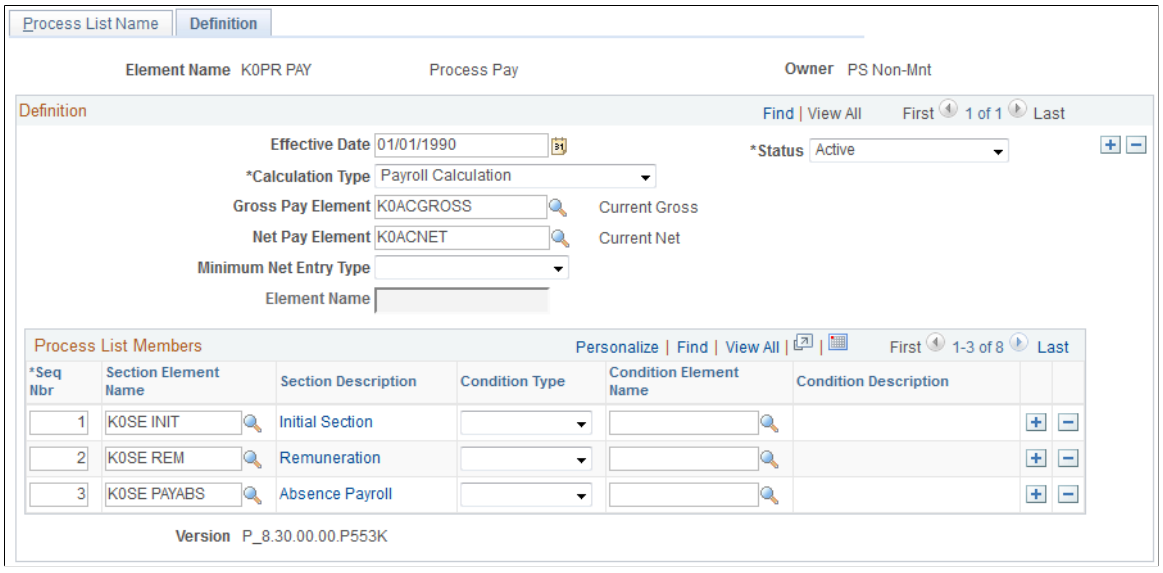
Definition Page

Use the Definition page (GP_PROCESS) to identify sections comprising the process list and the order of execution.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Process Lists** > **Definition**

This example illustrates the fields and controls on the Definition page.



Field or Control	*Description*
Calculation Type	Select the calculation type that identifies whether the process list can be used for absence or payroll processing. This field also determines which section types you can add to the process list. Values are: *Absence Calculation* and *Payroll Calculation* .

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Field or Control	*Description*
Gross Pay Element	Enter the accumulator element for gross pay. The system stores the gross amount in the payee's segment status record. This field is not available for absence process lists.
Net Pay Element	Select the net pay accumulator element the banking process uses when determining the payee's net pay. The system stores the net amount in the payee's segment status record. The information is also used during net pay validation for arrears processing. This field is not available for absence process lists.
Minimum Net Entry Type	This field is applicable when you use the net pay validation feature. Net pay validation occurs when a payee's deductions exceed net pay or a minimum net pay amount that you define. To prevent net pay from dropping below a minimum amount, select the type of element that defines the minimum amount. This works with net pay validation processing regardless of whether the processing occurs in processing order (not in a net pay validation subsection) or priority order (in a net pay validation section). Values are *Bracket - Numeric, Formula - Monetary & Decimal,* and *Variable - Numeric.*
Minimum Net Element	Select the element that defines minimum net pay. Your selection in the **Entry Type** field determines the elements from which you can select. Deduction net pay validation processing uses the minimum defined here. If you do not enter a minimum value, zero is used as the minimum during net pay validation When you define this element, consider whether you want the system to recalculate it. Most likely, you will want one minimum net value for the entire pay run. If this is the case, you will want to deselect the **Always Recalculate** option.

Process List Members

Field or Control	*Description*
Section Element Name	Select the name of the section that you're adding. The calculation type that you selected determines sections that can be added. You can use a section only once in a process list, but you can add the same section to more than one process list.
Condition Type	Select *Formula* or *Variable* to specify a condition for resolving the section that you're adding to the process list.

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Field or Control	*Description*
Condition Element Name	Required if you selected a condition type. Select the name of the element that defines the condition. If the element resolves to zero, the condition is considered false and the section isn't resolved. If the element resolves to a nonzero value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries resolving the section.

Related Links

Ordering Elements and Sections in a Process List
Understanding Net Pay Validation and Arrears Processing

Defining Payee Selection Criteria

To setup payee selection criteria for payroll and/or absence processing use the Payee Selection (GP_PAYEE_SELCTN) component

Pages Used to Define Payee Selection Criteria

Page Name	*Definition Name*	*Usage*
Payee Selection	GP_PAYEE_SELCTN	To define the Payroll Statuses that need to be considered for Payroll and/or Absence Processing.

Payee Selection Page

Use Payee Selection page (GP_PAYEE_SELCTN) page to define the Payroll Statuses for employees in a calendar group, that need to be considered for Payroll and/or Absence Processing. Only those employees with ‘Active’ payroll status get processed.

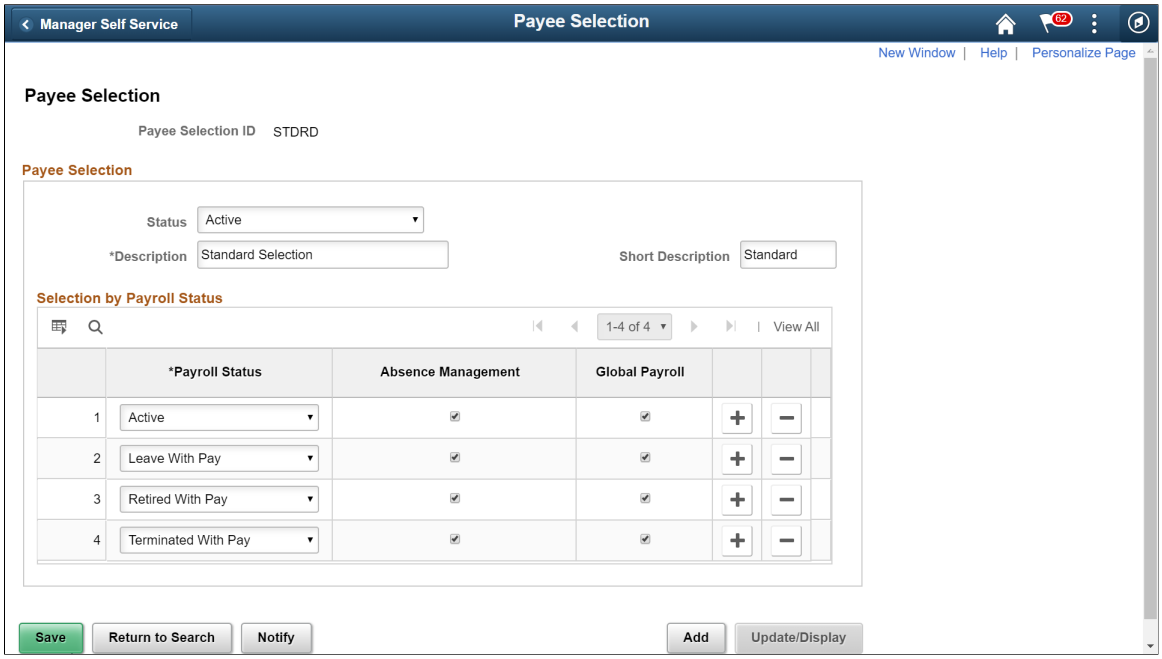
Note: The payee selection criteria definition identifies the active payees for payroll and/or absence processing.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Payee Selection**

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This example illustrates the fields and controls on the Payee Selection page.



Note: User need to be careful while considering a payroll status as ‘active’ in the absence calendar. Payee absences (if any) will be processed, but absence calendar will not generate the corresponding positive inputs for payroll calendar. In such scenarios, a warning message for the payee is displayed, so that the user can take appropriate actions.

Field or Control	***Description***
Payee Selection ID	Unique ID of payee selection criteria. STDRD is the default payee selection criteria.
Status	Payee selection status. Values in the list are: • Active: Payees in the calendar group with “Active’ status are considered for processing. • Inactive: Payees with ‘Inactive’ status are not processed.
Description	Meaningful description for the payee selection criteria.
Short Description	Short description for payee selection criteria.

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Field or Control	*Description*
Payroll Status	Payroll status of the employee. Select the required payroll statuses you want to process for absence or payroll calendars. **Note:** In case of STDRD (default payee selection criteria), those employees with payroll statuses Active (A), Leave with Pay (P), Retired with Pay (Q), and Terminated with Pay (U) are processed. You can define customized payee selection criteria as per requirements.
Absence Management	Select this check-box to process the payees for absence calendars.
Global Payroll	Select this check-box to process the payees for global payroll calendars.

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Chapter 16

Using Calendars

Understanding Calendars

This topic lists common elements and discusses:

- Calendar pay process flow.
- Creating calendars.

Common Elements Used in Managing Calendars

Field or Control	*Description*
Calendar	Identifies which payees to process and the run type and pay period. It can include instructions for generation control, excluding certain elements from processing, overriding supporting elements, and providing other information.
Calendar Group	When you start a payroll or absence process, you must enter the calendar group ID that identifies the calendar or set of calendars to process, or in the case of off-cycle runs, the set of off-cycle groups to process. You can process multiple calendars or off-cycle groups simultaneously. Calendar groups are keyed by country, so you can include multiple calendars or off-cycle groups for the same country in a single calendar group.
Period	Defines the pay period and frequency for your processing run. You attach a pay period to a pay run by linking it to a calendar. Like run types, pay periods are reusable.

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Field or Control	*Description*
Run Type	A user-defined method of identifying a payroll or absence run. Common run types are regular, bonus, overtime, and advance pay. The run type identifies the process list to use, whether to process retroactive triggers, and information needed when processing data from Time and Labor or the Manage Variable Compensation application of HR. It's also used in generation control, historical rules, and retroactive matching processes. You attach a run type to a pay run process by linking it to a calendar. Because you define the run type information outside the calendar, you can link the same run type to multiple calendars. For example, if a weekly and a monthly pay group use the same process list, you might set up one run type and link it to multiple calendars. The effective date enables you to switch process lists or retroactive trigger processing actions and yet reproduce a retroactive calculation with old settings.

Related Links

Understanding Segmentation Setup
Defining Generation Control Elements
Defining Historical Rule Elements
Unprocessed Retro Deltas Page

Calendar Pay Process Flow

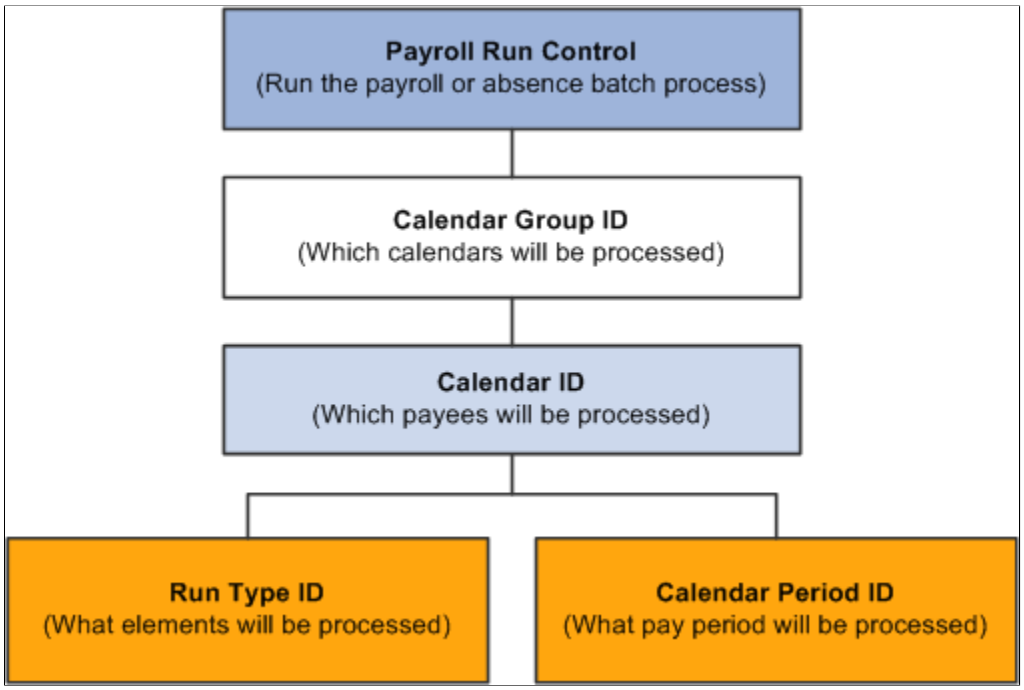
When processing a payroll or absence run, the system must determine which payees to process; what earnings, deductions, and other elements to process for selected payees; and what time period to process.

For on-cycle processing, calendars unify this information. Calendars link the components that tell the system whom and what to process for which pay period.

Note: With off-cycle processing, off-cycle groups, rather than calendars, identify which payees to process, the elements to process, and the time period.

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This diagram illustrates how components interact to produce an on-cycle payroll or absence batch processing run.



Related Links

Understanding Off Cycle Processing

Creating Calendars

Calendars bring payees in a selected pay group together with the rules and processes for calculating a payroll or absence run. You can define calendars by:

- Defining a single calendar with the Calendars component.

  When you define a calendar with this feature, you can enter instructions for generation control, overrides, or elements to exclude from processing. You can specify the period for which to retrieve payable time from Time and Labor.

- Using the Automatic Calendar Creation component to define multiple calendars simultaneously.

  You can use the Calendars component to edit an automatically generated calendar.

Note: Before you create calendars you must define the run type and period ID associated with the calendar.

See Prerequisites.

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Defining Run Types

Page Used to Define Run Types

Page Name	Definition Name	Usage
Run Types Page	GP_RUN_TYPE	Specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

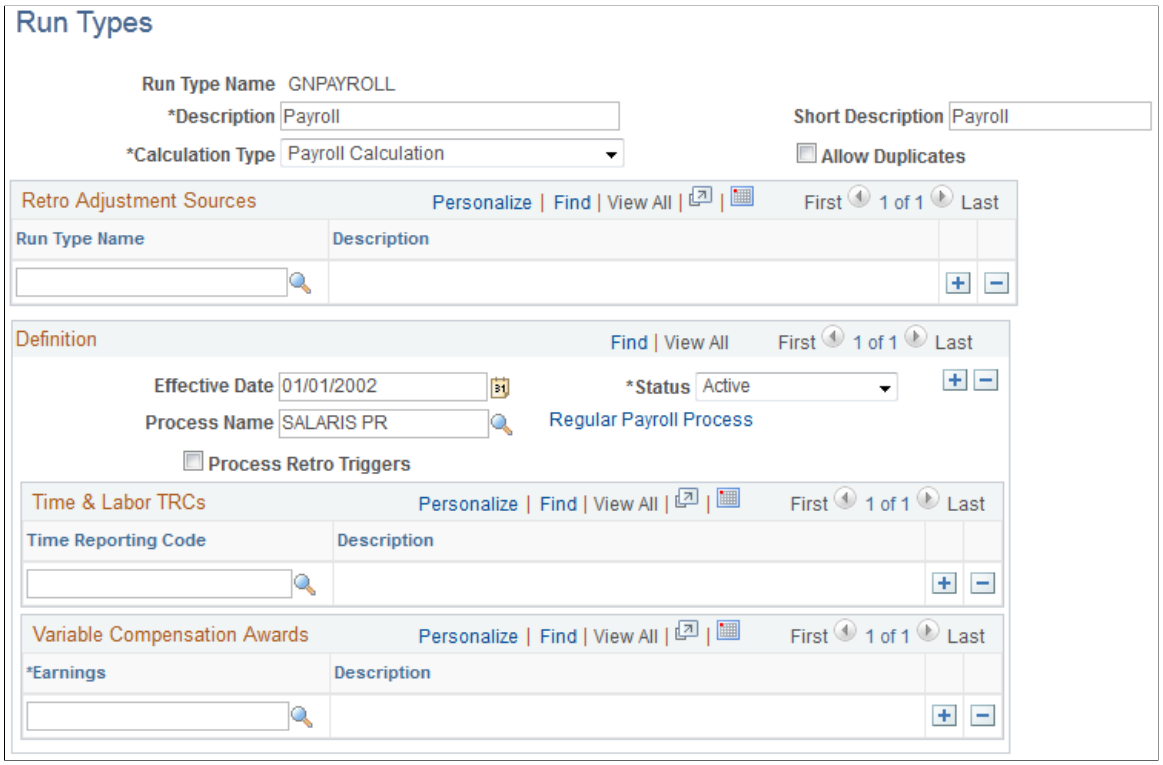
Run Types Page

Use the Run Types page (GP_RUN_TYPE) to specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Run Types > Run Types

This example illustrates the fields and controls on the Run Types page.



Note: After processing begins, you cannot edit fields on the Run Types page. To make changes, cancel the pay run.

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Field or Control	*Description*
Calculation Type	Select *Payroll Calculation* or *Absence Calculation.*
Allow Duplicates	Select to allow duplicate segments. If you don't select this check box, then while the payee selection process creates the segment status records, the system determines whether other segment stat records exist with the same employee ID, employee record, pay group, run type, period ID, segment from dates and segment to dates (both must match). The system creates a new segment stat record if a matching one doesn't exist. This check box ensures that duplicates are or aren't made in certain situations. For example, you might create a calendar to calculate off-cycle payments but need to avoid paying the payees again during the regular payroll cycle. If the check box isn't selected, the system notes those occurrences and doesn't double-pay. If you're creating a calendar to process bonus or commission payroll runs, you might have multiple calendar IDs defined and the same payee is allowed to be paid in more than one calendar. If the check box is selected, the appropriate payees are paid twice. **Note:** Regardless of setting, the system never creates overlapping segments for the same payee within a calendar. If you have processed a partial period with payee calendar overrides or an off-cycle advance, on subsequent processing of the same calendar the system will only process remaining portions of the period, thus avoiding processing overlaps.

Retro Adjustment Sources

Field or Control	*Description*
Run Type Name	Enter additional run types for which the system includes retroactive adjustments during the pay run. For example, you can select a bonus run type as an additional retroactive adjustment source for your regular payroll run type. This enables you to automatically forward retroactive deltas for payee bonuses during your regular payroll run so that your payees don't have to wait for the more infrequent and irregular bonus pay runs to receive their retroactive bonus adjustments. See Unprocessed Retro Deltas Page.

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Definition

Field or Control	*Description*
Process Name	Enter the process list, selecting from absence or payroll process lists, depending on your selection in the **Calculation Type** field.
Process Retro Triggers	Select this check box to process retroactive triggers. You might ignore retroactive triggers when running a bonus or an expense run but include processing of retroactive triggers with all regular payrolls. Retroactive triggers are processed for any payee who's identified in any calendar ID with this check box selected. You can override this field at the calendar and calendar group ID level.

Time & Labor TRCs

Field or Control	*Description*
Time Reporting Code	Select the time reporting codes for processing for a particular run type. **Note:** This field applies only if you use Time and Labor.

Variable Compensation Awards

Field or Control	*Description*
Earnings	Enter the earning elements that are linked to the award records being processed. **Note:** This field applies only if you use setup the Manage Variable Compensation application of HR.

Related Links

Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor

Understanding Variable Compensation Awards

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Creating Periods

To set up periods, use the Periods (GP_CALENDAR_PERIOD) component.

To process a payroll or absence run, specify the time period to calculate by using a period ID, which identifies the begin date, end date, and frequency of a pay period.

Pages Used to Create Periods

Page Name	*Definition Name*	*Usage*
Periods Page	GP_CALENDAR_PERIOD	Define a single pay period.
Periods - Automated Creation Page Automatic Period Creation Page	GP_AUTO_PRD	Define multiple pay periods.

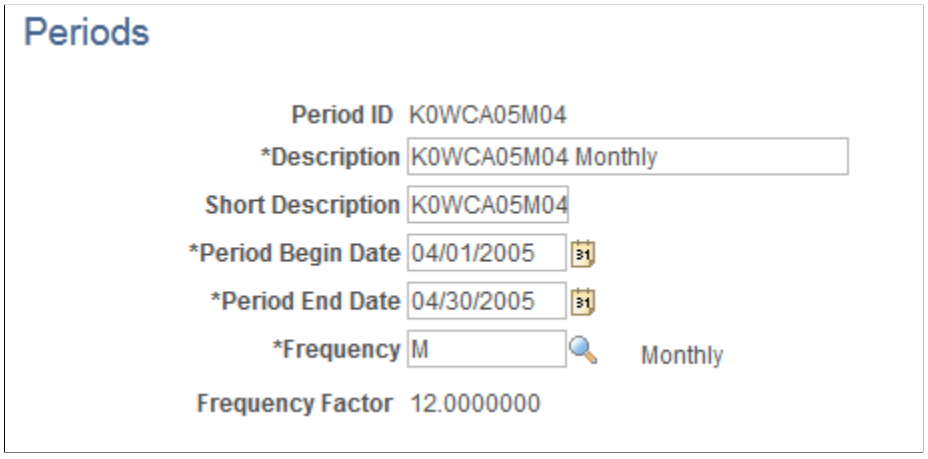
Periods Page

Use the Periods page (GP_CALENDAR_PERIOD) to define a single pay period.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Periods** > **Periods**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Periods**

This example illustrates the fields and controls on the Periods page.



Note: After processing begins, you cannot edit fields on the Periods page. To make changes, cancel the pay run.

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Field or Control	*Description*
Period Begin Date and **Period End Date**	Enter the dates for the period being calculated. Because multiple calendars that use the same pay period can have different payment dates, you specify the payment date on the Calendar Definition page.
Frequency	Enter the frequency. The system uses this to deannualize an earning, deduction, or entitlement element that's defined without generation control frequency. When generation control frequency is defined for an element, the following occurs: • If there's a match between the element generation control and the calendar ID generation control, the generation control frequency is used for the deannualization factor. • If there's no match between the element generation control and the calendar ID generation control, the element isn't resolved, with a couple of exceptions. If a retroactive adjustment exists, the adjustment is brought into the earning or deduction, but the earning or deduction itself is not resolved. The Deduction program still performs arrears payback processing. If a payback amount is generated, the deduction resolves to the payback amount. **Note:** Entitlement elements have two generation control fields, one for the primary element and one for adjustment processing.

Field or Control	*Description*
Frequency Factor	Displays the factor for annualization and deannualization.

Examples of the Time and Frequency Data That a Period ID Can Define

This table lists examples of how you can define different periods by varying the end date and frequency:

Begin Date	*End Date*	*Frequency*
June 1	June 7	Weekly
June 1	June 30	Monthly
June 1	June 15	Semimonthly
June 1	August 31	Quarterly

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Frequency Examples

Assume that there are four elements, each element begins with a gross amount of 1200. This table lists the effect of combining various frequency options (the value of each element after frequency option application appears in the last row of the table):

Frequency	*Element 1*	*Element 2*	*Element 3*	*Element 4*
Amount	1200	1200	1200	1200
Frequency (Element Definition)	Monthly (12)	Monthly (12)	Monthly (12)	Monthly (12)
Generation Control Frequency	None	Monthly (12)	Monthly (12)	Annual (1)
Pay Period Frequency	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)
Calendar Generation Control Frequency	None	Monthly (12)	None	Semimonthly (24)
Calculated Amount (Amount * Annualization factor/ deannualization factor)	600 (Amount * Frequency/ Pay Period Frequency)	1200 (Amount * Frequency/ Generation Control Frequency)	Not resolved	24 000 (Amount * Frequency/ Generation Control Frequency)

Related Links

Defining Generation Control Elements

Periods - Automated Creation Page

Use the Periods - Automated Creation page (GP_AUTO_PRD) to define multiple pay periods.

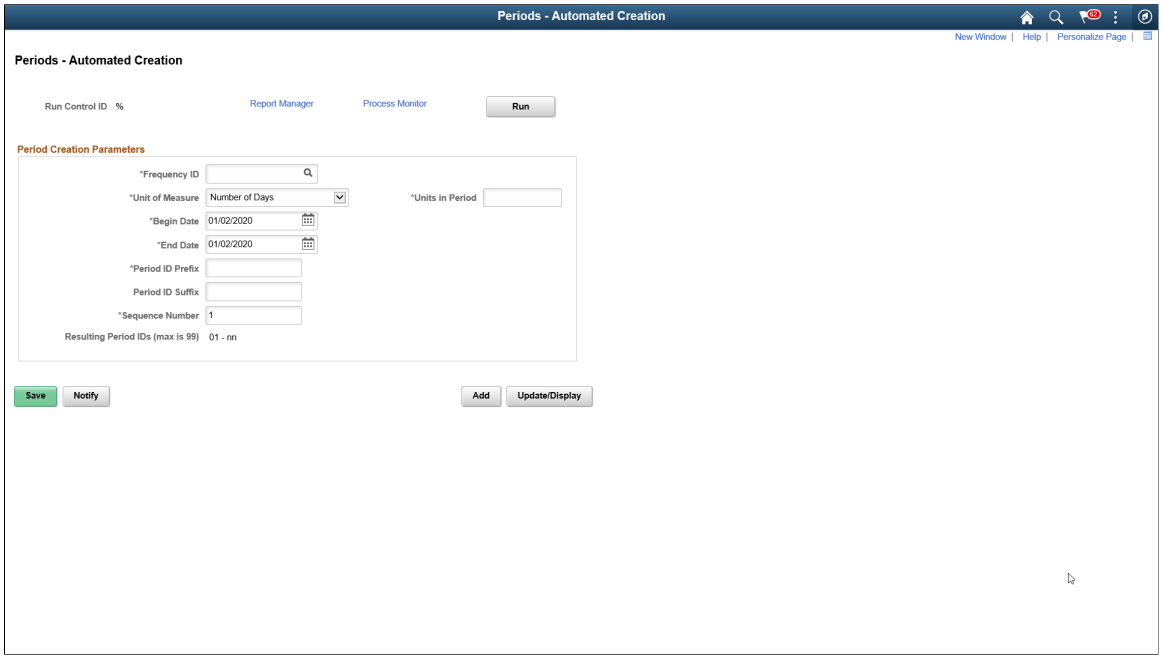
Note: When accessed from the Global Payroll & Absence Mgmt menu, the page name is *Periods - Automated Creation.* When accessed from the Set Up HCM menu, the page name is *Automatic Period Creation.* Other than the title, the pages are the same.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Periods - Automated Creation**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Automatic Period Creation**

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This example illustrates the fields and controls on the Periods - Automated Creation page.



Enter the period creation parameters and click the **Run** button.

Field or Control	***Description***
Frequency ID	Enter the calendar period frequency. This field can be used to generate the period description. **Note:** The system doesn't edit your entry to ensure it's consistent with the values in the **Unit of Measure** and **Units in Period** fields. See Periods Page.
Unit of Measure	Select the unit of measure for the periods. The *Number of Days* and *Number of Months* values, used in conjunction with the **Units in Period** field determine the number of days or months in a period. The *Semimonthly* value represents 15 days. The first semimonthly period always includes days 1 to 15. The second period includes days 16 to 28, 29, 30, or 31, depending on the month. When you select this value, the **Units in Period** becomes unavailable.
Units in Period	Enter the number of units in each generated period.

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Field or Control	*Description*
Begin Date and **End Date**	Enter the first day of the first period being generated and the last date through which the system should generate periods. The system generates all periods for which the end date is before or equal to the end date that you enter.
Period ID Prefix	Enter a prefix of up to seven alphanumeric characters. The system creates a unique period ID for each period it creates, by adding the period frequency suffix and a consecutive sequence number to the prefix.
Period ID Suffix	Enter the period suffix that's added to the period ID. The default value is the first letter of the selected frequency ID.
Sequence Number	Enter for the first period. The system assigns a sequential number to each following period that you create. This is useful when you create periods for the same year in separate runs. Suppose that you want to generate six periods for a monthly payroll. You enter *1* in this field, and the process creates periods 1 to 6. Later, when you generate periods for the remaining months, you enter *7* here.
Resulting Period IDs (max is 99)	This field combines the period ID prefix, period frequency suffix, and sequence number to show you what periods the process will create. For example, if you enter a period ID prefix of *PAY2001,* a period frequency suffix of *M,* and a sequence number of *1,* the periods generated are PAY2001M01 - PAY2001Mnn where nn represents the number of the last period created.

Examples: Unit of Measure and Units in Period Combinations

This table gives examples of periods defined using different combinations of unit of measure and units in period:

Unit of Measure	*Units in Period*	*Result*
Day	7	Each period represents seven days (for a weekly payroll).
Day	14	Each period represents 14 days (for a biweekly payroll).

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Unit of Measure	*Units in Period*	*Result*
Semimonth	Not applicable.	Each period represents 15 days (for a semimonthly payroll), but the periods go from 1 to 15 and from 16 to the last day of the month.
Month	1	Each period represents a month (for a monthly payroll).
Month	3	Each period represents three months (for a quarterly payroll).

Creating Single Calendars

To create single calendars, use the Calendars (GP_CALENDAR) component.

Note: After processing begins, you cannot edit the fields on the Calendars component, other than to add payees to the list of payees to be processed. To modify these pages, cancel the process.

Pages Used to Create Single Calendars

Page Name	*Definition Name*	*Usage*
Calendars - Definition Page	GP_CALENDAR1	Link together the pay group, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.
Calendars - Generation Control Page	GP_CALENDAR3	Override generation control frequencies for a calendar.
Calendars - Supporting Element Overrides Page	GP_CALENDAR2	Override the value of a bracket, date, duration, formula, or variable element associated with a calendar.
Calendars - Excluded Elements Page	GP_CALENDAR4	Exclude earnings, deductions, take, or entitlement elements from a calendar.

Prerequisites

Before creating a calendar, define the run type and period ID associated with the calendar.

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If you're creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

Note: Calendars are associated with a single pay group. If you change a payee's pay group assignment, period segmentation results. For example, if a payee changes from pay group PGA to PGB on June 15, days 1−14 are processed with the PGA calendar and days 15−30 with the PGB calendar.

Related Links

Defining Run Types
Creating Periods
Understanding Positive Input

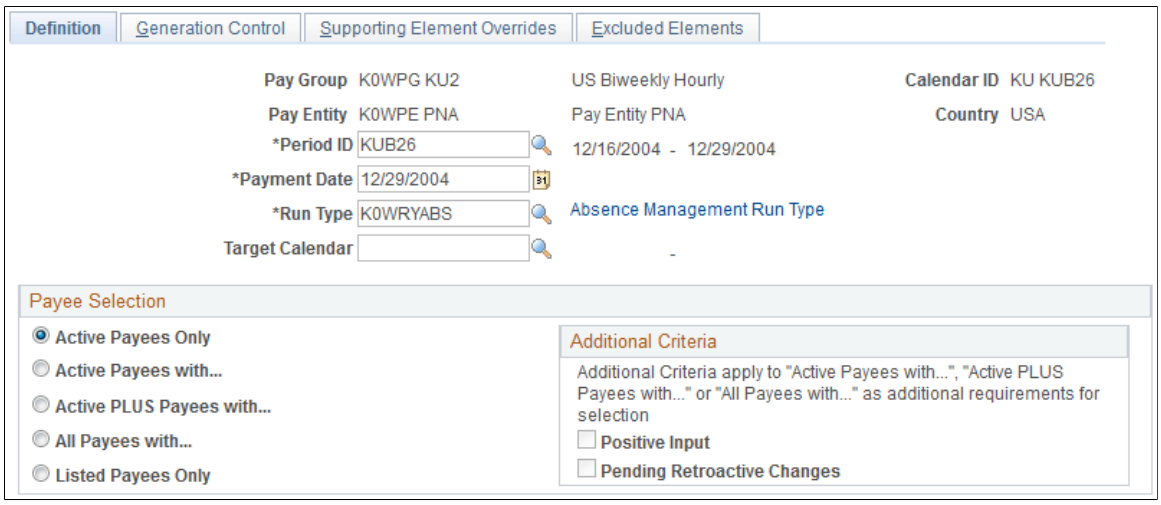
Calendars - Definition Page

Use the Calendars - Definition page (GP_CALENDAR1) to link together the pay group, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Calendars** > **Definition**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Calendars** > **Definition**

This example illustrates the fields and controls on the Calendars - Definition page.



Field or Control	*Description*
Period ID	Enter the pay period the calendar represents. The corresponding dates appear in the **Begin Date** and **End Date** fields.
Payment Date	Enter the date when payees are paid. In certain countries, this date is important for tax calculations.

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Field or Control	*Description*
Run Type	Enter the run type that identifies the process list to be used for this calendar run. (The run type also identifies whether retroactive triggers are to be processed.)
<run type description>	Click to access the Run Types page, where you can specify the process list to be used, whether to process retroactive triggers, and other processing parameters. See Run Types Page.
Target Calendar	Enter a target calendar ID if you're defining an absence processing run or any processing run that generates positive input. Identifies the target calendar for the daily data or positive input being generated. Absences cannot be targeted back in time, so the target calendar end date cannot be earlier than the end date of the current period ID.
Time & Labor Calendar	If you're using Time and Labor, enter the calendar period ID. This enables you to map a date range to a payroll calendar. The date range pulls Time and Labor payable time into your payroll run.

Payee Selection

Identify which payees in the selected pay group to include in the calendar that you're defining. You can have the system identify the payees, or you can list the payees manually. Active payees are those who were active in the pay group for at least one day during the pay period.

The information that you enter here gives the system basic information about which payees to process for a particular calendar.

Note: A calendar created for active payees must be unique based on the combination of pay group, period ID, and run type, reducing the possibility of duplicate payments.

Field or Control	*Description*
Active Payees Only	Select to include all active payees with no other qualifying criteria. Active payees are those who were active in the pay group for at least one day during the pay period.
Active Payees with...	Select to include only those active payees who have pending positive input or pending retroactive triggers. If you select this option, you must select the **Positive Input** check box, the **Pending Retroactive Changes** check box, or both.

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Field or Control	*Description*
Active PLUS Payees with...	Select to include all active payees and payees who were ever active in the pay group, but only if they have pending positive input, pending retroactive triggers, or pending forwarded adjustments. If you select this option, you must select the **Positive Input** check box, the **Pending Retroactive Changes** check box, or both.
All Payees with...	Select to include only those payees who have pending positive input or pending retroactive triggers. If you select this option, you must select the **Positive Input** check box, the **Pending Retroactive Changes** check box, or both.
Listed Payees Only	Select to list payees for processing, rather than have the system identify them automatically. The **Payee List** group box becomes available. You can use this option to pay one payee or a small group of payees.
Positive Input	Becomes available if you select **Active Payees with..., Active PLUS Payees with...,** or **All Payees with.** If you select this check box and **Active Payees with...,** the calendar processes active payees who have pending positive input. If you select this check box and **Active PLUS Payees with. ..,** the calendar processes active payees and payees who have pending positive input. This check box enables you to include a terminated payee in an active-only run based on the existence of positive input for that payee.

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Field or Control	*Description*
Pending Retroactive Changes	Becomes available if you select **Active Payees with..., Active PLUS Payees with...,** or **All Payees with.** If you select this check box and **Active Payees with...,** the calendar processes active payees who have pending retroactive triggers. If you select this check box and **Active PLUS Payees with. .,** the calendar processes active payees or payees who have pending retroactive changes. This check box enables you to include inactive payees in an active-only run based on the occurrence of a retroactive change that affected the inactive payee.

Payee List

The system displays this group box if you select the **Listed Payees Only** option.

Field or Control	*Description*
EmplID	Enter the payees that the calendar processes. Anyone on the payee list must be a current or previous member of the pay group associated with this calendar. While the calendar remains open, you can add to the payee list.
Calculate Thru Date	The default value for this field is the last day of the period selected in the **Period ID** field. If you want to perform the calculation of a payee for part of a pay period, you can enter an earlier date. The system calculates only segments that end on or before the date that you enter.

Calendars - Generation Control Page

Use the Calendars - Generation Control page (GP_CALENDAR3) to override generation control frequencies for a calendar.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Calendars** > **Generation Control**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Calendars** > **Generation Control**

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This example illustrates the fields and controls on the Calendars - Generation Control page.



To have a frequency compared with generation control frequencies entered at the element level—for eligibility and deannualization purposes—enter those frequencies here.

Field or Control	*Description*
Frequency Tag	Enter the frequency ID to be overridden.
Frequency Annualization Factor	Displays the frequency factor associated with the selected frequency ID.

Eligibility Example

Suppose that you have a weekly pay group and pay period. This pay group has a deduction that's processed only during the first pay period of every month. You create a generation control frequency called *1st of Month* (with a factor of 12), which you assign to the deduction, and attach the frequency *1st of Month* to the first calendar of each month.

When the system processes the deduction, it compares the element's generation control frequency with the calendar values. If they match, the deduction passes eligibility. If not, the deduction fails eligibility and isn't processed. If the generation control and calendar have multiple frequency values and there's a match on more than one frequency but the factors aren't the same, the system sets the payees in error.

Related Links

Generation Control

Calendars - Supporting Element Overrides Page

Use the Calendars - Supporting Element Overrides page (GP_CALENDAR2) to override the value of a bracket, date, duration, formula, or variable element associated with a calendar.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Calendars** > **Supporting Element Overrides**

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- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Calendars** > **Supporting Element Overrides**

This example illustrates the fields and controls on the Calendars - Supporting Element Overrides page.



Calendar Supporting Element Overrides

Field or Control	*Description*
Element Type	Select the element type. Values are: *Bracket, Date, Duration, Formula,* and *Variable.*
Element Name	Select the particular element to override.
Numeric Value	Enter an override value. When the system encounters the specified element on the process list, it applies the override value that you defined in this field. The override value can itself be overridden by positive input instructions, payee overrides, and so on.

Related Links

Understanding Overrides

Calendars - Excluded Elements Page

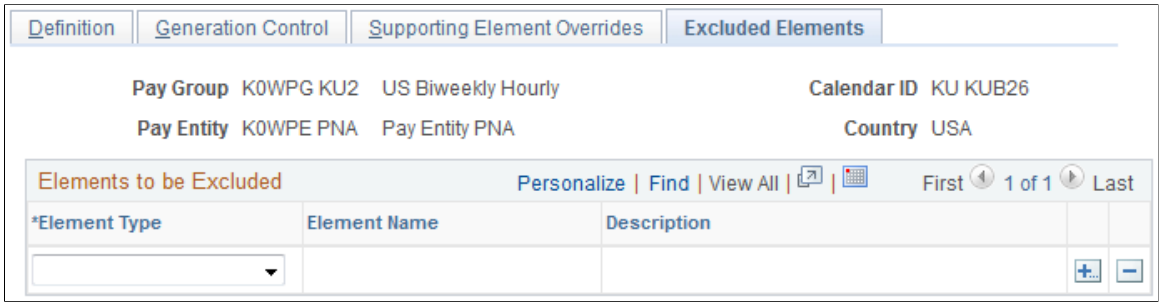
Use the Calendars - Excluded Elements page (GP_CALENDAR4) to exclude earnings, deductions, take, or entitlement elements from a calendar.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Calendars** > **Excluded Elements**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Calendars** > **Excluded Elements**

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This example illustrates the fields and controls on the Calendars - Excluded Elements page.



Field or Control	*Description*
Element Type	Select the element type. Values are: *Absence Entitlement* and *Absence Take,* or *Deduction* and *Earnings,* depending on the type of calendar.
Element Name	Enter the element to be excluded from processing. The element is not processed, no positive input is used, no paybacks from arrears balances take place, no adjustments are forwarded, and you cannot *Assign To* in a formula.

Note: To exclude an element from processing, the element must be defined to enable calendar overrides.

Related Links

Understanding Overrides

Creating a Set of Calendars

Page Used to Create a Set of Calendars

Page Name	*Definition Name*	*Usage*
Calendars - Automated Creation Page Automatic Calendar Creation Page	GP_AUTO_CAL1	Run the Automatic Calendar Creation process to create a set of calendars.

Prerequisites

Before creating a series of calendars, define the run type and periods associated with the calendars. Use the automatic period creation feature to create periods automatically.

If you're creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

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Note: Calendars are associated with a single pay group. If you change a payee's pay group assignment, period segmentation results.

Related Links

Defining Run Types
Creating Periods
Understanding Positive Input

Calendars - Automated Creation Page

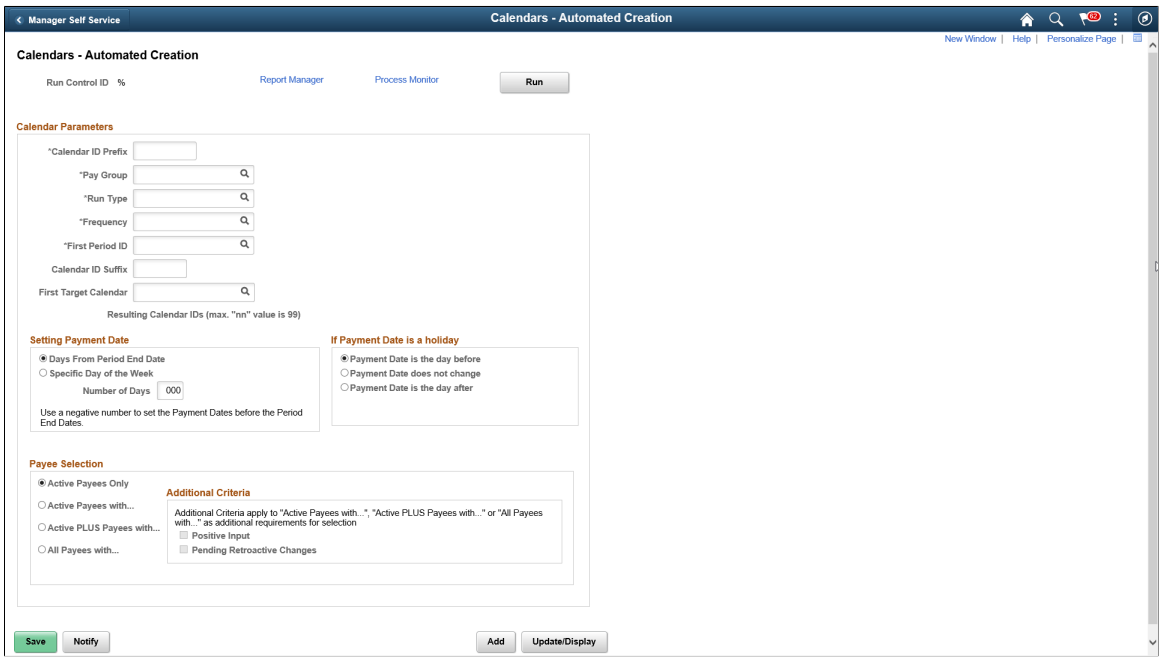
Use the Calendars - Automated Creation page (GP_AUTO_CAL1) to run the Automatic Calendar Creation process to create a set of calendars.

Note: When accessed from the Global Payroll & Absence Mgmt menu, the page name is *Calendars - Automated Creation.* When accessed from the Set Up HCM menu, the page name is *Automatic Calendar Creation.* Other than the title, the pages are the same.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Define Calendars** > **Calendars - Automated Creation**
- **Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Calendars** > **Automatic Calendar Creation**

This example illustrates the fields and controls on the Calendars - Automated Creation page.



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Field or Control	*Description*
Calendar ID Prefix	Enter a prefix of up to seven alphanumeric characters. The system creates a unique calendar ID for each calendar it creates, by adding this prefix to the period ID associated with the calendar and the number of the calendar. For example, if the first period ID is PAY2001M01 and you enter a prefix of REGULAR, the calendar ID for the first generated calendar becomes REGULAR PAY2001M01.
Pay Group	Enter the pay group for which the calendars are being built.
Run Type	Enter the run type to which the calendars are associated.
Frequency	Enter the frequency for creating the calendars.
First Period ID	Enter the first period that the system uses to build calendars. The period IDs from which you select are based on the frequency ID. The system generates calendars for the number of consecutive periods that you defined when creating the periods.
Calendar ID Suffix	Enter the calendar frequency suffix that's added to the calendar ID. The default is the first seven letters of the First Period ID. You can enter customized calendar id suffix as per requirements.
First Target Calendar	If you're defining calendars for an absence processing run or for a pay run that generates positive input for a different calendar, enter the target calendar ID for the first calendar being created. This field is optional. Based on this ID, the system determines the sequential target calendars to use for auto created calendars. **Note:** For the system to determine sequential target calendars, the calendar entered in the **First Target Calendar** field must follow a standard naming convention that ends with two digits to describe the month or any other period that the calendar represents. For example, you can select a first target calendar of *GXCI CPY2000M01,* because the system can use the last two digits to determine the appropriate sequential target calendars. If you select a nonstandard first target calendar, such as *GW10204P,* you receive an error message if you click **Save** or **Run.** This process enables you to create up to 99 calendars, but each one must be based on an existing target calendar. For example, if you try to generate calendars ABS001 through ABS099, but the only target calendars that exist are PAY001 through PAY050, the system cannot create calendars ABS051 through ABS099.

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Setting Payment Date

Field or Control	*Description*
Days From Period End Date and **Number of Days**	Select to have the payment date be a specific number of days before or after the period end date. Enter a positive or negative number in the **Number of Days** field. For example, to always pay two days before the period end date, enter *-2* in the **Days Adjustment** field.
Specific Day of the Week	Select to have the payment date always fall on the same day of the week. Enter the selected day in the **Payment Day Is** field. Select either **On or Before Period End Date** or **On or After Period End Date** to specify what happens if the selected day differs from the calendar end date. For example, suppose that you select Friday as the payment date for a monthly calendar, the period end date is May 26, and the last Friday in May is May 25. If you select **On or Before Period End Date,** the payment date is May 25. If you select **On or After Period End Date,** the payment date is the next Friday, June 1. Or, suppose that you set up weekly calendars and designate Saturday as the period end date and Friday as the payment date. Using July 2001 as an example, the period end dates are: July 7, 14, 21, and 28. If you select **On or Before Period End Date,** the payment dates are July 6, 13, 20, and 27. If you select **On or After Period End Date,** the payment dates are July 13, 20, 27 and August 3.

If Payment Date is a Holiday

Select an option that determines what the system does if the payment date falls on a holiday. Options are: **Payment Date is the day before, Payment Date does not change,** and **Payment Date is the day after.**

Payee Selection

This group box is identical to the **Payee Selection** group box on the Calendars - Definition page except that **Listed Payees Only** is not an option.

Related Links

Calendars - Definition Page

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Defining Calendar Groups

Page Used to Create Calendar Groups

Page Name	*Definition Name*	*Usage*
Calendar Groups Page	GP_CALENDAR_RUN	Define a group of calendars to process together. Calendars are processed in the order listed.

Understanding Calendar Groups

A calendar group identifies calendars to process together for an on-cycle run or the off-cycle groups to process for an off-cycle run. When creating a calendar group, consider that:

- The processing phases defined on the run control page are performed across all members of the calendar group; therefore, group together calendars that require identical calculations.
- Elements from different countries cannot be processed simultaneously.

  Don't include calendars that represent pay entities from different countries—based on the calendar's pay group—in the same calendar group.
- A calendar's order in the calendar group ID determines the calculation processing sequence.

  If you're processing an absence calendar and a payroll calendar in the same calendar group ID, typically, you place the absence calendar before the payroll calendar to ensure accurate results.

Processing Sequence

Run calendars in pay period date order, because many payroll processes are based on the order in which calendars are run and thus finalized. Running calendars non sequentially can affect how accumulators and retroactive limit dates are handled—inserting a calendar that isn't for the next sequential pay period can create unexpected results.

Calendars that are run out of pay period order experience these accumulators issues:

- Accumulators are included in calendar processing by determining which finalized payroll or absence calendar (for the country being processed) is the most recent.
- Accumulator values are stored for each calendar based on the accumulator from and to dates, not the pay period begin and end dates.

  If the accumulator from and to dates include any day in the pay period, the accumulator is written to the results tables.
- An accumulator might not be written to the results tables and therefore wouldn't be included in the next calendar, preventing referencing or updating of the accumulator values.
- Accumulator balances might be inaccurate.

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Suppose that you run a March calendar before a February calendar. The accumulator balances that are included as starting balances for the February calendar would include the results from the March calendar.

Calendars that are run out of pay period order experience these retroactive limit date issues:

- Retroactive limit dates are determined based on the first calendar that's encountered—for a payee—within a calendar group ID.

  Although other calendars might be encountered later that have earlier pay period dates, the retroactive limit date is determined by the first calendar's dates.

- When processing retroactive situations, the system determines which calendars to rerun by looking for the earliest calendar finalize time stamp where the calendar period end date is greater than the trigger effective date.

  Suppose that you run and finalize calendars in this order: January (Calendar 1), February (Calendar 2), another January (Calendar 3), and March (Calendar 4). If you have retroactive data for February 15, then Calendar 2, Calendar 3, and Calendar 4 run again.

Note: With on-cycle processing, if you attach several calendars to the same calendar group ID and decide, after the payee identification process, not to process one of the calendars, you must cancel the entire run before running any of the other calendars. After you cancel the run, return to the calendar for the pay groups that you want to cancel and change or delete the original pay group ID. Rerun the payroll for the pay groups that you're processing. With off-cycle processing, you do not need to cancel the entire run. You can instead delete the off-cycle group from the calendar group and add the correct group. When you run the off-cycle process again, the system cancels the deleted off-cycle group and processes the one that you added.

Related Links

Understanding Off Cycle Processing

Calendar Groups Page

Use the Calendar Groups page (GP_CALENDAR_RUN) to define a group of calendars to process together.

Calendars are processed in the order listed.

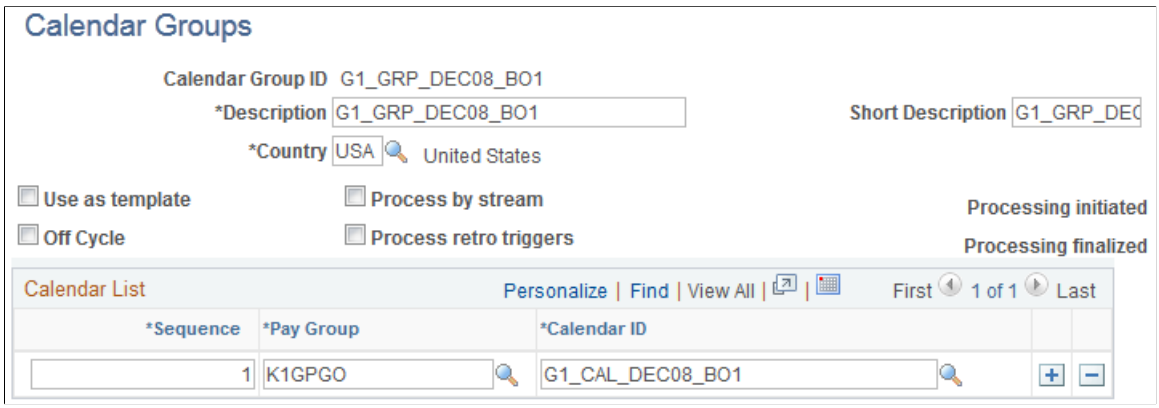
Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Define Calendars** > **Calendar Groups**

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Off Cycle** > **Off Cycle Calendar Group** > **Calendar Group**

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This example illustrates the fields and controls on the Calendar Groups page.



Note: After processing begins for an on-cycle run, you should not edit the fields on the Calendar Groups page. To modify this page, cancel the pay run.

Field or Control	*Description*
Use as template	Select to use this calendar group to run the online Absence Forecasting or Balance Inquiry process. This option is not available for off-cycle processing. See Online Forecasting and Balance Inquiry Processes.
Process by stream	Select to use stream processing for this calendar group. This feature is typically not used for off-cycle processing.
Off cycle	Select if this calendar group is to be used for off-cycle processing.
Process retro triggers	Select to process retroactive triggers for this calendar group. For on-cycle processing, the default value is based on the **Process Retro Triggers** field on the Run Types page. If any run type indicates that retroactive triggers should be processed, the default is to select this option. For off-cycle processing, you must select this check box if any of the off-cycle groups that you add to this calendar group include correction transactions.

Calendar List

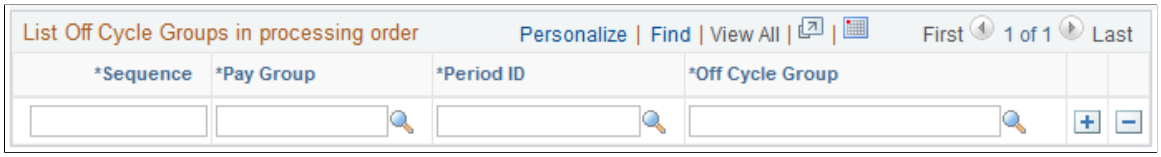
List the calendars to process together. The number that you enter in the **Sequence** field determines the calendar processing order. This grid is hidden when you select the **Off cycle** check box.

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List off-cycle groups in processing order

The following grid appears only when you select the **Off cycle** check box. List the off-cycle groups to process. An off-cycle group identifies the off-cycle transactions to be processed for a specific pay group and period.

This example illustrates the fields and controls on the Entering values for off-cycle groups page.



Related Links

Online Forecasting and Balance Inquiry Processes

Defining Automated Calendar Groups

Use the Calendar Group - Auto Creation page (GP_AUTO_CAL_GRP) to create multiple calendar groups using existing periods and calendars or create new periods and calendars.

Pages Used to Define Automated Calendar Groups

Page Name	*Definition Name*	*Usage*
Calendar Group - Auto Creation Page	GP_AUTO_CAL_GRP	To create multiple calendar groups using existing periods and calendars or create periods and calendars newly.
Period and Calendar Creation Page	GP_AT_CALGRP_SEC	To create periods and calendars in a single step.

Calendar Group - Auto Creation Page

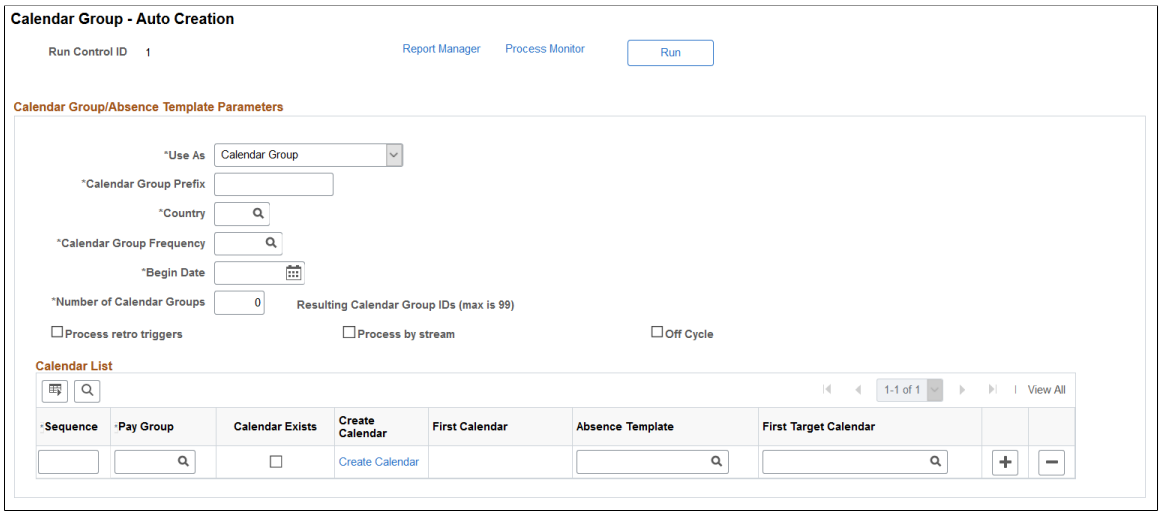
Use the Calendar Group - Auto Creation page (GP_AUTO_CAL_GRP) to create calendar groups using existing periods and calendars newly.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Define Calendars** > **Calendar Group - Auto Creation**

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This example illustrates the fields and controls on the Calendar Group - Auto Creation page, when the Calendar Group option is selected from the Use As drop-down list.



Field or Control	*Description*
Use As	Select the required value from the drop-down list. The value selected in this field determines whether the process is for calendar creation or for updating absence calendars to template. • Calendar Group: Select ‘Calendar Group’ if you want to create calendars. • Absence Template: Select ‘Absence Template’ if you want to create forecasting templates or update absence calendars to a template.
Calendar Group Prefix	Prefix of the set of calendar groups.
Country	Country for which the calendar groups are defined.
Calendar Group Frequency	Enter the calendar group frequency. You can create automated calendar groups for different frequencies, for example, Weekly, Fortnightly, Semi-Monthly, or Monthly.
Begin Date	Enter the first day of the first calendar group being generated. The system generates calendar groups considering the inputs in frequency and number of calendar groups.
Number of Calendar Groups	Enter the number of calendar groups you need to create.

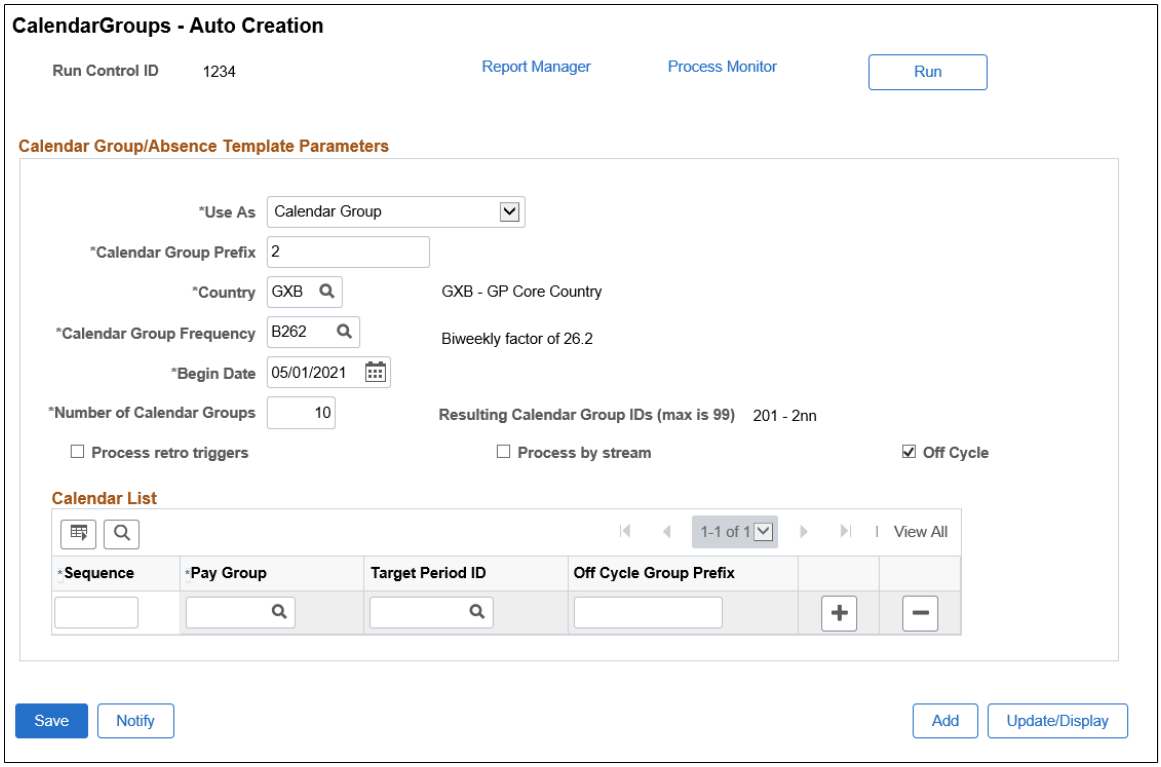
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Field or Control	*Description*
Process Retro Triggers	Select to process retroactive triggers for this calendar group. For on-cycle processing, the default value is based on the Process Retro Triggers field on the Run Types page. If any run type indicates that retroactive triggers should be processed, the default is to select this option. For off-cycle processing, you must select this check box if any of the off-cycle groups that you add to this calendar group include correction transactions.
Process by Stream	Select to use stream processing for this calendar group. This feature is typically not used for off-cycle processing.
Off Cycle	Select this checkbox to create multiple off cycle calendar groups for a specified period and for multiple payment frequencies. If the user selects the Off Cycle checkbox, following fields are displayed in the Calendar List section. • Target Period ID • Off Cycle Group Prefix
Sequence	Enter for the first calendar group. The number that you enter in this field determines the calendar processing order.
Pay Group	Enter the pay group for which the calendars are being created.
Calendar Exists	Select this check box to make use of existing calendars created using automated calendar creation. **Note:** The fields ‘Create Calendar’ and ‘Target Calendar ID’ are disabled, if you select this check box.
Create Calendar	Select the Create Calendar link to create a new calendar and period. This displays the Period and Calendar Creation page, wherein you can create periods and calendars.
First Calendar	Enter the first calendar ID in the sequence.
Absence Template	Select the required template to be attached to the absence calendars. All forecasting templates should be available for selection. **Note:** This field is enabled only for those calendar IDs whose run type is Absence Calendar.

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Field or Control	Description
First Target Calendar	If you are defining calendar groups for an absence processing run or for a pay run that generates positive input for a different calendar, enter the target calendar ID for the first sequence of calendar group. Based on this ID, the system determines the sequential target calendars to use for auto created calendars.

This example illustrates the Calendar Group - Auto Creation page for off cycle calendar groups.



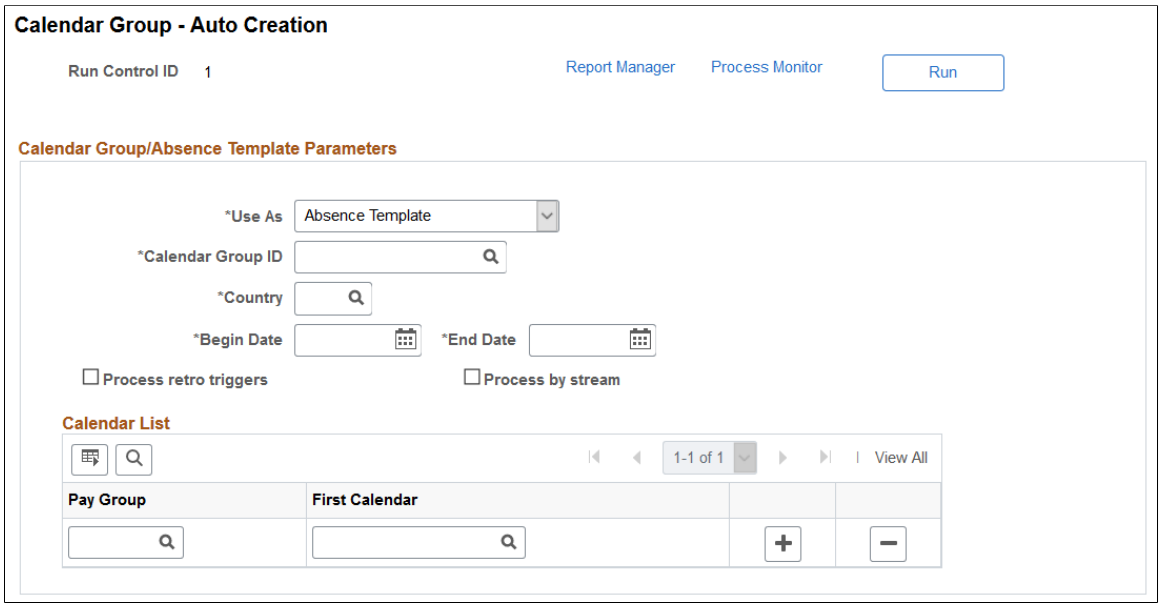
If Off Cycle checkbox is selected, the following fields in the Calendar List section become disabled:

- Calendar Exists
- Create Calendar
- First Calendar
- Absence Template
- First Target Calendar

Field or Control	Description
Target Period ID	Select the Period ID from which the calendar group will start.

Field or Control	*Description*
Off Cycle Group Prefix	Enter the prefix for the off cycle group. The system automatically generates the suffix for off cycle groups starting “01” till the number of calendar groups mentioned in the page. If few off cycle groups already exists with the same prefix, then the suffix will continue from the last off cycle group.

This example illustrates the fields and controls on the Calendar Group - Auto Creation page, when the Absence Template option is selected from the Use As drop-down list.



Field or Control	*Description*
Use As	Select the required value from the drop-down list. The value selected in this field determines whether the process is for calendar creation or for updating absence calendars to template. • Calendar Group: Select ‘Calendar Group’ if you want to create calendars. • Absence Template: Select ‘Absence Template’ if you want to create forecasting templates or update absence calendars to a template.
Calendar Group ID	Select the required template ID if you want to map absence calendars to an existing forecasting template. You can also enter a new template ID.
Country	Country for which the calendar groups are defined. This is automatically displayed if an existing template is selected in the Calendar Group ID field. If you are creating a new template, then enter the country name in the Country field.

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Field or Control	*Description*
Begin Date	Enter the Pay Begin date of the first calendar being generated. The system generates calendar groups considering the inputs in frequency and number of calendar groups.
End Date	Enter the end date of last pay period of the calendar being generated. Begin and End dates will be validated against period end date of calendars and all those absence calendars period date between these dates should be updated to template.
Pay Group	Enter the pay group for which the calendars are being created. You can decide the pay groups that need to be included in calendar group creation for a period. Other pay groups in the template are excluded.
First Calendar	Select the required calendar ID. The selected calendar ID should be treated as the first calendar and all subsequent absence calendars that follow the naming pattern will be updated into the template.

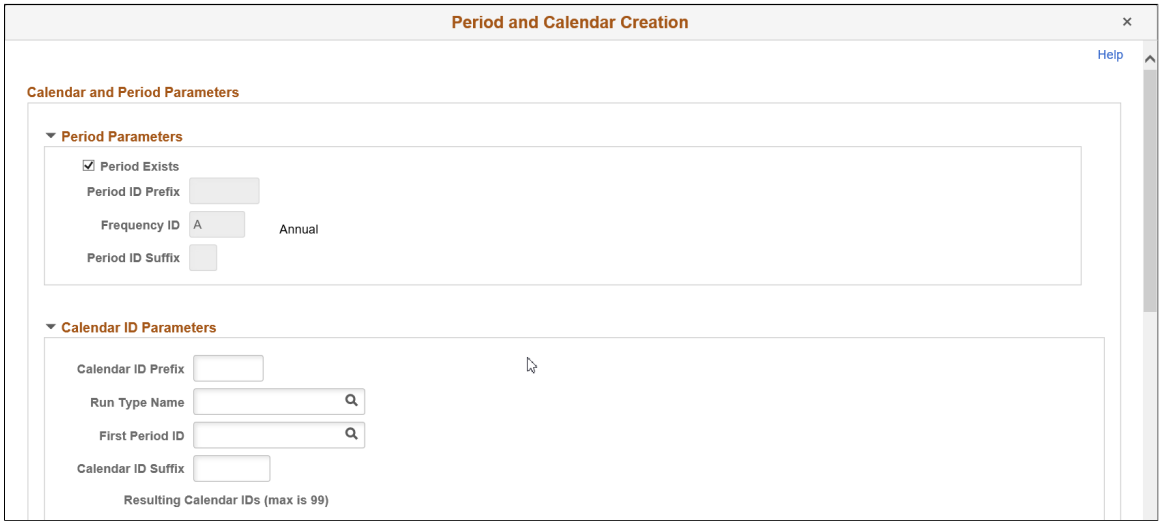
Period and Calendar Creation Page

Use the Period and Calendar Creation page (GP_AT_CALGRP_SEC) to create periods and calendars in a single step.

Navigation:

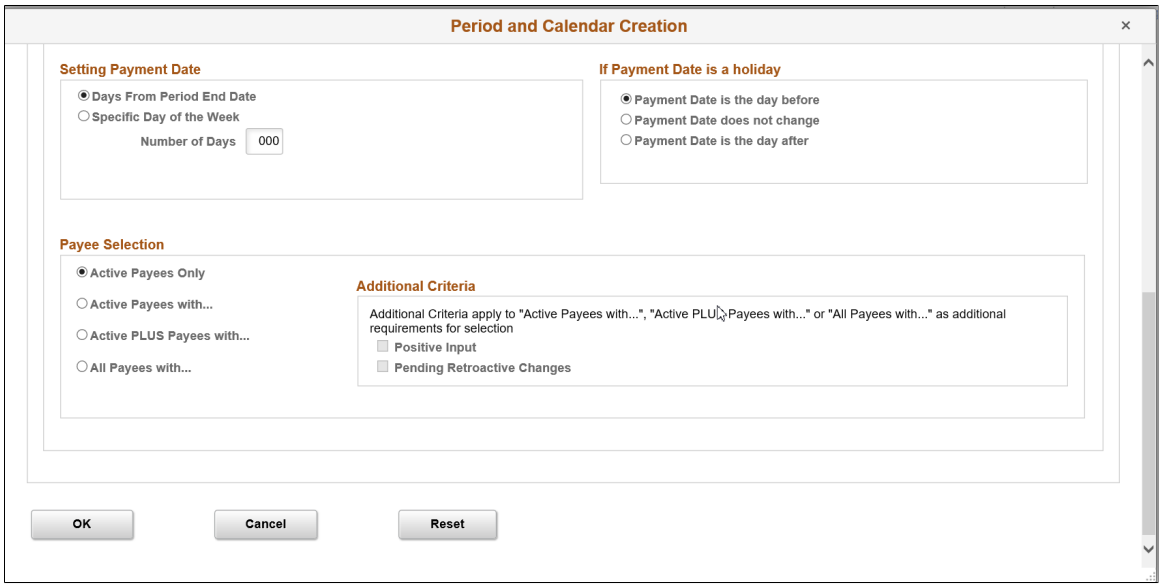
Click the Create Calendar link from the Calendar Group - Auto Creation page.

This example illustrates the fields and controls on the Period and Calendar Creation page.



Note: The Period Exists check box is checked by default. If you want to create a new period, deselect this check box and create new period.

This example illustrates the fields and controls on the Period and Calendar Creation page.



For details on fields and explanations, see Creating Periods and Creating a Set of Calendars.

Entering Calendar Override Instructions for a Payee

Pages Used for Entering Calendar Override Instructions for a Payee

Page Name	*Definition Name*	*Usage*
Payee Calendar Groups Page	GP_PYE_RUN	Select the calendars for which to enter special processing instructions for a payee.
Segment Details Page	GP_PYE_RUN_SEC	Create period segments for a payee and identify which segments to process.

Understanding Calendar Overrides

Payee calendar overrides "override" the selection criteria of the calendar. For example, if your calendar is set up with selection criteria such as "Active With... Positive Input" and you add a payee calendar override for a person who is both terminated (inactive) and has no positive input, that payee will still be processed for the calendar through the Calendar Override. If instead, you set up an off-cycle advance for the same payee and calendar, the process will still apply all the normal selection criteria and will not process the payee.

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You can create additional segments (gross-to-net payments) for a payee and calendar and enter processing instructions for a specific segment.

Suppose that in March, you issue advance pay to someone who's taking vacation from April 1 to 15. Because the payee is to receive half of April's pay in March, you're paying only the salary for April 16−30 in April. You can use the Payee Calendar Groups page to accomplish this.

You create a calendar group that includes March and April. To issue the advance pay in March, you use the Payee Calendar Groups page for March to indicate that the payee is to be paid for both the March calendar and April 1−15. For April, you use the April calendar group but this time indicate that the payee is being paid for April 16−30 only.

You can specify which effective-dated rules the system applies when processing a calendar segment and which period's accumulators it updates. For example, when paying the April amount in March, you can instruct the system to apply the earning rules that are in effect in March and update the accumulators for March. Or you can instruct the system to use the rules that will be in effect in April.

Note: As an alternative to using calendar overrides to process an advance payment, you can enter instructions for an advance using the Off Cycle On Demand component (GP_OFFCYCLE_) and run an off-cycle payroll. It is recommended that you use either a calendar override or an off-cycle request for a given advance. If you use them in combination, it may cause problems with your payroll results.

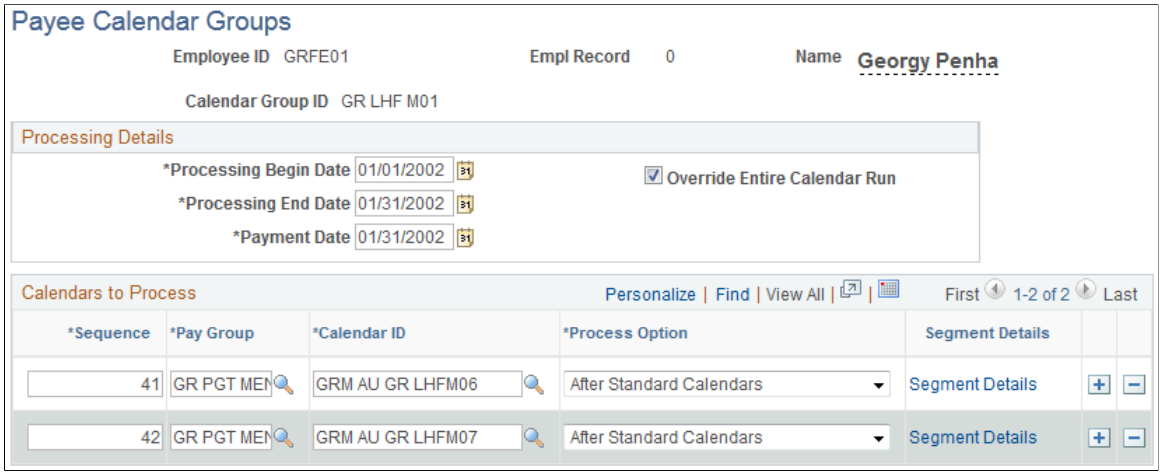
Payee Calendar Groups Page

Use the Payee Calendar Groups page (GP_PYE_RUN) to select the calendars for which to enter special processing instructions for a payee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Create Overrides** > **Payee Calendar Groups**

This example illustrates the fields and controls on the Payee Calendar Groups page.



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Field or Control	*Description*
Processing Begin Date, Processing End Date, and **Payment Date**	Enter processing begin and end dates, and a payment date. These fields apply to processing effective-dated elements whose definition as of date (defined on the Element Name page) is set to *Process Begin Date, Process End Date,* or *Payment Date.* The dates determine which effective-dated rules (element definitions) to use for these elements and which period's accumulators to update for the elements. Say that the definition as of date for an earning element is set to *Process End Date.* When the system encounters the element during the batch process, it retrieves the element definition that was in effect on the date entered in the **Processing End Date** field. The system also updates the accumulators for the period in which the processing begin date or the processing end date falls.
Override Entire Calendar Run	Select to have the system process only calendars or segments that you designate for processing in the **Calendars to Process** group box or on the Segment Details page. If you do not select this check box, the system processes the calendars that you want to override (those listed in the **Calendars to Process** group box), plus any other calendars that are included in the calendar group.

Calendars to Process

In this group box, select the calendars for which you want to specify special processing instructions for the payee.

Field or Control	*Description*
Sequence	Enter a number that determines the calendar processing order.
Pay Group	Enter the pay group that's associated with the calendar to be overridden.
Calendar ID	Enter the calendar to override.

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Field or Control	*Description*
Process Option	Applies only if the **Override Entire Calendar Run** check box is not selected (that is, you are overriding selected calendars only). Select the process option to determine whether the system is to process the calendars that have override instructions before or after all other calendars in the calendar group. Values are: *Before Standard Calendars, After Standard Calendars,* and *Not Applicable.* For example, the calendar group for March includes a regular calendar and a bonus calendar, as does the calendar group for April. You create an override entry for the regular March and April calendars. To have the system process the regular calendars—those with override instructions—before it processes the bonus calendars, select *Before Standard Calendars.* The system processes the calendars in this order: March regular, March bonus, April regular, April bonus.
Segment Details	Click this link to access the Segment Details page.

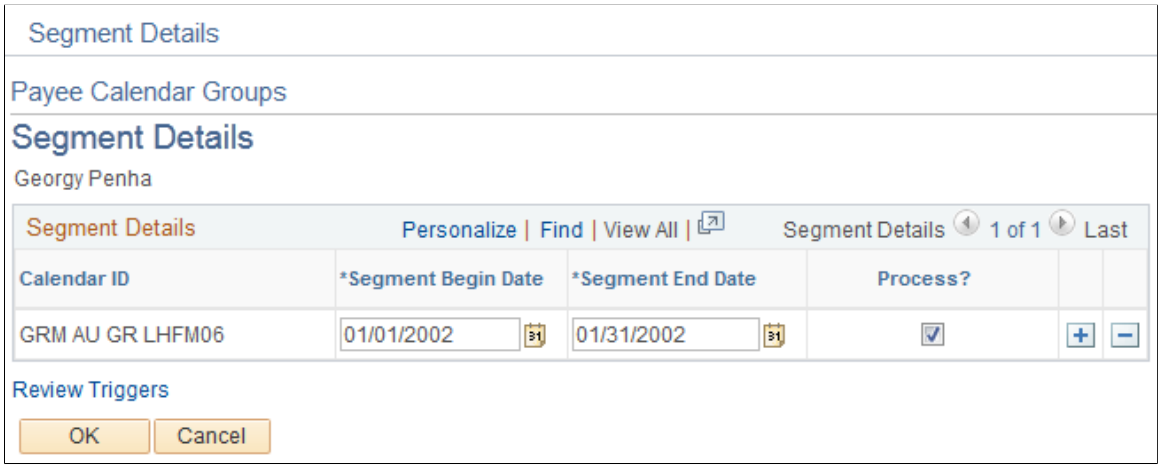
Segment Details Page

Use the Segment Details page (GP_PYE_RUN_SEC) to create period segments for a payee and identify which segments to process.

Navigation:

Click the **Segment Details** link on the Payee Calendar Groups page.

This example illustrates the fields and controls on the Segment Details page.



Field or Control	*Description*
Segment Begin Date and **Segment End Date**	Enter the dates to process in the calendar period and the dates not to process. Provide instructions for the entire calendar period.

Note: To have the system calculate pay for part of a calendar period, you must create one or more period segmentation triggers for the payee. The trigger effective date must correspond to the dates that you enter on the Segment Details page. For example, to process pay for February 1 to 9, but not for the rest of the month, define a segmentation trigger for February 10.

Related Links

Understanding Segmentation Setup
Setting Up Trigger Definitions

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Chapter 17

Working with Positive Input

Understanding Positive Input

This topic discusses:

- Characteristics of positive input.
- Sources of positive input.
- Instances and bundling.
- Eligibility rules.
- Action types and processing rules.
- Segmentation considerations.
- Batch processing and positive input.

Characteristics of Positive Input

Positive input is earning and deduction data that you enter for one pay period. The data—such as hours worked or a one time bonus—is payee-specific and can change each period. You can enter positive input manually or receive it from applications such as PeopleSoft Time and Labor.

When entering positive input for an earning or deduction element, you can enter a flat amount or values for the components of the element's calculation rule. For example, if the rule for calculating a payee's regular pay element is *Regular Pay = Rate × Units* , you can enter an amount that overrides the calculation rule or specify a value for rate, units, or both rate and units. If you enter values, you can enter numeric values, such as 40 hours, or select a rate code element that retrieves the component's value from PeopleSoft HR.

Global Payroll offers optional features that you can use when entering positive input. You can select the currency that applies to an entry; override a payee's department, job code, or location; or enter information that's specific to your organization and can be transmitted to your general ledger system.

Note: The data that you enter applies to one pay period only. Set up long-term overrides for elements on the Element Assignment By Payee page or the Payee Assignments by Element page.

Sources of Positive Input

Positive input can come from various sources. You can:

- Manually enter data through the positive input pages.

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- Receive data from Time and Labor, the Manage Variable Compensation business process in HR, or third-party applications.
- Run the Absence Take process (GP_PAYE) to convert paid and unpaid absences into positive input.
- Include a generate positive input section in your process list, causing the system to create positive input for a different pay calendar.

With one exception, manual entries override positive input generated by other sources. (Manual entries with an action type of *Add* do not override automated entries.) If a payee has system-generated entries from multiple sources, such as Time and Labor and the Absence Take process, but no manual entries, the system processes all automated entries during the pay run.

You can edit positive input only if it was entered into the system manually. To add, delete, or correct a system-generated entry, enter positive input that *overrides* the system-generated entry; if the data was generated by another application, correct the source records and retransmit the data.

Related Links

Understanding Absence Element Setup
Generate Positive Input Sections
Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor
Understanding Variable Compensation Awards

Instances and Bundling

This topic provides an overview of positive input entry instances and bundles.

Instances

Positive input entries are also called *instances*. When entering positive input into the system manually, you assign an instance number to each entry. So, if a payee works overtime at three rates and you make three separate entries of positive input for the OVERTIME element, each entry has a different instance number. The following example assumes that the calculation rule is *(Overtime) = (Rate) × (Units)*

Element	***Instance***	***Rate × Units***
Overtime	1	25 × 10
Overtime	2	35 × 5
Overtime	3	30 × 5

When positive input comes from external sources, the system assigns instance numbers. Whether the system assigns a separate instance number to each entry of positive input or to a group of entries depends on whether bundling occurred.

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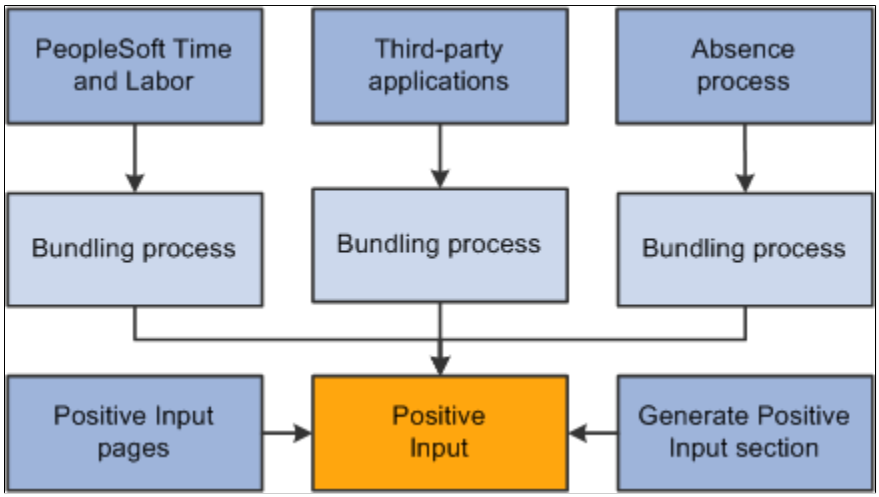
Bundling

Positive input created by the Absence Take process, Time and Labor, or a third-party application is often bundled by pay period into an array, for more-efficient processing. If a payee works eight hours a day on a weekly pay frequency, five eight-hour entries can be bundled into one 40 hour entry. Bundling has no impact on processing or results other than that it creates a single row of output (GP_RSLT_ERN_DED) instead of multiple rows.

Each bundle receives an instance number. Instance numbers begin with 1 and are assigned to each bundled element in a calendar run.

Rules for bundling data depend on the positive input source.

This diagram illustrates the sources of positive input and bundling.



Bundling Rules for Time and Labor

Positive input entries received from Time and Labor (called *payable time* in that application) are bundled by slice or segment when they contain compatible data—that is, when the values for the following types of data are identical:

- Rate.
- Currency.
- Rate as of date.
- Task entities*.

* To be considered for bundling, selected task entities defined in Time and Labor—including business unit, product, and department—must be mapped to system elements or variable elements in Global Payroll using the Mapping page.

Example 1

A payee has five positive input entries, one for each weekday. Each entry specifies a rate value as in the table. The rate earned every day except Thursday is the same. Therefore, the system bundles and creates one instance for the four days with a rate of 10 and creates a separate instance for Thursday, with a rate of 12:

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Day	*Hours Worked*	*Rate*
Monday	8	10
Tuesday	4	10
Wednesday	8	10
Thursday	8	12
Friday	8	10

Example 2

A payee performs work in two departments. The positive input entries include a system element that defines the department (A or B) and a variable element that specifies the hours worked. Because the system elements must match for bundling to occur, the system bundles all entries for department A and creates another bundle for the department B entries:

Day	*Variable*	*System Element*
Monday	8	Department A
Tuesday	8	Department A
Wednesday	8	Department B
Thursday	8	Department B
Friday	8	Department A

Bundling Rules for Absence Take

Positive input that's created by the Absence Take process and that falls in the same slice or segment can be bundled, depending on the take element definition:

- If you didn't select the *Multiple Instances* option for the take element, positive input for absences taken for the same reason during the pay period is bundled.
- If you allocated the positive input associated with an absence take element to more than one earning or deduction element (on the Absence Take - Day Formula page), the system bundles the positive input for each earning and deduction element separately.

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Bundling Rules for Third-Party Applications

Positive input received from third-party applications can be bundled or unbundled, depending on the bundling group tag assigned to each instance before transmission to Global Payroll. The third-party application must use a unique value for the Source (PI_SOURCE) field and handle any segmentation requirements. It is the responsibility of the third-party interface to bundle entries as required by Global Payroll.

Eligibility Rules

For positive input to be resolved, all of the following conditions must be met:

- The payee must be selected and identified for processing.

  You enter criteria for selecting payees when creating the calendar for the pay period. You identify payees to be calculated when you set up the run control for the payroll process.

- The element cannot be excluded from the calendar.
- The element must be included in a section of the process list that's executed during processing.
- The element must belong to the payee's eligibility group, or positive input must be selected as an override on the Pay Entities - Processing Details page.

Why Positive Input Might Not Be Resolved

If you discover that some instances of positive input weren't resolved during processing, the most likely causes—besides the aforementioned eligibility issues—are that:

- The value of a component of the element's calculation rule is defined as requiring payee level input, but you didn't specify the component's value through positive input or a payee override.

  If you enter positive input without values for the components, the element is resolved using the element's definition and payee override, if any.

- You entered positive input after running the last iteration of the payroll processing calculate phase or after freezing calculations for payees.

Related Links

Understanding Calendars
Understanding Processing Elements
Defining Eligibility Groups
Processing Concepts

Action Types and Processing Rules

When you manually enter an instance of positive input, you select an action type that tells the system how to process the instance. You can select from the following action types:

- Override
- Add

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- Do Not Process
- Resolve to Zero

A brief explanation of each action type follows.

Override

When you enter positive input with the action type of *Override,* you can enter an amount that overrides the calculation rule for the instance of the element or enter a value for components of the element's calculation rule: rate, unit, percent, or base. (If the calculation rule is defined as amount, you can enter only an amount.)

Suppose that you define an earning code as a flat amount of 100 EUR. You want to give the payee 90 EUR instead. You enter the amount of 90 EUR on the Positive Input page, specifying the action type as *Override.* The system overrides the definition amount of 100 EUR that is resolved, and the payee receives 90 EUR.

Add

When you enter positive input with the action type of *Add,* the system processes the normal resolution of the element based on the element definition or instructions entered on the Element Assignment By Payee page or the Payee Assignments by Element page, if any. In addition, it processes the element again based on the values that you enter in positive input, resulting in multiple occurrences.

Suppose that you define an earning code as a flat amount of 100 EUR. You want to give the payee an extra 50 EUR. From a data entry standpoint, the administrator enters the additional 50 EUR on the Positive Input page, specifying the action type as *Add.* The system processes the definition amount of 100 EUR and then resolves the additional amount of 50 EUR, so that the payee receives 150 EUR.

Do Not Process

When you enter positive input with the action type of *Do Not Process,* you prevent the system from processing this element for the payee when calculating the calendar. No result is written to the result table.

Do Not Process instructions apply to all instances of positive input for the element—manual or system-generated—in all segments and slices of the calendar, unless you enter an end date (on the Other Data page), which enables you to limit the instructions to instances that fall in the same slice or segment.

Suppose that instance 1 has an action type of *Do Not Process,* and that instance 2, for the same element, has an action type of *Override.* If you don't enter an end date for instance 1, the *Do Not Process* instructions apply to both instances and neither is processed.

Resolve to Zero

When you enter positive input with the action type of *Resolve to Zero,* the system resolves the instance of the earning or deduction with a value of 0.

Unlike *Do Not Process* , *Resolve to Zero* writes an amount of 0 to the results table, making a zero amount on the payslip possible. Also, *Resolve to Zero* instructions do not affect any other instances.

Rules for Mixed Action Types

The following rules apply when positive input occurs with mixed action types within a segment:

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- Where positive input entries are a combination of *Add* and *Override* action types, the system does not resolve the element definition because of the presence of the override entry.

  Instead, the system processes all positive input entries with action types of *Override* and *Add* in this order (hierarchically): first the entry with an action type of *Override,* then the entry with an action type of *Add.*

  Suppose that E3 is a flat amount of 100 USD. You create two positive input entries, one (instance #1) with an *Add* action type for 30 USD and one (instance #2) with an *Override* action type for 200 USD.

  Despite the presence of what could be considered conflicting action types, the system processes both entries, regardless of the order in which you enter them. The system processes the entry with an action type of *Override* first and creates a row for 200 USD on the earning/deduction result table. Then the system processes the entry with an action type of *Add* and creates a row for 30 USD on the earning/deduction result table.

  The result is that the payee receives 230 USD for E3 with two rows on the earning/deduction result table. The system does not resolve the element based on its rule definition.

- Regardless of the combination of action types, the presence of an entry with an action type of *Do Not Process* always overrides any other positive input entries for that segment.

  In other words, the system processes nothing for the element. The *Do Not Process* value supersedes all action types.

- The action type *Resolve to Zero* affects only the current positive input instance.

  Where the action types of *Override, Add,* and *Resolve to Zero* are combined, the system processes all entries.

  Suppose that E4 is a flat amount of 500 USD. You create three positive input entries with the following attributes:

  - Action type of *Override* for 700 USD.
  - Action type of *Resolve to Zero.*
  - Action type of *Add* for 300 USD.

    The end result is that the system processes all three positive input entries and the payee receives 1000 USD for E4 with three rows (instances) in the earning/deduction result table. The system does not resolve the element through its definition. Also, the system creates a row with a result amount of 0.

Related Links

Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions

Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets

Segmentation Considerations

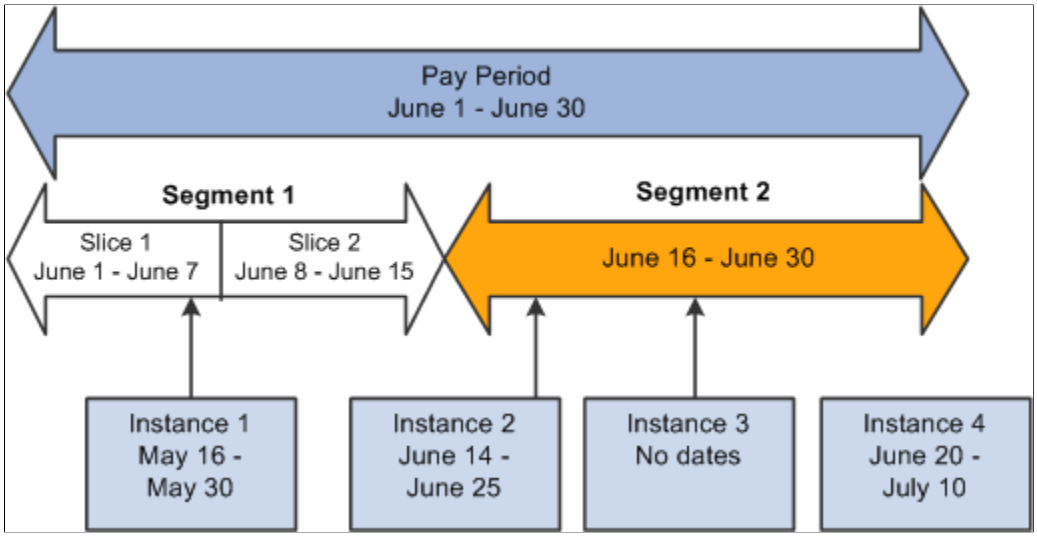
When a calendar pay period has period or element segmentation, positive input isn't prorated. It's assigned to a single segment or slice, based on the instance's end date:

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- If the end date falls before the calendar period begin date, the instance is assigned to the pay period's first segment or slice (see Instance 1 in the diagram).
- If the end date falls in the pay period, the instance is assigned to the segment or slice in which the end date falls (see Instance 2).
- When no end date is specified, the instance is assigned to the pay period's last segment or slice.

  It's assumed that the end dates for the instance and the calendar are identical (see Instance 3). There is one exception: you can enter *Do Not Process* instructions to prevent the element's resolution. If you enter this instruction with no end date, the element isn't resolved in any slice or segment.
- If the end date falls after the pay period end date, the instance isn't processed (see Instance 4).

This diagram illustrates instances assigned to segments and slices by end date



Example 1: Effect of Period Segmentation on Positive Input

You're processing your January payroll. On January 16, a payee is promoted, causing period segmentation (two gross-to-net payments). In an unrelated transaction, You enter positive input for the payee's earning element with a begin date of January 20 and an end date of January 21. Because the end date for the positive input falls in segment 2, it's processed in segment 2 only. In segment 1, the earning element is processed as usual, unaffected by the positive input:

Segment 1 ***January 1–15***	***Segment 2*** ***January 16–31***
Element is processed normally.	Positive input is processed.

Example 2: Effect of Element Segmentation on Positive Input

You're processing your January payroll. On January 16, a payee's compensation rate changes, causing element segmentation (slices). Positive input is entered for the payee with a begin date of January 20 and an end date of January 21. Because the end date for the positive input falls in slice 2, the positive input is

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assigned to that slice. The element isn't processed in slice 1. In other words, the positive input overrides the element slicing. (The slice dates are still relevant to accumulators.)

Slice 1 ***January 1−15***	***Slice 2*** ***January 16−31***
Positive input entered for element is *not* processed.	Positive input is processed.

Note: This example illustrates an important point: if an element is sliced, and there is a positive input *override* targeted to one slice but not another in the same segment, the element is resolved only in the slice that receives the override, using the override values. There is no additional resolution of the element in other slices. This is because positive input overrides the normal resolution of the element *for the entire segment* (not just a single slice).

Example 3: Effect of Element Segmentation on Payroll Calculations

Rules for assigning positive input to slices and segments can affect payroll calculations.

Assume that *(GROSS) = (PAY1) + (PAY2)* . Without positive input or segmentation, the elements' value is:

Element	***Element Value Without Segmentation***
PAY1	3000
PAY2	900
GROSS	3900
TAX	10% × GROSS

Tax = 390 [10% × 3900]

On June 10, the tax rate increases to 20 percent, triggering element segmentation. The segmentation event definition includes PAY1, PAY2, and TAX.

With element segmentation but no positive input, the value of each element is now as follows, assuming that PAY1 and PAY2 are prorated:

Element Name	***Slice 1*** ***June 1−10***	***Slice 2*** ***June 11−30***
PAY1	1000	2000

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Element Name	***Slice 1*** ***June 1−10***	***Slice 2*** ***June 11−30***
PAY2	300	600
GROSS	1300	2600
TAX	10% × GROSS	20% × GROSS

Tax = 650 [(10% × 1300) +(20% × 2600)]

Now suppose that you enter an instance of positive input, as follows:

Element	***Amount***	***Begin Date***	***End Date***
PAY1	3300	June 2	June 8

Because positive input is assigned to a slice based on its end date and the end date of our instance falls in slice 1, positive input for PAY1 is resolved in slice 1 and overrides the element's standard calculation. In addition, PAY1 isn't resolved in slice 2, since positive input for an element overrides the regular resolution in all slices within the same segment.

With positive input and element segmentation, the elements' value is:

Element Name	***Slice 1*** ***June 1−10***	***Slice 2*** ***June 11−20***
PAY1	3300	0
PAY2	300	600
GROSS	3600	600
TAX	10% × GROSS	20% × GROSS

Tax = 480 [(10% × 3600) + (20% × 600)]

If the instance of positive input has the following begin and end dates instead, the input is assigned to slice 2, making the 3300 subject to 20 percent tax:

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Element	*Amount*	*Begin Date*	*End Date*
PAY1	3300	June 8	June 12

Then the elements' value is:

Element Name	*Slice 1* *June 1−10*	*Slice 2* *June 11−20*
PAY1	0	3300
PAY2	300	600
GROSS	300	3900
TAX	10% × GROSS	20% × GROSS

Tax = 810 [(10% × 300) + (20% × 3900)]

The tax amount is now 1080, not the 660 it would have been with the instance assigned to slice 1. The slice or segment to which positive input is assigned can significantly affect payroll calculations.

Note: This example illustrates an important point: if an element is sliced, and there is a positive input *override* targeted to one slice but not another in the same segment, the element is resolved only in the slice that receives the override, using the override values. There is no additional resolution of the element in other slices. This is because positive input overrides the normal resolution of the element for the entire segment (not just a single slice).

Related Links

Understanding Segmentation Setup

Batch Processing and Positive Input

This topic describes how batch processing works with positive input.

Unprocessed Positive Input

You can finalize a calendar run without processing all positive input. For example, if a payee has 10 units of positive input, and you change the units to 12 after running the Calculate phase, the system generates an iterative trigger (assuming that the units field is set up to generate iterative triggers). If you don't rerun the Calculate phase, only 10 units are processed. If you run a retroactive process, all 12 units are processed (assuming that the units field is also set up to generate a retroactive trigger).

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Arrears - Payback

If positive input instances with the action type of *Override* exist, the system determines any arrears payback amount and adds it to the first positive input instance. If the element resolves multiple times per segment in the current period, the following hierarchy is observed when applying the Arrears - Payback amount:

1. Normal resolution of the element.
2. Override occurrence.
3. Additional occurrence.

When there are only *Add* type instances of positive input (and no other action types such as *Override*), the system applies the arrears payback to the initial calculation based on the normal resolution of the element and not to the subsequent additional resolutions of the element. If there is a mix of *Override* and *Add* action types, the system applies the arrears - payback amount to the override resolution of the element. Lastly, if a normal resolution of the element does not exist, and an override resolution of the element does not exist, then the system applies the arrears - payback to the additional resolution of the element. It is important to ensure that the system applies the arrears payback amount only once.

Frequency Conversion, Rounding, and Proration

The system does not apply frequency conversion, rounding, or proration to any numeric component or amount entered in positive input. For components not entered through positive input, normal rule processing occurs based on the element definition.

How the Batch Process Stores Positive Input

Manually entered positive input is maintained in a separate record from positive input that's automatically generated. However, all positive input considered during processing is stored in the same output record (GP_RSLT_PI_DATA), regardless of source. A second record (GP_RSLT_PI_SOVR) stores data for supporting elements, such as department or job codes that you entered manually or received from Time and Labor.

One row of data is written to the output table for each instance. Therefore, if entries are bundled, one row of data is written to the output table for the entire bundle. When a separate instance number is assigned to each entry, a row of data is written to the output table for each entry.

The instance numbers stored in the output table enable you to link each entry to the processing results. An automatically generated source code (PI_Source) identifies the origin of the entry: Absence, Generated PI, Manual, or Time & Labor.

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Entering Positive Input

Pages Used to Enter Positive Input

Page Name	*Definition Name*	*Usage*
One Time (Positive Input) Page	GP_PI_MNL_ERNDED	Enter positive input for one payee. (You select the employee ID, pay group, and calendar to access this page.)
Positive Input By Calendar Page	GP_PI_GRP_ERNDED	Enter, edit, or view positive input for payees in the same pay group and calendar.
Positive Input - Details Page	GP_PI_MNL_SEC	Enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates. You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.

Methods for Entering Positive Input

Before you can enter positive input, you must set up the calendar with which the positive input is associated. Create the calendar with a run type of payroll. After creating the calendar, you can begin.

Global Payroll provides several options for manual entry of positive input. You can:

- Enter positive input for a single payee associated with the pay group and calendar that you select.
- Enter positive input for multiple payees associated with the same pay group and calendar.
- Use a template to create your own data entry page for payees in the same pay group.

Related Links

Creating and Using Template-Based Pages to Enter Positive Input
Understanding Calendars

Tips and Tricks for Entering Positive Input

This topic provides tips for entering positive input.

Positive Input for a Payee with Different Payment Keys

Positive input is applied to the payment key of the period for which the positive input is processed. For example, if a change in a contract ID causes segmentation, the positive input is applied to the contact ID that's in effect for that segment. You can direct the positive input to a specific contract by entering the

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applicable begin and end dates for the instance. If positive input applies to a prior period contract, enter it in the applicable calendar. Retroactive processing occurs, if appropriate.

Positive Input for a Payee Who's Compensated at Different Rates for Different Types of Work

You can:

- Enter the applicable numeric rate or select the rate code that the system uses to retrieve the rate.
- Override the job code system element, if the earning element is defined with a non base-pay rate code.

  The system retrieves the rate that's applicable to the job code that you select.

Related Links

Pay Entities - Processing Details Page

Positive Input for Finalized or Approved Calendars

Positive input that's entered for finalized or approved payees is processed only during a retroactive pay run for the same calendar. If the pay group and calendar for which you are entering positive input has been finalized, or if there are payees associated with the calendar who have already been approved for banking, the following message appears on the data entry page:

"Pay Calendar has been finalized/approved. Any changes will be considered during retro processing."

One Time (Positive Input) Page

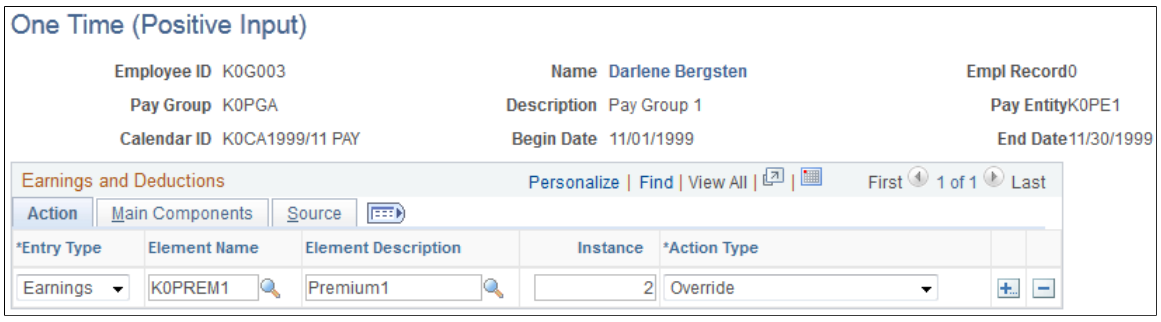
Use the One Time (Positive Input) page (GP_PI_MNL_ERNDED) to enter positive input for one payee.

(You select the employee ID, pay group, and calendar to access this page.)

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input)

This example illustrates the fields and controls on the One Time (Positive Input) page.



To enter positive input for a payee:

1. On the **Action** tab, select the earning or deduction element for which to enter positive input, assign it an instance number, and specify the action to take during processing.

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2. On the **Main Components** tab, enter numeric values for the components of the element's calculation rule, if applicable.
3. To enter a numeric value for percent or base or to select a rate code element for any components of the element's calculation rule, click the **Details** link on the **Main Components** tab.

   You can also override the value of a system or variable element, if applicable.

Action

Select the **Action** tab.

Enter each instance of positive input that applies to this payee.

Field or Control	*Description*
Entry Type	Select *Earnings* or *Deduction* to indicate the type of element for which you're entering positive input.
Element Name and Element Description	Select the element for which you want to enter positive input by either name or description. You can select from those elements that meet all these conditions: • Have the same entry type that you selected. • Allow positive input as an override, as specified on the Element Name (GP_PIN) page. • Are defined for a country that is associated with your user rules profile (on the User Rules Profile page). If your user rules profile is set up as specific country with a value of *France,* you see only elements that are set up for France and those set up for *ALL* countries.
Instance	Enter a number from 1 to 999 to identify the instance of positive input that you're entering for the element. The default entry for the first row is 1, but if a payee has more than one row of positive input for the same element, the system assigns an instance number incrementally from the highest instance number assigned to existing rows. Instance numbers provide the system with a way to prioritize multiple rows of positive input for the same element. The lower the instance number, the higher the priority.

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Field or Control	*Description*
Action Type	Select the type of action to perform when processing this instance of positive input. Values are *Override, Add, Do Not Process,* and *Resolve to Zero.* When you select *Resolve to Zero,* you cannot enter information on the Positive Input – Details page. See Action Types and Processing Rules.

Main Components

Select the **Main Components** tab.

The fields that you can complete depend on the value that you select in the **Action Type** field and the calculation rule used by the earning or deduction element.

Field or Control	*Description*
Unit	If unit is a component of the element's calculation rule, you can enter a positive or negative number of units in this field. To select a rate code element to retrieve the unit's value from HR, click the **Details** link to access the Positive Input – Details page. If you don't enter a value and the units are defined on the element's Calculation page, the system checks the element's as of date to determine the appropriate value.
Rate	Similar to the **Unit** field.
Amount	Enter a positive or negative amount to override the element's calculation rule. The system uses this amount to resolve the element, regardless of its calculation rule. If you enter an amount, you can still enter a numeric value in the **Unit** or **Rate** field—if these are components of the element's calculation rule. Although the values that you enter aren't used for calculations, the system moves them to the earnings and deductions results table, making the information available for payslips. For example, if you have an earning element defined as rate × units and enter an amount and a rate, the system uses the amount that you enter to resolve the element and passes the amount and rate to the results table.

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Field or Control	*Description*
Currency Code	When you select a rate or amount, the code for the processing currency appears (as defined by the element definition or the pay entity). To use another currency, select it here.
Details	Click the **Details** button to access the Positive Input – Details page, where you can select a rate code or enter a numeric value for any component of the element's calculation rule (percent, base, rate, amount, or unit). You can also override a variable or system element that is associated with this instance of positive input, such as the business unit, department, or job, and enter other instructions. A check mark appears in the **Details** check box if instructions have been entered on the Positive Input – Details page.

Source

Select the **Source** tab.

Field or Control	*Description*
Updated By User and **Last Update Date/Time**	These fields display the ID of the user who last updated the positive input information along with the date and time of the update.
Batch Code	Enter a unique batch code to assist in further identifying the positive input entry with which a payee record is associated.

Positive Input By Calendar Page

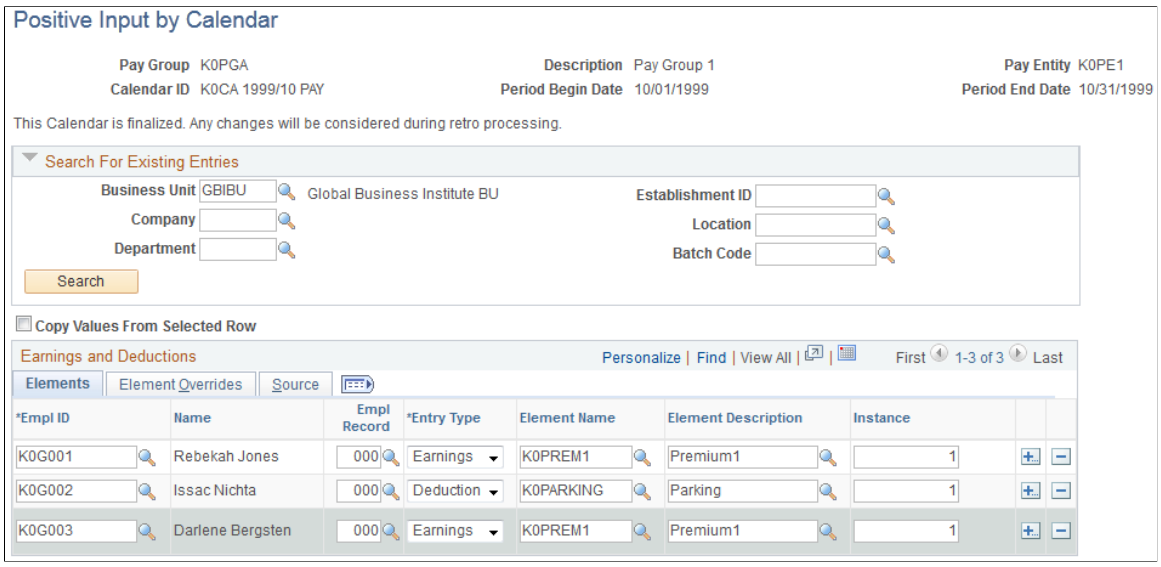
Use the Positive Input By Calendar page (GP_PI_GRP_ERNDED) to enter, edit, or view positive input for payees in the same pay group and calendar.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Positive Input by Calendar**

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This example illustrates the fields and controls on the Positive Input By Calendar page.



You can use this page to add, change, or view positive input for multiple payees associated with the same pay group and calendar. You cannot delete positive input from this page.

Search For Existing Entries

Use this group box to specify which positive input records to display or edit. The system retrieves the entries that meet all your selection criteria.

To display positive input entries for payees or edit unprocessed entries:

1. Enter the search criteria for the positive input entries to review.

   To search by department or location, you must first select the business unit.

   To search by batch code, there must be at least one payee who matches your search criteria and has an assigned batch code. This is because the **Batch Code** field in the **Search for Existing Entries** group box prompts against a derived table of all batch codes assigned to payees that match your search criteria.

2. Click the **Search** button.

3. Review or edit the entries on both tabs in the **Earnings and Deductions** group box.

Earnings and Deductions

Fields in this group box are similar to those on the One Time (Positive Input) page that you use to enter positive input for a single payee.

To enter positive input entries for payees:

1. (Optional) On the Source tab, enter a unique batch code for each payee row to assist in further identifying the positive input entry with which a payee record is associated.

2. Complete the remaining required and optional data entry fields on this tab.

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3. (Optional) Click the **Details** button to access the Positive Input - Details page, where you can enter rate codes, begin and end dates, and other instructions for each payee.

   You can also override system and variable elements associated with the positive input.

4. Add rows of data entry fields, as needed.

To add rows of data entry fields:

1. Select the **Copy Values From Selected Row** check box to copy the values that you entered in a given row into the new rows.

   Deselect this check box to add blank rows.

2. Click the **Add New Rows (+)** button on the row that you are copying and enter the number of rows to add in the user prompt field that appears.

   The system does not copy the **EmplID** or the **Empl Record** field value.

3. Enter an ID and other values for all new rows on both the **Elements** and **Element Overrides** tabs.

Related Links

One Time (Positive Input) Page
Positive Input - Details Page

Positive Input - Details Page

Use the Positive Input - Details page (GP_PI_MNL_SEC) to enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates.

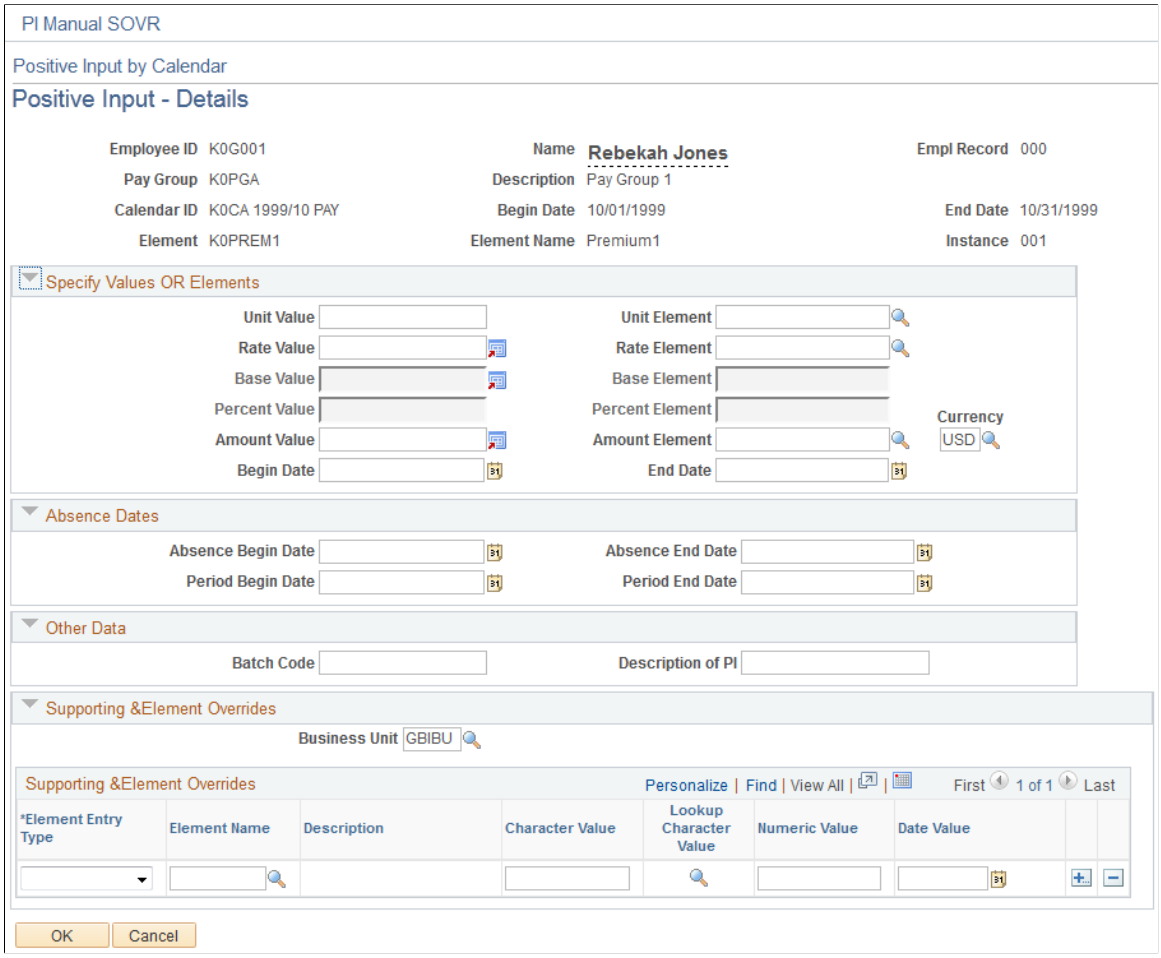
You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.

Navigation:

Click **Details** on the **Main Components** tab of the One Time (Positive Input) page or the **Element Overrides** tab of the Positive Input By Calendar page.

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This example illustrates the fields and controls on the Positive Input - Details page.



The title that appears at the top of the page depends on whether you access this page from the One Time (Positive Input) page or the Positive Input By Calendar page.

Specify Values OR Elements

The fields for units, rate, base, and percent are enabled only when they are components of the calculation rule for the selected earning or deduction element. Any numeric values that you entered on the One Time (Positive Input) page appear here.

You can enter a positive or negative numeric value or select a rate code element that retrieves the unit value from HR. If you don't enter a value for the component and the component's value is defined on the element's Calculation page, the system uses the element's as of date to determine the value.

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Field or Control	*Description*
Begin Date and **End Date**	Enter the start date for the instance of positive input. If you enter a begin date, you must also enter an end date, and vice versa. The system doesn't use the begin date for processing. Enter the end date if it differs from the calendar end date. If the calendar period is segmented, the end date that you enter determines the segment or slice to which the instance of positive input is assigned. The end date must be on or before the calendar end date.
Currency Code	When you enter a value in the **Rate Value, Base Value,** or **Amount Value** field, the code for the processing currency (as defined by the element definition or the pay entity) appears in this field. To use another currency, select it from the list.

Absence Dates

Complete the following fields if you're entering positive input for an earning or deduction element associated with an absence take.

Field or Control	*Description*
Absence Begin Date and **Absence End Date**	Enter the dates of the absence event.
Period Begin Date	Enter the later of the begin date of the absence event or of the calendar period.
Period End Date	Enter the earlier of the end date of the absence event or of the calendar period.

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Other Data

Field or Control	*Description*
Batch Code	The system populates this field by default with the batch code on the **Element Overrides** tab, if any. Batch codes are optional, and assist in further identifying the positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page. **Note:** For each payee, the system synchronizes the batch code that you enter on the Positive Input By Calendar page with the batch code on the **Element Overrides** tab, and vice versa.
Description of PI (description of positive input)	Enter a description to be stored in the GP_RSLT_PI_DATA record. You might use this feature to print a description besides the element description defined on the Element Name page (GP_PIN) when printing payslips or reports.

Supporting Element Overrides

You can override system or variable elements associated with an instance of positive input. For example, you can override the department, job code, or location associated with an instance. When you override the job code for a non base-pay earning element, the system uses the compensation rate that's applicable to the job that you specify.

Assume that a payee does two types of work for your organization, with two pay rates. During the pay period, the payee works 32 hours at Job A—the regular job—and eight hours at Job B. You enter the 32 hour instance of positive input for Job A. Because the entry applies to the payee's regular job, you need do nothing more with this instance. You enter the eight-hour instance for Job B and override the standard job code for the eight-hour instance in the **Supporting Element Overrides** group box.

An override applies to one instance of positive input only. After the instance is resolved, the supporting element reverts to its previous value. The fields that you can complete depend on the element's format: numeric, character, or date. You cannot enter monetary values.

Note: The **Supporting Element Overrides** group box may appear different from the exhibit shown in this documentation. Using the configurable element overrides feature, you can modify the labels, fields, and prompt displays for each element, thereby enhancing the ease and accuracy of data entry for supporting element overrides.

See Understanding Element Override Configurations.

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Field or Control	*Description*
Business Unit	To select a business unit other than the one to which the payee is assigned (through the Job Data component in HR), select from the prompt table. The system loads the prompt tables, so that they are available when completing the **Supporting Element Overrides** group box.

Field or Control	*Description*
Element Entry Type	Select the type of element to override. Values are *SystemElem* and *Variable.*
Element Name	Enter the name of the element to override, from elements that meet all the following conditions: • Have the same entry type that you selected. • Allow positive input as an override (as specified on the Element Name page). • Match your operator preference definition.
Character Value	If the supporting element that you selected uses character values, you can enter up to 25 characters in this field. The field is unavailable when you select the system element of department, job code, or location unless you previously selected a business unit. When you've selected a business unit and department, job code, or location, the system displays a prompt table that lists the values applicable to the business unit that you selected. You can select the override value from the prompt table. For example, if you select 123 as the business unit and *Job Code* as the element name, the prompt table lists all job codes associated with business unit 123.
Numeric Value	Enter the number for system use if the supporting element uses numeric values.
Date Value	Enter the date for system use if the supporting element uses date values.

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Related Links

Defining Rate Code Elements
Segmentation Considerations
Understanding Element Override Configurations

Creating and Using Template-Based Pages to Enter Positive Input

To create positive input templates, use the Positive Input Templates (GP_PI_BULK_TMPLT) component.

Pages Used to Work with Templates

Page Name	*Definition Name*	*Usage*
Positive Input Templates Page	GP_PI_BULK_TMPLT	Define the fields that are to appear on your data entry page (the Positive Input by Template page).
Positive Input by Template Page	GP_PI_BULK_SSN	Enter positive input for payees in the same pay group and calendar. The page is built dynamically according to a template created with the Positive Input Templates page.

Understanding Templates

You can use a template to design your own data entry pages that prompt users for the positive input information that's specific to your payees. You can include fields for up to six earning and deduction elements, enable two component overrides, and enable three supporting element overrides for each earning or deduction element. Users can then access the page that you've designed to enter positive input quickly for multiple payees in the same pay group.

Related Links

Entering Positive Input

Positive Input Templates Page

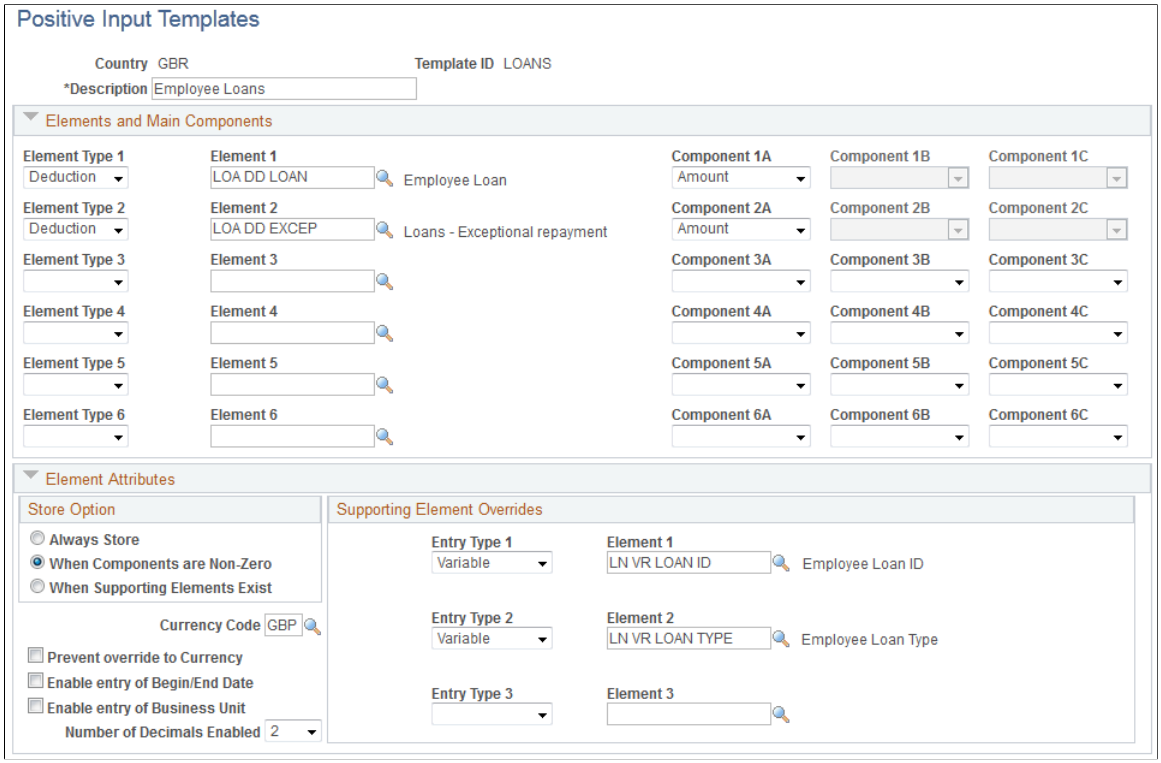
Use the Positive Input Templates page (GP_PI_BULK_TMPLT) to define the fields that are to appear on your data entry page (the Positive Input by Template page).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Positive Input Templates**

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This example illustrates the fields and controls on the Positive Input Templates page.



Note: Each template is associated with the operator country of the template's creator.

Elements and Main Components

Select up to six earning or deduction elements that allow positive input as an override, as specified on the Element Name (GP_PIN) page. These are the earnings and deductions that will appear on your data entry page.

Field or Control	*Description*
Element Type	Select an element type of *Earning* or *Deduction.*
Element	Enter the element for which you want to allow positive input as an override. Do not select the same element more than once for a template. If you do, you will receive an error when you try to save the template. If you enter an element that has a configuration that could conflict with the supporting element specifications of the template, you will receive a warning message when you save the template.

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Field or Control	*Description*
Component	For each selected earning or deduction element, you can include fields for one to three component overrides. (Components are used in the calculation rule of an earning or deduction element.) Select the type of component that users can override. Values are: *Amount, Base, Percent, Rate,* and *Unit.* Except for *Amount,* which is always a valid value, only components that are part of the element's calculation rule are available values in this field. The system cross-validates the values in the three **Component** fields for an element to ensure that there are no duplicates.

Store Option

When you enter payroll data into the system using a template-based positive input page, Global Payroll uses a component interface to load this data into the actual positive input records. To restrict what is sent and saved to these records, use the fields in the Store Option group box.

Select *Always Store* to have the system store positive input for the payee regardless of whether values are specified for components or supporting element overrides.

Select *When Components are Non-Zero* to have the system store the positive input for the payee only when values are specified for one or more of the components.

Select *When Supporting Elements Exist* to have the system store positive input when values are specified for supporting element overrides, regardless of whether component values are entered.

Element Attributes

Field or Control	*Description*
Currency Code	To include a field that displays the currency code that applies to all entries, select the appropriate currency. If you select **Component** values of *Amount, Base,* or *Rate,* you must either enter a value in the **Currency Code** field or deselect the **Prevent override to currency** check box. **Note:** The value you select here is the default currency code value at the payee level.
Prevent override to currency	Select to disallow overrides to the currency for positive input instances using this template.

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Field or Control	*Description*
Enable entry of Begin/End Date	Select to have **Begin Date** and **End Date** fields appear on the data entry page. They enable you to enter the begin and end date of a positive input instance. When a calendar period is segmented, the end date determines the segment or slice to which the instance is assigned.
Enable entry of Business Unit	Select to have **Business Unit** field appear on the data entry page. It enables you to specify a business unit for a positive input instance.
Number of Decimals Enabled	Enter the number of decimal places that can be used for positive input entries associated with this template. The value you enter here determines how many decimal places are available when entering positive input associated with this template at the payee level.

Supporting Element Overrides

You can select up to three system or variable elements that users can override when entering positive input on the Positive Input by Template page.

Field or Control	*Description*
Entry Type	Values are *SystemElem* and *Variable.*
Supporting Element	Enter the name of the supporting element that users can override. You can select a given element only once.

Related Links

Positive Input - Details Page

Positive Input by Template Page

Use the Positive Input by Template page (GP_PI_BULK_SSN) to enter positive input for payees in the same pay group and calendar.

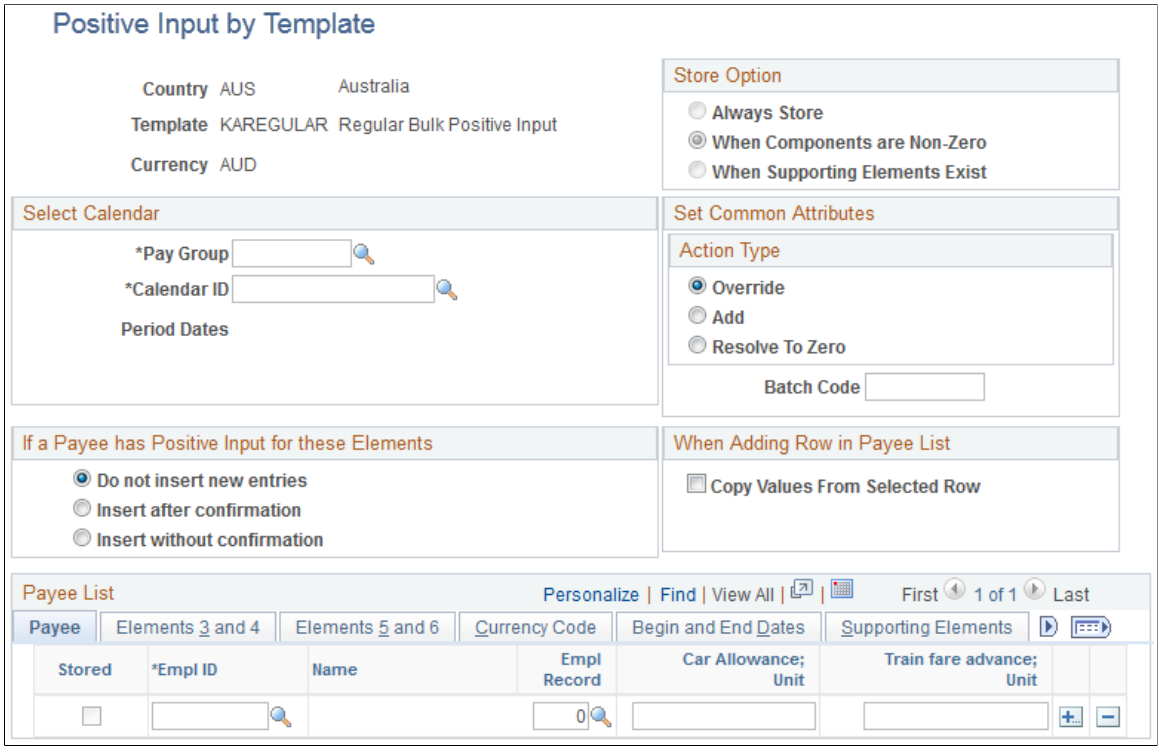
The page is built dynamically according to a template created with the Positive Input Templates page.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Positive Input by Template**

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This example illustrates the fields and controls on the Positive Input by Template page.



Note: The fields that appear vary by template. The Positive Input by Template page is intended for rapid data entry for single positive input instances.

You can enter one row of data for each combination of employee ID and employee record number. When you save your entries, the system checks them against existing positive input and inserts valid new entries into the positive input tables. The system indicates successful entries by selecting the Stored check box next to them.

Once you save your entries for a given payee, you can no longer edit them through this component. All subsequent modifications or additions to that payee's positive input entries must be made through the Positive Input component or the Positive Input By Calendar component, both of which enable you to create multiple positive input instances. You can rapidly enter your initial input through the Positive Input by Template component, and then, if necessary, call up all of the positive input entries for a specified pay group/pay calendar through either of the two aforementioned components (Positive Input and Positive Input By Calendar). At that point, you can enter multiple instances, if desired, or modify the initial entry.

Store Option

This group box displays the store option that you selected when you created the positive input template. You cannot override this value on the Positive Input by Template page.

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Select Calendar

Field or Control	*Description*
Pay Group	Select the pay group for which you are entering positive input.
Calendar ID	Select the calendar ID for which you are entering positive input. The system displays the calendar period's begin and end dates.

Set Common Attributes

Select the action type to apply to each instance of positive input that you enter.

See Action Types and Processing Rules.

Field or Control	*Description*
Batch Code	This optional field enables you to enter a unique batch code to apply to each instance of positive input that you enter. Batch codes assist in further identifying a positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page. You can also modify or edit this value on the Positive Input By Calendar page or the Positive Input – Details page.

If a Payee has Positive Input for these Elements

The options in this group box determine how the system handles new entries when it encounters existing positive input for a combination of payee and element that you are trying to insert. All of the options in the group box function at a payee level.

Field or Control	*Description*
Do not insert new entries	If you select this option, the system does not insert a row of positive input if positive input already exists for a payee and element. Instead, when you click **Save,** the system displays a message indicating that one or more payees have existing positive input data that match a row that you are trying to insert. The **Stored** check box in the Payee List group box remains deselected for any rows that the system does not insert.

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Field or Control	*Description*
Insert after confirmation	If you select this option, the system prompts you to confirm that you want to insert a positive input row if positive input already exists for a payee and element. Click **OK** to accept and insert the positive input entry. Click **Cancel** to prevent inserting the entry. The **Stored** check box in the Payee List group box remains deselected for any rows that you prevent the system from inserting.
Insert without confirmation	If you select this option, the system inserts and stores all new positive input entries, regardless of any existing positive input that your payees might have.

When Adding Row in Payee List

Field or Control	*Description*
Copy Values From Selected Row	Select to copy the values that you entered in a given row into the new rows. Deselect this check box to add blank rows. With the check box selected, you can click the **Add New Rows (+)** button on the row that you are copying and enter the number of rows to add in the user prompt field that appears. The system does not copy the **EmplID** or the **Empl Record.**

Payee List

Use this group box to enter rows of positive input for payees. The tabs that appear in this group box vary between different templates.

Field or Control	*Description*
Stored	The system selects this check box next to a row of positive input to indicate that it has been successfully inserted into the positive input tables.

Making Retroactive Adjustments to Positive Input

This topic provides an overview of retroactive adjustments and discusses how to correct positive input entries.

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Understanding Retroactive Adjustments

This topic discusses:

- Positive input and the recalculation option.
- Deleting positive input.
- Applying deltas.
- Mismatched segments and slices and the do not recalculate option.
- Version numbers.

Positive Input and the Recalculation Option

Positive input overrides an element's recalculation rule during retroactive processing; the system uses the values provided through positive input to resolve an instance whether or not you selected the **Always Recalculate** check box on the element's Calculation page.

An exception to this rule applies to deleting positive input.

Deleting Positive Input

If you delete positive input for an element marked never recalculate, and the pay calendar has been finalized, it's best to keep the original entry and change the action to *Do Not Process.* Then when you rerun the payroll, the system doesn't resolve the element. If you delete the entry instead and there's element or period segmentation, results can be unpredictable.

Applying Deltas

To bring forward retroactive deltas as adjustments into the current period when segments match, the system sums deltas for the element and forwards them to the first segment in the current calendar. If the first segment is sliced, the system forwards the adjustments to the first slice within this first segment. When the element resolves multiple times per segment in the current period, the system observes the following hierarchy when it applies the summed deltas:

1. Normal resolution of the element.
2. Override occurrence.
3. Additional occurrence.

In the current period, when multiple instances of positive input with only the *Add* action type exist, the system applies the adjustment to the normal resolution of the element, not to the additional resolutions. Where multiple rows exist as a result of *Override* and *Add* action types, the system applies the retroactive adjustment to the override resolution of the element. Lastly, if a normal resolution of the element does not exist, and an override resolution of the element does not exist, then the system applies the retroactive adjustment to the additional resolution of the element. It applies the adjustment amount only once.

Mismatched Segments and Slices

When retroactive processing occurs where element segmentation exists, the system compares the number of resolutions from the original calculation to the number of slices in the recalculation to determine if

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there is a mismatch. The system excludes positive input instances with an action type of *Add* in the count because this would cause a false mismatch.

Version Numbers

When you make retroactive adjustments to positive input from a non manual source, the system uses a versioning scheme to differentiate original entries from revised entries. The original entries are assigned the version number 1, populating the PI_VER_NUM field. The version numbers are incremented for subsequent adjustments. This versioning scheme differs from the version and revision numbers for tracking retroactive pay run results.

The system updates the version number assigned to all generated instances of positive input for that calendar, including any unchanged instances, so that you can differentiate between the complete set of original entries and the complete set of entries for retroactive processing.

Say the Absence Take process generates an instance of positive input with a value of 1000. Version 1 is automatically assigned to this and every other non manual entry. Now, two months later, a retroactive adjustment changes the value to 1200. When you rerun the payroll for the target calendar, the updated entry and all other non manual entries of positive input are automatically named version 2.

Related Links

Understanding Triggers
Understanding Retroactive Methods

Correcting Positive Input

To correct an instance of positive input, make the correction in the pay period of the original entry. Assuming that you've defined retroactive triggers to detect the online changes, your entries are written to a trigger occurrence table. When you run the next payroll cycle for the payee, the system reads the data from the table and adjusts the positive input retroactively.

Reviewing Positive Input

After you run the Calculate phase of the payroll process, you can view positive input on pages in the Results by Calendar component and the Results by Calendar Group component.

Related Links

Viewing Positive Input Results

Searching for Positive Input

The Positive Input Search component enables you to quickly search for positive input entered through the One Time (Positive Input) (GP_PI_MNL_ERNDED) component using Component Keyword Search functionality. You build the index for this Component Keyword Search using the GP_PI_SEARCH search definition.

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Note: You cannot search for generated positive input using the Positive Input Search component.

Related Links

"Understanding PeopleSoft Search Framework Implementation for HCM" (Application Fundamentals)
"Using Component Keyword Search Page Definitions for PeopleSoft HCM" (Application Fundamentals)
Entering Positive Input

Page Used to Search for Positive Input

Page Name	*Definition Name*	*Usage*
Positive Input Search Page	GP_PI_SRCH	Search for positive input entries using Component Keyword Search.

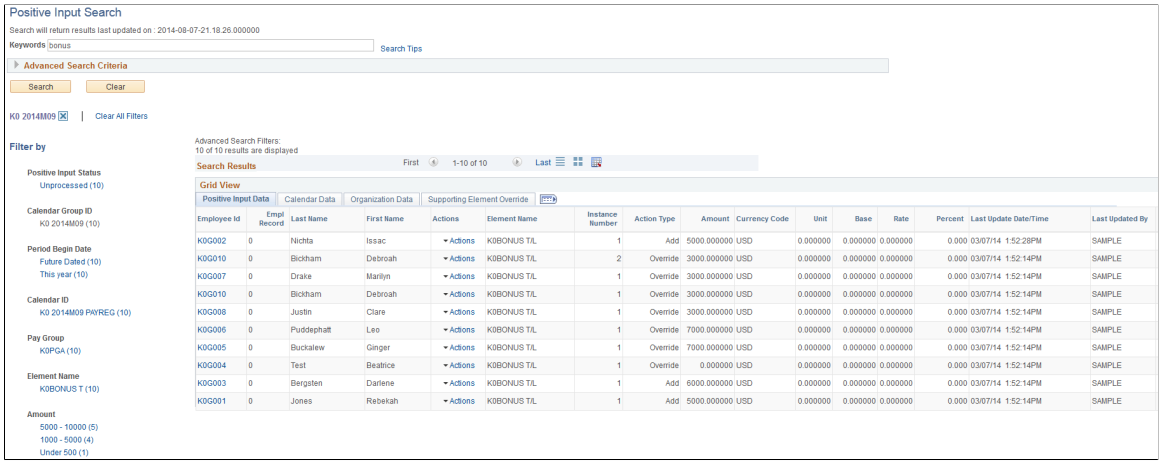
Positive Input Search Page

Use the Positive Input Search page (GP_PI_SRCH) to search for positive input entries using Component Keyword Search.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Positive Input Search

This example illustrates the fields and controls on the Positive Input Search page.



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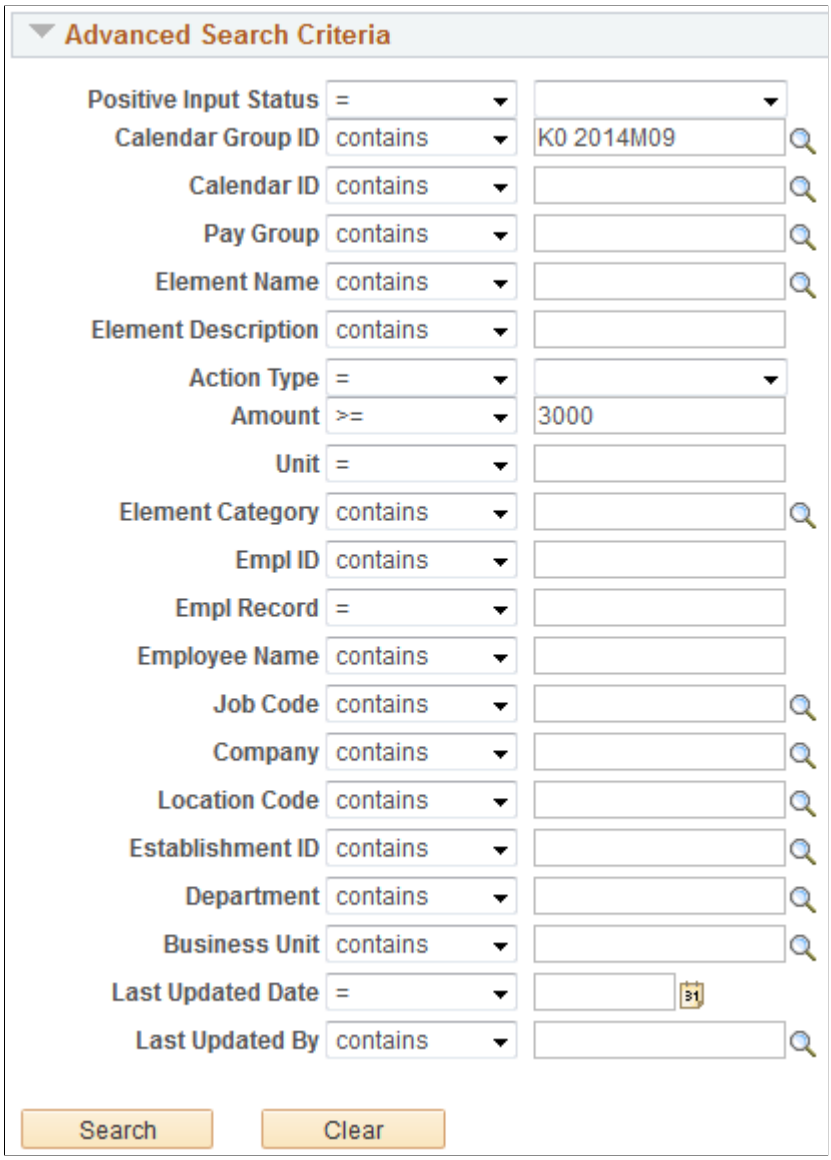
Field or Control	*Description*
Keywords	Use this field to enter search keywords. The system looks for the keywords across all indexed fields, including EmplID, Employee Name, Element Name, Pay Group, Calendar, and so forth. **Note:** Keyword search returns results for positive input entries that were entered within a certain number of days in the past. You define the number of days on the **Positive Input Search** field on the Installation Settings Page. For example, if the value in the **Positive Input Search** field is *100,* the search looks for positive input entries that match your keywords and that were entered 100 days ago or less.
Search	Click to search for positive input entries using the keywords or advanced search criteria that you've entered. The results appear in the Search Results section of the page. **Note:** By default, the system displays search results by Last Update Date/Time with the most recent entries at the top.
Clear	Click to clear all values from the **Keywords** field and the Advanced Search Criteria fields.
 (List View icon)	By default, the system displays search results in a grid view. Click this icon to display the search results in a list view.
 (Grid View icon)	Click to display the search results in a grid view. This is the view that the system displays by default.
 (Download icon)	Click to download your search results in .XLS format.

Advanced Search Criteria

You can expand this section to enter much more specific search criteria. In addition to entering values for fields, you can select operands for those field values. For example, if you wanted to search for entries with amounts greater than or equal to 20,000, you could select >= and *20000* in the **Amount** search criteria fields.

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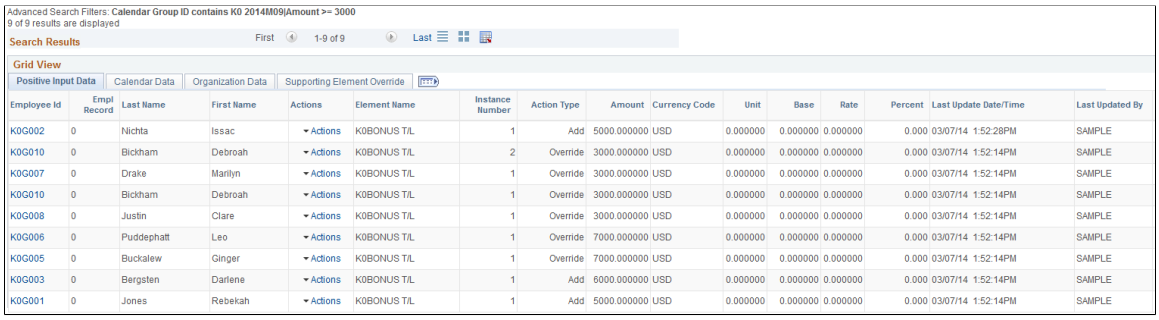
This example illustrates the advanced criteria that you can use to search for positive input entries.



Field or Control	*Description*
Positive Input Status	Select the status of positive input for which you want to search. Values are: • *Unprocessed:* Entries with this value have not yet undergone any calculation as part of a payroll run. • *Processed:* Entries with this value have been included in a payroll run that has been calculated or finalized.

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This is an example of search results generated using advanced search criteria.

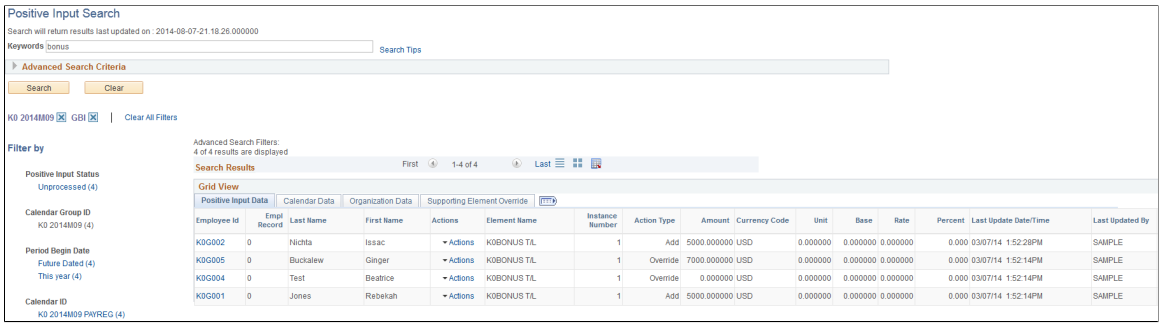


Note: The advanced search criteria that you define appear above the search results.

Filter by Facets

The facets on this page enable you to quickly and easily filter your search results. When you click a facet link, the system displays only the search results associated with the facet that you select. If you select multiple facets, the system filters the search results so that only the search results associated with all of the facets appear. The facets that you select appear at the top of the **Filter by** pane.

This example illustrates search results filtered by two facets.



The facets available on this page include:

- Positive Input Status
- Calendar Group ID
- Period Begin Date
- Calendar ID
- Pay Group
- Element Name
- Category
- Amount
- Unit
- Company

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- Location Code
- Establishment ID
- Department
- Last Update Date
- Last Update By

Note: For more information on defining which facets appear on the page, and how their values are sorted, see the product documentation for *PeopleTools: Search Technology*.

Positive Input Data Tab

This tab displays basic information for each positive input entry returned by your search including employee, employee name, element name and amount.

Field or Control	***Description***
Emplid (employee ID)	Click to access the One Time (Positive Input) Page for the positive input entry.
Actions	Click to select a related action for the positive input entry. Values are: • *View Results by Calendar ID:* Select to access the Results by Calendar - Calendar Results Page for the positive input entry. • *View Triggers:* Select to access the Segmentation Page for the positive input entry. • *View Payee Messages:* Select to access the Payee Messages Page for the positive input entry. • *View Payee Status:* Select to access the Payee Status Page for the positive input entry. • *View Create and Maintain Absences:* Select to access the “Create and Maintain Absence Requests Page” (PeopleSoft Absence Management)for the positive input entry. • *View Job Data:* Select to access the “Work Location Page” (PeopleSoft Human Resources Administer Workforce) for the positive input entry.

Calendar Data Tab

This tab displays calendar-related data for each positive input entry such as calendar group ID, calendar ID, pay group, period begin date, and period end date.

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Organization Data Tab

This tab displays organization-related data for each positive input entry such as company, business unit, establishment ID, department, location code, and job code.

Supporting Element Override Tab

This tab displays any supporting element override information associated with the positive input entry such as supporting element name, character value, date value, and numeric value.

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Chapter 18

Setting Up Overrides

Understanding Overrides

This topic lists common elements used in this topic and discusses:

- Override levels.
- Overrides available for primary elements.
- Overrides available for supporting elements.
- Begin and end date logic for overrides.
- Element overrides and segmentation.

Use overrides to control the values the system uses to resolve an element for a specified time period. When you run the payroll or absence process, the system retrieves the rule definition for the element and applies any override instructions that you've entered.

Common Elements Used in Managing Overrides

Field or Control	*Description*
Element definition override	Overrides the value of a bracket, date, duration, formula, or variable element that's used in the definition of a primary element (earning, deduction, absence take, or absence entitlement).
Pay calendar override	Can exclude specific earning, deduction, and absence elements from a calendar and override the values of associated bracket, date, duration, formula, and variable elements.
Pay entity override and **Pay group override**	Override the value of a bracket, date, duration, formula, or variable element whenever the element is resolved for a payee who's linked to a specified pay entity or pay group, respectively.

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Field or Control	*Description*
Payee override	Refers to any one of four types of payee-specific overrides: • Assigning or disabling an earning, deduction, or absence element. • Overriding the definition of an earning, deduction, or absence element (and the arrears payback amount for a deduction). • Overriding the value of a variable used by a particular earning or deduction. • Overriding the value of a bracket, date, duration, formula, or variable element whenever it's resolved.
Positive input override	Overrides the definition of an earning, deduction, or absence element for a positive input instance. Can override system and variable elements associated with an instance of positive input.
Via elements override	Controls whether an element's value can be updated by an array, bracket, date, or formula element.

Override Levels

Before entering instructions to override an element, you must specify the types of overrides allowed for that element by selecting the appropriate check boxes in the Override Levels group box on the Element Name page.

When you enable overrides for a supporting element, deselect the **Always Recalculate** check box on the Element Name page. Otherwise the system uses the value of the element according to the element definition, not the override value.

Note: An additional level, payee calendar overrides, exist for supporting elements through the Off-Cycle Requests component. This level is available for off-cycle requests only and does not extend to on-cycle calendars. Before entering supporting element overrides on the Payee Calendar SOVR page, you must select the **Payee** and the **Calendar** check boxes in the Override Levels group box on the Element Name page for the supporting element.

See Making Additional Payments.

Related Links

Defining Element Names

Overrides Available for Primary Elements

Several override levels enable you to control the value of earning, deduction, absence take, and absence entitlement elements, which the system applies in this order:

1. Payee overrides.

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At the payee level, assign or disable an earning, deduction, or absence element or override the definition of an earning, deduction, or absence element.

2. Pay calendar overrides.
3. Via element overrides.
4. Positive input overrides.

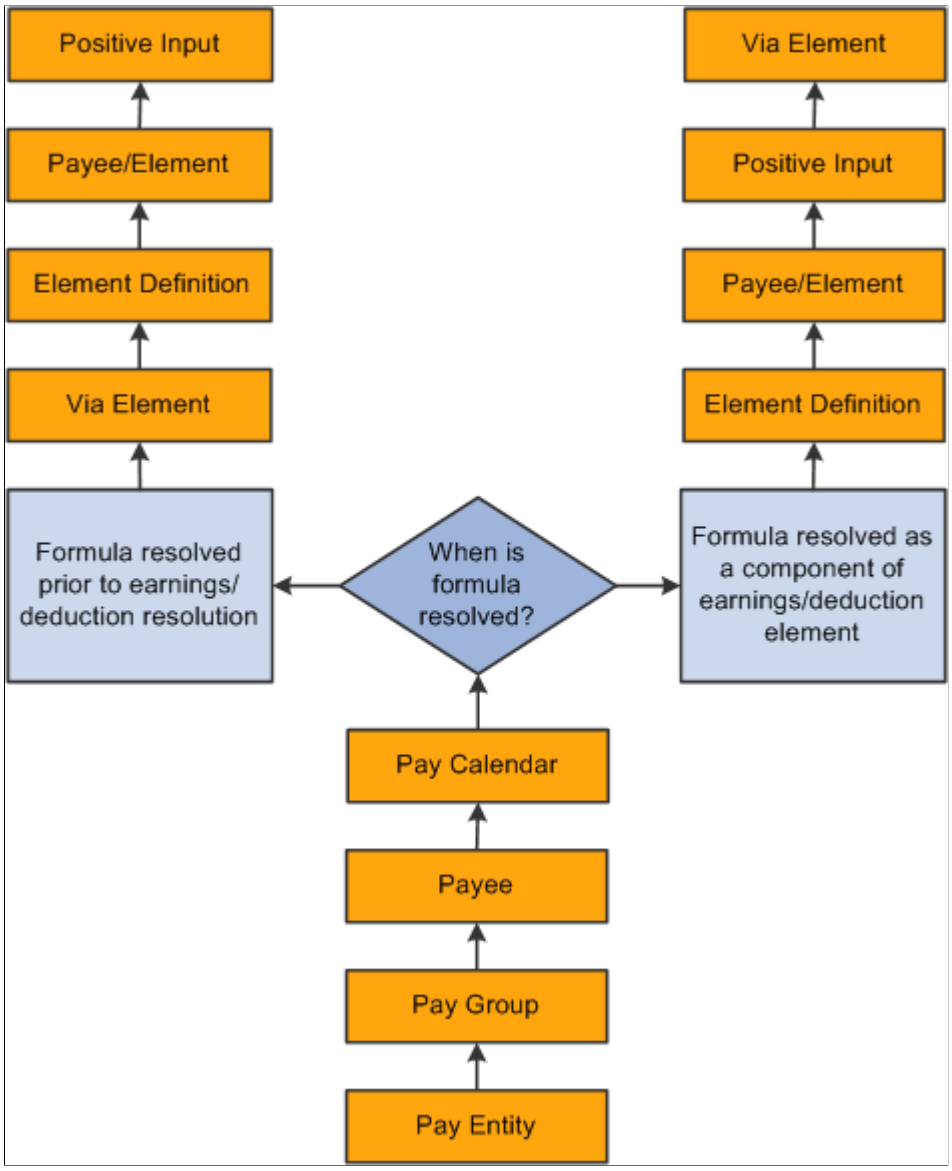
Overrides Available for Supporting Elements

Eight override levels enable you to control the values of brackets, dates, duration, formulas, and variables:

- Pay entity overrides.
- Pay group overrides.
- Payee overrides: Override the value of a bracket, date, duration, formula, or variable element whenever it's resolved for the payee.
- Payee/Element overrides. Overrides the value of a variable used by a specific earning or deduction assigned to a payee.
- Pay calendar overrides.
- Via element overrides.
- Element definition overrides.
- Positive input overrides.

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This diagram illustrates the sequence in which the system applies overrides when it encounters multiple overrides for a supporting element. It begins with pay entity overrides.



Note: A payee/element override refers to the override of a variable element associated with a particular earning or deduction for a payee. Enter such overrides on the Element Detail page, linked to the Payee Assignment By Element and Element Assignment By Payee pages. A payee override is the override of a bracket, date, duration, formula, or variable associated with a payee. Enter such overrides on the Payee Supporting Element Overrides page.

Example

VARIABLE1 has the following values:

- 30 according to the rule definition.
- 20 according to a pay entity override.

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- 10 according to a pay group override.

In this case, VARIABLE1 resolves to 10, because pay group overrides take precedence over pay entity overrides.

Begin and End Date Logic for Overrides

When entering override instructions, you must specify a begin date.

The begin date tells the system when to start applying the override instructions. The current date is the default.

In most cases, end dates are optional. They specify when the override instructions become inactive. They are required only when you enter multiple rows of instructions for the same element.

The processing rules for begin and end dates vary, depending on the type of override being processed.

Payee Overrides and Segmentation

This topic discusses:

- Payee overrides and segmentation.
- Segmentation caused by payee overrides
- Proration and segmentation in the case of payee overrides.

Payee Overrides and Segmentation

You can set up your Global Payroll system to slice or segment pay periods due to changes in Human Resource or other data, including:

- Changes in job status or title that occur in mid period.
- Departmental transfers that occur in mid period.
- Changes in compensation rate that occur in mid period.

If there is a payee override in a sliced or segmented period, the system applies the override to the different slices/segments based on the segment/slice end dates as well as the override's end date.

The system follows these rules to determine the slices or segments to which to apply an override:

- If an override is to apply to a segment, the end date of the override must equal or be greater (or blank) than the end date of the segment.
- An override can apply to more than one segment if the end date of the override is greater than one segment's end date and greater than or equal to the subsequent segment's end date (or blank).
- If the end date of the override is less than the end date of the segment, the override doesn't apply to that segment.
- Payee overrides must be Active as of the segment end date.

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Pay entity, pay group, and element definition overrides are unaffected by segmentation. The system retrieves the definition of the element and the override only once every period, regardless of period or element segmentation.

Note: We discuss the rules for applying overrides to slices/segments in a period in greater detail in the topic on segmentation.

See Setting Up Segmentation.

Element Segmentation Caused by Payee Overrides

As noted previously, you can set up your Global Payroll system to slice or segment pay periods due to changes in HR or other data. However, you can also configure the system to initiate segmentation and proration directly in response to an override—in the absence of any other data changes. That is, you can configure the system so that overrides are themselves treated as data changes that trigger segmentation. Then, when you assign or override the value of an element, the system slices the assigned element and any other elements included in the segmentation element list based on the begin and end dates of the override.

For example, assume that you set up the system to trigger element segmentation when you assign or override earning element E1, and that you assign E1 to a payee on the Element Assignment by Payee (GP_ED_PYE) component with begin and end dates of 10 and 20 June respectively (assume a monthly pay period). Based on the assignment/override begin and end dates, the system will slice the element into three segments and process (and prorate) the element in the second slice:

Element	***Slice 1*** ***June 1-10***	***Slice 2*** ***June 11-20***	***Slice 3*** ***June 21-30***
Earning = E1 Calculation Rule = Amount Amount = 300	Element not resolved in slice 1.	Resolved amount = 100 (proration factor = . 333333333)	Element not resolved in slice 3.

Note: The only type of segmentation that can be triggered by an element assignment or override is *element segmentation.*

To set up the system to trigger segmentation in response to an element assignment:

1. Select the *Active Anytime Within Segment* option on the Countries (GP_COUNTRY) component .

   When you do this, the system processes all element assignments/overrides that fall within a period—even those with end dates that are less than the pay period end date.

   See Defining Installation Settings.

2. If you want the element you are assigning to be prorated, associate the element with a proration rule on the earning or deduction definition pages.

   See Earnings - Rounding/Prorations Page.

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3. Set up segmentation triggers for the begin and end-dated earning and deduction assignment record (GP_PYE_OVRD), and list the earnings and deductions that should trigger element segmentation when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

   See Setting Up Trigger Definitions.

Proration and Segmentation in the Case of Payee Level Overrides

Proration of payee level, primary element overrides occurs under the following conditions:

Note: Primary element overrides include earnings and deductions. Supporting element overrides include elements such as variables, formulas, arrays, and brackets.

- When period or element segmentation is triggered by data changes not directly related to an element override or assignment.

  - If there is *period segmentation* in the period to which an earning or deduction assignment applies (that is, all elements are segmented), the system prorates the assigned element based on the segment begin and end dates if the element is defined to be prorated. If not, the entire value of that element is applied to each of the targeted segments.

  - If there is *element segmentation* in the period to which an earning or deduction assignment applies, the assigned element is included in the list of elements to be sliced, and that element is defined to be prorated, the system prorates the element based on the slice dates. If not, the entire value of the element is applied to each of the targeted slices.

- When you configure your system so that primary element overrides or assignments directly trigger element segmentation.

  In this case, the system slices the assigned element (and any elements associated with that element on the element list) based on the begin and end dates of the assignment as long as that element is defined to be prorated. There does not have to be slicing or segmentation for any other reason. If the element is not defined to be prorated, the full value of the element is processed within the slice defined by the assignment begin and end dates.

  Note: You can set up the system to slice an element within a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM). We discuss how to do this in the topic on trigger definitions.

  See Setting Up Trigger Definitions.

Note: Primary element overrides are prorated if the element is defined to be prorated and there is either period segmentation (all elements are segmented), or there is element segmentation and the element being assigned is on the list of elements to be sliced.
In the case of supporting element overrides, the supporting element is prorated if it is a component of an element that is defined to be prorated and that element is segmented/sliced.

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Defining Pay Entity Overrides

Page Used to Define Pay Entity Overrides

Page Name	*Definition Name*	*Usage*
Pay Entities - Supporting Element Overrides Page	GP_PYENT_SOVR	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Understanding Processing Rules for Pay Entity Overrides

During processing, the system refers to the begin and end dates (if any) and the Definition as of Date **(Use Defn As Of)** that were defined for the element on the Element Name page.

For the override instructions to take effect:

- The begin date must be before or equal to element's Definition as of Date.
- The end date must be greater than or equal to the Definition as of Date.

Example

VARIABLE1 is defined as follows:

- Definition as of Date = Calendar Period Begin Date.
- Value = 100.
- Pay Period = January 01, 2004 - January 31, 2004.

The following pay entity override exists:

- Begin Date = January 16, 2004 (no End Date).
- Value = 200.

Payee 1 has segmentation on January 10, 2004. Payee 2 has no segmentation.

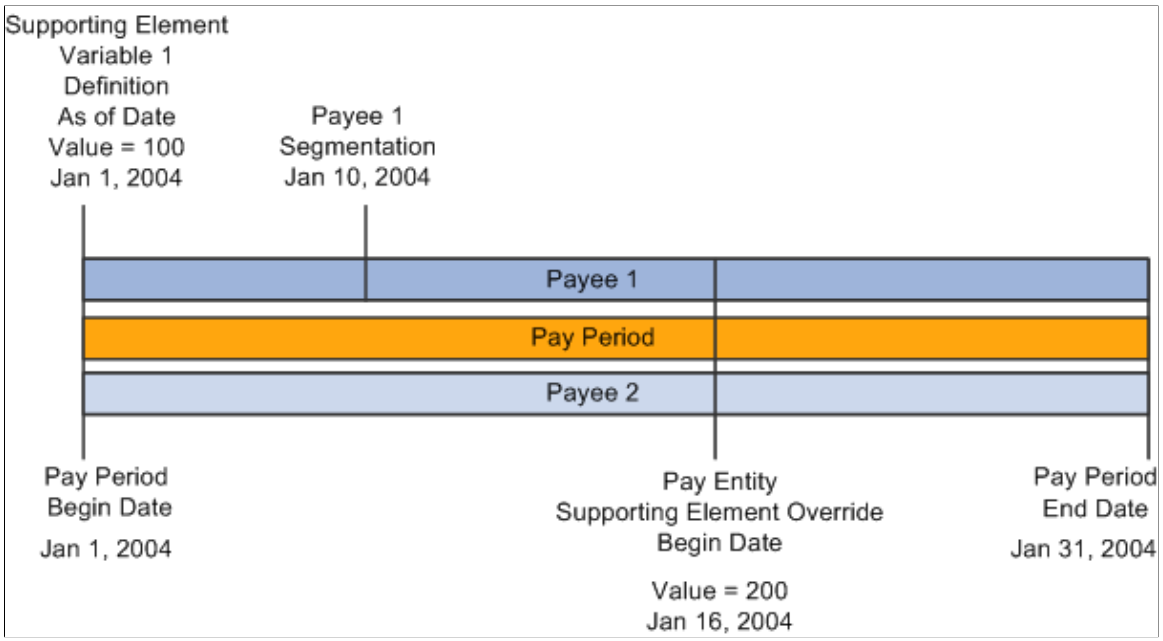
Both payees have the same value for VARIABLE1. Payee 1's segmentation doesn't alter the value of VARIABLE1.

In the diagram, the pay entity supporting element override is *not* applicable to either payee, because it wasn't applicable as of the VARIABLE1 Definition as of Date (Calendar Period Begin Date), resulting in a value of 100 for both payees.

If the Definition as of Date for VARIABLE1 is Pay Period End Date, both payees use the pay entity override value 200.

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This graphic shows and example of the processing results for a pay entity override.



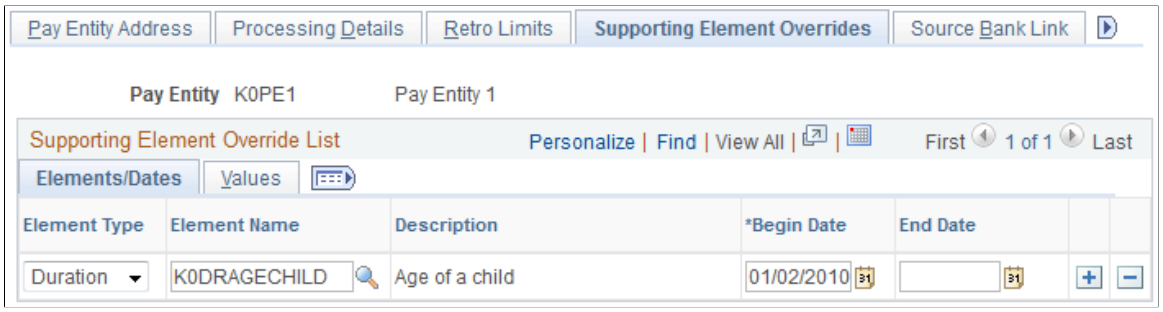
Pay Entities - Supporting Element Overrides Page

Use the Pay Entities - Supporting Element Overrides page (GP_PYENT_SOVR) to override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entities** > **Supporting Element Overrides**

This example illustrates the fields and controls on the Pay Entities - Supporting Element Overrides page.



To define a pay entity override on the Pay Entities - Supporting Element Overrides page:

1. Select the type and name of the supporting element for which you want to enter override instructions.
2. Enter the override begin and end dates.
3. Enter the override value on the Values tab.

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Defining Pay Group Overrides

Page Used to Define Pay Group Overrides

Page Name	*Definition Name*	*Usage*
Pay Groups - Supporting Element Overrides Page	GP_PYGRP_SOVR	Override the value of bracket, date, duration, formula, or variable elements that are associated with payees in a specified pay group.

Understanding Pay Group Overrides

To override the value of supporting elements that are associated with payees in a specific pay group, you use the Pay Groups - Supporting Element Overrides page. This page is similar to the Pay Entities - Supporting Element Overrides page, as are the processing rules.

Defining Payee Overrides

Pages Used to Define Payee Overrides

Page Name	*Definition Name*	*Usage*
Element Assignment By Payee Page	GP_ED_PYE	By payee, view and update earning and deduction assignments, or disable earning/deduction assignments.
Payee Assignment By Element Page	GP_ED_ELEM	Element by element, view and update earning and deduction assignments, or disable earning/deduction assignments.
Element Detail Page	GP_ED_PYE_DTL_SEC	Use this page to: • Assign earnings and deductions to payees. • Override the component values defined for an earning or deduction element. • Override variable values associated with an earning or deduction assigned to a payee. • Override generation control, frequency, and arrears.

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Page Name	*Definition Name*	*Usage*
Supporting Elements Page	GP_PAYEE_SOVR	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

Understanding Payee Overrides

Payee overrides enable you to control how an earning or deduction element is resolved for a specific payee.

Payee Override Uses

Using payee overrides, you can:

- Assign or disable an earning or deduction element for a payee.
- Override the component values defined for an earning or deduction element assigned to a payee, or override the defined frequency, generation control, payback type, or arrears payback amount.
- Override variable elements used by a specific earning/deduction assigned to a payee.
- Override a variable for *all* elements that use the variable (not just one earning or deduction assigned to a payee).
- Override supporting elements associated with a payee.

Payee Override Methods

There are two ways to enter overrides for a specific earning or deduction assigned to a payee:

- By assigning, disabling, and overriding elements by payee.

  To do this, you select a payee, and then assign the earning or deduction, or enter overrides for the payee's existing element assignments.

- By defining payee overrides by element.

  To do this, you select an element, and then assign it to a payee, or enter overrides for existing assignments of the element.

Using Payee Overrides to Trigger Multiple Resolutions

You can trigger multiple resolutions of an element at the payee level by entering multiple overrides with overlapping assignment dates for the same earning or deduction.

See Understanding Multiple Resolutions.

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Batch Updates to End Dates of Assigned Earnings and Deductions

Batch updates to the end dates of assigned earnings and deductions are governed by two system elements: SET ED END DATE and UNSET ED END DATE. The process by which the system updates end dates involves the following steps:

- For each earning and deduction assignment, the system checks the **Allow Batch Update of End Date** check box. If it is selected, the system checks the associated system elements.
- If the SET ED END DATE system element is on:
    - The system updates the **Previous End Date** field with the current value of the **End Date** field.
    - The system updates the **End Date** field with the date of the slice or segment that initiated the end date change.
    - The system updates the **Updated in Payroll Run** field with the ID and description of the calendar group that initiated the end date change.
- If the UNSET ED END DATE system element is on:
    - The system updates the **Previous End Date** field with the current value of the **End Date** field.
    - The system deletes the current value of the **End Date** field, leaving it blank.
    - The system updates the **Updated in Payroll Run** field with the ID and description of the calendar group that initiated the end date change.

These system elements work only within the context of the current earning or deduction being processed. Furthermore, PeopleSoft does not deliver a method to turn the SET ED END DATE and UNSET ED END DATE system elements on. Therefore, you should create a formula that turns these system elements on and attach it as a post-process formula to the earnings and deductions for which you want to update the end date. By defining the formula yourself, you can choose how your system determines the criteria for turning the system elements on.

For example, assume that you have a loan deduction that you want stopped when they payee to which it is assigned pays off the loan amount. In addition, you want the system to update the end date of the loan deduction to reflect the stoppage of repayment. To accomplish this you create a formula with the following parameters:

- Name of deduction: GXDDED01.
- Variable: GXVRED01. This value stores the loan amount (amount to be repaid).
- Variable: GXVRED02. This is a temporary variable that is used to store a temporary value during the processing of the formula.
- Accumulator: GXDDED01_CUS. This custom period accumulator stores the amount paid, to date, toward the loan amount.

Using these parameters, you create a formula with the following parts:

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1. If the amount paid to date plus the current amount is less than the loan amount then exit. This part of the formula is expressed as:

```
If (ac) GXDDED01_CUS + (sy) CURR AMT VAL < (vr) GXVRED01
THEN
EXIT
```

2. If the amount paid to date plus the current amount is equal to or greater than the loan amount, however, the system takes the amount paid to date plus the current amount and subtracts the loan amount. This is the amount that the system subtracts from the current amount to determine the amount to deduct. This part of the formula is expressed as:

```
ELSE
(ac) GXDDED01_CUS + (sy) CURR AMT VAL
- (vr) GXVRED01 >> (vr) GXVRED02
(sy) CURR AMT VAL - (vr) GXVRED02 >> (sy) OVRD CURR AMT VAL
(sy) OVRD CURR AMT VAL >> (formula name)
1 >> (sy) SET CURR AMT VAL
```

3. Finally, because the condition was met, the system sets the end date:

```
1 >> (sy) SET ED END DATE
```

Note: Setting or unsetting the end date occurs only during current periods and not during retro periods.

Warning! It is recommended that you not update end dates in batch if you manually maintain the end dates for a payees or elements. Using this feature overrides any manually entered values that are not available to the formula.

Related Links

Element Detail Page

Element Assignment By Payee Page

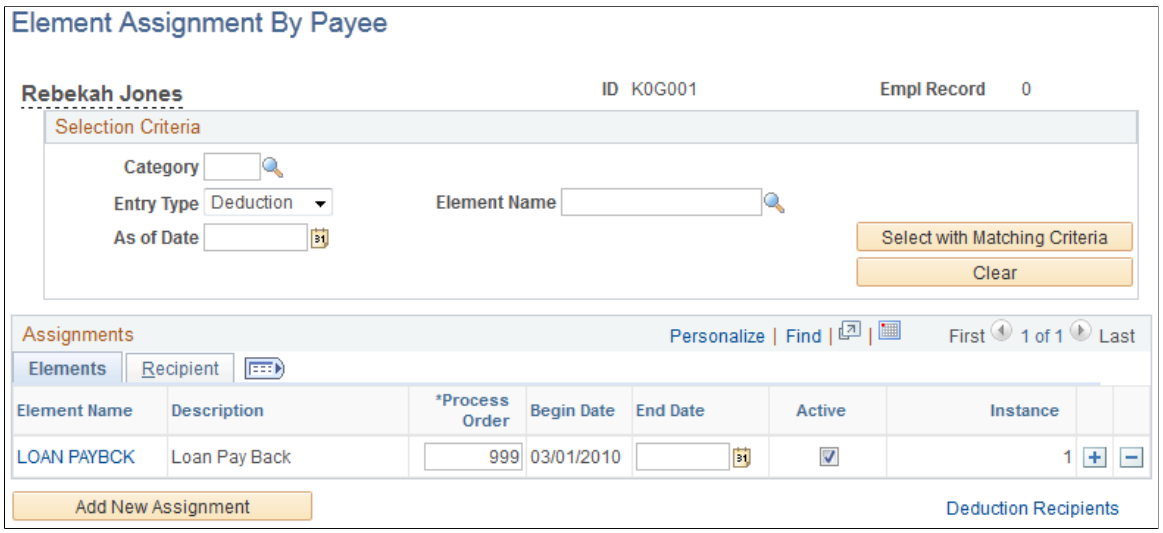
Use the Element Assignment By Payee page (GP_ED_PYE) to by payee, view and update earning and deduction assignments, or disable earning/deduction assignments.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Assign Earnings and Deductions** > **Element Assignment By Payee**

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This example illustrates the fields and controls on the Element Assignment By Payee page.



When you first access this page, the system displays all existing assignments for the payee in the Assignments grid. Use the fields in the Selection Criteria group box to select and display a subset of the earnings and deductions retrieved for the payee.

Field or Control	***Description***
Category	Select a category of elements to display. The system displays only categories that match the country of the pay entity. If no category is entered, category is not used in the element search.
Entry Type	Select an entry type. Valid options are: • *Deduction* Select to search for assigned deductions only. • *Earnings* Select to search for assigned earnings only. • *Blank* Select to search for both assigned earnings and assigned deductions.
Element Name	Enter an element name or leave the **Element Name** field blank to search on all elements belonging to the specified entry type and category. Only elements with a country matching the payee's pay entity, or elements defined for all countries, are available for selection. In addition, you can enter only elements with an override level of *Payee*.

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Field or Control	*Description*
As of Date	Enter an as of date or leave the field blank. If you enter an as of date, the system retrieves only those element assignments that are active as of the specified date. Active assignments include: • Assignments for which the begin date is less than or equal to the as of date *and* the end date is not specified. • Assignments for which the begin date is less than or equal to the as of date *and* the end date is greater than or equal to the as of date. If you do not enter a date, the system retrieves elements without regard to the as of date.
Select with Matching Criteria	Click to select the earnings or deductions to which the payee has been assigned based on the specified search criteria.
Clear	Click to clear out all of the specified search criteria.
Add New Assignment	Click the **Add New Assignment** button to add a new earning or deduction assignment. When you do this, the Select an Element dialog box appears, where you must specify the entry type (earning or deduction) and the name of the element you want to assign. You can then click OK on the Select an Element dialog box to access the Element Details page where you can enter additional details related to the new assignment.
Deduction Recipients	Click to access the Add Deduction Recipients page for the payee whose name and ID are displayed at the top of the page. Use the Add Deduction Recipients page to link a recipient to a deduction and a payee. See Understanding Banking.

Elements

Access the Elements tab.

Use the fields on the Elements tab to update or disable element assignments.

To update an earning or deduction element for a payee:

1. Click the Element Name hyper link.
2. Modify the process order.
3. Modify the end date.

To disable an earning or deduction assignment:

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1. Choose the assignment to disable.
2. Deselect the **Apply** check box or manually enter an end date for the assignment.

Note: When you assign an element to an element group, you indicate that the element should be calculated automatically for each payee whose eligibility group contains that element group, or that the element should be calculated only when it's assigned to a payee.
With the second option, the element is resolved for a payee only if positive input exists for the payee or you assign the element to the payee on the Element Assignment By Payee page, the Payee Assignment By Element page, or the Entitlement/Take Assignment page.

Field or Control	*Description*
Process Order	Update the processing order of the assigned element. The value of this field defaults to 999. 1 is the lowest value and indicates that the element will be processed first. **Note:** This field controls the order in which assignments of the *same* element are processed. For example, if you assign *Deduction A* multiple times with the same or overlapping begin and end dates, the **Process Order** field controls which instance of the assignment is processed first, second, third, and so on. This field cannot be used to control the relative processing order of different elements. To do this, you must define the processing sequence of the elements using process lists and sections. See Understanding Multiple Resolutions.
Begin Date	This field displays the begin date of the element assignment. To modify this date, click the Element Name hyper link to access the Element Detail page and change the date in the Begin Date field on that page.
End Date	This field displays the end date of the element assignment. You can modify this date directly in the **End Date** field on the Elements tab.
Active	This check box is selected by default. Deselect it to prevent the system from resolving the element for this payee.

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Field or Control	*Description*
Instance	The system automatically assigns an instance number to each element assigned. The value of this field increases by 1 for each new occurrence of the same earning/deduction. **Note:** This number is used to create unique instances of an element when there are multiple assignments of the same element. It allows multiple resolutions of an element with identical or overlapping begin and end dates. See Generating Multiple Resolutions Using Element Assignments.

Note: If you define a component to replace the standard element assignment interface, you can grant or deny users the ability to delete assignments, apply assignments, and update assignment begin and end dates. You cannot limit user access to these actions on the standard component shown here.

See Defining Element Definition Overrides.

Recipient

Select the Recipient tab.

Field or Control	*Description*
Recipient Tag	Use the **Recipient Tag** field to update or modify the recipient tag for an earning or deduction assignment.

Note: Recipient tags are used with multiple resolutions and for single resolutions for Individual Recipients. Because different assignments of the same element can each be associated with a unique recipient tag, and each tag can be tied to a different recipient ID or recipient name, the system can direct each resolution of the assigned element to a different recipient.

Note: Define recipient tags for deductions and payees on the Add Deduction Recipients page.

See Assigning Recipients to Deductions and Payees.

Related Links

Begin and End Date Logic for Overrides
Defining Element Groups
Understanding Multiple Resolutions

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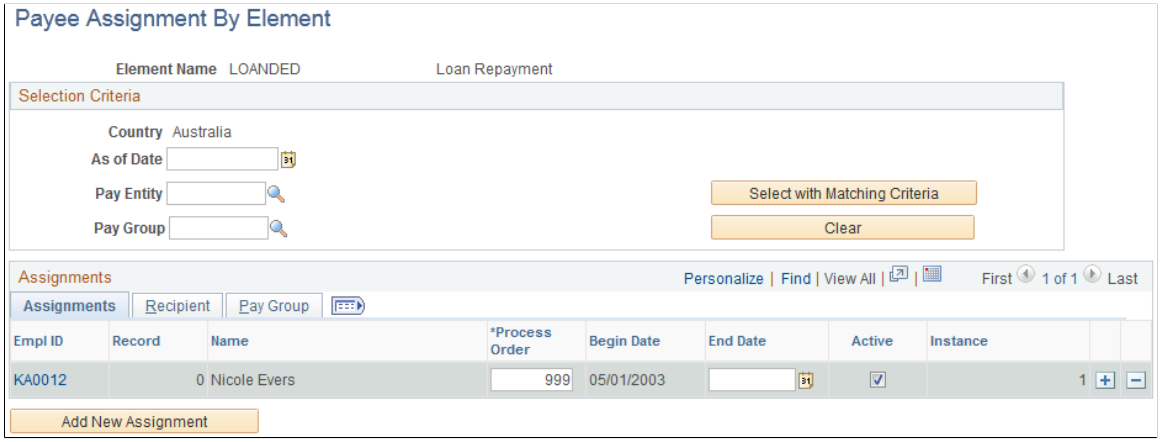
Payee Assignment By Element Page

Use the Payee Assignment By Element page (GP_ED_ELEM) to element by element, view and update earning and deduction assignments, or disable earning/deduction assignments.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Payee Assignment By Element

This example illustrates the fields and controls on the Payee Assignment By Element page.



Note: This page is similar to the Element Assignment By Payee page. Except for page elements described below, the information about the Element Assignment By Payee page applies to this page as well.

See Element Assignment By Payee Page.

Use the fields in the Selection Criteria group box to specify search criteria for retrieving the payees to whom the earning or deduction shown at the top of the page is assigned.

Field or Control	*Description*
Country	This field is unavailable for data entry unless the element is defined for all countries. If the element applies to all countries, the field is blank and you can enter a specific country.

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Field or Control	*Description*
As of Date	Enter an as of date or leave the field blank. If you enter an as of date, the system displays payees for whom the element assignment is active as of the date specified when you click the **Select With Matching Criteria** button. **Note:** Active assignments are defined in the same way as when searching for elements by payee. See Element Assignment By Payee Page. If you do not enter a date, the system displays all payees who have ever been assigned to the earnings and deductions retrieved during the search.
Pay Entity	Specify the pay entity of the employees with the element assignment that you want to retrieve.
Pay Group	Specify the pay group of the employees with the element assignment that you want to retrieve.
Add New Assignment	Click to add a new earning or deduction assignment. When you do this, the Select Payee dialog box appears, where you must specify the EmplID (employee ID) and Empl Rcd Nbr (employee record number) of the payee to whom you are assigning the element, as well as an assignment begin date. You can then click OK on the Select Payee dialog box to access the Element Details page where you can enter additional details related to the new assignment.

Assignments

Select the Assignments tab.

Use the **Active** field on the Assignments tab to activate or disable element assignments.

Recipient

Select the Recipient tab.

This tab appears for elements that are associated with a deduction recipient.

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Field or Control	*Description*
Recipient Tag	Use the **Recipient Tag** field to specify or modify the recipient tag for an earning or deduction assignment. **Note:** Recipient tags are specifically for use with multiple resolutions: because different assignments of the same element can each be associated with a unique recipient tag, and each tag can be tied to a different recipient ID or recipient name, the system can direct each resolution of the assigned element to a different recipient. **Note:** Define recipient tags for deductions and payees on the Add Deduction Recipients page. See Assigning Recipients to Deductions and Payees.
Edit Recipients	Click to access the Add Deduction Recipients page for the payee whose ID is displayed in the EmplID column. Use the Add Deduction Recipients page to link a recipient to a deduction and a payee. See Understanding Banking.

See Understanding Banking.

Pay Group

Select the Pay Group tab.

Use the fields on the Payee Details tab to view pay entity and pay group information for an employee.

Element Detail Page

Use the Element Detail page (GP_ED_PYE_DTL_SEC) to:.

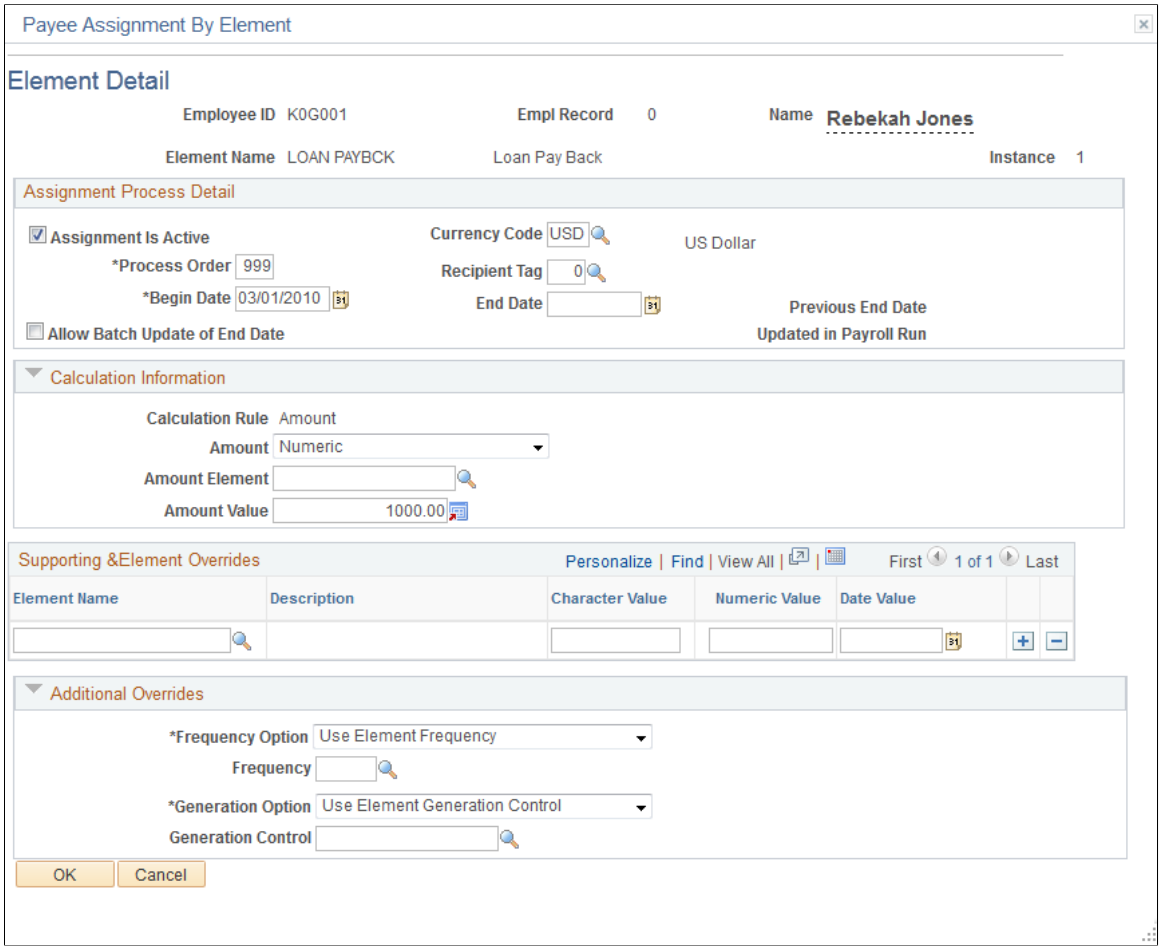
- Assign earnings and deductions to payees.
- Override the component values defined for an earning or deduction element.
- Override variable values associated with an earning or deduction assigned to a payee.
- Override generation control, frequency, and arrears.

Navigation:

- Click the element name link on the Element Assignment By Payee page.
- Click the payee ID link on the Payee Assignment By Element page.

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This example illustrates the fields and controls on the Element Detail page.



Note: You can modify the appearance of the Element Detail page using the Configuration by Element and Configuration by Category components, or designate a user-configurable component to replace this page. Depending on the option you choose, your page may appear different than the standard page shown here.

See Understanding Overrides.

Assignment Process Detail

Field or Control	*Description*
Element Name	Displays the name of the element you are assigning or for which you are entering an override.
Assignment is Active	Select or deselect this check box to activate and inactivate an element assignment.
Begin Dateand**End Date**	Specify the begin and end date of the element assignment.

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Field or Control	*Description*
Allow Batch Update of End Date	Select to enable the system to update the **End Date** field for this element assignment during payroll processing. See Understanding Overrides.
Previous End Date	Displays the end date value prior to the last update. **Note:** Only changes to the end date made by the payroll process affect the value of this field. Manually changing the end date on the Element Detail page has no effect on the value displayed in the Previous End Date field.
Updated in Payroll Run	Displays the ID and description of the calendar group that resulted in the most recent change to the end date. This is true even in the case of retroactive processing. For example, if by processing a June calendar group the system triggers retroactive processing that results in a change to the end date that is associated with the February calendar group, the Updated in Payroll Run field would still display the information for the June calendar group.
Process Order	Specify the processing order of the assigned element. The value of this field defaults to 999. 1 is the lowest value and indicates that the element will be processed first. **Note:** This field controls the order in which assignments of the *same* element are processed. For example, if you assign *Deduction A* multiple times with the same or overlapping begin and end dates, the **Process Order** field controls which instance of the assignment is processed first, second, third, and so on. This field cannot be used to control the relative processing order of different elements. To do this, you must define the processing sequence of the elements using process lists and sections. See Understanding Multiple Resolutions.

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Field or Control	*Description*
Recipient Tag	Use the **Recipient Tag** field to specify or modify the recipient tag for an earning or deduction assignment. **Note:** Recipient tags are specifically for use with multiple resolutions: because different assignments of the same element can each be associated with a unique recipient tag, and each tag can be tied to a different recipient ID or recipient name, the system can direct each resolution of the assigned element to a different recipient. **Note:** Define recipient tags for deductions and payees on the Add Deduction Recipients page. See Assigning Recipients to Deductions and Payees.
Currency Code	Specify the currency you want to use to calculate the assigned element.

Calculation Information

Use the fields in this group box to assign or override the values of the components—*Unit, Rate, Base, Percent,* and *Amount*— that constitute the calculation rule of the earning or deduction element.

For example, if the calculation rule for an element is *Unit x Rate,* you can enter values for the unit and rate components but not the base and percent components.

You can enter an amount regardless of the calculation rule. If you enter an amount with other component values, the system uses the amount to resolve the element. For example, if you enter an amount for an earning element that has a calculation rule of unit * rate, the system uses the amount in the calculation. If you also enter a unit and rate, the system passes these values to the results tables, but it doesn't use them to resolve the element.

To override the value of the unit, rate, base, percent, or amount component, select the type of element that returns the override value. For numeric elements, enter the appropriate number in the **Value** field; for other element types, enter the name of the element that retrieves the override value in the **Element** field.

Supporting Element Overrides

Use the fields in the Supporting Element Overrides group box to override the value of a variable used in the calculation of an earning or deduction.

When you override the value of a variable used in the calculation of an earning or deduction, the override value affects only the resolution of that earning or deduction for the specified payee. After the earning or deduction is resolved, the variable is set to its previous value. (These overrides are also called payee/element overrides.)

The supporting element override uses the same begin and end dates as the parent element. You cannot enter values with a monetary entry type.

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Important! To override a variable element for *all* elements that use the variable—not just one earning or deduction that uses the variable—use the Payee Supporting Element Overrides page.

Note: You can configure the standard Supporting Element Overrides group box to include descriptive labels for override variables, required fields, and simple edits such as prompt table, translate value, and yes/no edits. To configure this group box for an element or a category of elements, use the Configuration by Element and Configuration by Category components. The modified group box replaces the standard one.

See Understanding Element Override Configurations.

Example: How the Two Variable Override Methods Differ

E1 and E2 are set up as a flat amount with the amount = V1.

V1 = 100 (from the element definition).

If V1 = 200, based on an override entered on the Payee Supporting Element Overrides page, E1 and E2 resolve to 200.

If V1 = 200, based on an override entered for E1 on the Element Assignment By Payee or Payee Assignment By Element pages, E1 resolves to 200, V1 is reset to 100, and E2 resolves to 100.

Example: Entering Variable Values for Court Orders

When a payee has a court order, you might have to define the payee's disposable earnings. Using a simplified example, say a judge indicates that E1 and E2 constitute disposable earnings but only 50 percent of E2 counts. So if E1 = 1000 and E2 = 500, disposable earnings should equal 1250 (1000 + 1/2 of 500).

When you define the disposable earnings accumulator on the Accumulators - Members page, you indicate the elements (E1 and E2) and the percentage. On this page, you could indicate the percentages (100 and 50), but to avoid setting up a unique disposable earning accumulator for each person (because the next garnished employee might have E2 with a percentage of 75), you can create two variables that default to 100 (percent). On the accumulator, you enter the variable names, not a percentage.

To enter the variable values for a payee, select the garnishment deduction element on the Element Assignment By Payee page, go to the Element Detail page, and enter the variable values (50 percent for E2 in the example).

See Members Page.

Example: Using Variable Overrides to Calculate Garnishments

You have an accumulator for the GARNAC1 garnishment, with these earning elements as members:

Element	*Percent*	*Percent to Accumulate*
EARNING1	VARIABLE1	Blank

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Element	*Percent*	*Percent to Accumulate*
EARNING2	VARIABLE2	Blank
EARNING3	VARIABLE3	Blank

The variables are set up as follows:

Variable	*Default Value*
VARIABLE1	100
VARIABLE2	100
VARIABLE3	100

Payee 8001 has two garnishments that use the same calculation rule:

GARNISH1 = Percent × Base

GARNISH2 = Percent × Base

where:

Percent = Payee Level Override

Base = GARNAC1

You set it up on the Element Detail page as follows:

Element	*Percent*	*Payee Supporting Element Override*	*Element*	*Payee Level Override Value*
GARNISH1	10	Yes	VARIABLE1	75
GARNISH1	10	Yes	VARIABLE2	50
GARNISH2	10	Yes	VARIABLE1	60

- EARNING1 equals 1000.
- EARNING2 equals 500.
- EARNING3 equals 750.

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When calculating GARNISH1, the system encounters GARNAC1, sees that Percent is a variable, looks for supporting element overrides, finds override values for VARIABLE1 and VARIABLE2 for Payee 8001, and calculates the value of GARNAC1 as follows:

[(1000 × 75%) + (500 × 50%) + (750 × 100%)] = 1750

where GARNAC1 is calculated as:

(EARNING1 × VARIABLE1 + EARNING2 × VARIABLE2 + EARNING3 × VARIABLE3).

Therefore, the calculation for GARNAC1 in GARNISH1 is:

1000 × 75% (using the payee-level override value of 75 for VARIABLE1)

500 × 50% (using the payee-level override value of 50 for VARIABLE2)

750 × 100% (using the default value of 100, because no payee-level override value existed for VARIABLE3).

When calculating GARNISH2, the system finds a supporting element override only for VARIABLE1 and calculates the value of GARNAC1 as:

[(1000 × 60%) + (500 × 100%) + (750 × 100%) = 1850

where GARNAC1 is:

(EARNING1 × VARIABLE1 + EARNING2 × VARIABLE2 + EARNING3 × VARIABLE3).

The calculation for GARNAC1 in GARNISH2 is as follows:

1000 × 60% (using the payee-level override of 60 for VARIABLE1)

500 × 100% (using the default value of 100, because there was no payee-level override value for VARIABLE2)

750 × 100% (using the default value of 100 because there was no payee-level override value for VARIABLE3)

Additional Overrides

Use the fields in this group box to override frequencies, generation control, and arrears.

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Field or Control	*Description*
Frequency Option	Override the frequency defined on the Element Name page. Options are: *Use Calendar Period Frequency:* The system assumes that the element is in the frequency of the defined calendar period. *Use Element Frequency:* The system uses the frequency selected in the element setup pages, which, in turn, can use the calendar period. *Use Specified Frequency:* Enter a specific frequency value in the **Frequency** field.
Generation Control	Override the generation control condition defined on the Element Name page. You can enter instructions here without specifying generation control details at the element level. Options are: *No Generation Control:* The system ignores the generation controls that you defined at the calculation rule level. *Specified Generation Control:* Enter a generation control value in the **Generation Control** field. *Use Element Generation Control:* The system uses the generation control that was defined in the element setup pages.

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Field or Control	*Description*
Payback Option	Override an arrears payback. Available only if the element is a deduction and the **Deduction Arrears Allowed** check box is selected on the Arrears page. Options are: *Use Element Payback Amount:* The system uses any payback amount that you defined while setting up the deduction element. Unavailable if the deduction doesn't have the **Perform Net Pay Validation** check box selected (on the Arrears page). *Use Specified Amount:* Select if you want to specify the arrears payback amount. If you select *Use Specified Amount,* you need to indicate the element type in the **Payback Type** field. When you indicate the payback type, select the element name or a numeric value (depending on the element type you selected) in the **Payback Element** or **Payback Amount** field. *No Limit:* Select if you don't want to specify a limit on the payback amount. **Note:** The system assumes that the currency in the**Payback Amount** field matches that in the element definition. **Note:** The **Payback Option** field is available only when the selected element is a deduction with *Deduction Arrears Allowed* selected on the Arrears page of the Deductions (GP_DEDUCTION) component.
Payback Type	To override the payback amount, select the type of element to retrieve the amount. Options are *Bracket, Formula, Numeric,* and *Variable.* Select the element name in the **Payback Element** field, or enter the numeric value in the **Payback Amount** field.

Note: You can modify the appearance of the Element Detail page using the Configuration by Element and Configuration by Category components, or designate a user-configurable component to replace this page. Depending on the option you choose, your page may appear different from the standard page shown here.

See Understanding Element Override Configurations.

Related Links

Defining Element Names
Frequency and Generation Control Calculations
Understanding Net Pay Validation and Arrears Processing
Understanding Arrears and Retroactive Processing
Understanding Payback Processing

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Supporting Elements Page

Use the Supporting Elements page (GP_PAYEE_SOVR) to override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Create Overrides** > **Supporting Elements** > **Supporting Elements**

The Supporting Elements page is similar to the Pay Entities - Supporting Element Overrides page, but the processing rules differ.

Related Links

Defining Pay Entity Overrides

Processing Payee Overrides

For payee overrides, the system looks at segment or slice end dates (or period dates if there's no segmentation) for a payee to determine if a supporting element override is used. The end date must be greater than or equal to the segment or slice end date in order for it to be processed. Unlike pay entity and pay group, the system doesn't look at the **Use Defn As Of** (Definition as of Date).

Example: Segmentation and Payee Supporting Element Overrides

Two payees have the same override.

- Payee 1 has no segmentation.
- Payee 2 has segmentation. Segment 1 is January 1-15. Segment 2 is January 16-31.
- The pay period is January 1-31.
- VR1, a variable element, is defined as 50.
- VR1 has a payee-level override of 100 beginning on January 16.

For Payee 1, the value of VR1 is always 100, because there's no segmentation.

For Payee 2, the value of VR1 is 50 for Segment 1 and 100 for Segment 2.

Related Links

Payee Overrides and Segmentation

Defining Pay Calendar Overrides

When defining a calendar for a payroll or absence process, you can enter instructions for two types of overrides. You can:

- Specify any earning, deduction, or absence elements to exclude from processing for all payees.

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Enter these instructions on the Calendar - Excluded Elements page.

- Override the value of brackets, dates, duration, formulas, and variable elements on the Calendar - Supporting Element Overrides page.

  In this case, begin and end dates aren't used, on the assumption that the override applies to the calendar period.

Related Links

Calendars - Excluded Elements Page
Calendars - Supporting Element Overrides Page
Entering Calendar Override Instructions for a Payee

Defining Overrides Via Elements

The Update Via Element feature is used to control which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Arrays Fields Retrieved fields on the Array Fields Retrieved page.
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).
- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page).

There are two ways to override the value of an element that's updated through another element: with positive input or by entering an override on the Supporting Element Overrides page, accessible through the Earning/Deduction Assignment page.

Defining Element Definition Overrides

Page Used to Define Element Definition Overrides

Page Name	*Definition Name*	*Usage*
Earnings - Supporting Element Overrides Page	GP_ELM_DFN_SOVR	Override the definition of a bracket, date, duration, formula, or variable element associated with an earning, deduction, absence take, or absence entitlement element.

Understanding Element Definition Overrides

With element overrides, you can override certain supporting elements that are associated with a primary element. The supporting element can be part of the primary element's definition.

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You use the Element Definition - Supporting Element Overrides page to override the definition of elements associated with primary elements. This page is similar to the Pay Entities - Supporting Element Overrides page.

The processing rules for (primary) element overrides are the same as those for pay entity overrides, but element overrides are resolved in the earning, deduction, or absence module of the batch process. Accordingly, the supporting element that's being overridden reverts to its prior value after being resolved.

Defining Overrides with Positive Input

You can override an earning, deduction, or absence element by entering positive input on the Positive Input component. Use positive input to enter payee-related data for one pay period. For example, you can enter positive input for one time bonuses or for hours worked during a pay period.

You can also use the Supporting Element Overrides grid, accessed through the Details page of the Positive Input component, to override any system or variable element associated with an instance of positive input. Here, element values must be numeric, character, or date; they cannot be monetary.

An override applies to only one instance of positive input. After the instance is resolved, the supporting element returns to its previous value.

Processing Rules in Positive Input and Overrides

Begin and end dates exist on the positive input record, but the system uses them strictly as a means of assigning a positive input sequence (instance number) to a segment or slice. It uses the value assigned to the supporting element only for that sequence. After use, it reverts to the value that was assigned before the positive input entry.

Related Links

Understanding Positive Input
Defining Pay Entity Overrides

Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions

This topic discusses how the system manages competing element assignment and positive input entries for the same earnings or deductions.

Rules for Processing Competing Element Assignments and Positive Input Entries

In Global Payroll you can enter multiple element assignment and positive input rows for the same element within a single pay period slice or segment. To manage the competing instructions contained in these overrides, the system *matches* earning and deduction assignments with their corresponding positive input entries within the same slice or segment, and then determines which elements to resolve and which instructions to follow based on the processing rules described in this topic.

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Note: The system treats element assignments and positive input entries as *matching* if they are for the same element and occur in the same slice or segment of the pay period.

The system observes these rules when processing competing element assignments and positive input entries:

Rule Number	***Description***
Rule 1: One Assignment to One or More Positive Input Overrides	Within each slice or segment, when there are one or more positive input rows for an element with an action type of *Override* and a *single* matching element assignment, the system resolves the positive input and not the element assignment. If the positive input rows do not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition.
Rule 2: Many Assignments to One or More Positive Input Overrides	Within each slice or segment, when there are multiple element assignments for the same element, and at least one matching override row exists in positive input, the system ignores all element assignments and resolves only the positive input override(s). If the positive input overrides do not specify values for all the components of the calculation rule, the system goes to the element definition for the missing component values. **Note:** If an amount is entered in positive input, this amount overrides the individual component values in the element's rule definition.
Rule 3: One Assignment to One or More Positive Input Additional Rows	Within each slice or segment, when there are one or more positive input rows for an element with an action type of *Additional,* and a *single* matching element assignment, the system resolves each of the positive input rows and also resolves the element assignment. If the positive input rows do not specify the values of all components of the calculation rule, the system pulls component values from the element assignment, and if it can't find them there, from the element's rule definition.

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Rule Number	***Description***
Rule 4: Many Assignments to One or More Positive Input Additional Rows	Within each slice or segment, when there are multiple assignments of the same element, and one or more matching positive input rows with an action type of *Additional*: • The system resolves each additional positive input row without considering the element assignment rows. If the positive input rows do not specify values for all the components of the element's calculation rule, the system goes to the element definition for the missing component values. • Each element assignment row is resolved without considering the positive input rows. If the element assignment override(s) do not specify values for all the components of the element's calculation rule, the system goes to the element definition for the missing component values. **Note:** If amounts are entered at the positive input or element assignment levels, the system processes the amounts and ignores the individual component values.
Rule 5: One or more assignments and a Resolve to Zero Row in Positive Input	When there are one or more assignments of the same element and a matching *Resolve to Zero* entry in positive input, only the *Resolve to Zero* row is processed. All element assignment entries are ignored. **Note:** A positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice/segment.

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Rule Number	*Description*
Rule 6: Element Assignment in Conjunction With Override and Resolve to Zero Rows in Positive Input	If there is an element assignment, and in positive input, both a matching *Override* and a matching *Resolve to Zero* row, the system resolves the *Override* and *Resolve to Zero* rows, but not the element assignment. If the positive input *Override* does not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition. **Note:** A positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice/segment. **Note:** The *Resolve to Zero* action is per instance.
Rule 7: Element Assignment in Conjunction With Additional and Resolve to Zero Rows in Positive Input	If there is an element assignment, and in positive input, both a matching *Additional* and a matching *Resolve to Zero* row, the system resolves the *Additional* and *Resolve to Zero* rows, but not the element assignment. If the *Additional* positive input does not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition. **Note:** A positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice/segment. **Note:** The *Resolve to Zero* action is per instance.
Rule 8: Element Assignment in Conjunction With Do Not Process Rows in Positive Input	Within each slice or segment, if there is an element assignment and, in positive input, a matching *Do Not Process* row, the system does not resolve the element assignment. If there is positive input of any other kind in the same slice or segment *(Resolve to Zero, Override,* or *Additional),* the Do Not Process instructions prevent the system from resolving those as well.

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Rule Number	*Description*
Rule 9: Apply Check Box deselected For an Element Assignment	Within each slice or segment, when the **Apply** check box is deselected for an element assignment, this implies an action of *Do Not Process,* and the earning/deduction is not resolved. If there is a matching positive input entry with an action type of either *Additional* or *Override,* the system resolves the positive input, but not the rule definition because of the *Do Not Process* action on the element assignment. **Note:** Because of the *Do Not Process* instruction, the system cannot go to the element assignment to retrieve component values that are missing from positive input as it does in Rules 1 and 3 (above). Instead, it goes directly to the element's rule definition for missing values.
Rule 10: Apply Check Box deselected For One of Many Element Assignments	Within each slice or segment, when there are multiple assignments of the same element, and one instance has the **Apply** check box set to deselected while all other instances have the **Apply** check box selected, none of the instances will be processed. In other words, the do not apply action is at the element/slice level and negates the action of any other row.

Important! Note that the rules outlined here apply *per slice or segment,* as element assignments interact with positive input entries only within the same slice or segment. If there is no segmentation or slicing of elements, the slice/segment begin and end dates can be viewed as equivalent to the begin and end dates of the period as a whole, and element assignments and positive input entries interact across the entire period. There is one exception to this rule, however: a *Resolve to Zero* entry in positive input cancels all assignments of the same element in any other segment or slice (in other words, a *Resolve to Zero* entry is not restricted to the segment/slice in which it occurs).

The following examples illustrate how the system resolves payee level overrides, and demonstrate interactions between element assignments and positive input entries in both segmented/sliced and unsegmented periods.

These examples are based on an earning element E1 with a calculation rule of Rate x Unit x Percent.

Note: These examples assume that there are no user field values associated with the assigned earnings or deductions. To see how the rules change when there are user fields, review the topic on multiple resolutions.

See Understanding Multiple Resolutions.

Example: Rule 1 (One Assignment to One or More Positive Input Overrides)

Assume that the following element assignment and positive input entries exist for earning element E1:

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Component	*Rule Definition*	*Element Assignment*	*Positive Input (Override)*	*Positive Input (Override)*
Unit	Payee Level	10	10	5
Rate	50	60	75	
Percent	150			

Applying Rule 1, the system resolve E1 as follows:

1. 10 x 75 x 150% = 1125

Component	*Rule Definition*	*Element Assignment*	*Positive Input (Override)*	*Positive Input (Override)*
Unit	Payee Level		*10*	
Rate	50		*75*	
Percent	*150*			

The system resolves the first instance of positive input and goes to either the element assignment or the rule definition for the missing component values.

2. 5 x 60 x 150% = 450

Component	*Rule Definition*	*Element Assignment*	*Positive Input (Override)*	*Positive Input (Override)*
Unit	Payee Level			*5*
Rate	50	*60*		
Percent	*150*			

The system resolves the second instance of positive input and goes to either the element assignment or the rule definition for the missing component values.

Example: Rule 2 (Many Assignments to One or More Positive Input Overrides)

Assume that the following element assignment and positive input entries exist for earning element E1:

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Component	*Rule Definition*	*Element Assignment (Instance 1)*	*Element Assignment (Instance 2)*	*Positive Input (Override)*
Unit	Payee Level	10	10	5
Rate	50	60	75	
Percent	150			

Applying Rule 2, the system resolves E1 as follows:

5 x 50 x 150% = 375

Component	*Rule Definition*	*Element Assignment (Instance 1)*	*Element Assignment (Instance 2)*	*Positive Input (Override)*
Unit	Payee Level			*5*
Rate	*50*			
Percent	*150*			

The system resolves the positive input entry and goes to the rule definition to obtain the missing component values, ignoring all earning/deduction assignments.

Example: Rule 2 (Many Assignments to One or More Positive Input Overrides—with Element Segmentation Due to Overrides)

Assume that the following element assignment and positive input entries exist for earning element E1, and that element segmentation occurs based on the begin and end dates of the assignments:

Note: You can set up the system to slice a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM). We discuss how to do this in the topic on trigger definitions.

See Setting Up Trigger Definitions.

Note: In this example, element assignment is abbreviated *Assign,* positive input is abbreviated *PI,* and the positive input action type of override is abbreviated *Over.*

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Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Assign (Instance 2)* *Slice 2: June 16-30*	*PI (Over)* *Slice 1: June 1-15*	*PI (Over)* *Slice 2: June 16-30*
Unit	Payee Level	10	10	2	5
Rate	50	60	75		
Percent	150				

Applying Rule 2, the system resolves E1 as follows:

1. In slice 1 (June 1-15): 2 x 60 x 150% = 180

Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Assign (Instance 2)* *Slice 2: June 16-30*	*PI (Over)* *Slice 1: June 1-15*	*PI (Over)* *Slice 2: June 16-30*
Unit	Payee Level			*2*	
Rate	50	*60*			
Percent	*150*				

Applying Rule 2, the system processes the positive input entry for slice 1 (June 1 - June 15) but not the corresponding element assignment. Because positive input overrides look to the element assignment within the same slice for missing component values, the positive input uses the Rate component (60) from the assignment in slice 1, and then retrieves the percent value (150) from the rule (as the element assignment in slice 1 does not specify a percentage).

2. In slice 2 (June 16-30): 5 x 75 x 150% = 562.50

Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Assign (Instance 2)* *Slice 2: June 16-30*	*PI (Over)* *Slice 1: June 1-15*	*PI (Over)* *Slice 2: June 16-30*
Unit	Payee Level				*5*
Rate	50		75		

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Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Assign (Instance 2)* *Slice 2: June 16-30*	*PI (Over)* *Slice 1: June 1-15*	*PI (Over)* *Slice 2: June 16-30*
Percent	*150*				

Applying Rule 2, the system processes the positive input entry for slice 2 (June 16-30) but not the corresponding element assignment. Because positive input overrides look to the element assignment within the same slice for missing component values, the positive input uses the Rate component (75) from the assignment in slice 2, and then retrieves the percent value (150) from the rule (as the element assignment in slice 2 does not specify a percentage).

Example: Rule 4 (Many Assignments to One or More Positive Input Additional Rows)

Assume that the following element assignment and positive input entries exist for earning element E1:

Note: In this example, element assignment is abbreviated *Assign,* positive input is abbreviated *PI,* and the positive input action type of additional is abbreviated *Add.*

Component	*Rule Definition*	*Assign (Instance 1)*	*Assign (Instance 2)*	*PI (Add)*	*PI (Add)*
Unit	Payee Level	10	10	2	5
Rate	50	60	75		
Percent	150				

Applying Rule 4, the system resolves E1 as follows:

1. 10 x 60 x 150% = 900

Component	*Rule Definition*	*Assign (Instance 1)*	*Assign (Instance 2)*	*PI (Add)*	*PI (Add)*
Unit	Payee Level	*10*			
Rate	50	*60*			
Percent	*150*				

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The system resolves the first element assignment and goes to the rule definition to obtain missing component values.

2. 10 x 75 x 150% = 1125

Component	***Rule Definition***	***Assign (Instance 1)***	***Assign (Instance 2)***	***PI (Add)***	***PI (Add)***
Unit	Payee Level		*10*		
Rate	50		*75*		
Percent	*150*				

The system resolves the second element assignment and goes to the rule definition to obtain missing component values.

3. 2 x 50 x 150% = 150

Component	***Rule Definition***	***Assign (Instance 1)***	***Assign (Instance 2)***	***PI (Add)***	***PI (Add)***
Unit	Payee Level			*2*	
Rate	*50*				
Percent	*150*				

The system resolves the first instance of positive input and goes to the rule definition to obtain missing component values.

4. 5 x 50 x 150% = 375

Component	***Rule Definition***	***Assign (Instance 1)***	***Assign (Instance 2)***	***PI (Add)***	***PI (Add)***
Unit	Payee Level				*5*
Rate	*50*				
Percent	*150*				

The system resolves the second instance of positive input and goes to the rule definition to obtain missing component values.

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Example: Rule 5 (One or More Assignments and a Resolve to Zero Row in Positive Input)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	*Rule Definition*	*Element Assignment (Instance 1)*	*Element Assignment (Instance 2)*	*Positive Input (Resolve to Zero)*
Unit	Payee Level	10	10	
Rate	50	60	75	
Percent	150			

Applying Rule 5, the system resolves E1 as follows:

E1 = 0

Component	*Rule Definition*	*Element Assignment (Instance 1)*	*Element Assignment (Instance 2)*	*Positive Input (Resolve to Zero)*
Unit	Payee Level			*0*
Rate	50			
Percent	150			

The system resolves only the positive input *Resolve to Zero* instance and not the element assignments.

Example: Rule 5 (One or More Assignments and a Resolve to Zero Row in Positive Input—with Element Segmentation Due to Overrides)

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Assume that the following element assignment and positive input entries exist for earning element E1, and that element segmentation occurs based on the begin and end dates of the assignments:

Note: You can set up the system to slice a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM). We discuss how to do this in the topic on trigger definitions.

See Setting Up Trigger Definitions.

Note: In this example, element assignment is abbreviated *Assign,* positive input is abbreviated *PI,* and the positive input action type of *Resolve to Zero* is abbreviated *RTZ.*

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Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1-15***	***Assign (Instance 2)*** ***Slice 2: June 16-30***	***PI (RTZ)*** ***Slice 1: June 1-15***
Unit	Payee Level	10	10	RTZ
Rate	50	60	75	
Percent	150			

Applying Rule 5, the system resolves E1 as follows:

1. In slice 1 (June 1-15): E1 = 0

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1-15***	***Assign (Instance 2)*** ***Slice 2: June 16-30***	***PI (RTZ)*** ***Slice 1: June 1-15***
Unit	Payee Level			*0*
Rate	50			
Percent	*150*			

In slice 1, the system resolves only the positive input *Resolve to Zero* instance and not the element assignment.

2. In slice 2 (June 16-30): E1 = 0

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1-15***	***Assign (Instance 2)*** ***Slice 2: June 16-30***	***PI (Over)*** ***Slice 1: June 1-15***
Unit	Payee Level		*0*	
Rate	50			
Percent	*150*			

In slice 2, the system ignores the element assignment entry for June 16-30 and processes only the resolve to zero instructions entered using positive input. This is because a positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice.

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Example: Rule 6 (Element Assignment in Conjunction with Override and Resolve to Zero Rows in Positive Input)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	*Rule Definition*	*Element Assignment*	*Positive Input (Override)*	*Positive Input (Resolve to Zero)*
Unit	Payee Level	10	2	
Rate	50	60		
Percent	150			

Applying Rule 6, the system resolves E1 as follows:

1. 2 x 60 x 150% =180

Component	*Rule Definition*	*Element Assignment*	*Positive Input (Override)*	*Positive Input (Resolve to Zero)*
Unit	Payee Level		*2*	
Rate	50	*60*		
Percent	*150*			

The system resolves the positive input override and goes to both the element assignment and the rule definition for missing component values.

2. E1 = 0

Component	*Rule Definition*	*Element Assignment*	*Positive Input (Override)*	*Positive Input (Resolve to Zero)*
Unit	Payee Level			
Rate				
Percent				

The system resolves the positive input *Resolve to Zero* instance and not the element assignment.

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Example: Rule 9 (Apply Check Box deselected For an Element Assignment)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	*Rule Definition*	*Element Assignment (Apply = No)*	*Positive Input (Additional)*
Unit	Payee Level		2
Rate	50		
Percent	150		

Applying Rule 7, the system resolves E1 as follows:

2 x 50 x 150% = 150

Component	*Rule Definition*	*Element Assignment (Apply = No)*	*Positive Input (Additional)*
Unit	Payee Level		2
Rate	50		
Percent	150		

The system resolves the positive input entry with the action type of *Additional.* There are no other resolutions of earning E1.

Example: Rule 10 (Apply Check Box deselected For One of Many Element Assignments)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	*Rule Definition*	*Element Assignment (Apply = Yes)*	*Element Assignment (Apply = No)*	*Element Assignment (Apply = Yes)*
Unit	Payee Level	10	2	15
Rate	50	60		75
Percent	150			50

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Applying Rule 10, there are no resolutions of Earning E1.

Generating Complementary Rules Instances

This topic discusses the conditions that trigger the creation of a complementary rule.

A complementary rule is an earning or deduction that the system resolves automatically to *complement* an existing element assignment when that assignment's begin and end dates do not encompass the entire pay period. For example, suppose that you assign a deduction to a payee with begin and end dates of 1 and 15 January respectively, and that you use a monthly pay period calendar. Under certain conditions, the system automatically generates an assignment for the same element with begin and end dates of 16 and 31 January—in other words, it creates an instance of the deduction in the second slice to complement the existing assignment in the first slice in the segment.

The system generates a complementary rule for an assigned element under these conditions:

1. You select the Active Anytime Within Segment option on the Countries page.

   When this is the case, the system processes all element assignments within a period, including those with end dates that come before the period end date.

   See Defining Installation Settings.

2. You set up earnings and deductions to trigger element segmentation (slicing) when they are assigned to payees on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM).

   See Understanding Triggers.

3. The assignment *begin* date for an earning or deduction comes after the period start date, and/or the assignment *end* date comes before the period end date.

4. You set the eligibility type of the assigned element to *By Eligibility Group* on the Element Group Members page, and you specify an override level of *Payee* for the element on the Earning or Deduction Name page.

   See Defining Element Groups, Override Levels.

   Note: When you select an override level of *Payee* on the Earning or Deduction Name page, you enable the element to be assigned at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM).

In addition, the following must be true:

Note: These rules assume that there are no user field values associated with the earning or deduction on the assignment pages or on the Earning or Deduction Definition pages. To see how the rules change when there are user fields, review the topic on multiple resolutions.

- There can be no positive input *Override* for the same element in any slice in the pay period.

  A positive input *Override* in any slice prevents the creation of a complementary rule in all other slices.

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- There can be no positive input *Do Not Process* entry for the same element in any slice in the pay period.

  A *Do Not Process* entry in any slice prevents the creation of a complementary rule in all other slices.

- There can be no positive input *Resolve to Zero* entry for the same element in any slice in the pay period.

  A *Resolve to Zero* entry in any slice prevents the creation of a complementary rule in all other slices.

Note: The system does not create complementary rule instances where there is already an element assignment for an earning or deduction. For example, if there is an existing assignment for the period 1 to 15 January, and you add an assignment for the same element with begin and end dates of 16 January and 31 January respectively, the system does not generate a complementary rule for the second slice (16-31 January).

Note: The system never generates more than a single complementary rule instance for an assigned element in any slice, even when there are multiple assignments of the same element. For instance, if you assign the same deduction five times in the first slice in a pay period, the system generates only one complementary rule instance in the second slice.

Note: Positive input *additional* rows in a slice do not prevent the creation of a complementary rule instance in the same or any other slice.

When *all* of these conditions are met, the system creates a complementary rule using definition of the unit, rate, percent, or amount components specified in the *calculation rule* of the earning or deduction.

Note: The calculation rule is the definition of the earning or deduction specified in the Earnings Definition (GP_EARNING) and Deductions Definition (GP_DEDUCTION) components.

The following examples illustrate how and under what circumstances the Global Payroll system generates complementary rule instances.

Example: An Earning Assignment Triggers the Creation of A Complementary Rule Instance

Assume that there is an element assignment for earning element E1 (calculation rule of Rate x Unit x Percent). Eligibility is by eligibility group and the begin and end dates of the element assignment are June 1 and June 15 respectively:

Note: In this example, element assignment is abbreviated *Assign.*

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1-15***	***Slice 2: June 16-30***
Unit	5	2	
Rate	50	60	

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Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Slice 2: June 16-30*
Percent	150	100	

The system divides the calendar into two slices based on the assignment begin and end dates (slice 1 = June 1-15; slice 2 = June 16-30).

The system resolves E1 as follows:

1. In slice 1 (June 1-15): 2 x 60 x 100% x .5 (proration factor) = 60

Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Slice 2: June 16-30*
Unit	5	*2*	
Rate	50	*60*	
Percent	150	*100*	

2. In slice 2 (June 16-30): 5 x 50 x 150% x .5 (proration factor) = 125

Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1-15*	*Complementary Rule* *Slice 2: June 16-30*
Unit	5		*5*
Rate	50		*50*
Percent	150		*150*

The system creates a complementary rule instance for E1 in slice 2 (June 16-30) using the rule definition (the definition of the earning specified in the Earning Definition component).

Example: A Positive Input Override Prevents the Creation of A Complementary Rule Instance

Assume that an element assignment and positive input entry exist for earning element E1 (calculation rule of Rate x Unit x Percent). Eligibility is by eligibility group and the begin and end dates of the element assignment and the positive input entry are June 1 and June 15 respectively:

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Note: In this example, element assignment is abbreviated *Assign,* positive input is abbreviated *PI,* and the positive input action type of override is abbreviated *Over*.

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1-15***	***PI (Over)*** ***Slice 1: June 1-15***	***Slice 2: June 16-30***
Unit	5	10	2	
Rate	50	60		
Percent	150			

The system divides the calendar into two slices based on the assignment begin and end dates (slice 1 = June 1-15; slice 2 = June 16-30).

The system resolves E1 as follows:

1. In slice 1 (June 1-15): 2 x 60 x 150% x .5 (proration factor) = 90

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1-15***	***PI (Over)*** ***Slice 1: June 1-15***	***Slice 2: June 16-30***
Unit	5		*2*	
Rate	50	*60*		
Percent	*150*			

In keeping with Rule 1 described in the topic *Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions,* the system processes the positive input entry for slice 1 (June 1-15) but not the corresponding element assignment. The system looks to the element assignment in slice 1 for the Rate component (60) that is missing from positive input, and then retrieves the percent value (150) from the rule (as the element assignment in slice 1 does not specify a percentage).

2. In slice 2 (June 16-30): The system does not create a complementary rule instance for E1 because the positive input override in the first slice blocks the creation of the complementary rule in all other slices.

Example: Complementary Rule Instance Not Created Because of Do Not Process Instructions in Positive Input

Assume that there is a positive input entry and an element assignment for earning element E1 and that eligibility is by eligibility group (the calculation rule of E1 is Rate x Unit x Percent). The begin and end dates of the positive input entry are June 1 and June 10, and the begin and end dates of the element assignment are June 11 and June 20 respectively. The positive input entry has an action type of *Do Not Process*:

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Note: In this example, positive input is abbreviated *PI* and element assignment is abbreviated *Assign.*

Component	*Rule Definition*	*PI (Do Not Process)* *Slice 1: June 1-10*	*Assign (Instance 1)* *Slice 2: June 11-20*	*Slice 3: June 21-30*
Unit	5		10	
Rate	50		60	
Percent	150			

The system divides the calendar into three slices based on the assignment begin and end dates (slice 1 = June 1-10; slice 2 = June 11-20; slice 3 = June 21-30).

The system resolves E1 as follows:

1. In slice 1 (June 1-10): The system does not process E1 because of the do not process instructions.

2. In slice 2 (June 11-20): The system does not process E1 because the do not process instructions in the first slice prevent processing in all other slices in the same segment.

3. In slice 3 (June 21-30): The system does not create a complementary rule instance because the do not process instructions in the first slice block the creation of the complementary rule in all other slices.

Resolving Overrides in Batch Processing

This topic discusses overrides in batch processing.

The following table describes how overrides to supporting elements are resolved during batch processing.

Program	*Process*
Payee Data Manager	Resolves hierarchy between pay entity, pay group, payee, and calendar supporting element overrides and loads the override with the highest priority into a supporting element override/value array.

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Program	*Process*

PIN Manager	Checks to see if the supporting element is resolved.
	• If the element isn't resolved, the Payee Data Manager looks for a supporting element override.
	  • If a supporting element override exists, the override value is used.
	  • If no supporting element override exists, the PIN resolution program is called.
	• If the element is resolved, the PIN manager checks the RECALC logic.
	  • If RECALC = NO, the PIN manager returns the previously resolved value.
	  • If RECALC = YES, the system looks for a supporting element override. If none exists, the PIN manager calls the PIN Resolution program to resolve the element.

Element Assignment	An array, formula, bracket, or date extract can assign a value to another element. In this case, the element is considered resolved.
Earning/Deduction/Entitlement/Take program	Applies primary element overrides, then payee/element overrides, and finally positive input overrides, as applicable, to a supporting element used by an earning, deduction, take, or entitlement element. The primary element overrides are in force for the duration of the earning, deduction, take, and entitlement element resolution. The payee/element overrides are in force for the duration of the take and entitlement resolution. For earning and deduction elements, the payee/element overrides and the positive input overrides are in force for each earning/deduction instance. For each type of override, the program saves and stores the current value of the supporting element before assigning the override value. When the override is no longer in force, the saved value of the supporting element is restored

Earning/Deduction Program Flow

Here's what happens in the Earning/Deduction Program:

1. Retrieve the earning, deduction, take, or entitlement element rule definition.
2. When a primary element override exists (that is, when there are instructions to override a supporting element that is associated with an earning, deduction, take, or entitlement), retrieve and store the current value of the supporting element.

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Set the value of each supporting element to the override value (to be in force for the duration of the earning or deduction resolution).

3. Loop per instance.

Note: For take and entitlement elements, there is only 1 resolution of the element. For earning and deduction elements, there can be many instance resolutions.

---

4. When payee/element or positive input supporting element overrides exists, retrieve and store the current value for each supporting element with an override value.
5. Set the override value of each supporting element.

   When there are both payee/element and positive input overrides for the same supporting element, the positive input override is applied.
6. Apply payee/element field by field overrides to the rule.

   Apply positive input field by field overrides to the rule.
7. Calculate the earning/deduction instance.
8. Add the instance return values to the PIN Manager Return List (earning/deduction + components).
9. Reset the previous value of each supporting element that was overridden via payee/element and positive input supporting element overrides.
10. End instance loop.
11. Reset the previous value of each supporting element that was overridden via primary element overrides. This completes the restoration of the supporting elements to the values in effect prior to the earning, deduction, take, or entitlement resolution.

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Chapter 19

Managing Element Eligibility and Resolution

Element Eligibility

This topic discusses how the system determines which elements are eligible for resolution.

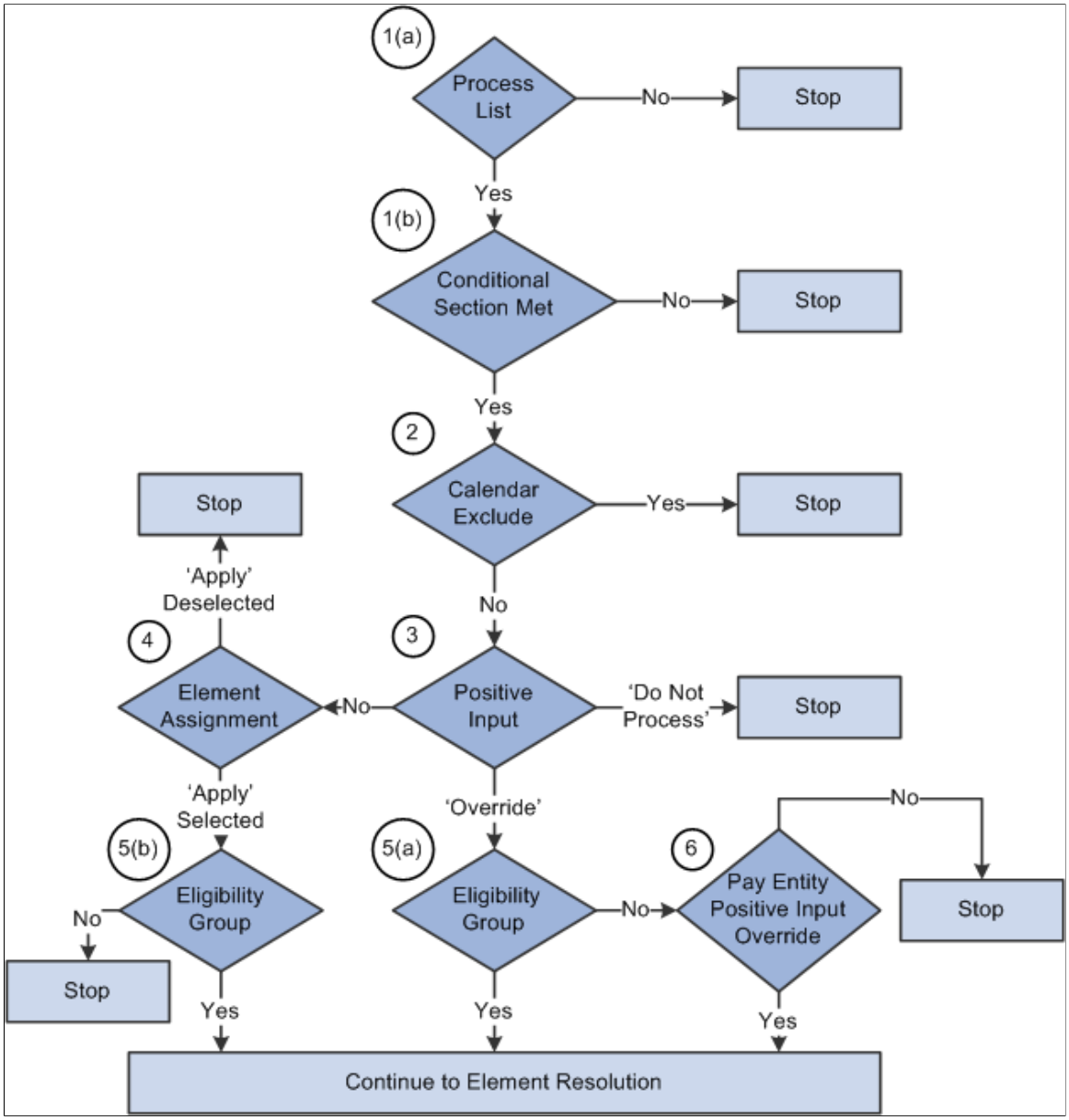
The system determines which earning, deduction, absence take, and frequency-based entitlement elements that it encounters on a process list are eligible for resolution, using the eligibility program, which applies eligibility tests.

- If the element passes, the system sets the eligibility switch to Yes and a process switch to Yes. The Process List Manager calls the PIN Manager to resolve the element.
- If the element is ineligible, the process switch is generally set to No and the element isn't resolved.

Under certain circumstances, the process switch is set to Yes, even if the element isn't eligible, for example, when a retroactive delta for an earning or deduction is forwarded to the calendar or when a deduction has an outstanding arrears balance. In such cases, the system might bring the delta in as an adjustment or resolve the arrears balance but not the earning or deduction element itself.

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This diagram illustrates what the system checks to determine element eligibility.



To determine element eligibility the system checks:

1. Process list.

   The process list provides the first test of eligibility. The element must be in a section of the process to be eligible for resolution.

   Process lists can specify conditions under which sections are resolved. If a section isn't resolved because the required conditions are not met, no further processing occurs for that section's elements.

   Note: With a generate positive input section, the system checks element eligibility while processing the target calendar, not when processing the source calendar that generates positive input.

   ---

2. Calendar exclude.

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The eligibility program checks to see if you've entered instructions to exclude the element from the calendar that's currently being processed. If the element is excluded, the eligibility switch is set to No. The element isn't resolved, no positive input is used, no pay backs from arrears balances occur, and no adjustments are forwarded. (If you exclude an element, you can still assign it a value in a formula.)

3. Positive input.

   If there's no positive input, the system checks for an element assignment (step 4).

   If there's a positive input instance with the *Override* action type (and no *Do Not Process* instances), the system checks the eligibility group (step 5).

   If there's a positive input instance with the *Do Not Process* action type, the Eligibility program sets the process switch to No, even if there are other instances with an Override or Add action type. It takes only one Do Not Process instance to stop processing the element.

   Note: In this context, if the element has user fields, element means element/user field set. For example, assume that STATE is a user field for garnishments, and a payee has garnishments for both Nevada and California. A *Do Not Process* instance for a garnishment positive input for Nevada would not affect the eligibility of the same garnishment positive input for California. This caveat applies to several of the following bullet points.

   See Understanding Multiple Resolutions.

4. Element Assignment.

   There are two functions of an element assignment. The first is to assign an element to a payee. The second allows you to override the element definition for a payee.

   If there is no positive input, the system checks for instructions that assign or override the element at the payee level; entered through the Payee Assignment by Element page, Element Assignment by Payee page, or Entitlement/Take Assignment page.

   If there is no element assignment the system checks the eligibility group for the element (see step 5).

   If there is an element assignment with the **Apply** check box selected the system checks the eligibility group (see step 5).

   If there is an element assignment with the **Apply** check box not selected for an element, the eligibility program sets the process switch to No. The element will fail eligibility even if the element is in the payee's eligibility group. In this way, the user may override the element's eligibility definition.

   Note: When adding an element to an eligibility group, you can specify that the element will only pass eligibility if there is input at the payee level for that element. This applies to both positive input and element assignments. The lack of positive input or an element assignment in this case causes the element to fail eligibility (see step 5).

   ---

5. Eligibility group.

   Elements are added to an eligibility group and designated as payee level or by eligibility group. Elements designated at the payee level require input at the payee level for that element. This is accomplished through the use of positive input or element assignments (noted in steps 3 and 4 above).

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If there is positive input with the **Action Type** of *Override* (and no *Do Not Process* instances) and the element is in the payee's eligibility group, the system sets the process and eligibility switches to Yes. Otherwise, it checks setup for a pay entity override (step 6).

If there is an element assignment and the **Apply** check box is selected, and the element is in the payee's eligibility group, the system sets the process and eligibility switches to Yes.

If there is no positive input or element assignment, the system checks if the element is in the payee's eligibility group designated *By Eligibility Group* and sets the process and eligibility switch to Yes. If the element is not in the eligibility group, processing of the element stops.

6. Pay Entity override.

   If you've enabled positive input overrides for the pay entity (on the Pay Entity - Processing Details page), the element is eligible for resolution even though it is not in the payee's eligibility group.

Note: If a deduction element with an arrears balance doesn't pass the eligibility criteria, the system still performs payback processing when the **Arrears Payback Controlled By** option on the Deduction - Arrears page specifies *All Pay Runs*.

Related Links

Understanding Processing Elements
Calendars - Excluded Elements Page
Understanding Positive Input
Element Assignment By Payee Page
Understanding Multiple Resolutions

Element Resolution

This topic provides an overview of element resolution and discusses:

- Definition as of date.
- Begin and end dates.
- Generation control.
- Arrears.
- Earnings and deductions.
- Overrides.
- Recalculate options.

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Understanding Element Resolution

There are many factors that affect the resolution of an element that meets the eligibility criteria. In general, there's an element resolution program for each element type. Earning and deduction elements are handled by the same program.

Definition as of Date

All effective-dated elements contain a **Definition As Of Date** field, which tells the system which effective-dated row to use when retrieving an element definition. You provide the **Definition As Of Date** information on the Element Name page. If, for example, you select *Calendar Period Begin Date,* the system retrieves the element definition that was in effect as of the calendar period's first day.

Related Links

Understanding the Process of Selecting Definition As Of Dates

Begin and End Dates

Begin and end dates are used with override instructions, specifying the period during which an override applies. Processing rules for begin and end dates vary, depending on the type of override that's being processed.

Related Links

Begin and End Date Logic for Overrides

Generation Control

Generation control enables you to further control whether an earning, deduction, absence entitlement, or entitlement adjustment is processed for a payee. You define the criteria under which elements should be resolved. Criteria can be based on HR status, run type, segment status, and other parameters.

For each parameter, you select whether the entries exclude or include the element during batch processing. Each payee must pass all generation control conditions for the element to be processed.

If a payee fails generation control for a deduction, payback processing might still occur and retroactive adjustments can still resolve. If a payee fails generation control for an earning, retroactive adjustments still resolve.

Related Links

Defining Generation Control Elements

Arrears

When a deduction fails generation control processing, payback processing can still occur, depending on the **Arrears Payback Controlled By** field on the Arrears page. The two values are *All Pay Runs* and *Deduction Schedule. Deduction Schedule* means the deduction must have passed generation control to do arrears payback processing. *All Pay Runs* means that even if the deduction doesn't pass generation control, payback processing occurs.

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Related Links

Understanding Net Pay Validation and Arrears Processing

Earnings and Deductions

The following explains the element resolution code in the earnings/deduction program.

1. After passing eligibility, the element rule is overlaid with entries from the Payee Assignment By Element page, the Element Assignment By Payee page, or the Positive Input page.

   If required payee level components are missing, the element isn't resolved. Retroactive adjustment processing and payback processing can still occur.

   Note: In this context, element means element/user field set.

   See Understanding Multiple Resolutions.

2. The last step is checking generation control.

   If generation control fails, the earning or deduction element doesn't resolve but the arrears payback and retroactive adjustment processing can occur.

Related Links

Understanding Earning and Deduction Elements

Overrides

You can override a value or an element definition at various levels. For example, you can override primary elements, such as earnings, deductions, and absences, at the payee level and exclude an element from the process list for all payees, by using the calendar exclude feature.

You can not allow payee level overrides for an element by deselecting the Payee check box on the Element Name page, Override Levels group box.

If there are several levels of overrides for an element, the system follows a hierarchy during processing.

Related Links

Understanding Overrides

Recalculate Options

The **Always Recalculate** option on the Element Name page, the **Retro Recalculation Option** on the Earnings/Deductions - Calculation page, and the **Recalculate** option on the section component determine the recalculation options.

If you select **Always Recalculate** on the Element Name page, the system recalculates the element whenever it encounters it in the calculation process. So when you're updating a formula and recalculating or resolving it, the system uses the previously resolved value of the element if this check box is deselected. **Always Recalculate** applies only to the period that's being resolved.

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On the Earnings/Deductions Calculation page, the **Retro Recalculation Option** enables you to select *Always Recalculate* or *Do Not Recalculate.* If *Do Not Recalculate* is selected, the earning/deduction program doesn't resolve the element in a retroactive period, but returns the value from the previous calculation. This applies to earnings and deductions, their components, arrears processing, and retroactive adjustments.

Note: The Recalculate setting on a section applies only to the element on that section, not to the entire element resolution chain. In other words, it does not apply to the elements used by the parent element.

PIN Manager Logic

When the PIN Manager is called to resolve an element, it:

1. Checks to see whether the element has already been resolved for the current time frame (segment or slice).
2. If the element isn't resolved, it calls the appropriate element resolution program to resolve it.
3. If the element is resolved, the system checks the recalculation logic.

Recalculation Logic

The recalculation logic is as follows:

1. The system reads the **Always Recalculate** check box on the Element Name page.

   If the check box is selected, the appropriate element resolution program is called; if it isn't, the system takes the next step.

2. If the PIN Manager was called from the process list, the PIN Manager reads the **Recalculate** check box from the section of the current element.

   If the check box is selected, the appropriate element resolution program is called. If the check box isn't selected, the PIN Manager returns the previously resolved value for the element. The element isn't recalculated.

Example 1

You assign a value of 10 to variable V1 in formula F1 and use V1 in a different formula, F2. If V1 has **Always Recalculate** selected, the following occurs:

When the formula program calls the PIN Manager to get the V1 value, it determines that V1 is resolved. Because **Always Recalculate** is selected, the PIN Manager calls the variable element resolution program to resolve the element. V1 is resolved to whatever the definition contains. The value assigned to V1 from F1 is lost.

If you deselect the **Always Recalculate** check box for V1, the value assigned to V1 from the formula isn't lost. The PIN Manager, called from F2 to resolve V1, determines that V1 is resolved. Additionally, it determines that **Always Recalculate** isn't selected and returns the previously resolved value to the formula program.

Dates, arrays, and brackets can assign values to variables. For proper calculation, you must consider recalculation logic.

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Example 2

In this example, the **Always Recalculate** check box must be selected. During resolution of a count element, daily processing occurs. The PIN Manager is called to resolve the formula, which isn't used elsewhere, once each day. The formula is resolved for the first day. On the second day, the first-day value is used, unless **Always Recalculate** is selected for the formula.

Related Links

Understanding Retroactive Methods

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Chapter 20

Managing Multiple Resolutions of an Earning or Deduction

Understanding Multiple Resolutions

You can cause an element to resolve multiple times in a single segment by:

- Slicing or segmenting the element (using element or period segmentation).

  When you segment elements using period or element segmentation, Global Payroll resolves the elements multiple times.

- Entering positive input for an element using an **Action Type** of *Additional, Override,* or *Resolve to Zero*.

  When you enter *additional* positive input for an element, the element resolves once using the element's rule definition—or if there are element overrides, using the override values. The element resolves again using the values associated with the add-type instance of positive input.

  When you enter multiple positive input *overrides,* the system resolves them separately by instance number.

- Entering multiple instances of an element on the element assignment pages.

  For example, you could enter the same garnishment multiple times for the same periods or segments. The system assigns an instance number to each entry and processes each one separately.

- Defining an accumulator driver to cause multiple resolutions of an earning or deduction.

  For each instance of the accumulator, there is a corresponding resolution of the earning or deduction that it drives.

This topic focuses on these types of multiple resolutions:

- Resolutions generated by positive input.
- Resolutions initiated by element assignments.
- Resolutions initiated by accumulator drivers.

Multiple resolutions of an element initiated by segmentation are discussed in the topic on segmentation.

Related Links

Understanding Segmentation Setup

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Common Elements Used in Managing Multiple Resolutions

Field or Control	*Description*
Earning/Deduction Assignment	The term *earning/deduction assignment* refers to the assignment of an earning, deduction, or supporting element override to a payee on the Element Assignment By Payee, Payee Assignment By Element, and Element Detail pages. **Note:** In tables and graphics this term is often abbreviated *E/D Assignment.*
Positive Input	Positive input refers to earning and deduction data that is entered for a single pay period on the Positive Input and Positive Input - Details pages. **Note:** In tables and graphics, this term is often abbreviated *PI.* **Note:** The action types of *Override* and *Additional* that can apply to an instance of positive input are often abbreviated *Over* and *Add.*

Related Links

Defining Payee Overrides
Understanding Positive Input

Generating Multiple Resolutions Using Positive Input

To initiate multiple resolutions of an element using positive input:

1. Define the element with an override level of *Payee* and *Positive Input.*

   Do this on the Element Name page for the earning or deduction.

2. Enter positive input for the payee and the element using the **Action Type** of *Additional* or *Resolve to Zero,* or define multiple positive input rows with an **Action Type** of *Override* or *Additional.*

   Do this on the Positive Input page.

Example 1: Using Positive Input Additional Instances to Generate Multiple Resolutions

When you enter *additional* positive input for an element, the system resolves the element once using the element level definition (or if there are overrides for the element, using the override values), and resolves it again using the additional positive input values. For example, if you define an earning as a flat amount with a value of 1000 EUR at the element level, and enter *additional* positive input of 500 EUR, Global Payroll resolves the element once using the value of 1000 EUR, and again using a value of 500 EUR.

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Example 2: Using Positive Input Override Instances to Generate Multiple Resolutions

If you create more than one positive input entry for an element using the **Action Type** of *Override,* the system assigns a different instance number to each entry and resolves them separately. For example, if you define an earning as a flat amount with a value of 100 USD at the element level, and enter two positive input *overrides* for the element for 200 USD, Global Payroll resolves each entry separately (200 USD + 200 USD), but does not resolve the earning using the element level definition (100 USD).

Example 3: Using Positive Input Resolve to Zero Instances to Generate Multiple Resolutions

If you enter a positive input override as well as a *resolve to zero* instance, the system resolves the override as well as the resolve to zero row. For example, if you define a deduction as a flat amount with a value of 500 USD at the element level, and enter a positive input *override* for 200 USD as well as a *resolve to zero* row, the system resolves the element twice: once for 200 USD and again for 0 USD.

Note: The resolve to zero action does not affect other instances of positive input—it applies only to itself.

Pages Used to Generate Multiple Resolutions Using Positive Input

Page Name	*Definition Name*	*Usage*
Positive Input	GP_PI_MNL_ERNDED	Assign positive input and enter earning and deduction amounts.
Positive Input - Details	GP_PI_MNL_SEC	Enter positive input override details.

Related Links

Understanding Segmentation Setup
Understanding Overrides
Understanding Positive Input

Generating Multiple Resolutions Using Element Assignments

Pages Used to Generate Multiple Resolutions Using Element Assignments

Page Name	*Definition Name*	*Usage*
Element Assignment By Payee Page	GP_ED_PYE	By payee, override specific earning and deduction elements, or disable earning/ deduction elements.

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Page Name	*Definition Name*	*Usage*
Payee Assignment By Element Page	GP_ED_ELEM	By element, override specific earnings and deductions for payees, or disable earning/deduction elements.
Element Detail Page	GP_ED_PYE_DTL_SEC	Use this page to: • Assign/override the component values defined for an earning or deduction element. • Assign/override variable values associated with an earning or deduction assigned to a payee. • Override generation control, frequency, and arrears.

Understanding Multiple Resolutions Using Element Assignments

In Global Payroll you can cause multiple resolutions of an earning or deduction using element assignments.

There are two ways to do this:

- You can enter multiple earning or deduction assignments with overlapping begin and end dates, without specifying user fields.
- You can define separate instances of an earning or deduction assignment with overlapping begin and end dates, and specify user fields.

Generating Multiple Resolutions Using Element Assignments without User Fields

When the system encounters multiple assignments of an element with overlapping begin and end dates on the earning/deduction assignment pages (without user fields), it resolves each assignment separately, without generating a unique accumulator instance for each resolution.

For example, if you define three instances of Deduction A in July, the system resolves each instance, and sums the results in the auto-generated accumulators for the deduction.

Note: You can define other, non auto-generated accumulators to store each element's resolution separately if you want, but the auto-generated accumulators automatically sum the resolutions.

To generate multiple resolutions of an earning or deduction using element assignments without user fields:

1. Define the earning or deduction on the element definition page.
2. Select *Payee* as the override level when you define the earning or deduction.

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3. Access the Element Assignment By Payee page or the Payee Assignment By Element page, and enter more than one assignment for the same element.

   The system automatically assigns an instance number to each entry to distinguish one assignment from another.

   Note: You can use the **Process Order** field to control the order in which an element is processed if there is more than one instance of the element per segment.

   When payroll processes the element, it resolves it once for each entry, and sums the results in the auto-generated accumulators.

Example: Earning and Deduction Assignments without User Fields

Consider the following example of a garnishment deduction:

Deduction Name	*Instance Number*	*Begin Date*	*End Date*	*Amount*
Garnishment A	1	March 1, 2003	February 28, 2006	100
Garnishment A	2	June 15, 2003	December 31, 2003	350
Garnishment A	3	July 1, 2003	June 30, 2004	1200

In this example:

- There are three instances of the garnishment on the element assignment pages (instances 1, 2, and 3).
- During payroll processing in July 2003, the deduction resolves three times (once for each element assignment in the same payroll period or segment).
- The system does not create a unique accumulator instance corresponding to each element assigned. Instead, it sums the resolutions in a single accumulator instance.

Generating Multiple Resolutions Using Element Assignments with User Fields

When the system encounters multiple assignments with overlapping begin and end dates and different user field values, it resolves each assignment separately. Depending on the user keys of the accumulators, the system generates separate accumulator instances to store the different resolutions:

- If the user keys on the auto-generated accumulators (or other accumulators created to store the element's resolutions) match the element's user fields, the system generates separate accumulator instances to store each resolution of the element.

  For example, if you define three instances of Deduction A in July, you associate the deduction with the user field *Location,* and there are deduction assignments for three locations (locations A, B, and C) in a single segment, the system resolves the deduction for each location, and stores the results in separate accumulator instances (one for each location).

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- If the user keys on the auto-generated accumulators (or other accumulators created to store the element's resolutions) do not match the element's user fields, the system may or may not sum all resolutions of the element in a single accumulator instance.

  The exact behavior depends on how the system resolves the accumulator keys (if any). For example, assume that Deduction A has a user field of state, and that the corresponding accumulator has a user key of company. If there are two instances of the deduction (one for California and one for New York), and the first instance is associated with company ABC while the second is associated with company DEF, the system would create a separate accumulator instance for each resolution.

To generate multiple resolutions using element assignments with user fields:

1. Define the earning or deduction on the element definition pages.

   For example, define a loan payback deduction called LOAN.

2. Click the **User Fields** link on the Element Name page for the earning or deduction to access the User Fields page.

   For example, click the User Fields link for the LOAN deduction.

3. Define a user field on the User Fields page so that you can make unique assignments of the element based on user field values.

   For example, define a user field called Loan Type.

4. Define the user field as a variable and specify the name of the variable.

   User fields associated with an earning or deduction must be defined as variables. This is because only variables can be overridden on the element assignment pages.

   Note: To associate a variable with an element using user fields, you must have previously defined the variable on the variable definition pages. You define the value of the variable on the Element Assignment By Payee and Element Detail pages when you assign the element to a payee.

   ---

5. (Optional) Click the **Copy User Fields** button on the Auto-Generated Accumulators page of the earning/deduction definition component to transfer the element's user fields to the auto-generated accumulators.

   If you do this, the system generates a separate accumulator instance for each resolution with a different user field value.

   Note: The system automatically transfers the user fields associated with a deduction to the deduction's auto-generated arrears accumulators—you do not need to *copy* user keys to the arrears accumulators. However, you must click the **Copy User Fields** button to transfer user fields to all other auto-generated accumulators.

   ---

6. Select *Payee* override as the override level on the earning or deduction definition.

7. Access the Element Assignment By Payee page or the Payee Assignment By Element page, and enter multiple element assignments for the payee using the Instance Number and the user fields to distinguish one assignment from another.

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When payroll processes the element, it resolves each entry, and generates a separate accumulator instance for each assignment with unique user field values.

For example, assign the LOAN deduction multiple times to the same payee with different instance numbers and different user field values (different loan types).

Example: Earning and Deduction Assignment with User Fields and Matching Accumulator Keys

Consider the following example of a loan payback deduction:

Deduction Name	*Instance Number*	*Begin Date*	*End Date*	*Amount*	*Supporting Element Override for User Field = Loan Type*
LOAN	1	July 1, 2003	February 28, 2006	100	Car
LOAN	2	June 15, 2003	December 31, 2003	350	Personal
LOAN	3	July 1, 2003	June 30, 2004	1200	Education

In this example:

- The loan payback deduction is associated with the **User Field** Loan Type.
- The user field **Loan Type** is a user key on the auto-generated accumulators for the LOAN deduction.
- Three loans with different user field values are assigned on the element assignments pages (instances 1, 2, and 3).
- During payroll processing in July, the deduction resolves three times (once for each instance), and the system generates three corresponding accumulator instances.

Related Links

Understanding Earning and Deduction Elements
Understanding Accumulators
Defining Payee Overrides

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Generating Multiple Resolutions Using Accumulator Drivers

Pages Used to Generate Multiple Resolutions Using Accumulator Drivers

Page Name	*Definition Name*	*Usage*
User Fields Page	GP_PIN_USR_FLD_SEC	Use to: • Associate user fields with the earning or deduction elements that you want to accumulate in the driver accumulator. • Associate user fields with the earning or deduction element *driven* by the driver accumulator. • Associate a driver accumulator with the earning or deduction that it drives.
Accumulator Name Page	GP_PIN	Name the driver accumulator.
Level Page	GP_ACCUMULATOR_1	Define the user keys of the driver accumulator.
Definition Page	GP_ACCUMULATOR_2	Define the period of the driver accumulator (for example, *Segment* or *Custom Period.*
Members Page	GP_ACCUMULATOR_3	Define the members (earnings or deductions) that contribute to the driver accumulator.

Understanding Multiple Resolutions Using Accumulator Drivers

In Global Payroll you can define an accumulator driver to cause multiple resolutions of an earning or deduction. For each instance of the accumulator, there is a corresponding resolution of the earning/deduction element that it drives.

To set up an accumulator to drive multiple resolutions of another element, you must define:

- The elements to accumulate in the driver.
- The driver accumulator itself.
- The elements (earnings or deductions) that are driven by the accumulator.
- The user fields to generate separate accumulator instances of the elements that feed the accumulator driver.

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Follow these steps to generate multiple resolutions using accumulator drivers:

Note: The steps outlined in this topic represent one possible approach to defining an earning or deduction that uses an accumulator driver. Your setup may differ from the one described here.

1. Define the earning or deduction element to accumulate in the accumulator driver.

   For example, define an earning called SALARY.

2. Click the **User Fields** link on the Element Name page for the earning or deduction to access the User Fields page.

   For example, select the **User Fields** link on the Earnings Name page for the SALARY element.

3. Associate the earning or deduction with user fields on the User Fields page to generate unique accumulator instances by user field for the different resolutions of the element.

   This field can be a variable or a system element.

   For example, if you are defining a taxable earning (SALARY) that needs to be kept separate by state or location, define a user field called State or Location.

   Note: If you define the user field as a variable, you must have previously defined the variable on the variable definition pages.

4. Define a segment accumulator to store the earning or deduction. The user keys of the accumulator should match the user fields defined for the earning or deduction.

   For example, define an accumulator called State Taxable Gross and use State as an accumulator key to separate taxable earnings by state.

   Note: If you use State as the user key of the accumulator, when the SALARY element resolves for different states, the system will generate unique accumulator instances by state.

5. If the accumulator defined in step 4 drives the resolution of an earning or deduction, identify the accumulator as the driver of that element using the **Driver Accumulator** field on the Element Name page.

   For example, if you define a tax deduction that should be resolved for each state with taxable earnings, define the State Taxable Gross accumulator as the driver accumulator for the deduction.

   Note: Earnings and deductions automatically inherit the user keys of the driver accumulator to which they are linked. These user keys become the user fields of the earning or deduction element.

Example: Using Accumulator Drivers to Cause Multiple Resolutions

This table lists the instances of a driver accumulator for a state tax deduction:

Driver (Accumulator Name)	*User Key (State)*	*Result Value*
State Taxable Gross	State A	6000

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Driver (Accumulator Name)	*User Key (State)*	*Result Value*
State Taxable Gross	State B	5500
State Taxable Gross	State C	7000

This accumulator stores earnings, such as salary and overtime, that are taxed at the state level, and has the user key *State.*

The earnings it accumulates are also associated with the user field *State.*

The State Taxable Gross accumulator drives multiple resolutions of the State Income Tax deduction.

This deduction is defined as 20% of State Taxable Gross.

There are three resolutions of the state income tax corresponding to the three driver accumulator instances:

Deduction (20% of State Taxable Gross)	*User Field (State)*	*Result Value*
State Income Tax (Instance 1)	State A	1200
State Income Tax (Instance 2)	State B	1100
State Income Tax (Instance 3)	State C	1400

In this example:

- Because the user field *State* is associated with each taxable earning element (for example, salary and overtime earnings), the earnings automatically populate the correct instance of the State Taxable Gross accumulator.
- The State Taxable Gross accumulator is defined as the driver of the State Income Tax deduction.
- The State Income Tax deduction automatically inherits the user keys of the driver accumulator.
- For each occurrence of the driver accumulator, there is a separate resolution of the state income tax deduction.

Related Links

Understanding Earning and Deduction Elements
Understanding Accumulators

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Defining Basic Rules for Earnings and Deductions Using Accumulator Drivers

This topic discusses basic rules for:

- Earnings and deductions that use accumulator drivers.
- Accumulators used as accumulator drivers.

Earnings and Deductions That Use Accumulator Drivers

Earnings and deductions using accumulator drivers must conform to these rules:

- The earning or deduction elements must have the same user fields as the user keys of the driver accumulator.

  Note: Earnings and deductions automatically inherit their user fields from the user keys of the driver accumulator.

- The user fields of the earning or deduction must be in the same order as the user keys of the driver accumulator.
- You cannot define an earning or deduction with a driver and no user key.

  There must be at least one user field (corresponding to a user key on the accumulator) associated with the earning or deduction.

- The only elements that can be resolved multiple times using a driver accumulator are earnings and deductions.
- Earning and deductions driven by an accumulator cannot use their own auto-generated accumulators as drivers.

  Note: As a general rule, an accumulator used as a driver cannot include the element it is driving, because this would create a circular reference.

  Note: The prompt view for the Driver Accumulator field on the earning and deduction Name page automatically excludes auto-generated accumulators.

- An earning or deduction element can have only one driver.

Accumulators Used as Driver Accumulators

Accumulators used as drivers must conform to these rules:

- The only element type that can be used as a driver is an accumulator.
- Only segment accumulators can be used as drivers.
- A segment accumulator used as a driver must be an *As Contributing* type accumulator.
- There must be at least one user key defined for an accumulator used as a driver.

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Note: On the earning and deduction Name page, the prompt for valid driver accumulators displays only accumulators that are defined as segment and as contributing, and that have at least one user key defined.

- The user keys of the driver accumulator automatically become the user fields of the earning or deduction.
- The system automatically defaults the user keys of the driver to the *arrears* accumulator.

  You cannot alter the key structure of the arrears accumulator. However, the system does not automatically default the key structure of the driver to other auto-generated accumulators. You can define a different set of keys for these accumulators, or use the same keys.

  Note: If you want to use the same set of keys for all of the auto-generated accumulators, click the**Copy User Fields** button on the Auto Generated Accumulators page. If you do this, the system generates separate accumulator instances of the driven element based on the key values.

- The system does not prevent you from changing the accumulator keys of a driver after it is associated with an earning or deduction.

  If you do change the user keys, Global Payroll updates the user fields of the earning/deduction to match the accumulator keys. If the driven element is a deduction, the auto-generated arrears accumulators automatically inherit the new key structure. However, you must click the **Copy User Fields** button to update other auto-generated accumulators, and after an earning or deduction is processed, no additional changes can be made to the driver's user keys (the user keys become unavailable for data entry).

Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets

This topic discusses how Global Payroll processes competing overrides when there are element assignment and positive input entries for the same earning or deduction, and the earnings and deductions have associated user fields.

It explains how Global Payroll:

- Defines user field sets.
- Fills out user field sets.
- Matches earning/deduction assignments with positive input entries.
- Defines the processing order of earning/deduction assignments and positive input entries.

The concepts discussed here are critical to understanding the interaction between positive input entries and element assignments when user fields have been defined.

Important! This topic supplements information in the *Setting Up Overrides* topic on the interaction between positive input entries and element assignments. You should review the Setting Up Overrides topic before reading this topic.

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Related Links

Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions

Defining User Field Sets

Global Payroll defines all of the values of the user fields for a given positive input entry or element assignment as a *user field set.* An earning or deduction can have multiple element assignment and positive input instances, each with its own set of user field values.

For example, the following element assignment and positive input instances for a loan payback deduction are each associated with a different user field set:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* and positive input is abbreviated *PI.*

Earning/Deduction Definition	***E/D Assignment***	***PI (Override)***	***PI (Override)***
Element Name	LOAN	LOAN	LOAN
Instance Number	2	1	2
Amount	350	175	225
User Field (Loan Purpose)	College	Car	Boat
User Field (Loan Type)	Family	Personal	Personal

Filling Out User Field Sets

When an earning/deduction has user fields, the user field values normally come from earning/deduction assignments or positive input entries. Before the system resolves the element, it populates the user fields based on the values entered on the positive input or element assignment pages.

However, if user field values are not defined on the element assignment or positive input pages, the system can retrieve the values from other sources. For example, these values can come from other supporting element overrides (calendar level overrides, or pay group overrides), as well as arrays, formulas, and brackets.

If an earning or deduction with user fields is sliced or segmented, the user fields are populated by slice or segment and may differ from one slice or segment to another.

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Matching Earning and Deduction Assignments with Positive Input Entries When There are User Fields

In Global Payroll you can enter multiple element assignment and positive input overrides for the same element within a single pay period, slice, or segment. To manage the competing instructions contained in these overrides, the system *matches* earning and deduction assignments with their corresponding positive input entries within the same slice or segment, and then determines which elements to resolve and which instructions to follow based on the processing rules described in the *Setting Up Overrides* topic of this product documentation. In addition, when there are user fields associated with the assigned elements and positive input, the system matches element assignments with positive input entries based on common user field sets.

Note: The system treats element assignments and positive input entries as *matching* if they are for the same element and occur in the same slice or segment of the pay period and have the same user field sets.

For example:

- Within a given slice or segment, if the user field set of a positive input *override* matches the user field set of an earning/deduction assignment, the system processes the positive input and not the element assignment.
- Within a given slice or segment, if the user field set of a positive input *override* does not match the user field set of an earning/deduction assignment, the system processes both the positive input and the element assignment.

In other words, the system treats positive input overrides and element assignments as *different* elements unless they have matching user field sets; if the user field sets match, the system follows the same processing rules that apply to identical elements without user fields.

See Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions.

Example 1: Partial Matching Between Element Assignments and Positive Input

The deduction LOAN PAYBACK has two user fields:

- User Field 1 = Loan Purpose.
- User Field 2 = Loan Type.

This table lists the positive input entries and element assignments for the deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* and positive input is abbreviated *PI.*

	E/D Assignment	***E/D Assignment***	***PI (Override)***	***PI (Override)***
Element Name	LOAN PAYBACK	LOAN PAYBACK	LOAN PAYBACK	LOAN PAYBACK
Instance Number	1	2	1	2

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	E/D Assignment	*E/D Assignment*	*PI (Override)*	*PI (Override)*
Amount	100	350	175	225
User Field 1 (Loan Purpose)	Car	College	Car	Boat
User Field 2 (Loan Type)	Personal	Family	Personal	Personal

The system resolves three instances of the deduction:

Instance Number	*Amount*	*Loan Purpose*	*Loan Type*	*Override Source*
1	175	Car	Personal	Positive Input Override
2	350	College	Family	Element Assignment
3	225	Boat	Personal	Positive Input Override

In this example, the system matches positive input Instance 1 with element assignment Instance 1 based on identical user fields and processes only the positive input entry. Because there is no match between positive input Instance 2 and element assignment Instance 2, it processes both instances.

Example 2: Full Matching Between Element Assignments and Positive Input

Deduction A has two user fields:

- User Field 1 = State.
- User Field 2 = City.

This table lists the positive input entries and element assignments for this deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* and positive input is abbreviated *PI.*

	Rule Definition	*E/D Assignment*	*E/D Assignment*	*PI (Override)*	*PI (Override)*
Element Name		Deduction A	Deduction A	Deduction A	Deduction A
Instance Number	N/A	1	2	1	2

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	Rule Definition	*E/D Assignment*	*E/D Assignment*	*PI (Override)*	*PI (Override)*
Base	200	300			
Percent	Payee Level	25%	50%	75%	100%
User Field 1 (State)	N/A	New York	California	New York	California
User Field 2 (City)	N/A	New York	Los Angeles	New York	Los Angeles

The system resolves two instances of the deduction:

Instance Number	*Base*	*Percent*	*State*	*City*	*Override Source*
1	300	75%	New York	New York	Positive Input Override
2	200	100%	California	Los Angeles	Positive Input Override

In this example, the system matches positive input Instance 1 with element assignment Instance 1, and positive input Instance 2 with element assignment Instance 2. It resolves the positive input entries rather than the element assignments.

Note: Because the value of the base component is not specified in the positive input entries or in the second element assignment, the system goes back to the element assignment and the rule definition for the value of the base.

Example 3: Matching When User Field Values Are Assigned By Another Element

Earning E1 is defined with the user field of *State.*

The value of **State** is set by an array and the current value returned by the array is *Nevada.*

The value of the user field may also be entered as a supporting element override using the element assignment or positive input pages.

This table lists the element assignments and positive input entries for E1:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* and positive input is abbreviated *PI.*

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	E/D Assignment	*E/D Assignment*	*PI (Override)*	*PI (Override)*
Element Name	E1	E1	E1	E1
Instance Number	1	2	1	2
Amount	1000	2000	3000	4000
User Field (State)	None	California	None	Arizona

The system resolves three instances of E1:

Instance Number	*Amount*	*State*	*Override Source*
1	3000	Nevada	Positive Input Override
2	2000	California	Element Assignment
3	4000	Arizona	Positive Input Override

Example 4: Matching with Additional Type Positive Input

Deduction D1 has a calculation rule of Base x Percent.

It has two user fields:

- User Field 1 = State.
- User Field 2 = City.

This table lists the element assignments and positive input entries for D1:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* and positive input is abbreviated *PI.*

	E/D Assignment	*PI (Additional)*
Element Name	D1	D1
Base	Gross Pay	Gross Pay
Percent	10%	None provided

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	E/D Assignment	*PI (Additional)*
User Field 1 (State)	New York	New York
User Field 2 (City)	New York	New York

The system resolves two instances of D1:

Instance Number	*Base*	*Percent*	*State*	*City*	*Override Source*
1	Gross Pay	10%	New York	New York	Element Assignment
2	Gross Pay	10%	New York	New York	Positive Input Additional

Because the positive input entry has an action type of *Additional,* the system resolves the additional instance as well as the deduction assignment; however, the positive input entry does not include a percentage amount, so the system goes to the matching deduction assignment to retrieve the missing percent.

Defining Processing Order

The processing order of an earning or deduction is determined by two factors:

- The element's location and sequence number in a process list or section.

  Process lists and sections help to control the relative order in which *different* elements are processed.

- The element's process order number.

  The process order is the order in which the system resolves instances of the *same* element when there are multiple earning and deduction assignments.

Note: You define the relative processing order of multiple instances of the *same* earning or deduction by using the **Process Order** field on the Element Assignment By Payee or Payee Assignment By Element pages.

For example, consider these deductions located in the same section of a process list with the following sequence numbers:

Sequence Number	*Element Name*
1	Main Loan Payback

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Sequence Number	*Element Name*
2	Supplemental Loan

When these deductions are assigned to a payee, they are given the following process order:

Entry Type	*Element Name*	*Instance*	*Process Order*
Deduction	Main Loan Payback	1	2
Deduction	Supplemental Loan	1	1
Deduction	Main Loan Payback	2	1

During payroll processing, the system resolves the main loan deduction before the supplemental loan, because it has the highest priority in the process section. However, there are two instances of the main loan payback deduction. To determine which one to calculate first, the payroll program uses the process order number. In this example, Instance 2 of Main Loan Payback has the highest priority (the lowest process order number), so the system processes it first.

Defining the Process Order in Complex Situations

In the preceding example, the method used to determine the process order is straightforward, because the system is processing only element assignments; however, when element assignments combine with positive input entries, it becomes more difficult to establish a processing sequence.

To do this, the system applies these rules:

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Rule	*Description*
Rule 1	Element assignments are calculated first within each user field set and dictate the processing order of matching positive input entries. For example, the system processes the element assignment with the lowest process order number first, followed by any positive input entries with matching user fields. It then processes the element assignment with the next lowest process order number, followed by any matching positive input entries, and so on. In other words, the positive input entries inherit the process order of their matching element assignments. This is the case even where positive input entries override element assignments. **Note:** If there are multiple element assignments with the same user field set as a positive input entry, and the element assignments have different process order numbers, the system uses the lowest process order number among the element assignments to determine the processing order of the user field set.
Rule 2	When an element assignment with a given user field set has more than one matching positive input entry, the entire group of matching positive input entries inherits the process order of the element assignment (see Rule 1 above). Within the group of positive input entries, however, the system determines the process order as follows: it processes individual entries one after another in order of their instance number, regardless of the action type (override, add, or resolve to zero). In other words, the system processes one group of positive input entries before it processes another based on the process order of the matching element assignments, but within a given group, it processes positive input in instance number order.
Rule 3	The system processes positive input instances without matching earning/deduction assignments after entries with matching user field sets. These entries are processed in order of their instance numbers.
Rule 4	When a user does not enter a process order number, the process order defaults to 999. Entries with a process order number of 999 are processed last, after the other entries.
Rule 5	When multiple earning/deduction assignments have the same process order number, the entries are processed in the order of their begin dates (ascending).

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Rule	*Description*
Rule 6	When multiple earning/deduction assignments with the same process order have the same begin date, the entries are processed in the order of their instance number (ascending). **Note:** Multiple earning/deduction assignments are processed in order of their process order, followed by begin date, followed by instance number.

Note: The same processing order rules that apply to element assignment and positive input entries in an unsegmented calendar apply in the case of segmented calendars, except that the rules apply *per slice or segment.* However, there are some additional factors to consider in the case of sliced/segmented calendars. We discuss these later in this topic.

See Understanding Segmentation with Multiple Resolutions.

The examples in this topic illustrate these rules.

Note: These examples show how the system establishes a processing order when there are competing element assignments and positive input entries. The situations represented here occur very infrequently.

Example 1: Defining the Process Order for Multiple Element Assignments and Positive Input Entries

A loan payback deduction has two user fields:

- User Field 1 = Loan Purpose.
- User Field 2 = Loan Classification.

This table lists the element assignments and positive input entries for the loan deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Ass.,* positive input is abbreviated *PI,* and the positive input action types of override and additional are abbreviated *Over* and *Add.*

	E/D Ass.	*E/D Ass.*	*E/D Ass.*	*PI (Over)*	*PI (Over)*	*PI (Over)*	*PI (Add)*
Element Name	LOAN	LOAN	LOAN	LOAN	LOAN	LOAN	LOAN
Instance Number	1	2	3	1	2	3	4
Process Order	30	10	40	N/A	N/A	N/A	N/A

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	E/D Ass.	*E/D Ass.*	*E/D Ass.*	*PI (Over)*	*PI (Over)*	*PI (Over)*	*PI (Add)*
Amount	100	350	175	500	225	600	3000
User Field 1	Car	College	Bike	Car	Stove	Car	College
User Field 2	Personal	Family	Personal	Personal	Family	Personal	Family

The system resolves six instances of the loan, in the following order:

Resolution Number	*Amount*	*User Field 1*	*User Field 2*	*Override Source*
1	350	College	Family	Element Assignment
2	3000	College	Family	Positive Input Additional
3	500	Car	Personal	Positive Input Override
4	600	Car	Personal	Positive Input Override
5	175	Bike	Personal	Element Assignment
6	225	Stove	Family	Positive Input Override

Following Rule 1, the system resolves the element assignment for 350 first, because it has the lowest process order number (10). It then processes the matching additional positive input entry for 3000.

Note: When an element assignment has a matching *additional* positive input instance, Global Payroll resolves the element assignment first.

Following Rule 2, the system then processes the positive input entries with the user field set of *Car* and *Personal* based on the process order number (30) of the matching element assignment.

In keeping with Rule 2, the system processes the positive input for 500 before the positive input for 600 based on the instance numbers of the positive input entries.

In keeping with Rule 3, the system processes positive input instances without a matching earning/deduction assignment (the positive input entry with the user field set of *Bike* and *Stove)* after the entries with matching user field sets.

Example 2: Multiple Earning/Deduction Assignments with the Same User Field Set For More Than One Assignment

A loan payback deduction is defined with these user fields:

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- User Field 1 = Loan Purpose.
- User Field 2 = Loan Classification.

This table lists the earning/deduction assignments and positive input entries for the loan deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assign.,* and positive input is abbreviated *PI.*

	E/D Assign.	***E/D Assign.***	***E/D Assign.***	***PI (Override)***	***PI (Add)***
Element Name	LOAN	LOAN	LOAN	LOAN	LOAN
Instance Number	1	2	3	1	2
Process Order	30	40	35	N/A	N/A
Amount	100	250	175	500	200
User Field 1	Car	Car	Motorcycle	Car	Motorcycle
User Field 2	Personal	Personal	Personal	Personal	Personal

The system resolves three instances of the loan payback deduction, in the following order:

Resolution Number	***Amount***	***Loan Purpose***	***Loan Classification***	***Override Source***
1	500	Car	Personal	Positive Input Override
2	175	Motorcycle	Personal	Element Assignment
3	200	Motorcycle	Personal	Positive Input Additional

In keeping with Rule 1, the process order of the element assignments determines the process order of the positive input entries (thus the element assignment with a process order number of 30 drives the resolution of positive input Instance 1, and so on).

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Managing Multiple Resolutions through a Driver When There Are Earning, Deduction, and Positive Input Assignments

This topic discusses how Global Payroll processes accumulator-driven elements when there are earning/deduction assignments and positive input entries for the same elements.

It explains how Global Payroll:

- Defines user field sets for earnings and deductions with accumulator drivers.
- Fills out user field sets for an accumulator-driven element.
- Matches element resolutions initiated by accumulator drivers.
- Defines the processing order.

The concepts discussed here are critical to understanding the interaction between accumulator driven elements, positive input entries, and element assignments.

Note: This topic supplements the information on the interaction between positive input entries and element overrides in the Setting Up Overrides topic. You should review the Setting Up Overrides topic before reading the information in this topic.

Related Links

Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions

Defining User Field Sets

Earnings or deductions driven by an accumulator inherit their user field sets—their associated user fields and values—from the user keys of the accumulator that drives their resolution.

All earnings and deductions using accumulator drivers must follow these rules:

- The user fields of the earning or deduction must be in the same order as the user keys of the driver accumulator.
- Earnings or deductions cannot be linked to a driver accumulator with no associated user key.

  There must be at least one user field (corresponding to a user key on the accumulator) associated with the earning or deduction.

Related Links

Defining Basic Rules for Earnings and Deductions Using Accumulator Drivers

Filling Out User Field Sets

The values of the user fields associated with accumulator-driven elements can come from several different sources. They can come from:

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- Supporting element overrides entered on the earning/deduction assignment pages (payee level overrides).
- Overrides values entered at the pay group, calendar, or other levels.
- From arrays, formulas, brackets, or other elements that are set up to populate the user fields.

Matching Element Resolutions Initiated by Accumulator Drivers

In Global Payroll, the same matching rules that apply to element assignments and positive input entries apply in the case of accumulator-driven elements (the matching rules simply extend to the accumulator driven earnings and deductions). In other words, when an element with an accumulator driver instance occurs in the same slice or segment with element assignments and positive input entries, the system compares the user field sets of the element assignments or positive input entries with those of the driver instances to determine to which instances the element assignments and positive input entries apply. A match occurs when the system encounters identical user field sets in the same slice or segment.

See Matching Earning and Deduction Assignments with Positive Input Entries When There are User Fields.

Example 1: Matching Accumulator-Driven Elements with Earning/Deduction Assignments and Positive Input

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Every driver instance matches with either an instance of positive input or an element assignment.

The tax deduction has one user field: **State.**

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent.

Assume that the base is defined as CURR_DRIVER_VAL.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See Using System Elements.

During payroll processing, the system encounters two instances of the driver:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* and positive input is abbreviated *PI.*

Driver (Accumulator Name)	*User Key (State)*	*Result Value*
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500

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This table lists the earning/deduction assignments and positive input entries for the tax deduction:

	E/D Assignment	*PI (Override)*
Element Name	Tax Deduction	Tax Deduction
Instance Number	1	1
Process Order	20	N/A
Amount	600	225
User Field (State)	State 1	State 2

The system resolves two instances of the tax deduction in the following order:

Resolution Number	*Amount*	*User Field (State)*	*Override Source*
1	600	State 1	Element Assignment
2	225	State 2	Positive Input Override

In this example:

- There are two instances of the driver element (State 1 and State 2).
- The system matches the driver instance for State 1 with the earning/deduction assignment based on identical user field values.
- The system matches the driver instance for State 2 with the positive input override based on identical user field values.
- The earning/deduction assignment and the positive input entry override the corresponding element definitions.

Example 2: Not All Driver Instances Match with Element Assignments or Positive Input

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Not all driver instances match with either an instance of positive input or an element assignment.

The tax deduction has one user field: **State.**

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent, and that the formula returns a value of 3% for states 1, 2, and 3.

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Assume that the base is defined as CURR_DRIVER_VAL.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See Using System Elements.

During payroll processing, the system encounters three instances of the driver:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assign.,* positive input is abbreviated *PI,* and the positive input action type of override is abbreviated *Over*.

Driver (Accumulator Name)	***User Key (State)***	***Result Value***
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500
State Taxable Gross	State 3	3300

This table lists the earning/deduction assignments and positive input entries for the tax deduction:

	E/D Assign.	***E/D Assign.***	***E/D Assign.***	***PI (Over)***	***PI (Over)***	***PI (Over)***
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	1	2	3
Process Order	20	10	30	N/A	N/A	N/A
Amount	600	555	175	225	325	500
User Field (State)	State 1	State 4	State 5	State 2	State 6	State 5

The system resolves six instances of the tax deduction:

Resolution Number	***Amount***	***User Field (State)***	***Override Source***
1	555	State 4	Element Assignment

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Resolution Number	*Amount*	*User Field (State)*	*Override Source*
2	600	State 1	Element Assignment
3	500	State 5	Positive Input Override
4	225	State 2	Positive Input Override
5	325	State 6	Positive Input Override
6	99 (3300 x 3%)	State 3	Driver Occurrence

In this example:

- The system matches the accumulator instance for State 1 (6000) with the element assignment for 600. It processes the element assignment and not the accumulator instance (the assignment overrides the accumulator instance).
- The system matches the element assignment for State 5 (175) with its corresponding positive input instance (500). It processes the positive input instance and disregards the element assignment (the positive input overrides the element assignment).
- There are no other user field set matches. The system processes the remaining positive input overrides and the driver occurrences with no matching positive input entry or element assignment (99).

Defining Processing Order

The processing rules that apply when earning and deduction assignments occur with positive input also apply when accumulator driven elements occur in combination with element assignments and positive input:

See Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets.

- Earning/deduction assignments are calculated first within each unique user field set and dictate the processing order of matching positive input entries.
- After earning/deduction assignments, the system processes positive input entries with matching user field sets in instance number order.

  Note: If positive input overrides an element assignment, the positive input inherits the processing order of the assignment it replaces.

- Next, the system processes positive input entries without matching user fields in instance number order.

In addition, the system observes the following rule for accumulator-driven elements:

Driver occurrences with no element assignment or positive input user field set match are processed after positive input entries.

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Example: Process Order with Accumulator Driven Elements

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Not all driver instances match with either an instance of positive input or an element assignment.

The tax deduction has one user field: *State.*

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent, and that the formula returns a value of 3% for states 1, 2, and 3.

Assume that the Base is defined as CURR_DRIVER_VAL.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See Using System Elements.

During payroll processing, the system encounters three instances of the driver:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* positive input is abbreviated *PI,* and the positive input action types of override and additional are abbreviated *Over* and *Add.*

Driver (Accumulator Name)	***User Key (State)***	***Result Value***
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500
State Taxable Gross	State 3	3300

This table lists the earning/deduction assignments for the tax deduction:

	E/D Assignment	***E/D Assignment***	***E/D Assignment***	***E/D Assignment***
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	4
Process Order	10	30	20	30
Amount	1000	750	175	225

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	E/D Assignment	E/D Assignment	E/D Assignment	E/D Assignment
User Field (State)	State 1	State 1	State 4	State 5

This table lists the positive input entries for the tax deduction:

	PI (Over)	PI (Over)	PI (Over)	PI (Add)	PI (Over)	PI (Add)
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	4	5	6
Amount	600	555	175	225	325	500
User Field (State)	State 1	State 2	State 6	State 2	State 6	State 5

The system resolves nine instances of the tax deduction in the following order:

Resolution Number	Amount	User Field (State)	Override
1	600	State 1	Positive Input Override
2	175	State 4	Element Assignment
3	225	State 5	Element Assignment
4	500	State 5	Positive Input Additional
5	555	State 2	Positive Input Override
6	225	State 2	Positive Input Additional
7	175	State 6	Positive Input Override
8	325	State 6	Positive Input Override
9	99 (3300 x 3%)	State 3	Driver Occurrence

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In this example:

- The system processes the user field set with the lowest process order number first (State 1, process order number = 10).
- The system then processes the user field set with the next highest process order number (State 4, process order number = 20).
- The system continues to order and process elements in this way until it runs out of matching user field sets. The last element it processes is a driver occurrence for State 3 with no matching element assignment or positive input entry (the system gives this driver occurrence the highest process order number [the lowest priority].

Note: The system element CURR_DRIVER_VAL has a value only when an element assignment or positive input entry has a corresponding accumulator driver instance. If there is no corresponding accumulator instance, the value of CURR_DRIVER_VAL is zero. Consequently, when you enter data for earning/deduction assignments or positive input without a driver instance, you must specify the value of the **Base** and/or **Amount** fields. Thus, in the current example, the entries for State 4, State 5, and State 6 require a value for the Base or Amount.

Defining Element Eligibility

This topic provides an overview of element eligibility and discusses additional eligibility considerations

Understanding Element Eligibility

The standard element eligibility rules apply in the case of multiple resolutions. However, it is important to consider how eligibility is defined when an element resolves multiple times and the element has different user field sets.

Eligibility for an earning or deduction can be defined as:

- By Eligibility Group

  If element eligibility is *By Eligibility Group,* the element is processed simply by inclusion in the eligibility group assigned to a payee. If the earning/deduction is not in the eligibility group assigned to a payee, the payee is ineligible for the earning or deduction regardless of whether it has multiple earning/deduction assignments or a driver.

- By Payee

  If element eligibility is *By Payee,* only earning/deduction assignments or positive input entries are eligible for resolution. This is true regardless of whether the element has a driver or driver instances.

Note: The system determines eligibility by slice or segment. For example, if element eligibility for a deduction is defined as *By Payee,* and there is positive input for the deduction in the first segment of a segmented calendar, the deduction is processed only in the first segment.

In addition to the standard eligibility rules, the following additional rule applies:

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Eligibility for an earning or deduction with user fields applies only to that user field set. In other words, a *Do Not Apply* command applied to an element assignment or a *Do Not Process* command applied to a positive input entry turns off processing for that user field set only.

The examples in this topic illustrate this rule.

Example 1: Eligibility with Element Assignments

A loan payback deduction has these earning/deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment.*

	E/D Assignment (Apply = Yes)	***E/D Assignment (Apply = No)***
Element Name	LOAN PAYBACK	LOAN PAYBACK
Instance Number	1	2
Amount	100	250
User Field (Loan Purpose)	Car	Mobile

The system resolves one instance of the loan deduction:

Resolution Number	***Amount***	***Loan Purpose***	***Override Source***
1	100	Car	Element Assignment (Apply = Yes)

Example 2: Eligibility with Positive Input

These positive input entries exist for a state tax deduction:

Note: In this example, positive input is abbreviated *PI.*

	PI (Override)	***PI (Do Not Process)***
Element Name	State Tax	State Tax
Instance Number	1	2
Amount	350	500

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	PI (Override)	*PI (Do Not Process)*
User Field (State)	State 1	State 2

The system resolves one instance of the tax deduction:

Resolution Number	*Amount*	*State*	*Override Source*
1	350	State 1	Positive Input Override

Related Links

Element Group Members Page

Defining Additional Eligibility Considerations

For elements that resolve multiple times as a result of multiple assignments (for example, garnishments and loans), PeopleSoft recommends that you set element eligibility to *By Payee.* For elements that resolve multiple times as a result of accumulator driver instances, PeopleSoft recommends that you set element eligibility to *By Eligibility Group.* If you define element eligibility as *By Payee* for an earning/deduction that is designed to resolve based on driver accumulator instances, the system does not resolve the element unless an assignment is made or there is positive input with an action type of *Additional.*

Example: A Deduction Set up To Use a Driver Accumulator is Defined as By Payee

A state tax deduction is defined with the element eligibility set to *By Payee.*

The state tax deduction is defined as Base x Percent, with the percent being 10% of the state taxable gross.

The State Taxable Gross accumulator holds the base and *drives* the tax deduction.

There is one instance of the driver accumulator:

Driver Accumulator Name	*User Field = State*	*Result Value*
State Taxable Gross	State 1	6000

There is an assignment entered for the state tax deduction:

Calculation Rule	*Override Values*
Instance Number	1

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Calculation Rule	*Override Values*
Percentage	No entry
Base	No entry
User Field (State)	State 1

The system resolves one instance of the deduction for State 1, using the percent and base defined in the calculation rule for the element (10% x 6000 = 60).

Note: If there had been no element assignment in this example, the tax deduction would not have been taken. When eligibility is *By Payee,* there must be an earning/deduction assignment or a positive input entry of *Additional* to resolve the element.

Defining Components of a Calculation Rule When an Element Has Multiple Resolutions

When you create an earning or deduction , you can specify that you want to define the amount or a component of the element's calculation rule at the payee level. If you do this, you must enter the amount or the component value on the element assignment or positive input pages. Otherwise, the system will not resolve the element.

However, in the case of elements that resolve multiple time, you need to consider the following before requiring payee level inputs:

- When you set up multiple resolutions that require payee level inputs, the system will not process the element until an amount or the component values are defined for a payee.
- If you specify payee level inputs, and an element has driver accumulator instances, the system only processes the element if there is an assignment or positive input entry with matching user field values (the system ignores driver accumulator instances without a matching positive input or element assignment entry that can provide the value of the missing components). This could result in the element not being processed.

Related Links

Understanding Overrides
Understanding Positive Input

Understanding Segmentation with Multiple Resolutions

This topic discusses:

- Element segmentation with and without accumulator drivers.

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- Proration with element segmentation.
- Positive input in a segmented calendar when user field sets are defined.
- Filling out and processing user field sets when there is element segmentation.
- Defining the processing order when there is segmentation.

Element Segmentation with and without Accumulator Drivers

When an accumulator used as a driver is sliced, the system observes the following rules:

- Slicing of a driver accumulator automatically causes slicing of the earning or deduction that it drives.

  If an earning or deduction with an accumulator driver is sliced, the driver value is applied to each slice of the earning/deduction. The driver can then cause multiple resolutions for each slice of that earning or deduction.

- Earnings and deductions use accumulator occurrences with matching slice dates.

  If a match is not found, the system uses accumulator instances whose slice dates encompass the slice dates of the earning or deduction.

Example 1: Element Segmentation of Earnings and Deductions without Accumulator Drivers

An accumulator AC1 is included in an element segmentation event definition.

AC1 has these members: earnings E1, E2, and E3.

These earnings are automatically included in the segmentation event definition along with the accumulator.

AC1, E1, E2, and E3 are sliced when there is a segmentation trigger.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earning/deduction results:

Earnings	*Instance*	*Slice Number*	*Slice Dates*	*Amount*
E1	1	1	January 1–14	350
E1	2	2	January 15–31	350
E2	1	1	January 1–14	500
E2	2	2	January 15–31	500

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Earnings	*Instance*	*Slice Number*	*Slice Dates*	*Amount*
E3	1	1	January 1–14	750
E3	2	2	January 15–31	750

This table contains the accumulator results:

Accumulator	*Instance Number*	*Slice Number*	*Slice Dates*	*Amounts*
AC1	1	1	January 1–14	1600
AC1	2	2	January 15–31	1600

Example 2: Element Segmentation of Earnings and Deductions with Accumulator Drivers

An accumulator AC1 is included in an element segmentation event definition.

AC1 has these members: earnings E1, E2, and E3.

These earnings are automatically included in the segmentation event definition along with the accumulator.

AC1 is the driver accumulator for deduction D1.

Slicing of the driver accumulator AC1 automatically causes slicing of the deduction that it drives (D1).

STATE is the user key for AC1; STATE is also a user field for D1.

D1 is defined as Base x Percent (assume the percent is the same for each state).

Base = CURR_DRIVER_VAL and Percent = 15%.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See Using System Elements.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings results:

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Earnings	*Instance*	*Slice Number*	*Slice Dates*	*Amount*	*User Field*
E1	1	1	January 1–14	175	State 1
E1	2	2	January 15–31	175	State 1
E1	3	1	January 1–14	175	State 2
E1	4	2	January 15–31	175	State 2
E2	1	1	January 1–14	250	State 1
E2	2	2	January 15–31	250	State 1
E2	3	1	January 1–14	250	State 2
E2	4	2	January 15–31	250	State 2
E3	1	1	January 1–14	375	State 1
E3	2	2	January 15–31	375	State 1
E3	3	1	January 1–14	375	State 2
E3	4	2	January 15–31	375	State 2

This table shows the accumulator results:

Accumulator	*Instance Number*	*Slice Number*	*Slice Dates*	*Amounts*	*User Field*
AC1	1	1	January 1–14	800	State 1
AC1	2	2	January 15–31	800	State 1
AC1	3	1	January 1–14	800	State 2
AC1	4	2	January 15–31	800	State 2

This table shows the deduction results:

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Deduction	*Instance Number*	*Slice Number*	*Slice Dates*	*Amounts*	*User Field*
D1	1	1	January 1–14	120	State 1
D1	2	2	January 15–31	120	State 1
D1	3	1	January 1–14	120	State 2
D1	4	2	January 15–31	120	State 2

Proration with Element Segmentation

If you do not define proration correctly when setting up accumulator driven earnings or deductions, you could get unexpected results.

For example, if you place a driver accumulator on a segmentation event list, you should not prorate the element it drives. This is because slicing the driver automatically causes slicing of both the accumulator members and the driven element. However, if you do not place the driver on a segmentation event list, and the element it drives is on the event list, the driver and the driven element will not be sliced equally, and the two will not match. In a situation like this, you should prorate the driven element.

Example: Element Segmentation of Earnings and Deductions with Accumulator Drivers; Driver Not on Segmentation Event List

The accumulator AC1 drives deduction D1.

AC1 is not included in the element segmentation event definition; D1 is included (when there is segmentation, only D1 is sliced).

AC1 has these members: earnings E1, E2, and E3.

STATE is a user key for AC1 and a user field for D1.

D1 is defined as Base x Percent (assume the percent is the same for each State).

Base = CURR_DRIVER_VAL and Percent = 15%.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See Using System Elements.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings results:

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Earnings	*Instance Number*	*Amount*	*User Field*
E1	1	350	State 1
E1	2	350	State 2
E2	1	500	State 1
E2	2	500	State 2
E3	1	750	State 1
E3	2	750	State 2

This table contains the accumulator results:

Accumulator	*Instance Number*	*Slice Dates*	*Amount*	*User Field*
AC1	1	January 1–31	1600	State 1
AC1	2	January 1–31	1600	State 2

The following table shows the deduction results with proration turned off:

Deduction	*Instance Number*	*Slice Number*	*Slice Dates*	*Amount*	*User Field*
D1	1	1	January 1–14	240	State 1
D1	2	2	January 15–31	240	State 1
D1	3	1	January 1–14	240	State 2
D1	4	2	January 15–31	240	State 2

Note: When proration is turned off, the results are overstated.

This table shows the deduction results with proration turned on:

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Deduction	*Instance Number*	*Slice Number*	*Slice Dates*	*Amount*	*User Field*
D1	1	1	January 1–14	120	State 1
D1	2	2	January 15–31	120	State 1
D1	3	1	January 1–14	120	State 2
D1	4	2	January 15–31	120	State 2

Related Links

Proration and Segmentation

Positive Input in a Segmented Calendar When User Field Sets are Defined

Normally, when positive input is entered into a segmented calendar, the positive input entry overrides segmentation. However, when user field sets are defined, the override respects the user field set of the positive input entry. In other words, positive input with a specific user field set overrides segmentation for the earning or deduction with the same user field set. Other resolutions of the earning/deduction (whether they come from driver instances or element assignments) with different user field sets are still subject to element segmentation.

Related Links

Understanding Segmentation Setup
Segmentation Considerations

Filling Out User Field Sets When There is Element Segmentation

When an earning/deduction undergoes element segmentation, the user field set is determined per slice.

Depending on whether user field values come from an element assignment, a positive input entry, or a driver accumulator, the system assigns the correct values as follows:

- *When User Field Values Come From an Element Assignment:* An element assignment typically applies to all slices within a segment, and the user field values associated with the assignment also apply across all of the slices in that segment. However, if you set up your system to trigger element segmentation based on the begin and end dates of an element assignment, the user field values may be different from one slice to another.

  See Understanding Overrides.

- *When User Field Values Come From Positive Input:* A given positive input entry always targets a specific slice or segment. The positive input end date determines the slice or segment to which the positive input entry applies and the user field set applies to that slice or segment only. For example, imagine that an earning is divided into two segments: the first segment has begin and end dates of

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June 1 and June 15, and the second segment has begin and end dates of June 16 and June 30. If you enter positive input for the earning with an end date of June 10, the positive input falls within the first segment of the pay period, and the user fields associated with the positive input apply to that segment only.

See Segmentation Considerations, Positive Input in a Segmented Calendar When User Field Sets are Defined.

- *When User Fields Come From a Driver Accumulator:* Instances of a driver accumulator have associated user key values. Depending on whether the driver accumulator is on a segmentation event list, the instances may have either slice dates or segment dates. The user key values for each slice or segment of the driver apply to the corresponding segment or slice of the earning or deduction.

Example 1: Element Segmentation with Earning/Deduction Assignments; All Overrides Entered Using Earning/Deduction Assignments

Deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates a segmentation trigger with an effective date of June 16.

All user fields are entered as overrides on the element assignment pages.

This table lists the deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment.*

	E/D Assignment	***E/D Assignment***	***E/D Assignment***
Element Name	D1	D1	D1
Instance Number	1	2	3
Process Order	10	20	30
Amount	1000	500	600
User Field 1 (State)	State 1	State 2	State 1
User Field 2 (Company)	AAA	AAA	AAA

The system resolves six instances of the deduction in the following order:

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Res. Nbr.	*Slice Nbr.*	*Slice Dates*	*Amt.*	*User Field 1 (State)*	*User Field 2 (Company)*	*Override Source*
1	1	June 1– 15	500	State 1	AAA	Element Assign.
2	2	June 16 – 30	500	State 1	AAA	Element Assign.
3	1	June 1– 15	250	State 2	AAA	Element Assign.
4	2	June 16 – 30	250	State 2	AAA	Element Assign.
5	1	June 1– 15	300	State 1	AAA	Element Assign.
6	2	June 16 – 30	300	State 1	AAA	Element Assign.

In this example, the user field set for each resolution is entered with the element assignments and applies equally to both slices.

Example 2: Element Segmentation with Earning/Deduction Assignments; Not All Overrides Entered Using Earning/Deduction Assignments

Deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates a segmentation trigger with an effective date of June 16.

Not all user fields are entered as overrides on the element assignment pages. A formula determines the value of the Company user field; this field has a different value in each slice.

This table lists the deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment.*

	E/D Assignment	*E/D Assignment*	*E/D Assignment*
Element Name	D1	D1	D1
Instance Number	1	2	3
Process Order	10	20	30

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	E/D Assignment	*E/D Assignment*	*E/D Assignment*
Amount	1000	500	600
User Field 1 (State)	State 1	State 2	State 1

The system resolves six instances of the deduction in the following order:

Res. Nbr.	*Slice Nbr.*	*Slice Dates*	*Amt.*	*User Field 1 (State)*	*User Field 2 (Company)*	*Override Source*
1	1	June 1– 15	500	State 1	AAA	Element Assign.
2	2	June 16 – 30	500	State 1	ZZZ	Element Assign.
3	1	June 1– 15	250	State 2	AAA	Element Assign.
4	2	June 16– 30	250	State 2	ZZZ	Element Assign.
5	1	June 1– 15	300	State 1	AAA	Element Assign.
6	2	June 16 – 30	300	State 1	ZZZ	Element Assign.

The values of the user fields not entered as element assignments are determined by slice and differ by slice.

Example 3: Element Segmentation with Positive Input; All Overrides Entered Using Positive Input

A deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates a segmentation trigger with an effective date of June 16.

All user fields are entered as overrides in positive input.

All positive input entries have begin and end dates.

This table lists the positive input entries for the deduction:

Note: In this example, positive input is abbreviated *PI,* and the positive input action type of override is abbreviated *Over.*

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	PI (Over)	*PI (Over)*
Element Name	D1	D1
Instance Number	1	2
Begin Date	June 1	June 16
End Date	June 15	June 30
Amount	1000	600
User Field 1 (State)	State 1	State 2
User Field 2 (Company)	AAA	ZZZ

The system resolves two instances of the tax deduction in the following order:

Res. Nbr.	*Slice Nbr.*	*Slice Dates*	*Amt.*	*User Field 1 (State)*	*User Field 2 (Company)*	*Override Source*
1	1	June 1– 15	1000	State 1	AAA	Positive Input
2	2	June 16 – 30	600	State 2	ZZZ	Positive Input

Resolution 1 (Slice 1) uses the data defined in positive input Instance 1, and Resolution 2 (Slice 2) uses the data defined in positive input Instance 2.

Defining the Processing Order When There Is Segmentation

The same processing order rules that apply when element assignments occur together with positive input entries and driver instances in an unsegmented calendar apply in the case of segmented calendars, except that the rules apply *per slice or segment.*

For example:

- In each *slice or segment,* earning/deduction assignments are calculated first within each unique user field set and dictate the processing order of any matching positive input entries.
- In each *slice or segment,* after processing earning/deduction assignments, the system processes positive input entries with matching user field sets in instance number order.

Note: If positive input overrides an element assignment, the positive input inherits the processing order of the assignment it replaces.

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- Next, in each *slice or segment,* the system processes positive input entries without matching user field sets in instance number order.
- After processing the positive input entries, the system processes driver occurrences with no element assignment or positive input user field set match.

Note that these rules govern only the processing order of the elements *within* each slice or segment. To determine the order of processing *among* the different slices and segments, the system follows one of the rules described below, depending on the source and type of segmentation (element or period segmentation):

- When an assigned element is sliced because it is included in an element list for a segmentation event (element segmentation due to a segmentation event):

  In this situation, the system divides the assigned element into different slices, but the *same* process order number, and in some cases the *same* user fields and other assignment data, apply to the element in each slice. If this is the case, the system calculates the assignment with the lowest process order number first, followed by all positive input instances with the same user field set, one slice at a time, *in the order of the slices (from first slice to last),* in each slice in which the user field set occurs, before moving on to the next set. For example, the system processes deduction D1 with a process order number of 10 and the user field of State = California in slice 1, slice 2, and then slice 3 along with any matching positive input, before processing D1 with a process order number of 20 and a user field of State = Nevada in the same slice order. If there are positive input entries without matching user fields, these are processed next, in instance number order rather than in the order of the slices.

- When an assigned element is set up to trigger slicing when its begin and end dates do not coincide with the pay period begin and end dates (element segmentation based on assignment dates):

  In this situation, the assignment itself triggers element segmentation and there may be other assignments of the same element in each slice of the pay period, each with its own process order number, user fields, and other assignment-specific data. In this case, the system calculates the assignment with the lowest process order number first, followed by all positive input instances with the same user field set, one slice at a time, *in positive input instance order,* in each slice in which the user field set occurs. It then processes the assignment with the next lowest process order number within its slice, followed by matching positive input entries in instance number order, and so on. If there are positive input entries without matching user fields, these are processed next, in instance number order.

  See Matching Earning and Deduction Assignments with Positive Input Entries When There are User Fields, Understanding Segmentation Setup.

- When there is period segmentation and all elements—including assigned elements—are divided into different segments.

  In this situation the system processes elements in segment order—that is, elements in segment one before those in segment two, and elements in segment two before those in segment three. If there is element segmentation (slicing) within the different segments, then one of the previous two rules applies depending on the cause of the segmentation.

  See Understanding Segmentation Setup.

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Example 1: Assigned Elements Are Sliced Because They Are On Segmentation Event List; All Overrides Entered Using Earning/Deduction Assignments

A deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates segmentation triggers for April 11 and April 21; this divides the pay period into three slices for that element.

Assignments cover the entire pay period.

All user fields are entered as overrides on the element assignment pages.

This table lists the deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment.*

	E/D Assignment	***E/D Assignment***
Element Name	D1	D1
Instance Number	1	2
Process Order	10	20
Amount	900	600
User Field 1 (State)	State 1	State 2
User Field 2 (Company)	AAA	AAA

The system resolves six instances of the deduction in the following order:

Res. Nbr.	***Slice Nbr.***	***Slice Dates***	***Amt.***	***User Field 1 (State)***	***User Field 2 (Company)***	***Override Source***
1	1	April 1– 10	300	State 1	AAA	Element Assign.
2	2	April 11– 20	300	State 1	AAA	Element Assign.
3	3	April 21 – 30	300	State 1	AAA	Element Assign.

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Res. Nbr.	*Slice Nbr.*	*Slice Dates*	*Amt.*	*User Field 1 (State)*	*User Field 2 (Company)*	*Override Source*
4	1	April 1– 10	200	State 2	AAA	Element Assign.
5	2	April 11– 20	200	State 2	AAA	Element Assign.
6	3	April 21 – 30	200	State 2	AAA	Element Assign.

The system resolves assignments based on the process order number (the lowest process order number receives the highest priority), and within a given user field set, it processes slice 1 first, then slice 2, and finally slice 3 before moving on to the next user field set.

Example 2: Element Segmentation Triggered Directly by Earning/Deduction Assignment; Positive Input Entries with User Fields; All Overrides Entered Using Earning/Deduction Assignments and Positive Input

Deduction D1 is set up to trigger element segmentation (and proration) when it is assigned to a payee with begin and end dates that do not coincide with the period begin and end dates.

Deduction D1 is first assigned to a payee with begin and end dates of April 16–30. Later, it is assigned to the same payee with begin and end dates of April 1–15. This divides the pay period into two slices.

The process order number of the first assignment is lower than the process order number of the second, even though the second assignment has the earlier assignment begin and end dates.

There is positive input for D1 in both slices (April 1–15 and 16–30).

There are user fields associated with all of the element assignment and positive input entries.

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment,* positive input is abbreviated *PI,* the positive input action type of override is abbreviated *Over,* and the positive input action type of additional is abbreviated *ADD.*

	E/D Assignment	*E/D Assignment*	*PI (ADD)*	*PI (Over)*	*PI (ADD)*
Element Name	D1	D1	D1	D1	D1
Instance Number	2	1	1	2	3
Process Order	20	10	N/A	N/A	N/A
Begin and End Dates	April 1–15	April 16–30	April 1–15	April 1–15	April 16–30

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	E/D Assignment	*E/D Assignment*	*PI (ADD)*	*PI (Over)*	*PI (ADD)*
Amount	1000	500	600	200	400
User Field 1 (State)	State 1	State 2	State 2	State 1	State 2

The system resolves four instances of the deduction in the following order:

Res. Nbr.	*Slice Nbr.*	*Slice Dates*	*Amt.*	*User Field 1 (State)*	*Override Source*
1	2	April 16–30	250	State 2	Element Assign.
2	1	April 1–15	600	State 2	Positive Input
3	2	April 16–30	400	State 2	Positive Input
4	1	April 1–15	200	State 1	Positive Input

In this example, the element assignment with the lowest process order number (10) is the assignment with the user field value of State 2 in slice 2; it is processed first, followed by the matching positive input *additional* row in the first slice for 600, and then the matching positive input *additional* row for 400 in the second slice (all slices in a given user field set are processed one after another in positive input instance order). Lastly, the system processes the positive input override for 200 in slice 1 based on the process order number (20) of the matching element assignment in that slice.

Generating Complementary Rule Instances When There Are Multiple Resolutions with Different User Field Sets

A complementary rule is an earning or deduction that the system resolves automatically to *complement* an existing element assignment when that assignment's begin and end dates do not encompass the entire pay period.

This topic discusses how the system:

- Creates complementary rule instances when there are multiple element assignments and positive input entries for an earning or deduction and the earnings and deductions have associated user field values.
- Defines the process order of complementary rule instances relative to element assignment and positive input entries.

Important! This topic supplements the information on complementary rule instances in the *Setting Up Overrides* topic. You should review the *Setting Up Overrides* topic before reading the information in this topic.

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See Generating Complementary Rules Instances.

Generating Complementary Rule Instances When There are Multiple Element Assignments and Positive Input Entries with User Field Sets

Complementary rule instances are created only under the specific conditions outlined in the *Setting Up Overrides* topic, and the same basic requirements for generating a complementary rule that apply when there are no user fields apply when assignments have associated user field sets.

In addition, the following must be true before the system can generate a complementary rule instance for a specific element assignment:

1. There can be no positive input of the type *Override, Resolve to Zero,* or *Do Not Process* with the same user field set in any pay period slice, as this prevents the creation of the complementary rule.
2. There can be no positive input of the type *Override* or *Resolve to Zero* already populating the same slice in which the system is attempting to create the complementary rule instance—regardless of whether the positive input has the same user field set as the complementary rule.

Note: The system never generates more than a single complementary rule instance for an assigned element in any slice, even when there are multiple assignments of the same element, and each assignment has a different user field set. For instance, if you assign the same deduction five times in the first slice in a pay period, and apply a different user field set to each assignment, the system generates only one complementary instance in the second slice.

Example: Multiple Assignments with the Same or Different User Field Sets Trigger the Creation of A Single Complementary Rule Instance

Assume that there are two assignments of earning element E1 (calculation rule of Rate x Unit x Percent) and that the assignments have the same user field set. The begin and end dates of the element assignments are June 1 and June 15 respectively:

Note: In this example, element assignment is abbreviated *Assign.*

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***Assign (Instance 2)*** ***Slice 1: June 1–15***	***Slice 2: June 16–30***
Unit	5	2	4	
Rate	50	60	60	
Percent	150	100	100	
User Field (State)	Nevada	California	California	

The system creates two slices within the calendar based on the assignment begin and end dates (slice 1 = June 1–15; slice 2 = June 16–30).

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The system resolves E1 as follows:

1. In slice 1 (June 1–15): 2 x 60 x 100% x .5 (proration factor) = 60

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***Assign (Instance 2)*** ***Slice 1: June 1–15***	***Slice 2: June 16–30***
Unit	5	*2*		
Rate	50	*60*		
Percent	150	*100*		
User Field (State)	Nevada	*California*		

2. In slice 1 (June 1–15): 4 x 60 x 100% x .5 (proration factor) = 120

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***Assign (Instance 2)*** ***Slice 1: June 1–15***	***Slice 2: June 16–30***
Unit	5		*4*	
Rate	50		*60*	
Percent	150		*100*	
User Field (State)	Nevada		*California*	

3. In slice 2 (June 16–31): 5 x 50 x 150% x .5 (proration factor) = 125

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***Assign (Instance 2)*** ***Slice 1: June 1–15***	***Complementary Rule*** ***Slice 2: June 16–30***
Unit	5			*5*
Rate	50			*50*
Percent	150			*150*

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Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1–15*	*Assign (Instance 2)* *Slice 1: June 1–15*	*Complementary Rule* *Slice 2: June 16–30*
User Field (State)	Nevada			*Nevada*

The system creates a single complementary rule instance for E1 in slice 2 (June 16–30) by reverting to the rule definition (the definition of the earning specified in the Earning Definition component). Note that the system creates only one complementary rule for the two earning assignments.

Example: A Positive Input Override in One Slice Prevents the Creation of a Complementary Rule in Another Slice

A deduction D1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

D1 is assigned to a payee with begin and end dates of June 1 – 15.

There is a positive input override for D1 with begin and end dates of June 1 and June 15.

The positive input override and the rule definition share the same user field value.

Note: In this example, element assignment is abbreviated *Assign,* positive input is abbreviated *PI,* and the positive input action type of override is abbreviated *Over.*

Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1–15*	*PI (Over)* *Slice 1: June 1–15*	*Slice 2: June 16–30*
Unit	5	2	4	
Rate	50	60	60	
Percent	150	100	100	
User Field (State)	Nevada	California	Nevada	

The system creates two slices within the calendar based on the assignment begin and end dates (slice 1 = June 1–15; slice 2 = June 16–30).

The system resolves E1 as follows:

1. In slice 1 (June 1–15): 2 x 60 x 100% x .5 (proration factor) = 60

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Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***PI (Over)*** ***Slice 1: June 1–15***	***Slice 2: June 16–30***
Unit	5	*2*		
Rate	50	*60*		
Percent	150	*100*		
User Field (State)	Nevada	*California*		

2. In slice 1 (June 1–15): 4 x 60 x 100% x .5 (proration factor) = 120

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***PI (Over)*** ***Slice 1: June 1–15***	***Slice 2: June 16–30***
Unit	5		*4*	
Rate	50		*60*	
Percent	150		*100*	
User Field (State)	Nevada		*Nevada*	

2. In slice 2 (June 16–30): No complementary rule resolution.

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–15***	***PI (Over)*** ***Slice 1: June 1–15***	***Complementary Rule*** ***Slice 2: June 16–30***
Unit	5			No Complementary Rule Resolution
Rate	50			
Percent	150			
User Field (State)	Nevada			

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The positive input override in slice 1 (June 1 – 15) prevents the creation of a complementary rule in slice 2 (June 16 – 30). This is because the positive input override has the same user field value (Nevada) as the rule instance that the system attempts to create in slice 2, based on the rule definition entered in the Deduction Definition component.

Example: A Positive Input Override Prevents the Creation of a Complementary Rule Instance in the Same Slice

A deduction D1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

D1 is assigned to a payee with begin and end dates of June 1 – 10; as a result, the system generates a segmentation trigger with an effective date of June 11.

A segmentation trigger is created as a result of a change in pay rate and deduction D1 is on the segmentation event list; the trigger effective date is June 21.

There is a positive input override for D1 with begin and end dates of June 11 and June 20.

The positive input override and the rule definition do not share the same user field value.

Note: In this example, element assignment is abbreviated *Assign,* positive input is abbreviated *PI,* and the positive input action type of override is abbreviated *Over*.

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–10***	***PI (Over)*** ***Slice 2: June 11–20***	***Slice 3: June 21–30***
Unit	3	3	4	
Rate	50	60	60	
Percent	150	100	100	
User Field (State)	Nevada	California	Texas	

The system creates three slices within the calendar based on the deduction assignment begin and end dates and the additional segmentation event (slice 1 = June 1–10; slice 2 = June 11–20; slice 3 = June 21–30).

The system resolves D1 as follows:

1. In slice 1 (June 1–15): 3 x 60 x 100% x .33 (proration factor) = 60

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–10***	***PI (Over)*** ***Slice 2: June 11–20***	***Slice 3: June 21–30***
Unit	3	*3*		

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Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–10***	***PI (Over)*** ***Slice 2: June 11–20***	***Slice 3: June 21–30***
Rate	50	*60*		
Percent	150	*100*		
User Field (State)	Nevada	*California*		

In slice 1, the system resolves the earning/deduction assignment.

2. In slice 2 (June 11–20): 4 x 60 x 100% x .33 (proration factor) = 80

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–10***	***PI (Over)*** ***Slice 2: June 11–20***	***Slice 3: June 21–30***
Unit	3		*4*	
Rate	50		*60*	
Percent	150		*100*	
User Field (State)	Nevada		*Texas*	

Note that the system does not process a complementary rule instance in slice 2. This is because an override in the same period as a complementary rule prevents resolution of the rule. This is true even though the override (user field = Texas) does not have the same user field set as the complementary rule (user field = Nevada).

3. In slice 3 (June 21–30): 3 x 50 x 150% x .33 (proration factor) = 75

Component	***Rule Definition***	***Assign (Instance 1)*** ***Slice 1: June 1–10***	***PI (Over)*** ***Slice 2: June 11–20***	***Complementary Rule*** ***Slice 3: June 21–30***
Unit	3			*3*
Rate	50			*50*
Percent	150			*150*

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Component	*Rule Definition*	*Assign (Instance 1)* *Slice 1: June 1–10*	*PI (Over)* *Slice 2: June 11–20*	*Complementary Rule* *Slice 3: June 21–30*
User Field (State)	Nevada			*Nevada*

The system creates a single complementary rule instance for D1 in slice 3 (June 21–30) by reverting to the rule definition (the definition of the deduction specified in the Deduction Definition component).

Understanding the Processing Order of Complementary Rule Instances

The system uses the process order rules for segmented calendars described earlier to determine which user field set to process first, second, third, and so on when there are element assignment and positive input entries combined with complementary rule instances. In other words, earning/deduction assignments continue to dictate the order of processing; however, the following, additional rules apply when there are complementary rule instances:

When the system generates a complementary rule instance, the resolution order of that instance is determined by the process order number of the element assignment with same user field set (if any) in any slice or segment; within that user field set, however, the system processes the complementary rule instance based on the order of the slice in which it occurs.

Note: If there are multiple element assignments with the same user field set as the complementary rule, the system always uses the lowest process order number from among the assignments to determine the process order.

If there is no user field match between the element assignments and a complementary rule instance, the system processes instances in the order of the slices, using the process order rules described earlier to determine the order. .

The examples in this topic illustrate these rules.

Example 1: Process Order When an Element Assignment Shares the Same User Field as the Complementary Rule

An earning E1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

E1 is assigned to a payee with a begin date of June 16 and a user field value of State = MO; the amount is 3000 and the end date is open.

E1 is assigned to the same payee with a begin date of June 16 and a user field value of State = AR; the amount is 3000 and the end date is open.

At the rule definition level, E1 is defined with a calculation rule of Amount and a user field value of State = MO. The amount is 4000.

Note: In this example, element assignment is abbreviated *Assign.*

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Component	*Rule Definition*	*Assign (Instance 1)* *Process Order Number = 10* *Slice 2: June 16–30*	*Assign (Instance 2)* *Process Order Number = 20* *Slice 2: June 16–30*	
Amount	4000	3000	2000	
User Field (State)	MO	MO	AR	

The system resolves three instances of E1 in the following order:

Element	*Instance*	*Assign Instance*	*Amount*	*User Field*	*Begin/End Date*
E1	1	0	2000 (Complementary Rule Instance)	MO	June 1– June 15
E1	2	1	1500	MO	June 16 – June 30
E1	3	2	1000	AR	June 16 – June 30

In this example, the process order number of the element assignment with the user field set of *MO* drives the process order of the matching complementary rule instance; within that user field set, the system processes the complementary rule and associated element assignment in the order of the slices in which they occur (slice 1 before slice 2).

Example 2: Process Order When an Element Assignment Shares the Same User Field as the Complementary Rule

An earning E1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

E1 is assigned to a payee with a begin date of June 16 and a user field value of State = AR; the amount is 3000 and the end date is open.

E1 is assigned to the same payee with a begin date of June 16 and a user field value of State = MO; the amount is 2000 and the end date is open.

At the rule definition level, E1 is defined with a calculation rule of Amount and a user field value of State = MO. The amount is 4000.

Note: In this example, element assignment is abbreviated *Assign.*

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Component	*Rule Definition*	*Assign (Instance 1)* *Process Order Number = 10* *Slice 2: June 16–30*	*Assign (Instance 2)* *Process Order Number = 20* *Slice 2: June 16–30*	
Amount	4000	3000	2000	
User Field (State)	MO	AR	MO	

The system resolves three instances of E1 in the following order:

Element	*Instance*	*Assign Instance*	*Amount*	*User Field*	*Begin/End Date*
E1	1	0	2000 (Complementary Rule Instance)	MO	June 1– June 15
E1	2	1	1500	AR	June 16 – June 30
E1	3	2	1000	MO	June 16 – June 30

In this example, as in the previous one, the process order number of the element assignment with the user field set of MO drives the process order of the matching complementary rule instance; within that user field set, the system processes the complementary rule and associated element assignment in the order of the slices in which they occur (slice 1 before slice 2). However, the user field values and process order numbers of the element assignments are reversed in this example (as compared to the previous one). In other words, the assignment with the user field set of AR has a lower process order number (higher priority) than the assignment with the user field set of MO, and is calculated first, respecting slice order.

Example 3: Process Order When an Element Assignment Does Not Share the Same User Field as the Complementary Rule

An earning E1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

E1 is assigned to a payee with a begin date of June 16 and a user field value of State = KS; the amount is 3000 and the end date is open.

E1 is assigned to the same payee with a begin date of June 16 and a user field value of State = AR; the amount is 2000 and the end date is open.

At the rule definition level, E1 is defined with a calculation rule of Amount and a user field value of State = MO. The amount is 4000.

Note: In this example, element assignment is abbreviated *Assign.*

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Component	*Rule Definition*	*Assign (Instance 1)* *Process Order Number = 10* *Slice 2: June 16–30*	*Assign (Instance 2)* *Process Order Number = 20* *Slice 2: June 16–30*	
Amount	4000	3000	2000	
User Field (State)	MO	KS	AR	

The system resolves three instances of E1 in the following order:

Element	*Order Number*	*Assign Instance*	*Amount*	*User Field*	*Begin/End Date*
E1	1	0	2000 (Complementary Rule Instance)	MO	June 1 – June 15
E1	2	1	1500	KS	June 16 – June 30
E1	3	2	1000	AR	June 16 – June 30

In this example, there is no user field set match between the element assignments and the complementary rule instance. The system processes the complementary rule before the assignments following the order of the slices; it processes the assignment with the user field of *KS* before the assignment with the user field of *AR* based on their process order numbers.

Retrieving Data for Elements that Resolve Multiple Times

If an earning or deduction has user fields and multiple resolutions occur due to multiple user field sets, the system sums the resolutions when returning a value for the element in a specific segment. The system does not return the value of individual user field instances.

Example: Summing the Value of Individual Instances of an Element

An earning element E2 uses E1 as its base component.

E1 resolves multiple times in a segment, as shown in this table:

Instance Number	*User Field (State)*	*Amount*	*Segment Begin Date*	*Segment End Date*
1	State 1	2000	October 1, 2003	October 31, 2003

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Instance Number	*User Field (State)*	*Amount*	*Segment Begin Date*	*Segment End Date*
2	State 2	1000	October 1, 2003	October 31, 2003
3	State 3	500	October 1, 2003	October 31, 2003

Assuming that E2 uses E1 as its base component, the system returns a value of 3500 for E1 when it resolves E2 (2000 + 1000 + 500).

Note: If you need to use the value of individual user field instances of an element in a rule, create segment accumulators with the appropriate user keys. In this example, you could define a segment accumulator for E1 with a user field of State. You could then use this segment accumulator as the base component in the definition of E2.

Defining Arrears

The following rules apply to deduction elements that have user fields and are defined to generate arrears:

- The user fields associated with the deduction automatically default to the auto-generated arrears accumulators as accumulator keys.

  This enables the system to track arrears separately by user field set.

- An arrears payback for a deduction applies only to the instance with matching user field values.
- If a deduction with arrears is sliced but does not resolve—and only the arrears payback is processed—the payback applies to the entire segment rather than to one slice or another in the calendar period.

Related Links

Understanding Arrears and Retroactive Processing

Using Generation Control with Multiple Resolutions

Generation control can be set at both the element definition level and the earning/deduction assignment level. Regardless of where generation control is defined it is considered per instance. You can define different generation control parameters for each assignment of an element on the Element Assignment By Payee or Payee Assignment By Element components.

Note: Positive input overrides generation control. In other words, if there is positive input for an element, it is resolved regardless of the generation control parameters.

Note: Retroactive adjustments and arrears paybacks are not affected by generation control, and are always processed.

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Related Links

Frequency and Generation Control Calculations

Using the Always Recalculate Option

The Always Recalculate option on the earning and deduction Name page (GP_PIN) applies at the element level, not the instance level. For example, if you set the Always Recalculate option to Yes for an instance of a deduction with a user field value of State = California, you cannot set the option to No for an instance with a user field value of State = New York. If an earning or deduction is set to recalculate, all resolutions from the initial calculation are replaced with resolutions resulting from the recalculation.

When the Always Recalculate option is turned on, the system updates the accumulators to which the elements contribute so that if previously calculated values change or a user field set no longer exist, the accumulators and arrears are cleared of the old values.

The examples in this topic show how the accumulators are updated.

Note: The recalculation of an earning or deduction typically results from placing the element on the process list more than once, or from multiple passes of the net pay validation process.

Example 1: Recalculation of an Element Results in a Different Number of Instances

Deduction D1 adds to accumulator AC1.

The initial balance stored in AC1 is zero (0).

The first time the system encounters D1 on the process list, it resolves the deduction three times:

Instance	*Resolved Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

For each resolution of D1, there is a corresponding accumulator instance:

Sequence	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5000	State 1	Location 1	January 1 - January 31

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Sequence	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

The second time D1 appears on the process list, the system generates only two resolutions:

Instance	*Resolved Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5500	State 1	Location 1	January 1 - January 31
2	4000	State 2	Location 2	January 1 - January 31

Note: The system does not store the result for State 3 in the Earning/Deduction Results table (GP_RSLT_ERN_DED).

This table shows how the system updates accumulator AC1:

Sequence	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5500 (5000 - 5000 + 5500)	State 1	Location 1	January 1 - January 31
2	4000 (1000 - 1000 + 4000)	State 2	Location 2	January 1 - January 31
3	0 (3500 - 3500 + 0)	State 3	Location 3	January 1 - January 31

Example 2: Recalculation of an Element Results in the Same Number of Instances with Different User Field Sets

Deduction D1 adds to accumulator AC1.

The initial balance stored in AC1 is zero (0).

The first time the system encounters D1 on the process list, it resolves the deduction three times:

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Instance	*Resolved Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

For each resolution of D1, there is a corresponding accumulator instance:

Sequence	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

The second time D1 appears on the process list, the system generates three resolutions, but one resolution has different user field values:

Instance	*Resolved Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5500	State 1	Location 1	January 1 - January 31
2	2500	State 2	Location 2	January 1 - January 31
3	2000	State 4	Location 4	January 1 - January 31

This table shows how the system updates accumulator AC1:

Sequence	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
1	5500 (5000 - 5000 + 5000)	State 1	Location 1	January 1 - January 31

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Sequence	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*Slice Dates*
2	2500 (1000 - 1000 + 2500)	State 2	Location 2	January 1 - January 31
3	2000	State 4	Location 4	January 1 - January 31
4	0 (3500 - 3500 + 0)	State 3	Location 3	January 1 - January 31

Related Links

<Element> Name Page

Using Brackets and Formulas to Populate User Fields

When the user fields associated with an earning or deduction assignment are populated by a formula or a bracket, the formula or bracket updates the zero instance of the earning or deduction when it returns a value. In other words, the formula or bracket does not create multiple instances of the element when it populates the user field. For example, assume that earning E1 resolves to 100 USD and that the value of the user field associated with the element is California (user field = State). If the formula or bracket that populates the user field later defines the value of state as Nevada, the system overwrites the earlier value of California and sets the value of the zero instance to Nevada.

Related Links

Brackets
Formulas

Defining Retroactive Processing Considerations

This topic discusses:

- Grouping deltas using user field levels.
- Processing Retroactive Overrides — Forwarding Options.
- Forwarding deltas with user fields and user field levels.
- Managing unprocessed retroactive deltas.
- Defining the retroactive recalculation option.
- Slice mismatches.

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Grouping Deltas Using User Field Levels

Global Payroll enables you to group or separate deltas for an earning or deduction based on matching user field sets. You control the level of matching needed to group deltas for an element by defining the match requirements—that is, you can require matching on the first user field only before deltas can be grouped, on both the first and second user fields, on the first, second, and third user fields, and so on.

To control how the system groups retroactive deltas for forwarding to the current period, select one of the following user field levels when you define an earning or deduction element:

User Field Level	***Description***
None	Element level grouping (all deltas combined regardless of differences between user field sets)
Group through User Field 1	Partial set (only **User Field 1** must be identical to combine deltas)
Group through User Field 2	Partial set (only **User Fields 1 and 2** must be identical to combine deltas)
Group through User Field 3	Partial set (only **User Fields 1, 2, and 3** must be identical to combine deltas)
Group through User Field 4	Partial set **(User Fields 1, 2, 3, and 4** must be identical to combine deltas)
Group through User Field 5	Partial set **(User Fields 1, 2, 3, 4, and 5** must be identical to combine deltas)
All User Fields Defined	Complete set (all user fields must be identical to combine deltas)

Note: You set the **Retro Delta User Field Level** on the User Fields page.

See Earnings - User Fields for Element <name> Page.

The examples in this topic illustrate how deltas are grouped or separated based on the user field level.

Example 1: User Field Level = None

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level is set to *None* for element E1.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

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Earnings	*Instance*	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	1	300	State 1	Location 1	ABC
E1	2	200	State 1	Location 2	DEF
E1	3	150	State 3	Location 3	ABC

When Period 1 is recalculated (V1R2), the results are:

Earnings	*Instance*	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	1	400	State 1	Location 1	ABC
E1	2	300	State 1	Location 2	DEF
E1	3	200	State 3	Location 3	ABC

The system stores the following deltas for E1 in the result tables:

Earnings	*Delta Number*	*Delta*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	1	250			

Note: Because deltas are stored at the element level, the system sums the deltas for each user field set (100 + 100 + 50 = 250). No user field values are stored.

Example 2: User Field Level = All User Fields Defined (Complete Set)

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level requires a complete user field match to group retroactive deltas.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	*Instance*	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	1	300	State 1	Location 1	ABC

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Earnings	*Instance*	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	2	200	State 1	Location 2	DEF
E1	3	150	State 3	Location 3	ABC

When Period 1 is recalculated (V1R2), the results are:

Earnings	*Instance*	*Amount*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	1	400	State 1	Location 1	ABC
E1	2	300	State 1	Location 2	DEF
E1	3	200	State 3	Location 3	ABC

The system stores the following deltas for E1 in the result tables:

Earnings	*Delta Number*	*Delta*	*User Field 1 (State)*	*User Field 2 (Location)*	*User Field 3 (Company)*
E1	1	100	State 1	Location 1	ABC
E1	2	100	State 1	Location 2	DEF
E1	3	50	State 3	Location 3	ABC

Note: Because the user field level requires a complete match to sum retroactive deltas, the system stores the deltas separately by user field set.

Example 3: User Field Level = Through User Field 1 (Partial Set)

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level requires a match through User Field 1 to group retroactive deltas.

User Field 1 is Company.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

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Earnings	*Instance*	*Amount*	*User Field 1 (Company)*	*User Field 2 (State)*	*User Field 3 (Location)*
E1	1	300	ABC	State 1	Location 1
E1	2	200	DEF	State 1	Location 2
E1	3	150	ABC	State 3	Location 3

When Period 1 is recalculated (V1R2), the results are:

Earnings	*Instance*	*Amount*	*User Field 1 (Company)*	*User Field 2 (State)*	*User Field 3 (Location)*
E1	1	400	ABC	State 1	Location 1
E1	2	300	DEF	State 1	Location 2
E1	3	200	ABC	State 3	Location 3

The system stores the following deltas for E1 in the result tables:

Earnings	*Delta Number*	*Delta*	*User Field 1 (Company)*	*User Field 2 (State)*	*User Field 3 (Location)*
E1	1	150	ABC		
E1	2	100	DEF		

Note: The system stores deltas by company (User Field 1) in this example.

Processing Retroactive Overrides–Forwarding Options

When you forward an element to another element (regardless of the retroactive method), Global Payroll requires that both the user field set and the user field level of the element to be forwarded match the user field set and user field level of the *forward to* element.

Related Links

Understanding Retroactive Methods

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Forwarding Deltas with User Fields and User Field Levels

When deltas are summed and forwarded to the current period from previous periods, Global Payroll observes these rules:

- Deltas for an element are forwarded to the first segment in the current calendar (first resolved instance).
- If the first segment is sliced, the system forwards adjustments to the first slice within the first segment.
- If an earning or deduction fails to resolve in the current period because of generation control or missing payee level data, the retroactive adjustment for the element is pulled into the current period as the first instance.
- If there is a retroactive adjustment only instance (a forwarded adjustment instance without a corresponding current period instance), the adjustment instance is resolved with segment dates, not slice dates.
- If there is a retroactive adjustment in conjunction with a positive input or rule resolution, the retroactive adjustment is added to the first instance resolved.
- If there is an arrears payback for a deduction in the current period but the deduction itself is not resolved, the arrears payback and the adjustment are brought in to create a single instance using segment dates.

These additional rules apply when there are user field levels defined for an element:

- If the user field level is *None,* the system forwards the deltas to the first instance of the earning or deduction in the current period; these deltas assume the user field values of the first instance.

  If there is no current instance, the adjustment becomes the first instance and uses the segment dates to fill out the user field set.
- If the user field level is *All User Fields Defined* (complete set), all of the user fields associated with the deltas come in with the retroactive adjustments.
- If the user field level is partial (*Through User Field 1,2, 3, 4* and so on), the system forwards the deltas to the first instance of the element that matches the partial set.

  If there is no match, segment dates are used to fill out the user field set.

These additional rules apply to earnings and deductions with or without user fields, and to elements with and without a driver:

- If there is more than one instance of an element in the current period with matching user field values, the system applies the adjustments to the first instance.
- The system allows only one retroactive adjustment per user field set.

  The system adds the adjustment to the first instance of the user field set, and this instance is saved with the dates associated with it.
- If there are no current instances of an element with a matching user field set, the adjustment resolves by itself using the segment dates.

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A new user field set results in a new additional instance of the element.

Related Links

Grouping Deltas Using User Field Levels
Understanding Complex Retro Processing

Managing Unprocessed Retroactive Deltas

The Review Unprocessed Retro Deltas component displays retroactive deltas by instance and user field set. However, the following attributes on the Review Unprocessed Retro Deltas component apply at the element level rather than at the instance or user field set level:

- Retro Delta Match Action (Default Match, Do Not Process, or Apply to Calendar).
- Forward to pay group/Calendar.

Note: Using the Review Unprocessed Retro Deltas component, you can target unprocessed retroactive deltas to specific calendars and change the element that the delta is forwarded to. Both the user field set and the user field level of the element to be forwarded must match the user field set and level of the *forward to* element.

Related Links

Unprocessed Retro Deltas Page

Defining the Retroactive Recalculation Option

The **Retro Recalculation Option** on the Calculation page of the earning and deduction definition component applies at the element level, not at the instance level. For example, if you set the **Retro Recalculation Option** to *Always Recalculate* for an instance of a deduction with a user field value of State = California, you cannot set the option to *Do Not Recalculate* for an instance with a user field value of State = New York.

Related Links

Retroactivity Calculations
Earnings - Calculation Page

Defining Slice Matches and Mismatches

During retroactive processing, if an earning or deduction element is defined as *Do Not Recalculate,* the system returns the old value for the element, along with all of its component elements. However, if there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the system ignores the *Do Not Recalculate* designation and recalculates the element.

Related Links

Retroactivity Calculations

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Using System Elements

Global Payroll delivers system elements that you can use to define earnings or deductions that use accumulator drivers to initiate multiple resolutions. The most important of these system elements is CURR_DRIVER_VAL, an element that returns the current value of the driver accumulator when that accumulator is used as the base in the calculation rule of an element.

Example: Using CURR_DRIVER_VAL

When you define an element (earning or deduction) that uses a driver accumulator, you may need to use the driver accumulator in the calculation rule—in addition to using it to drive resolutions of the element.

For example, let's say you define a tax deduction D1 that resolves multiple times based on state taxable earnings. This element is defined as follows:

- State taxable earnings are contained in an accumulator called State Taxable Gross, which has STATE as a user key.
- This accumulator drives resolutions of the tax deduction D1, which has a calculation rule of Base x Percent.
- The percent is defined as a formula that returns a value based on STATE, and the base is taxable gross earnings.

When you define the calculation rule of the element, rather than using the State Taxable Gross accumulator as the base, you can use the system element CURR_DRIVER_VAL to return the current value of the driver accumulator.

There are several advantages of using the system element:

- During processing, the value of an existing driver accumulator instance could change and new instances could be generated, altering the true current values of the accumulator.

  To avoid this problem, the system element CURR_DRIVER_VAL takes a snapshot (copy) of the existing accumulator instances. This snapshot is taken each time the driven earning/deduction is encountered on the process list prior to its resolution, and enables the element to resolve using the correct current values.
- From a performance standpoint, the resolution of an earning/deduction driver is quicker if CURR_DRIVER_VAL is used in the calculation rule than if the accumulator value is accessed directly.
- Using the driver accumulator directly in the earning's or deduction's calculation rule invokes regular accumulator value retrieval logic, which could cause the system to return the wrong row in the accumulator array.

  For example, user key values can change during the resolution of an earning or deduction (via a formula, for example), causing the system to return the wrong driver value (row).

Note: Global Payroll encourages the use of the system element CURR_DRIVER_VAL in place of the driver accumulator to ensure valid results.

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Additional System Elements

In addition to CURR_DRIVER_VAL, Global Payroll delivers these system elements that can be used to define earnings/deductions driven by an accumulator:

	System Element	*Occurrence Level*	*When Available*	*Field Format*
1	USER_FIELD_ EXISTS	Element	Entire Segment	Char (0/1)
2	DRIVER_EXISTS	Element	Entire Segment	Char (0/1)
3	ACCUM_IS_DRIVER	Element	Entire Segment	Char (0/1)
4	DRIVER_ELEM	Element	Entire Segment	PIN NUM
5	ED_ASSIGN_EXISTS	Element	Earning/Deduction Resolution Only	Char (0/1)
6	PI_EXISTS	Element	Earning/Deduction Resolution Only	Char (0/1)
7	DRIVER_EXISTS	Element	Earning/Deduction Resolution Only	Char (0/1)
8	UFS_ED_ASGN_ EXISTS	Per UFS	Earning/Deduction Resolution Only	Char (0/1)
9	UFS_PI_EXISTS	Per UFS	Earning/Deduction Resolution Only	Char (0/1)
10	UFS_DRIVER_ EXISTS	Per UFS	Earning/Deduction Resolution Only	Char (0/1)
11	INSTANCE_NUM	Element	Earning/Deduction Resolution Only	Decimal
12	ED_ASSIGN_ INSTANCE_NUM	Per Instance	Earning/Deduction Resolution Only	Decimal
13	ED_PROCESS_ ORDER	Per Instance	Earning/Deduction Resolution Only	Decimal

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	System Element	*Occurrence Level*	*When Available*	*Field Format*
14	ED_ASSIGN_BGN_DT	Per Instance	Earning/Deduction Resolution Only	Date
15	ED_ASSIGN_END_DT	Per Instance	Earning/Deduction Resolution Only	Date
16	CURR_DRIVER_VAL	Per Instance	Earning/Deduction Resolution Only	Decimal
17	UFS_PI_INST_FIRST	Per Instance	Earning/Deduction Resolution Only	Char (Y/N)
18	UFS_PI_INST_LAST	Per Instance	Earning/Deduction Resolution Only	Char (Y/N)

Note: All of the system elements except ELEM_IS_DRIVER are attributes of an earning or deduction element. ELEM_IS_DRIVER is an attribute of an accumulator.

Power Calculation System Elements

You can perform exponentiation (base raised to the power of an exponent) natively within formula rules using the power calculation system elements: These elements eliminate the need for custom formula functions and allow exponentiation within standard payroll rule configurations.

The following system elements are available for power calculations:

- POWER BASE: A numeric system element to hold the base value for exponentiation.
- POWER EXPONENT: A numeric system element used to specify the exponent value. This element supports integer, fractional, and negative values.
- POWER CALCULATION: A numeric system element that returns the result of raising the base value to the power of the exponent (POWER BASE ^ POWER EXPONENT).

For details on using power calculation system elements in formula designer, see Understanding Fluid Global Payroll Formula Designer.

Related Links

Understanding How to View Delivered Elements

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Chapter 21

Processing Payroll

Understanding Payroll Processing

This topic discusses:

- Processing features.
- Processing preparations.
- Processing sequence.
- Processing concepts.
- Status codes and process indicators.

Processing Features

Once you've finished setting up your payroll system, you're ready to run a payroll. Whether you're running the process for a regular payroll or for absence take or absence entitlement, the steps are the same. Your process list and calendar definitions determine who and what gets processed.

To take advantage of the Global Payroll processing capabilities, you need to understand how the system processes payroll and absence runs and what options are available. The next few topics discuss key processing features, preparations, steps for running the process, and status codes for monitoring processing.

Iterative Processing for Preliminary Pay Runs

Iterative processing enables you to process complex, preliminary pay runs quickly with minimal demands on system resources. You launch an Identify phase that flags each payee that meets the selection criteria for your pay run, then launch a Calculate phase that computes net income (or absence take or entitlement, as applicable) for all *identified* payees. After reviewing the results and making the necessary corrections, you rerun the Calculate phase for payees that have had changes since the last run.

Stream Processing

Stream processing is an optional feature that you can use to reduce processing time. You divide payees into subsets, based on their employee IDs, so that the system can perform calculations for multiple sets of payees at the same time.

Group Lists

Group lists are user-defined subsets of the payee population that are scheduled for processing. This feature enables payroll clerks to work concurrently with different sets of payees.

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Troubleshooting Tools

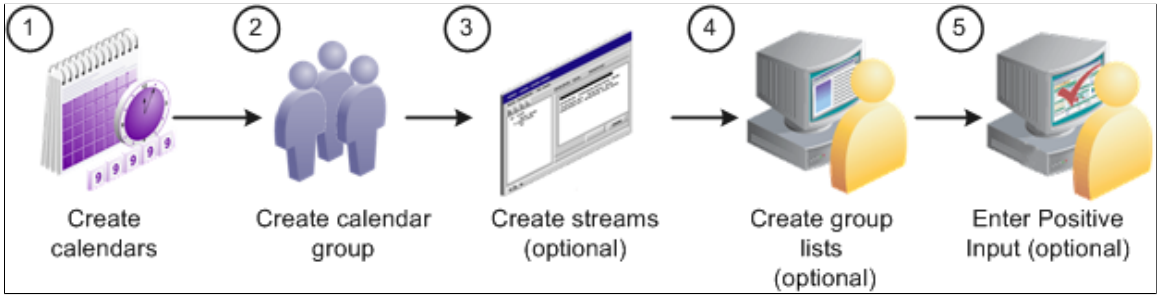
When you run payroll or absence calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved. This chain also shows how long it took to resolve each element on the process list. Significant system resources are needed to produce an element resolution chain, so we recommend that you use this feature for problem solving only.

Related Links

Creating Process Streams
Creating Group Lists
Viewing an Element Resolution Chain

Processing Preparations

This illustration shows the steps to prepare for payroll processing.



Here are the steps to prepare for payroll processing:

1. (Required) Create calendars.

   Calendars tell the system which pay group, run type, process list, and calendar period to process. You define pay groups, run types, and process lists during system implementation. You can define calendar periods during implementation or when you set up your calendars.

   Important! You should not edit fields on the Calendar Period, Calendar, or Calendar Group ID pages after you initiate processing (other than to add payees to the Calendar, if you selected the **Listed Payees** option). To make changes to those pages, you must cancel the pay run.

   ---

2. (Required) Create the calendar group ID.

   The calendar group ID identifies the set of calendars to run together and the sequence in which to process the calendars. If you want to use stream processing, you must indicate that when setting up the calendar group ID.

3. (Optional) Create streams.

   To use stream processing, identify the range of employee IDs for each stream. Stream set up is a one time process that may require the assistance of a database administrator.

4. (Optional) Create group lists.

   To use the group list feature, clerks who run the payroll process select the payees for each group list. (Group lists are linked to user IDs.)

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5. (Optional) Enter positive input.

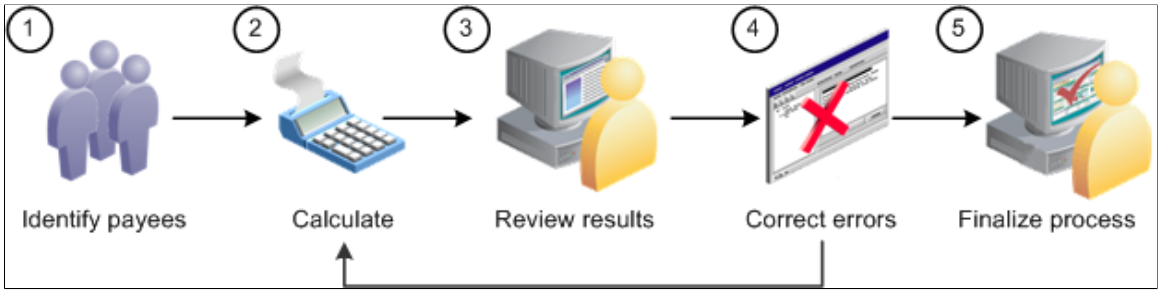
   You can enter positive input for the pay period before or after you begin processing. If you enter positive input after you run the Calculate phase, run Calculate again to pick up your changes.

Related Links

Understanding Calendars
Understanding Positive Input

Processing Sequence

This illustration shows the payroll and absence processing steps.



Here are the steps for running a payroll run or an absence run (use the Payroll/Absence Run Control page for steps 1, 2, and 5):

1. Identify payees (Identify phase).

   The payroll cycle begins when you run a process that identifies all payees that are to be processed.

2. Perform calculations (Calculate phase).

   This phase computes each payee's gross and net earnings (for a payroll run) or absence take or entitlement units (for an absence run).

3. Review results.

   If the system encounters problems during the Calculate phase—for example, invalid element definitions or payee eligibility problems—it places the payee in error. You can use various pages to review summary results, errors, and warning messages.

4. Correct any errors and recalculate.

   To correct errors, you may need to update the Positive Input pages or make changes to the data in other applications that are integrated with Global Payroll, such as HR or Time and Labor. You can then run the Calculate phase again to process only the payees that need to be recalculated.

5. Finalize the run.

   When you're satisfied with the processing results, run the Finalize phase to close the calendar group ID.

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Processing Concepts

This topic explains in detail some of the steps in payroll and absence processing.

Identifying Payees

You begin a payroll or absence run by selecting the Identify phase on the Payroll/Absence Run Control page. The Identify phase loops through each calendar that is linked to the calendar group ID and finds all the payees that belong to the pay group that you identified when setting up the calendars. It then identifies the subset of payees that meet the Payee Selection Criteria on the calendars.

You run the Identify phase once per calendar group ID (or once for each stream, if you're using stream processing). Later, if you add new hires, remove terminated payees, enter positive input, or make other changes that affect payee eligibility, the system detects the changes by looking for iterative triggers when you run the Calculate phase. (You must define iterative triggers for the types of changes to the Job record that you want the system to detect.)

For example, after running the Identify phase, you add five new hires to the pay group. As each new hire is added, the system creates an iterate trigger. When you run the Calculate phase, the system sees the iterative triggers for the new hires and includes them in the population of payees to be processed.

A calendar group ID is considered *open* from the time that you launch the Identify phase until you run the Finalize phase.

Important! Payees can be linked to only one open calendar group ID at a time. For example, if you're finishing up the payroll for July and you have set up a separate calendar group ID for bonuses, you must finalize a payee's regular July payroll run before you can run his or her bonus calculation. This feature helps ensure that the accumulators are updated in the correct sequence.

Calculating Payees

Once you identify payees, you can perform gross-to-net pay calculations or absence take or entitlement calculations. The system calculates one payee at a time, calendar by calendar. If a calendar that is associated with a payee is segmented—meaning that the payee receives more than one net payment for the calendar—the system calculates the net amount for each segment before calculating the payee's net amount in the next calendar. After the system has calculated a payee's net pay across all calendars, it continues to the next payee.

Usually you run the Calculate phase several times for the same calendar group ID, first for the entire population of payees that you selected during the Identify phase and then for payees with changes or errors. With each iteration, you identify which payees you want to calculate by selecting one of these options:

- Calculate

  This is the Calculate option that you'll select most often. It instructs the system to identify all payees with iterative triggers, including new hires and transfers, payees placed in error during a previous calculation, and those for whom you've manually entered processing instructions using the process indicator.

- Recalculate All

  Occasionally, you might need to recalculate every payee that is associated with a calendar group ID, stream, or group list. The **Recalculate All** option instructs the system to delete existing calculations

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and calculate each payee again without identifying the payees; that is, without trying to determine whether each payee still meets the payee selection criteria.

- Final Calculation

  This is an indicator that allows a customer utilising the HCM Lockdown framework to run a final calculation if they want the system locked down, from the initiation of their final calculation through the completion of the Finalize phase. Even after the final calculation, it is possible to run the calculation again.

Freezing and Unfreezing Calculations

If your organization is like most, you have a short window of time between the day that you start running the payroll process and your cutoff date. At some point, you might want to stop processing payees with iterative triggers (for example, those with salary adjustments) and concentrate on correcting errors so that you can finalize your payroll. To do this, you instruct the system to freeze calculations for the population that you specify. The Calculate phase ignores any subsequent online changes that you make to payees during the pay run and any positive input that you enter later for these payees. (The system keeps the triggers in case the payee is unfrozen later.) However, if you run the **Recalculate All** option after payees are frozen, the payees are recalculated.

You can freeze or unfreeze all payees that are in the current process stream, group list, or calendar group ID by selecting the **Freeze** option on the Payroll/Absence Run Control page or you can freeze selected payees on the Payee Status page.

To freeze calculations for a payee, the following conditions must be met:

- Each payment that is associated with the payee (for all segments of all calendars) must have a calculation status of *Payment Calculated.* If you freeze or unfreeze one segment for a payee, all of the payee's segments for the calendar group become frozen or unfrozen.
- The selection status cannot be *Suspended by User, Suspended by System,* or *Cancelled.*

Suspending Active Payees

When submitting processing instructions, you have the option to automatically suspend all active payees under certain circumstances so that you can process a special run, such as a one time bonus for a small group of payees. The Suspend Active option on the run control page controls this feature. For on-cycle processing, this option is available when you run the Identify or Calculate phase (including Recalculate All). For off-cycle processing, this option is selected automatically and cannot be changed.

When the Suspend Active option is activated, the system does the following when it processes each payee:

- Checks to see if the payee is associated with another open calendar group.
- When this condition is true, the system checks the payee's calculation status in that calendar group:
  - As long as the status is not frozen, the system suspends the payee from that run, so that the payee can be immediately identified and calculated in the new run.
  - If the calculation status is Frozen, the system suspends the payee in the new run that you're submitting.

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Related Links

Understanding Triggers
Status Codes and Process Indicators

Status Codes and Process Indicators

Status codes and process indicators play an important role in payroll and absence processing. Status codes help you monitor and interpret the processing results; process indicators enable you to manually enter processing instructions for specific payees. This topic focuses on how the codes are created and how to interpret them.

Status Codes

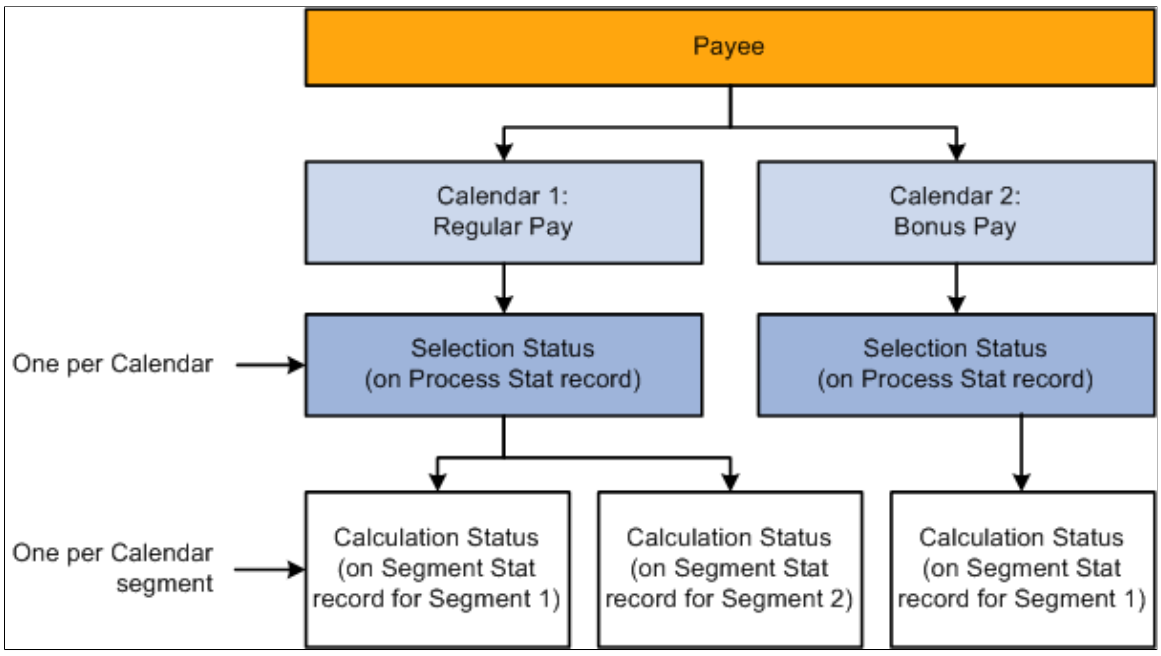
The system creates two sets of status codes as it identifies each payee for processing:

- One *selection status* code for each payee for each calendar, which it stores on the Process Stat (process status) record. During the first run of the Identify phase, each payee's selection status is set to Active or Inactive to explain why the payee was identified for processing. With each iteration of the Calculate phase, the system updates the status to explain why the payee was included in or excluded from processing.

  The system keeps a record of excluded payees only if they were *suspended* or *canceled.* If the payee simply no longer qualifies for selection (for example, the payee is assigned to a different pay group), the system does not record this, and the payee's process and status records are deleted.

- One *calculation status* code for each payee, per calendar segment, which is stored on the Segment Stat record. If a calendar has no period segmentation, a payee has one calculation status. Calculation status tells you the most recent action that has been completed for the segment, for example, identified, calculated, in error, or frozen. Before you run the Calculate phase for the first time, the status code for each identified payee is *Identified.*

This diagram shows how the system creates status codes when it identifies payees for processing.



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Process Indicators

Sometimes you might need to cancel a payee from a payroll or an absence run; temporarily suspend a payee from processing; freeze, unfreeze a payee; or take some other action at the payee level. You do this by entering a process indicator that tells the system what action to take during the next iteration of processing. For example, if the selection status for payee A is *Active,* and you need to cancel that payee from the pay run, set the payee's process indicator to *Cancel.* The next time you run the Calculate phase, the system deletes all calculation results for payee A and changes payee A's selection status to *Cancelled.* You update the process indicator on the Payee Status component.

Important! Changing a process indicator updates all of a payee's segments that are in the same calendar group ID.

Status Code and Process Indicator Definitions

The tables below list the status codes and process indicators. Selection status (one per payee per calendar) and calculation status (one per calendar segment) are system-maintained; the process indicator is user-maintained.

Selection Status	***Definition***
Active	Payee was active for at least one day within the calendar.
Inactive	Payee was not active within the calendar, but was selected because of positive input, a retroactive trigger, or a forwarded adjustment.
Cancelled	You manually canceled the payee from the calendar run. The system doesn't re-select the payee for the current calendar run or a retroactive run.
Suspended by User	You manually suspended the payee from the calendar run. The next time you run Calculate, the system tries to reidentify the payee and recalculate the net pay.
Suspended by System	The payee is linked to another open calendar group ID. (A payee can be selected for only one unfinalized calendar group ID at a time.)

Calculation Status	***Definition***
Identified	Segment has been identified for calculation but has not been calculated.
Calculation Successful	Segment has been calculated.

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Calculation Status	*Definition*
Frozen For Further Calc	Segment is not subject to further calculations unless you unfreeze it or run the Recalculate All phase.
Finalized	The calendar run has been finalized. You can no longer make changes.
Finalized — With Banking	Segment has been finalized and run through the Banking process. This status occurs if you run the Finalize step and then the Banking process.
Calculation Error	An error occurred during calculation.
Calculation Error — Bypassed	The system did not attempt to calculate the payee because of an error.
Calculation Error — By Rule	An error was produced because of a condition that you defined through a message element.
Has No Segment	Segment contains no scheduled payment.

Process Indicator	*Definition*
Normal	This initial setting appears after each calculation. It indicates that there are no special processing instructions for this payee.
Cancel	The payee will be canceled from the payroll or absence process during the next iteration of the Calculate phase. The selection status will be changed to Canceled. The payee will not be identified again unless you change the indicator to Uncancel before finalizing the pay run.
Recalculate	All calculations that are associated with the payee's jobs (employee ID and employee record number combination) will be rerun the next time you run the Calculate phase. This is similar to the **Recalculate All** option on the Payroll/Absence Run Control page, but it applies only to payees that you select.

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Process Indicator	*Definition*
Suspend	The payee will be withheld from processing the next time you run the Calculate phase. The selection status will be changed to *Suspended by,* and all calculation results will be deleted. During subsequent calculations, the system will try to reidentify and recalculate the payee (until it succeeds or you cancel the payee). You do not need to take any action.
Uncancel	The system will change the selection status from *Canceled* to *Active, Inactive,* or whichever selection status is appropriate and will try to reidentify and recalculate the payee the next time the Calculate phase runs.
Freeze	The payee is not subject to recalculation unless you select **Recalculate All** or **Un-freeze** on the Payroll/Absence Run Control page or the Payee Status page.
Unfreeze	Reverses a payee's freeze status.
Final Calculation	This is an indicator that allows a customer utilising the HCM Lockdown framework to run a final calculation if they want the system locked down, from the initiation of their final calculation through the completion of the Finalize phase.

Related Links

Viewing Payee Status and Updating a Payee's Processing Instructions

Common Elements Used to Process Payroll

Field or Control	*Description*
EmplID From (employee ID from) and **EmplID To** (employee ID to)	Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.

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Entering Processing Instructions

Pages Used to Enter Processing Instructions and Define Run Control Parameters

Page Name	*Definition Name*	*Usage*
Calculate Absence and Payroll Page	GP_RUNCTL	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process. This page is used to run both on-cycle and off-cycle payrolls.
Restart Information Page	GP_RUNCTL_SEC	View information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.
Debug and Tuning Options Page	GP_RUNCTL_DBUG_SEC	Generate statistics to improve the performance of the pay run, determine whether the absence and payroll calculation process updates the data in the Processing Monitor, and define COBOL trace parameters.

See the product documentation for

PeopleTools: Process Scheduler

Understanding Processing Instructions

When you're ready to begin a payroll or absence run, create a run control ID and enter your processing instructions:

1. Access the Payroll/Absence Run Control page.
2. Indicate which payees you want to process (options vary by processing phase).
3. Select the phase of processing to execute (always select the Identify phase the first time). To initiate processing for a calendar group, the calendar group must first be identified.
4. To produce an element resolution chain or generate performance statistics, select the appropriate option.
5. Select the language to use for the Log File.
6. Click the **Run** button to initiate the GP_PAYE PSJob.

GP_PAYE consists of the following processes:

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- GP_PAYBEFORE: This Application Engine process is intended to perform any desired pre-payroll processing. It includes sections to add country-specific processing logic.
- GPPDPRUN: This COBOL SQL process performs the main Global Payroll and Absence Management calculations.
- GP_PAYAFTER: This Application Engine process is intended to perform any desired post-absence processing. At the end of GP_PAYAFTER (which runs as part of GP_PAYE), a process request is triggered for TL_ABS_GENPT dynamically. It also included sections to add country-specific processing logic. In addition, this program:
  - Checks to see if the payroll process had been finalized successfully, and if so, calls the program that launches the Report Data process. The Report Data process populates the Global Payroll "EPM" tables with earning, deduction, and accumulator information for all processed payees.
  - Calls a section to extract processing monitor data if the Enable Positive Input Search check box is selected on the Installation Settings Page.
  - Calls a section to extract absence analytics data if the Enable Pivot Grid Analytics check is selected on the Installation Settings Page.
  - Calls the TL_ABS_GENPT process, which generates absence payable time for employees that are part of the calendar group. This process is generated as a separate process instance, not as part of the GP_PAYE job. Additionally, this process runs only when the Generate Absence Payable Time feature is enabled on the TL_INSTALLATION page. For more information on the TL_ABS_GENPT process, see the documentation for the“Generate Absence Payable Time Page” (PeopleSoft Time and Labor)

Note: The Description and Process Name (as they appear on the Process Scheduler page) are GP & AM Payroll Job, GP_PAYE. The same name applies to absence and pay runs.

Because processing is iterative, you return to the Payroll/Absence Run Control page several times throughout the calendar group processing cycle to update your instructions. For example, after the Calculate phase runs, you'll want to check the results, make corrections, access the Payroll/Absence Run Control page again (using the same run control ID), and enter instructions for the next phase of processing. Repeat this process as often as necessary until you're ready to finalize the run. The system deletes the run control record each time a processing phase is completed.

If a pay run is aborted, you can correct the problem, use the **Restart Information** link on the run control page to view the restart information, and resume where processing left off. You don't have to start the pay run at the beginning. It is very important to continue using the same run control that was sued when the process was aborted. The information needed for the system to start up where it left off is stored on the run control. A new run control should *not* be used.

Calculate Absence and Payroll Page

Use the Calculate Absence and Payroll page (GP_RUNCTL) to enter processing instructions for a payroll process, an absence take process, or an absence entitlement process.

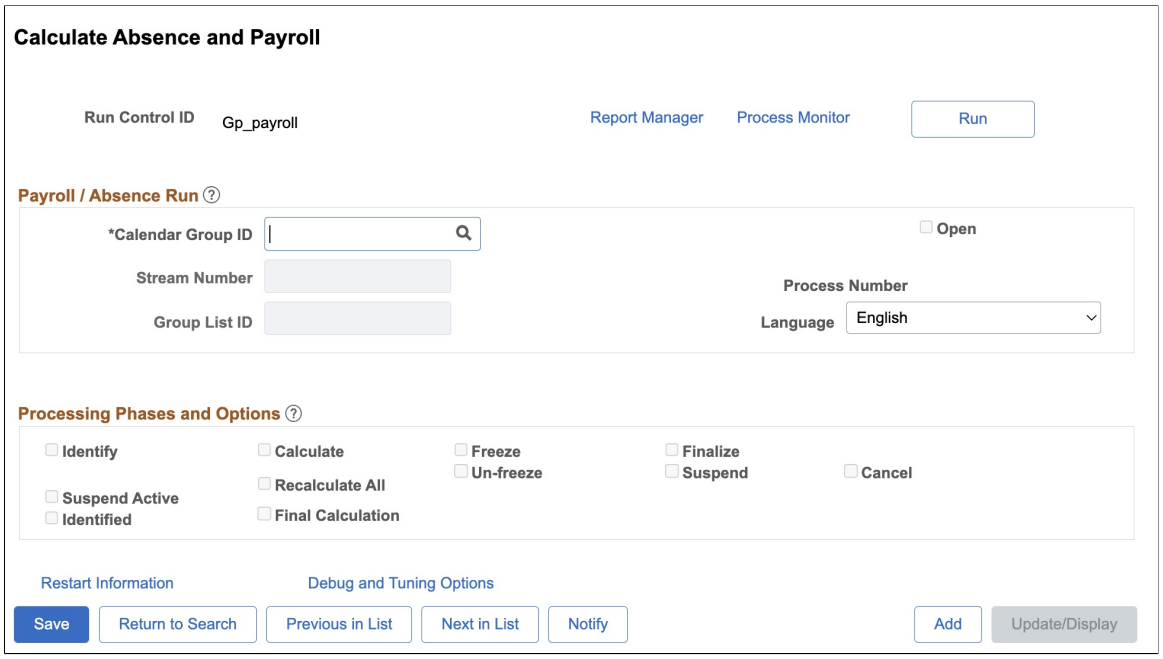
This page is used to run both on-cycle and off-cycle payrolls.

Navigation:

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Global Payroll & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll > Calculate Absence and Payroll

This example illustrates the fields and controls on the Calculate Absence and Payroll page.



Payroll/Absence Run

Field or Control	*Description*
Calendar Group ID	Select the ID for the set of calendars to process. (The prompt table excludes calendar group IDs that have been finalized.)
Open	This is an attribute of the calendar group. The field is stored on the calendar group table. When the calendar group is initially identified, it is considered open, and the check box is selected. Once it is finalized, it will no longer be open, and the check box will be deselected.
Stream Number	If you selected the stream processing option on the Calendar Group ID page, the **Stream Number** field is available. The following conditions apply: • If you select **Identify** (as the processing phase), you must enter the stream number to process. • If you select **Calculate, Un-freeze,** or **Freeze,** enter the stream number here or complete the **Group List ID** field (if you have run the Identify phase for all streams).

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Field or Control	*Description*
Group List ID	To calculate, freeze, or unfreeze only payees in a particular group list, enter the group list ID. You can process only group lists that you created with your user ID.
Language	Select the language the system uses to display the Log File (which helps the system administrator determine whether a run completes successfully). The default is the Preference Language that is defined for the user.

See Creating Process Streams.

Processing Phases and Options

Select the processing phase to run. You can run some phases together, such as Identify and Calculate. Sometimes selecting one option makes other options unavailable.

Field or Control	*Description*
Identify	Select the first time you run the process. It instructs the system to identify all payees (associated with the calendar group ID, or selected stream, if applicable) that meet the payee selection criteria that is defined on the calendar pages that are linked to the calendar group ID. Otherwise, you can run the Identify phase with the Calculate phase. Once you run the Identify phase, you cannot select this check box again for the same calendar group ID or stream, unless you cancel the entire run. With iterative processing, the system adds and removes payees based on changes that you make to the data, so you don't have to run the Identify process more than once. This is accomplished by the use of iterative triggers. Payees with iterative triggers are reidentified and recalculated when you run the calculate phase.

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Field or Control	*Description*
Calculate	Select when you are ready to calculate the payroll or absence units for an absence run. You can run the Calculate phase after or at the same time as the Identify phase. The first time you run Calculate, the system calculates every payee that is flagged by the Identify phase. For each subsequent run of the Calculate phase, you define the subset of payees that you want to process or reprocess by selecting the appropriate check boxes: Select the **Calculate** check box to reidentify payees and recalculate: • Payees that were placed in error during a previous calculation. • Payees that were placed in suspend status. • Payees for whom you manually set the process indicator to *Recalculate* or *Uncancel.* • Payees with iterative triggers, unless they are frozen. Select both **Calculate** and **Recalculate All** to recalculate the entire population of payees that have already been calculated, including frozen payees. The system reidentifies only payees with iterative triggers.
Final Calculation	Select this checkbox if you are running the final calculation prior to finalizing the payroll. This checkbox is enabled only when the Calculate or Recalculate All options are selected.
Freeze	Select to freeze payees that have been calculated. (Payees with *Identified* status are not frozen.) The system freezes all calculations for the selected population. When you run the Calculate phase for this payee again, the system ignores iterative triggers and positive input that were added while the payee was frozen. (If you select the **Recalculate All** option, however, the system processes the triggers and positive input.)
Finalize	Select to close the payroll or absence cycle for the entire calendar group ID. Once you finalize the run, no more calculations are possible. The Finalize phase must be run by itself.

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Field or Control	*Description*
Un-freeze	Select to lift the freeze for payees that were frozen. During the batch process, the system resets the calculation status to *Calculated.* In subsequent runs of the Calculate phase, the system again performs calculations for these payees as needed (the system does not automatically perform calculations for these payees again unless there is a reason, such as a recalculation instruction or an iterative trigger.)
Suspend	Select to pull payees from an open payroll run. Suspended payees are given an iterative trigger with a status of unprocessed. You can then include these payees in another run, like an off-cycle or bonus run, before finalizing the open payroll run. Once you return to the open pay run, the system reidentifies and recalculates the suspended payees. Suspended payees do not lose their associated retroactivity.
Cancel	Select to invalidate the entire pay run (as if the calendar group had never been run). The system deletes all calculations for payees, restores all data to prior values, and deletes all status indicators. Select this check box after you run the Identify or Calculate phase. If this check box is selected, no other options are available. You cannot cancel a run after payments are finalized. The Cancel phase must be run by itself.
Suspend Active	This check box specifies whether to suspend payees from other open calendar groups so that they can be processed in this run. (A payee can only be identified in one open calendar group ID at a time.) For on-cycle processing, the check box is available when you select the *Identify* or *Calculate* option. It is deselected, by default. For off-cycle processing, the check box is always selected and you cannot change the setting.

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Field or Control	*Description*
Recalculate All	If you select this check box, also select **Calculate.** The system deletes the calculation results for all payees from prior runs, including frozen payees, and sets the status indicators to their original values. It then recalculates (but does not reidentify) every payee that has already been calculated. This option is appropriate if you've modified records that are used during processing and that do not create iterative triggers—for example, if you've changed an element's definition. ***Warning!*** Recalculating all payees can place a heavy load on system resources. We suggest that you select **Recalculate All** only when you suspect that calculations are wrong for a large number of payees because of bad data, an erroneous element definition, or some other problem with far-reaching consequences.
Identified	Selected if the Identify phase has been run for all streams. Once all streams are identified, you can use group lists for other phases of processing.
Restart Information	If a fatal error, such as a database error, occurs during processing, the processing stops and an error message appears. Click to access the Restart Information page, where you can see where the process stopped and where it will resume after you address the problem. After correcting the error, restart the process. Usually you don't need to cancel the run.
Debug and Tuning Options	Click to access the Debug and Tuning Options Page, where you can request Elements or Cobol traces; or generate statistics to improve the performance of the pay run and determine whether the process updates the data in the Processing Monitor.

Note: If HCM Lockdown Framework is configured for any of the phases such as Identify, Calculate, Final Calculation, or Finalize, then selecting the phase will allow the HCM Component Lockdown Framework to lock components and users based on a Process Event Lockdown definition using the Global Payroll or Absence Management process for the selected phase. You can also configure to lock components until a phase is completed. For example, from *Final Calculation* phase to *Finalize phase*. So, the component will remain locked until the finalization is complete. For more information on setting up component lockdown, see Configuring HCM Lockdown Framework.

Related Links

Creating Process Streams

Finalizing a Payroll or Absence Run

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Canceling a Payroll or Absence Run
Viewing an Element Resolution Chain

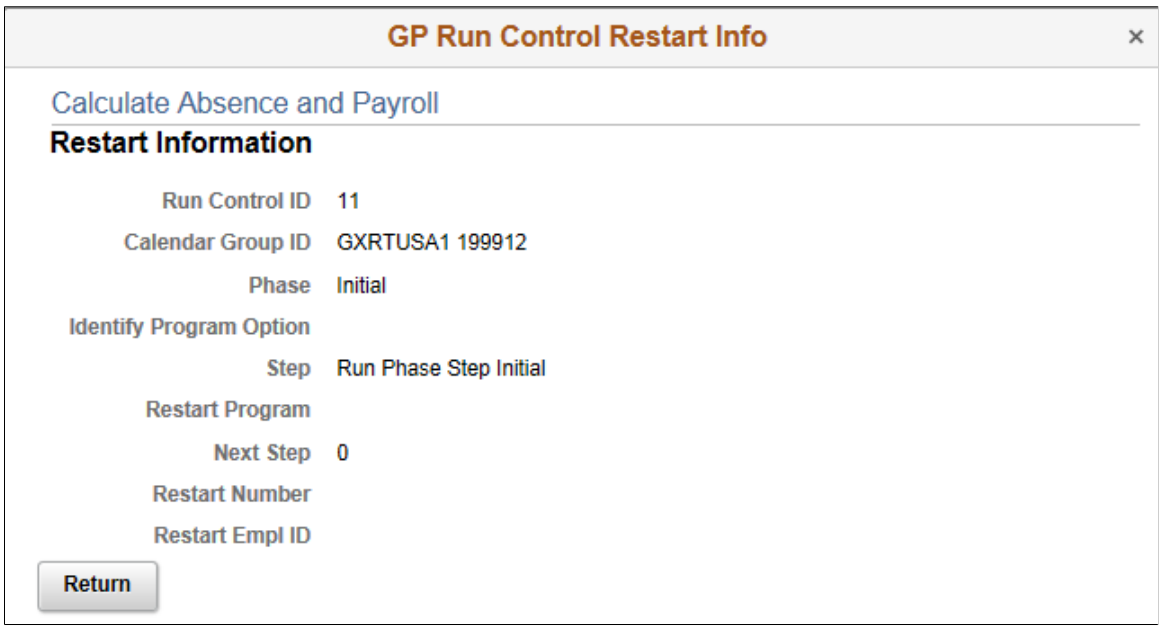
Restart Information Page

Use the Restart Information page (GP_RUNCTL_SEC) to view information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.

Navigation:

Click the **Restart Information** link on the Calculate Absence and Payroll page.

This example illustrates the fields and controls on the Restart Information page.



Field or Control	*Description*
Phase, Identify Program Option, and **Step**	These fields identify where processing stopped, if the program made a commit during processing. **Run Phase** displays *Initial, Iterative, Cancel, Identify, Calculate, Finalize, Complete.*
Restart Program, Next Step, and **Restart Number**	These fields contain information only if the process was aborted during the Identify phase.
Restart EmplID	If the failure occurred during the Calculate phase, this field displays the employee ID number of the first payee that is to be calculated when you restart the process. **Note:** When you restart the Calculate phase for a group list, the system uses the definition of the group list as of the restart time.

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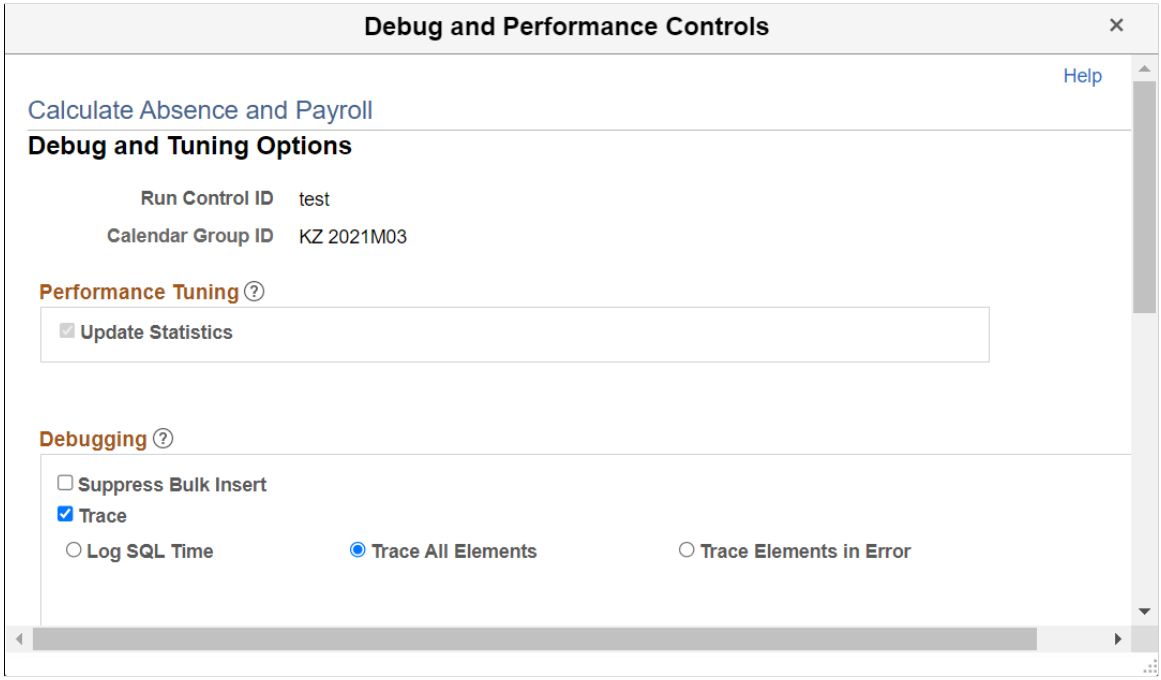
Debug and Tuning Options Page

Use the Debug and Tuning Options page (GP_RUNCTL_DBUG_SEC) to generate statistics to improve the performance of the pay run, determine whether the absence and payroll calculation process updates the data in the Processing Monitor, and define COBOL trace parameters.

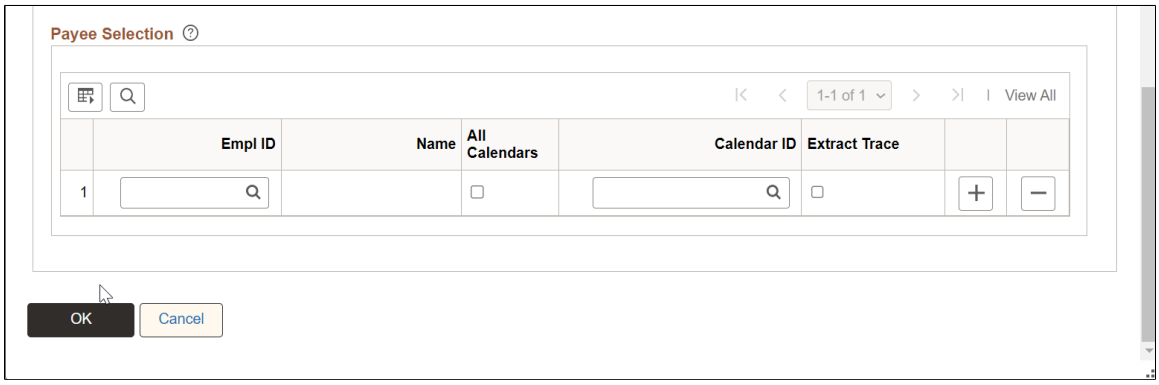
Navigation:

Click the **Debug and Tuning Options** link on the Calculate Absence and Payroll page.

This example illustrates the fields and controls on the Debug and Tuning Options page (1 of 2).



This example illustrates the fields and controls on the Debug and Tuning Options page (2 of 2)



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Performance Tuning

Field or Control	*Description*
Update Statistics	The system leaves temporary tables populated until the end of calendar processing, either through finalization or cancellation, rather than emptying them during the batch payroll process as soon as they are used. This simplifies the process of obtaining accurate statistics from these tables, which in turn enhances performance. The optimum time to update statistics on these tables is when the system has calculated a calendar and that calendar remains open. Updating statistics when all calendars are closed is not recommended because the temporary tables are empty at that point in the process. The **Update Statistics** check box enables you to update some of the most important temporary tables during batch processing.

Debugging

Field or Control	*Description*
Suppress Bulk Insert	Select to prevent the application from caching up data for insert into a number of tables. If you receive a SQL error (such as duplicate insert) while inserting duplicate results into a results table, select this check box and run the process again. Doing so enables the system to display the EMPLID that is causing the error along with the SQL error message.

Several trace options are available during the Identify and Calculate phase. These options enable you to request an element resolution chain—a file with detailed results of the Identify and Calculate phase—for payees that will be identified and calculated during the next run.

Note: If you are calculating a large number of payees, selecting **Log SQL Time, Trace Elements in Error,** or **Trace All Elements** can degrade system performance. We recommend that you use these options for troubleshooting only. (These options require the same level of system resources.)

Field or Control	*Description*
Trace	Select if you want to produce an element resolution chain or log SQL time.

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Field or Control	*Description*
Log SQL Time	Select to have the Log File report each time the Payee Data Manager program opens cursors (SELECT statements that return more than one row) for the Job table, Job Dates table, Person Organization table, and the Person Organization Instance table during batch processing. This information can be useful for performance tuning.
Trace Elements in Error	Select to produce an element resolution chain that includes only those payees in error.
Trace All Elements	Select to produce an element resolution chain that shows how all elements were resolved for the calculated payees. You can determine the intermediate value of every element and the order in which the elements were resolved. When you select the check box Trace, this option is selected by default.

Processing Monitor

Field or Control	*Description*
Update Processing Monitor	Select to update the data in the Processing Monitor during absence and payroll calculation batch processing. By default, this check box is selected. Deselect the check box to turn off the Processing Monitor update portion of the batch process if you want to disable the feature entirely, or just for a selected phase of the calculation process. For example, if you are running the Identify phase by itself, you don’t need to update the Processing Monitor at the same time. Likewise, if you are performing an iterative calculation for a small subset of payees, it may not be necessary to update the Processing Monitor. **Note:** You can also use the Update Processing Monitor Data page to update Processing Monitor data for a specific calendar group.

Payee Selection

Use the Payee Selection block to produce an audit trail 'Resolution Chain' from the element resolution for the specified payees.

This group box appears if:

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- Enable Advanced Trace Options is selected on the Configuration Settings page.
- Trace Elements in Error or Trace all Elements are selected.
- Identification phase has been run for the selected Calendar Group ID.

To produce the audit trail even when payroll fails, it will be required that you specify a payee selection.

Field or Control	*Description*
Empl ID	Select the employee for whom the resolution chain should be created. If no value is selected in this field, then the resolution chain will be generated for all the employees being calculated.
All Calendars	Select this option if you want to generate the resolution chain for all the calendars being executed for the selected employee.
Calendar ID	Select the calendar for which the resolution chain should be created.
Extract Trace	When this checkbox is selected, the trace content (GP_AUDIT _TBL) along with the setup of the elements executed during the calculation will be generated in a zip file. This zip file will be available from the View Log/Trace page for GP_ PAYAFTER process. Elements included in the Elements Masking Setup, will be masked during the extraction process.

Cobol Log Level

This group box appears if:

1. Enable Cobol Tracing is selected on the Configuration Settings Page.
2. The Identify, Calculate or Recalculate All processing options are selected for the calendar group ID.

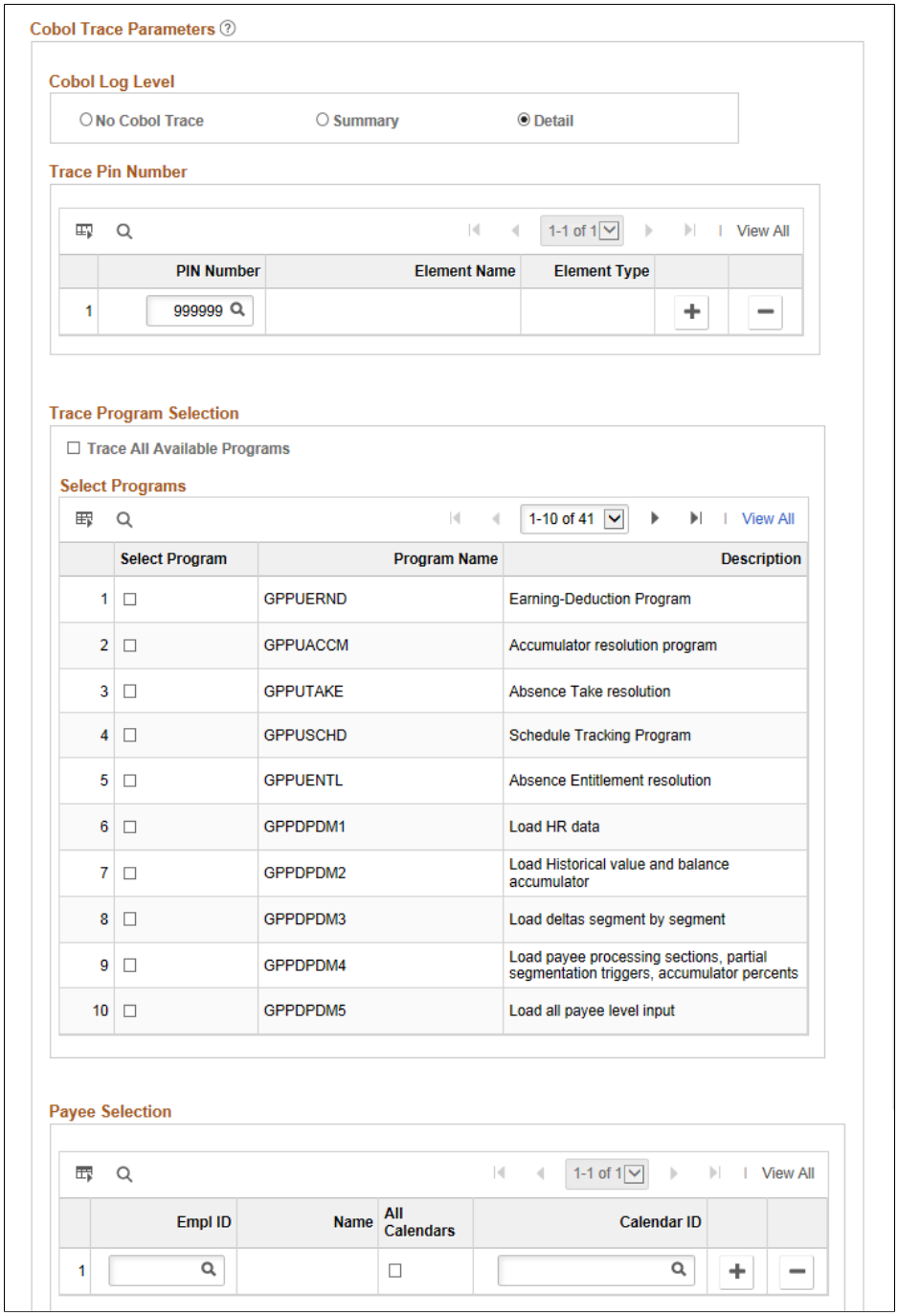
Field or Control	*Description*
No Cobol Trace	Select to disable the Cobol trace for the calendar group. This option is selected by default.

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Field or Control	*Description*
Summary	Select to generate a log of all payees processed in the pay run. The log includes calendar, group list, and stream number details. Use this option to isolate a payee causing a payroll abend. This field is not displayed if only Identify phase is selected. **Note:** Summary trace is applicable only for the Calculate phase. If the Identify and Calculate phases are selected, the Summary field is available. However, if the radio button corresponding to the Summary field is selected, only the summary for the Calculate phase is generated, because summary is not applicable to the Identify phase.
Detail	Select to generate a comprehensive trace of selected programs for specific payees identified in the summary run. When you select this option, the Trace Pin Number, Trace Program Selection, and Payee Selection group boxes become available.

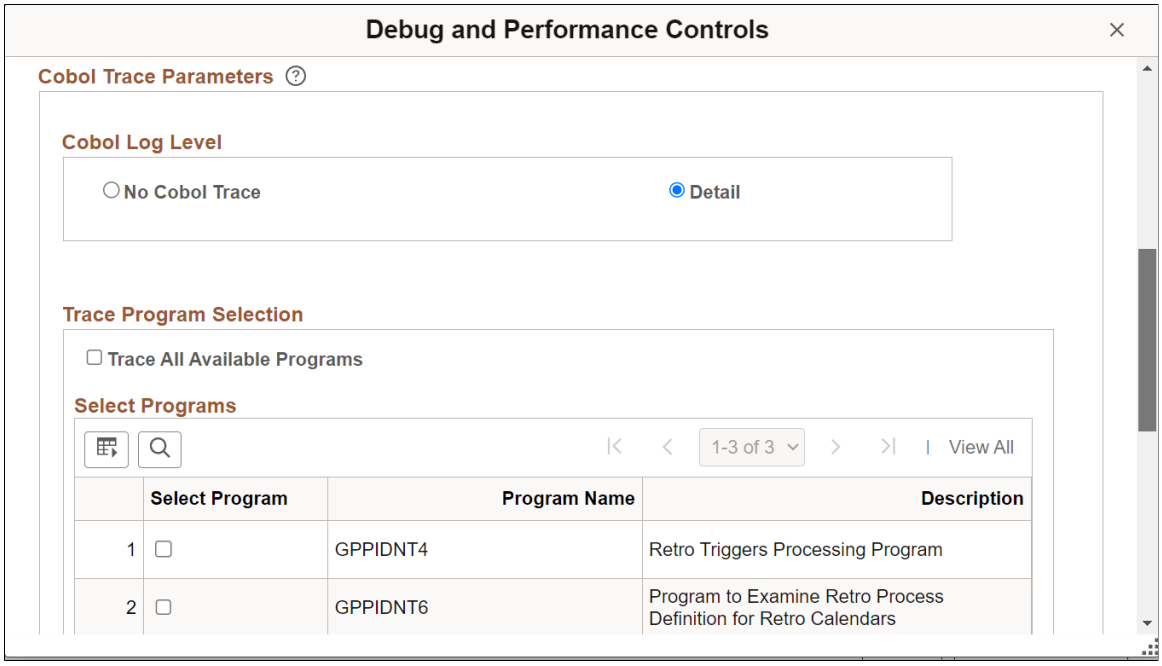
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This example illustrates the additional trace parameters that are available when you select the **Detail** Cobol log level for Calculate phase.

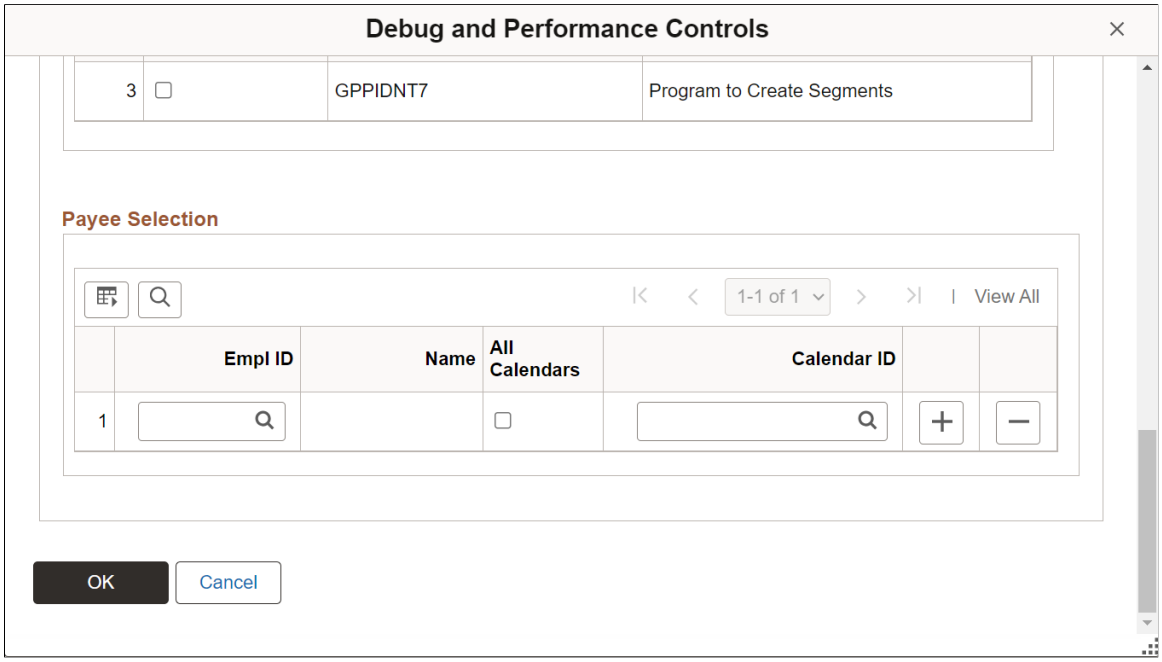


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This example illustrates the additional trace parameters that are available when you select the **Detail** Cobol log level for Identify phase.



This example illustrates the additional trace parameters that are available when you select the **Detail** Cobol log level for Identify phase.



Trace Pin Number

Enter the specific PINs you want to trace.

Note: If Calculate is run individually or in conjunction with Identify, the Trace PIN Number grid will appear. If Identify is run alone, it will not appear.

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Note: It is recommend that you limit your trace to 10 PINs or less. Otherwise, the trace file could become too large to analyze effectively.

Trace Program Selection

Select the specific programs that you want to trace.

Field or Control	*Description*
Trace All Available Programs	Select to trace all of the programs corresponding to Identify or Calculate phase.
Select Programs	If both the Identify and Calculate phases are checked, this grid lists all the programs corresponding to both phases. If only the Calculate phase is selected, the programs corresponding to only the Calculate phase are listed. If only the Identify phase is selected, the programs corresponding to only the Identify phase are listed.

Note: You cannot select PINs and Programs for tracing at the same time. Choose either PINs or Programs for tracing.

Payee Selection

Enter the specific payees that you want to trace.

When either Identify or both Identify and Calculate phases are selected, the Employee ID field lists all employees from the Job who belong to all the Paygroups that are part of the calendar group ID chosen in the Run Control page.

When Calculate phase is only selected, the Employee ID field lists all employees who are already identified.

If the Identify checkbox is checked, the Calendar ID prompt displays all calendars that are part of the specified Calendar Group ID. When the Identify and Calculate checkbox is checked, the calendar ID prompt displays all calendars that belong to the calendar group ID. When only the Calculate checkbox is checked, it indicates that the calendar group has already been identified. In this case, only the relevant calendar IDs that have been identified for that payee will be displayed.

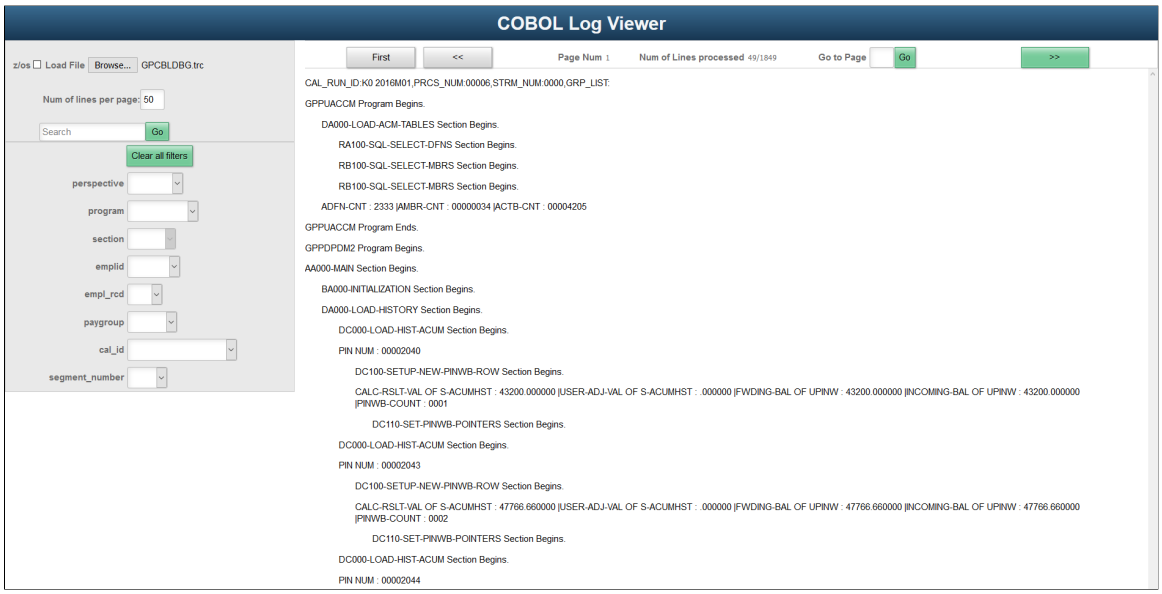
Note: It is recommend that you limit your trace to five payees or less. Otherwise, the trace file could become too large to analyze effectively.

Analyzing the Trace File

When COBOL trace is enabled, the payroll process generates GPCBLDBG.trc trace log file. The best way to analyze the file is with the COBOL Log Viewer, which enables you to search and filter the trace log.

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This is an example of the COBOL Log Viewer.



You can download the COBOL Log Viewer (TracingTool.html) from My Oracle Support.

Related Links

Configuring the Processing Monitor
Update Processing Monitor Data page

Creating Group Lists

A group list defines a subset of payees that you can process at the same time. Group lists are linked to user IDs. You can process any group list that you create. You can use group lists with the Calculate, Freeze, and Unfreeze phases of processing after you run the Identify phase for the calendar group. Group lists and streams are mutually exclusive: if you select a group list for processing, you cannot also select a stream number, and vice versa.

Following are some key characteristics of group membership:

- You can update the members of a group list at any time. The system uses the current definition of the group list.
- The system ignores payees in a group list that are not associated with the pay calendars that are being processed.
- You can include a payee in more than one group list; however, we recommend that you do not.

  If users start concurrent processes for the same calendar group, but with different group lists that include the same members, the second process stops soon after it begins. This enables the user to remove duplicate payees from the group list.

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Warning! If you run the Calculate phase by group list only, the system doesn't detect changes to the payees that are added or removed from a calendar after the initial Identify phase, this is because "only payees within the group are processed." To process overlooked payees, run the Calculate phase for the entire population (without group lists) before finalizing the run.

Page Used to Create a Group List

Page Name	*Definition Name*	*Usage*
Group Lists Page	GP_GRP_LIST	Create, edit, and view subsets of payees that you can process during a payroll or absence run.

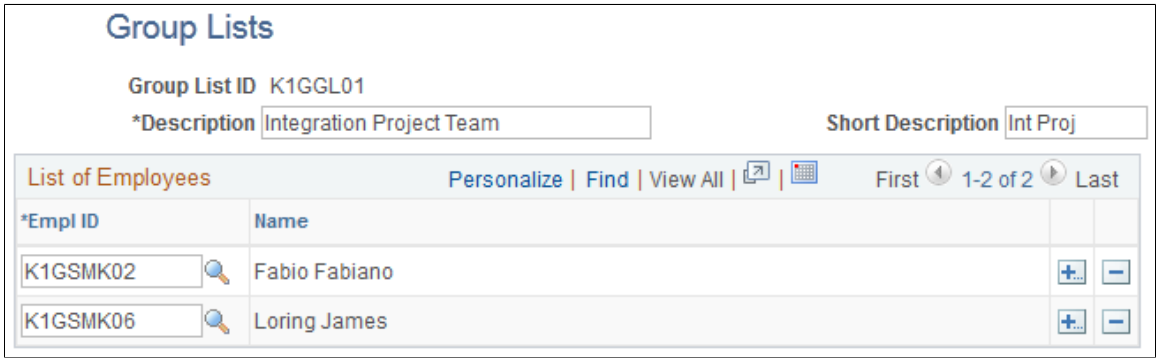
Group Lists Page

Use the Group Lists page (GP_GRP_LIST) to create, edit, and view subsets of payees that you can process during a payroll or absence run.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payee Groups > Group Lists

This example illustrates the fields and controls on the Group Lists page.



Field or Control	*Description*
EmplID	Select the EmplID for each person to include in the group.

Note: You can view or edit only groups that are created with your user ID.

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Creating Process Streams

Page Used to Create Streams

Page Name	*Definition Name*	*Usage*
Streams Page	GP_STREAM	Set up a processing stream. Before you can use stream processing, you must partition tables in the database.

Understanding Stream Processing

Stream processing is an optional feature that provides added flexibility to payroll processing. You can divide payees into subsets, or *streams,* based on employee ID ranges, and run calculations for either of the following:

- Only those payees in the stream that you select.
- Two or more streams at the same time.

By starting more than one stream at a time, you shorten the processing time significantly—the system processes the streams simultaneously, rather than going through a single, extended run. Using streams can also help control the sequence of each run and establish break points, to commit the results of your payroll run to the database.

You must process each stream before you can finalize the calendar group ID. The Finalize phase is not stream-oriented because it affects all payees that are processed with the same calendar group ID.

Prerequisites

Stream processing requires preliminary steps. Perform steps 1 and 2 once. Perform steps 3 and 4 each time that you use stream processing while running a payroll.

To prepare for stream processing:

1. Create the streams.
2. Partition tables in the database.

   A database administrator needs to partition tables, using employee ID as the key.
3. When creating calendars, select the **Stream Processing** check box on the Calendar Group ID page.
4. Select the streams to process through the Payee/Absence Run Control page.

   To process several streams at once:

   a. Select the processing options for the first stream.

   b. Using a different Run Control ID, enter the instructions for the next stream.

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c. Repeat step (4b) for each stream.

You can run the streams all at once or at different times.

Streams Page

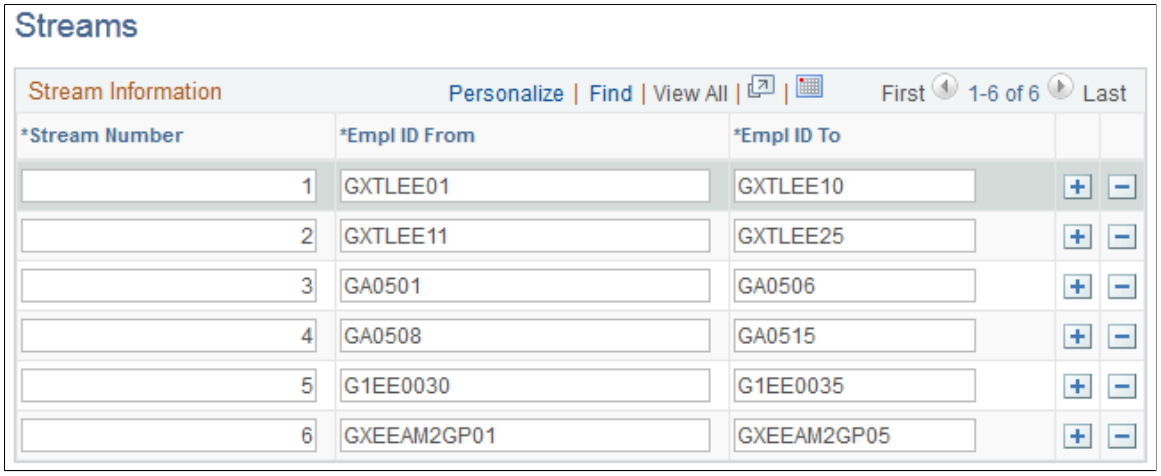
Use the Streams page (GP_STREAM) to set up a processing stream.

Before you can use stream processing, you must partition tables in the database.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Payee Groups** > **Streams**

This example illustrates the fields and controls on the Streams page.



Enter a stream number and the EmplIDs of the first and last payees to include in the stream.

Note: You cannot include the same EmplID in more than one stream.

Performing Rapid Calculation

The Rapid Calculation feature lets administrators quickly calculate an employees' net pay from their gross pay and review the results without navigating away from the current page, significantly speeding up the calculation.

This topic discusses the pages required to set up rapid calculation and discusses how to perform rapid calculation:

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Pages Used to Perform Rapid Calculation

Page Name	*Definition Name*	*Usage*
Rapid Calculation Setup	GP_RCL_COMP_DEFN	To define the components where Rapid Calc option is enabled.

Understanding Rapid Calculation

The Rapid Calculation feature enables Global Payroll administrators to correct individual payroll calculation errors and instantly recalculate employee pay from any data entry or modification page (for example, GP Core, Country Extensions, Customer pages, or other HCM products like Job (HR)). A Rapid Calc button on each page triggers the payroll process. This functionality is implemented using Page Field Configuration (PFC) to avoid needing changes to Country Extensions, other products, or customer environments.

Note: If both component lockdown and rapid calculation features are enabled for a component, the component lockdown feature will take priority. For details on component lockdown, see "Understanding HCM Lockdown Framework" (Application Fundamentals).

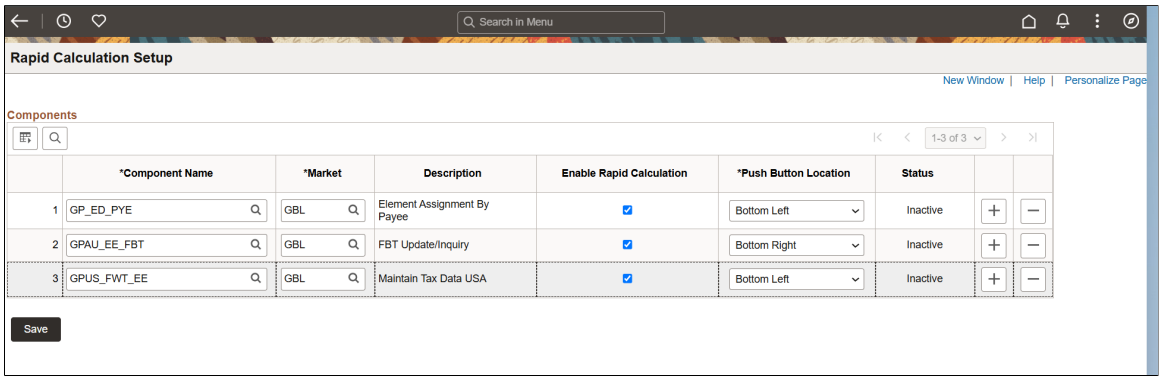
Rapid Calculation Setup Page

Use the Rapid Calculation Setup page (GP_RCL_COMP_DEFN) to define the components where Rapid Calc option is enabled.

Navigation:

Set up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Rapid Calculation Setup

This example illustrates the fields and controls on the Rapid Calculation Setup page.



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Field or Control	*Description*
Component Name	Select the Components you want to enable the Rapid Calculation feature. You may only select Components with Employee ID and Employee Record Number as the primary key.
Market	Select the required payroll.
Description	Displays the component description.
Enable Rapid Calculation	Select the checkbox if you want to enable Rapid Calculation feature for the selected component. If this checkbox is selected, Rapid Calc button is displayed on the selected component's page. This checkbox is disabled by default.
Push Button Location	Select the required value from the drop-down list. The value selected in this field determines the placement of Rapid Calc pushbutton on the corresponding page of the selected component. Available options are: • Bottom Left • Bottom Right • Top Right
Status	Status values are assigned upon invokation of the Event Mapping function (selecting Save). Available values are: • Active • Inactive • Failed

Performing Rapid Calculation - A Scenario

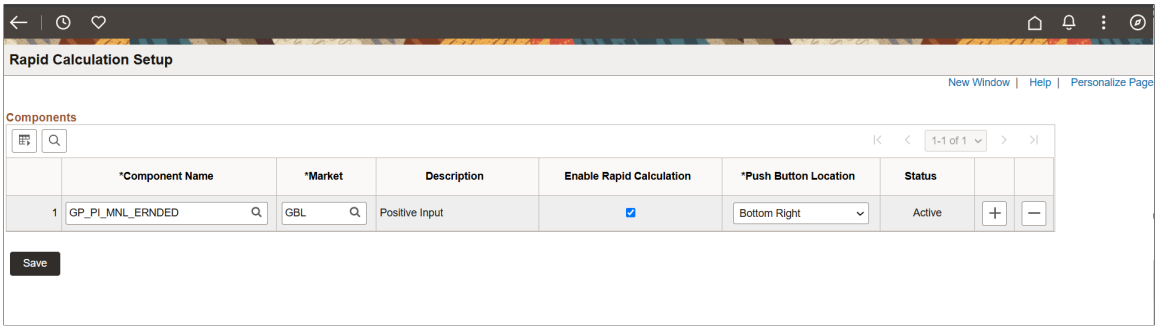
In this scenario, rapid calculation configuration process is illustrated using One Time (Positive Input) page.

To setup rapid calculation in One Time (Positive Input) page, perform the following:

1. Navigate to Rapid Calculation Setup page.
2. Select the component name as GP_PI_MNL_ERNDED.
3. Select Enable Rapid Calculation checkbox.
4. Select the Push Button Location.

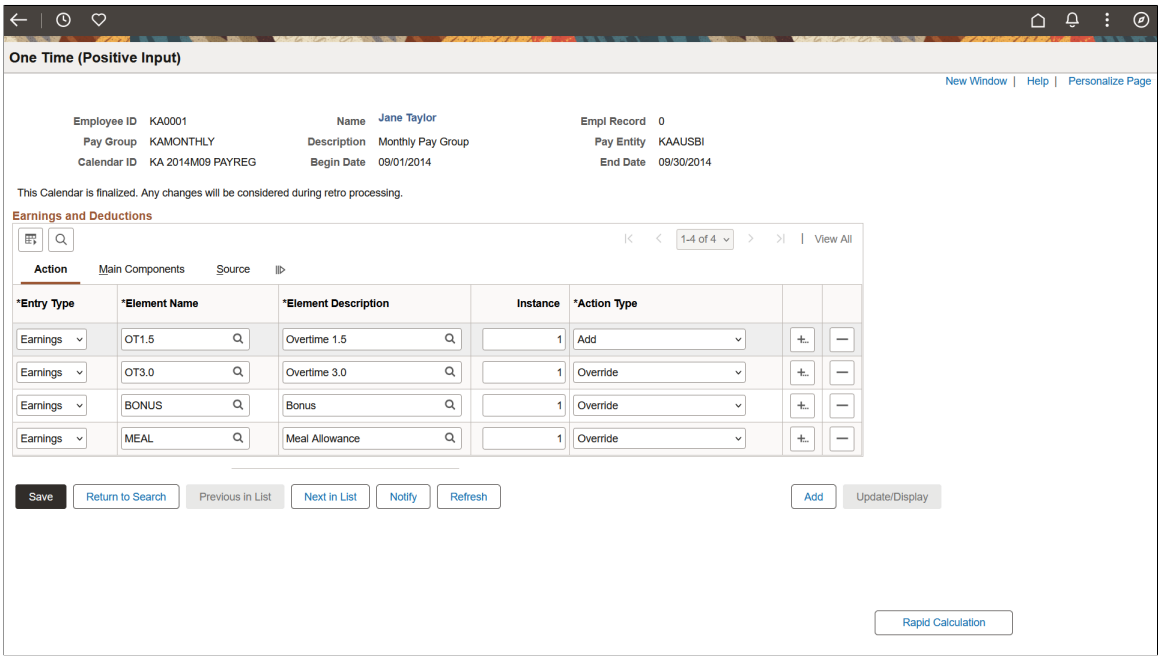
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This example illustrates the Rapid Calculation Setup page.



5. Navigate to One Time (Positive Input) page.

   One Time (Positive Input) page

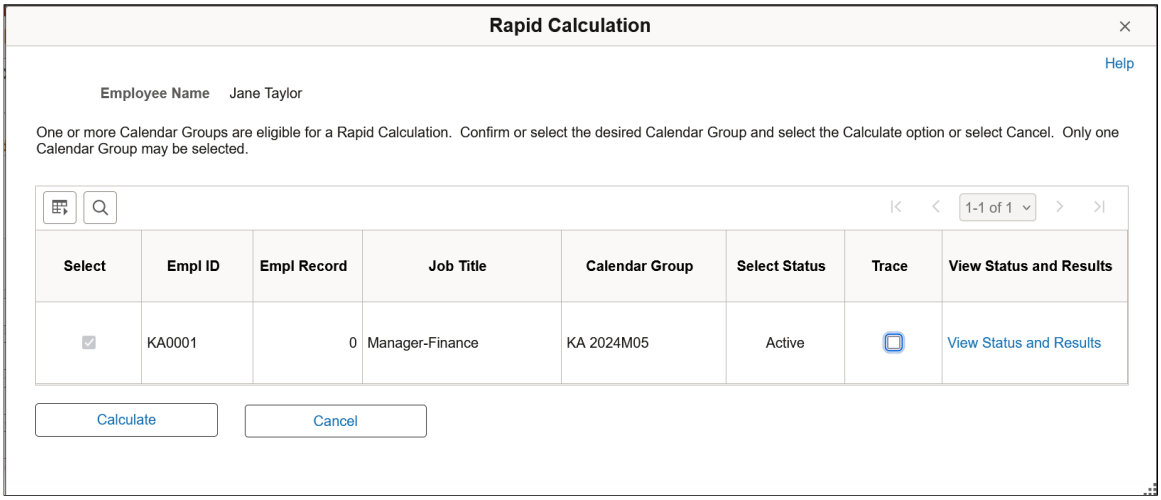


   Here, you can find the Rapid Calculation button at the Bottom Right of the page. You can drag and drop the button anywhere on the screen.

6. Click the Rapid Calculation button. This displays the Rapid Calculation modal window as shown:

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Rapid Calculation modal



Click View Status and Results link to access Payee Status page. For details on viewing payee status, see “Payee Status Page” (PeopleSoft Absence Management).

7. Click Calculate button. When the calculation has completed, you will automatically be transferred to the Payee Status Page, where you can review the new results.

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Chapter 22

Debugging Absence and Payroll Calculation

Using the Element Trace Viewer

Use the Element Trace Viewer component to display an element resolution chain that shows how and in what sequence each element was resolved on the process list during absence and payroll processing. It provides a better user experience for reviewing either internal or extracted (customer) element resolution chains. You will need to run the absence and payroll process with the option Trace All Elements ON to be able to display the trace using this component.

Page Used to View Fluid Element Resolution Chain

Page Name	*Definition Name*	*Usage*
Element Trace Viewer Page	GP_AUD_MAIN_FL	View elements that were resolved for a payee during processing when Global payroll and/or Absences were run with the Trace All Elements option ON. The page allows navigating through the different calendars and segments executed in the calendar group with the Trace flag turned ON. For each calendar/segment, the system displays the list of elements that were resolved, along with their details.

Element Trace Viewer Page

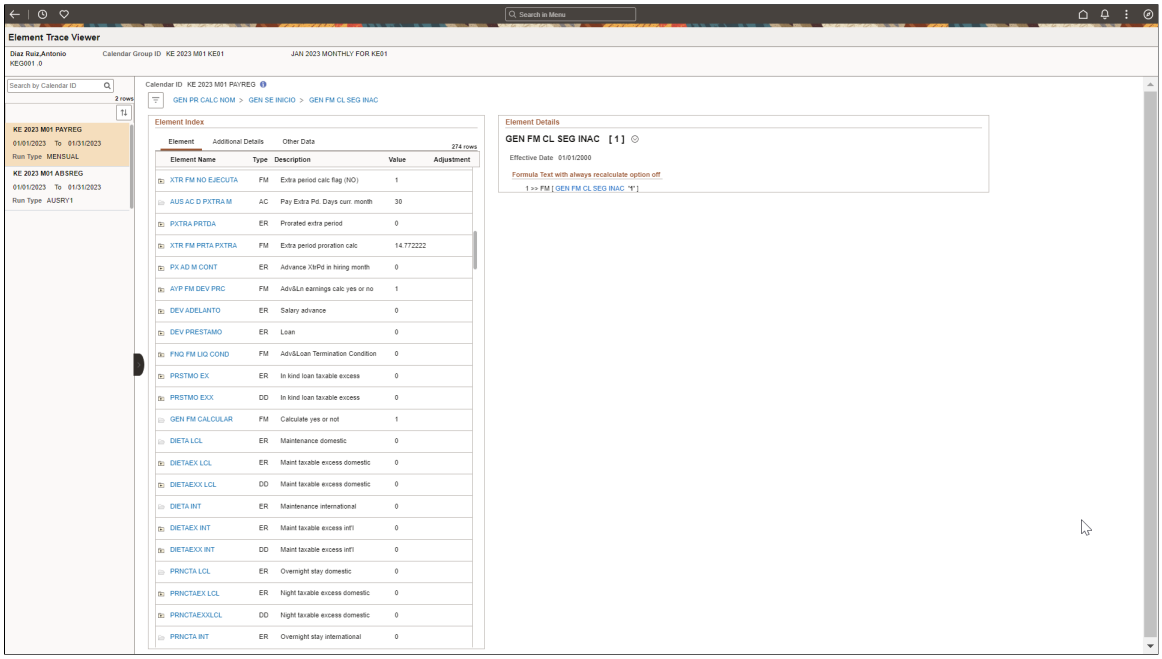
Use the Element Trace Viewer page (GP_AUD_MAIN_FL) to view elements that were resolved for a payee during absence or payroll processing that was run with the option Trace All Elements ON, using PeopleSoft Fluid User Interface.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Review Absence/Payroll Info** > **Element Trace Viewer**

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This example illustrates the fields and controls on the Element Trace Viewer page.



Header

This section displays the employee's name, employee ID, employee record and calendar group ID with the description In case of element trace loaded from a file that was created using the Element Trace extraction tool, employee ID will be displayed masked and Employe name will be the concatenation of the Trace ID and the masked Employe ID.

Left Panel

This panel displays the list of calendars or segments that have been traced. Each one will display the Calendar ID, Segment Begin Date, Segment End Date and Run Type. The reversal segments are identified with the letter 'R'.

Click a calendar segment on the left panel to load the corresponding element details in the right panel containing the Element List and Element details columns. You can filter the result list in the left panel by calendar or segment name.

Field or Control	***Description***
 (Show or hide navigation)	Click to show or hide the sections on the left panel.

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Field or Control	*Description*
	To change the sort order, click the grid sort icon and choose a new sort option. You can sort by Calendar ID, Segment Begin Date or Run Type. **Note:** Default order is based on the processing order (descending).

Right Panel

This panel displays the content of the calendar or segment that is selected on the left panel. The main panel consists of two sections: Element Index and Element Details.

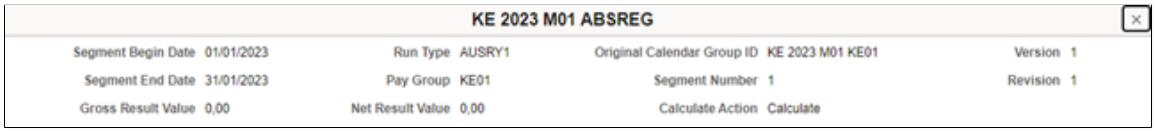
Field or Control	*Description*
	Click this icon to view the details of the calendar being displayed.
	Click this icon to search for any element resolved in the selected calendar/segment; regardless to its level, the panel will list all the parent elements where the chosen element(s) were calculated or used. Note: The icon has a different color (light blue) if there's a filter in place.
Menu Path	It displays the execution path of the selected element, including the process list and section. It is being updated as the user navigates through the elements. The user can go back and forth in a particular execution, so this path is another way to navigate through the execution. By clicking in the process list name, the index will be refreshed to the default view: list of elements executed from the process list By clicking in the section name, the index will be refreshed to display just the elements executed in that section.

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Field or Control	*Description*
	Hover the mouse cursor over the Folder icon to view additional element details such as Audit ID, element level and slice. This information is also available in the Other Data tab This icon is only clickable for elements with details, which means they have children elements. Click on the icon to expand the next level, the grid/index will refresh with the details of the calculation of the selected element.

Click  icon to view the details of the calendar/segment being selected.

Calendar or Segment details



Element Index

The Element Index section includes three tabs: Element, Additional Details and Other Data. The Element tab displays the content of GP Audit table (Element Resolution Chain). By default, the elements displayed are the ones listed in the sections of the process list, however the user can drill down to get details of the elements used to resolve the element. The Additional Details tab displays the details of the elements, including the section in which the element was executed, and slice begin and end dates. You can view the Pin Number, Audit ID, Level, Sequence, Order and Time Execution in the Other Data tab.

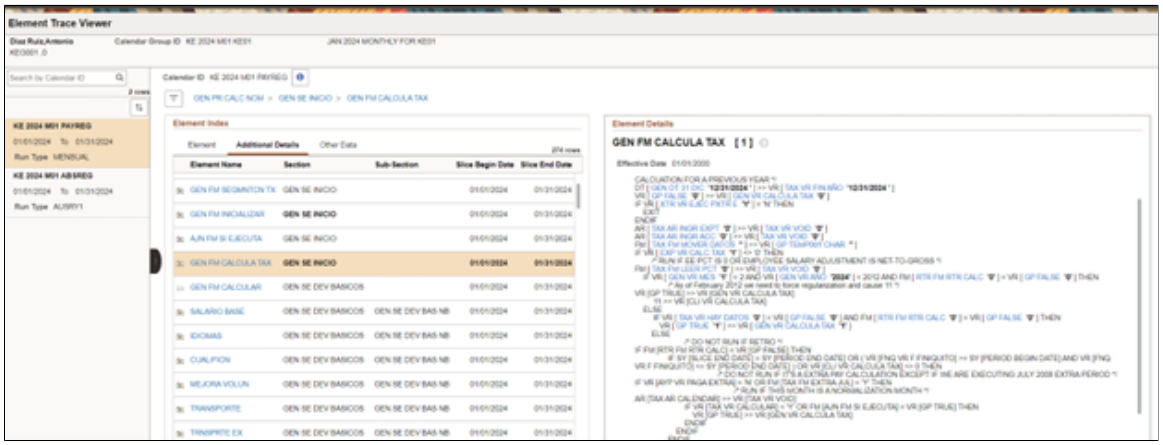
Field or Control	*Description*
Element Name	The grid displays the elements that have been executed in the calendar or segment. When you click on the Element Name, the Element Details section will be refreshed with the details of the calculation. By combining the trace with the element definition, the system provides a more comprehensive view of the execution.
Type	Type of element.
Description	Meaningful description of the element.
Value	Displays the resolved value of the element.

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Field or Control	*Description*
Adjustment	Displays the retro delta adjustment value that has been forwarded to the element.

Click the Additional Details tab to view the Element Index - Additional Details page.

This example illustrates the fields and controls on the Element Index - Additional Details page.

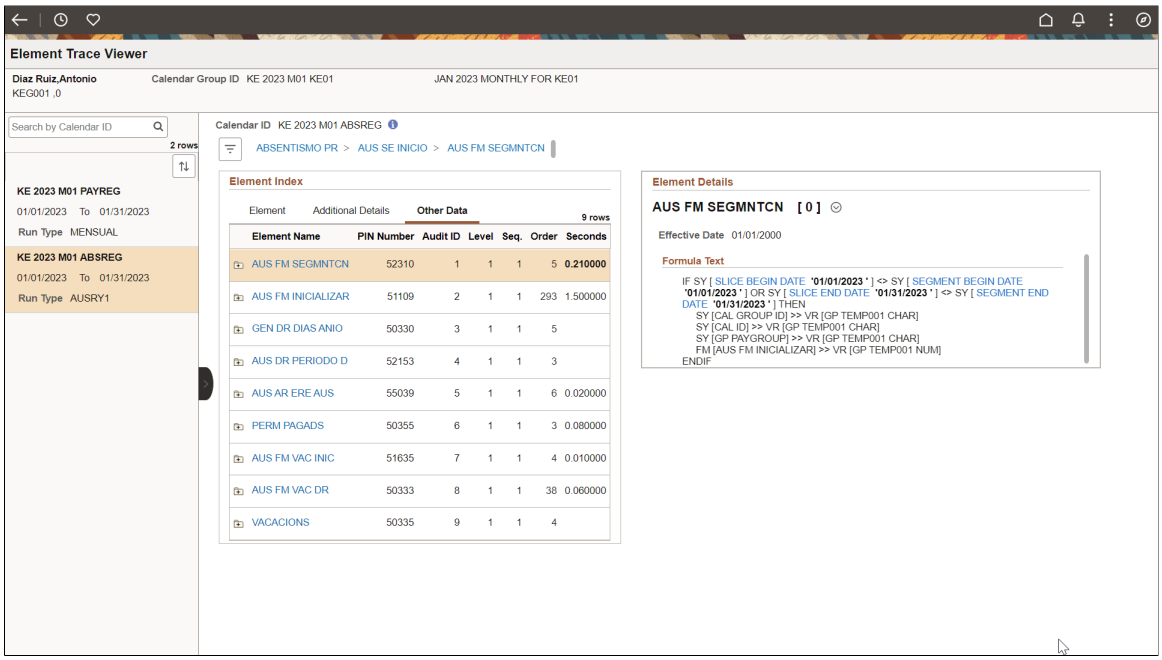


Field or Control	*Description*
Element Name	Click to access the Detail Audit Chain page where you can view the order in which the element resolved.
Section	The section in which the element has been executed.
Sub-Section	The sub-section in which the element has been executed
Slice Begin Date and **Slice End Date**	Displays the begin and end dates of the slice in which the element was processed.

Click the Other Data tab to view the Element Index - Other Data page.

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This example illustrates the fields and controls on the Element Index – Other Data page.



Element Details

The Element Details section displays the value that each element took during the process in addition to the element execution and step-by-step element resolution, based on element type. You can also drill down and navigate to more element resolution details. Note: This section might be located below the element index section, it would depend on your browser zoom in percentage, you can zoom out or collapse the calendar/segment navigation panel to display it side by side.

Field or Control	***Description***
	Click this icon to either edit the element, compare it or export the trace into an excel. The Edit link takes you to the corresponding set up page in a new browser tab where you can modify the element definition as needed. This option is available when the Element Resolution Chain has been generated in the environment. The 'Compare' option is available when Element trace is loaded into the environment (target) from a file that was generated in a different environment (source) using the Element Trace Extraction tool. By selecting this option, you will be able to compare the definition of the element between the two environments. The ‘Export’ option is available for all the elements executed from the process list (level 1). It downloads the full execution of the element into an excel file.

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This example illustrates the details of a formula element.



System displays the text of the formula together with the resolved amounts of the used elements, which makes much easier to understand the calculation. By clicking on the formula text, users can also navigate directly to the executed elements.

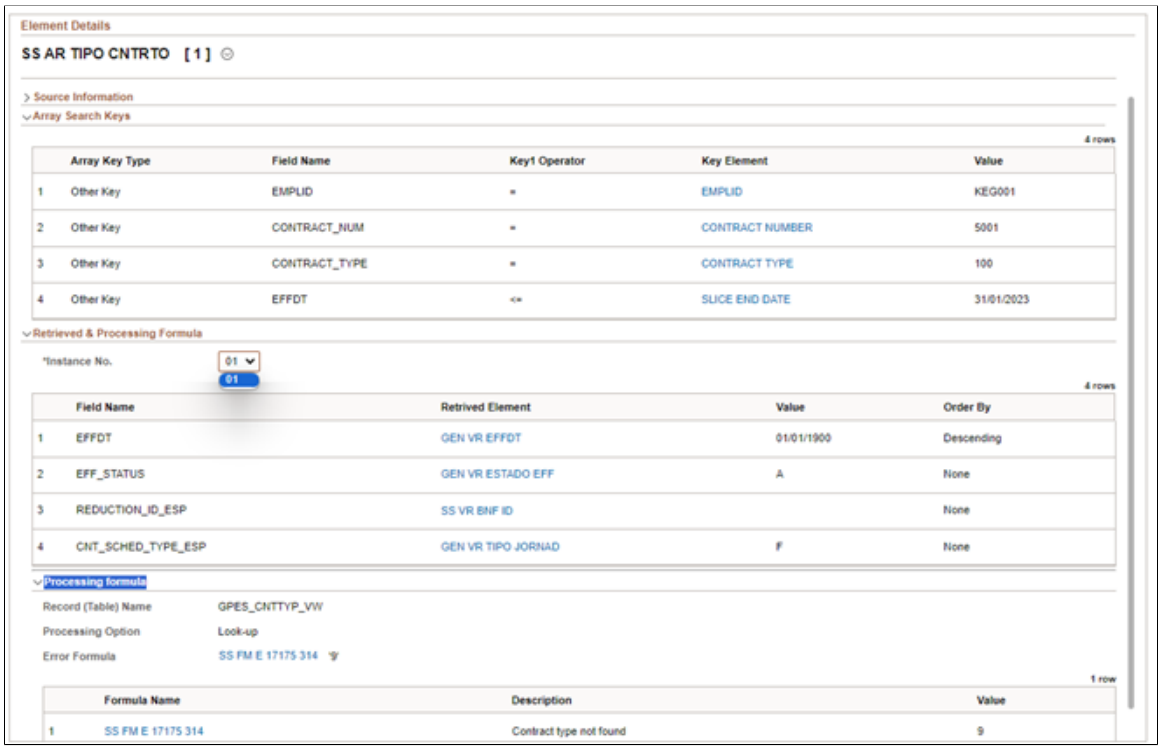
If a user selects an element that has previously been executed and has the option Always recalculate OFF, the system displays the following message: Formula Text with the Always Recalculate option off. There is no possibility to drill down into other elements because the element is not resolved while processing the parent element, the parent element uses its value but the child element is not re-calculated.

This example illustrates the Element Details with Always Recalculate option turned OFF.



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This example illustrates details of array execution.

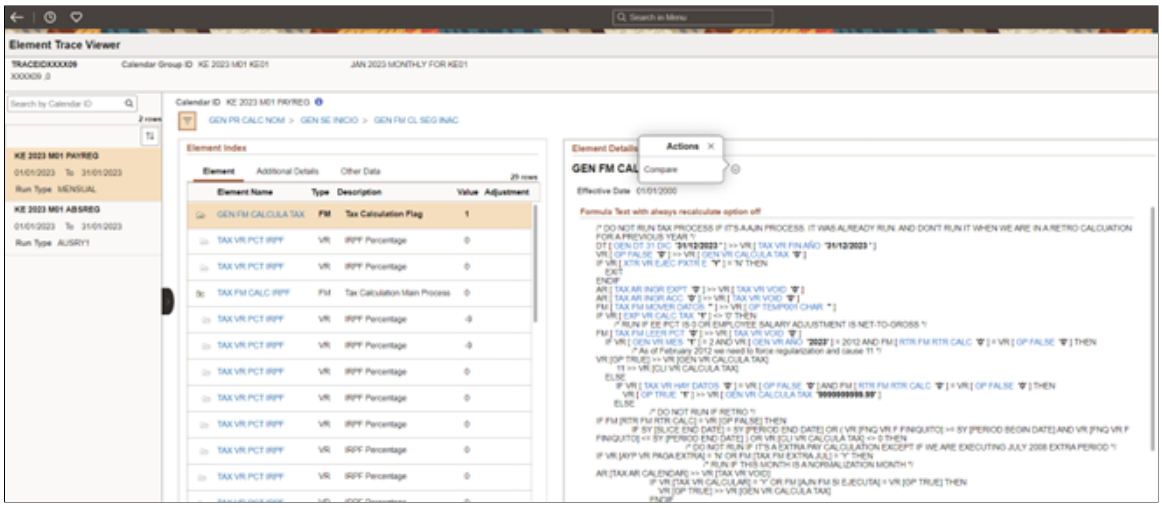


The user can navigate to the various rows returned by the array using field instance number.

Element Trace Loaded from File

Element Trace Viewer can be used to display the information of a Trace that has been loaded using the Element Trace Extraction Tool.

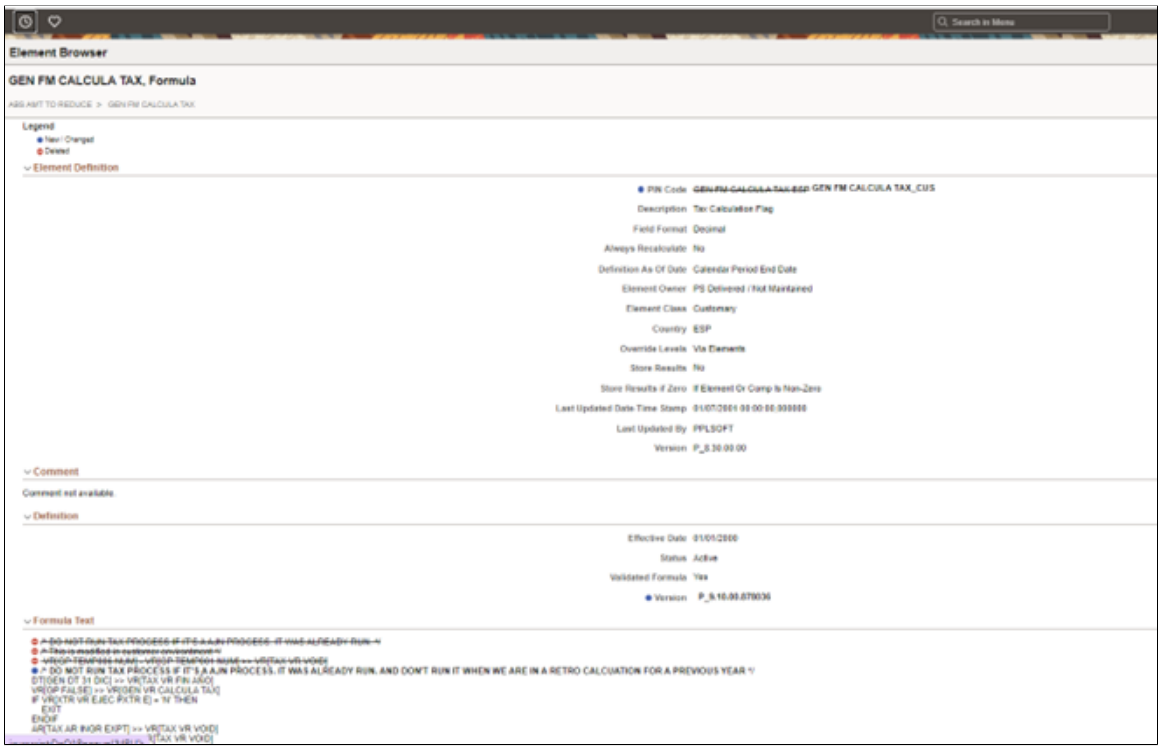
Example of Trace being loaded



In this case system provides the possibility to Compare the setup of the selected element as it come in the file and as it is in the database where the trace has been loaded.

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Result of the Compare



Understanding Element Trace Extraction Tool

The Element Trace Extraction Tool is a powerful solution designed to allow customers to extract Element Resolution Chain together with the definition of the resolved elements, generating a zip file that can be loaded into a different environment or shared with Oracle. Its main purpose is to assist in analyzing and troubleshooting customer calculation errors. By gathering relevant data from the customer's environment, this tool provides valuable insights that can help identify and resolve any issues. This allows for a more targeted analysis of any calculation errors or discrepancies that may be affecting specific individuals. The Element Trace Extraction Tool simplifies the troubleshooting process and helps to identify calculation errors more precisely. This tool not only saves time but also ensures that sensitive data remains protected as any sensitive data will be masked during the extraction process.

Element Trace Extraction Process

Element Trace extraction process involves extracting data (audit records, setup records (for executed elements)) from any source environment and loading data to the target environment for further analysis or processing. The extracted data can be compared and viewed using Element Trace Viewer page. This page allows users to visualize and analyze data by providing features such as filtering, sorting, and comparing definition of extracted elements in the two environments (source and target). Overall, the element trace extraction process plays a crucial role in gathering information from customer environments and making it available for analysis. For details on Element Trace Viewer, see Using the Element Trace Viewer.

Element Trace extraction occurs during Global Payroll and Absence Management execution when the trace feature is enabled, and payee selection is made. This process involves extracting specific data related to payroll transactions and generating output in the form of a zip file. You can access the generated zip file using View/Log Trace subpage.

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Note: The Extract Trace checkbox in the Debug and Tuning Options page must be turned on to enable element trace extraction. For details, see Debug and Tuning Options page.

Loading Element Trace

The loading element trace feature allows importing data into a target environment for further analysis and processing. Only zip files generated during Global Payroll process run with Extract Trace option ON, can be loaded. User can attach multiple files in the same environment, but only one of them can be loaded at a time. This feature allows customers to share the element trace (element resolution chain) of a payroll or absence process to be troubleshooted. The data can then be loaded into a different environment, making it easier to identify calculation errors when sharing with Oracle but also across your testing, development, and production environments.

Page Used to Load Element Trace

Page Name	*Definition Name*	*Usage*
Load Element Trace page	GP_EXT_LOAD_TRACE	Used to load the zip files containing Element Resolution change, that were generated in a source environment using the Element Trace Extraction Tool.

Load Element Trace page

Use the Load Element Trace page (GP_EXT_LOAD_TRACE) to load the zip files generated in a source environment during the element trace extraction process.

The process will be run in two steps:

1. As a first step, the user attaches the file: this will store the file in the repository.
2. User runs the loading option in second step. The system will load the content of the file into the application records.

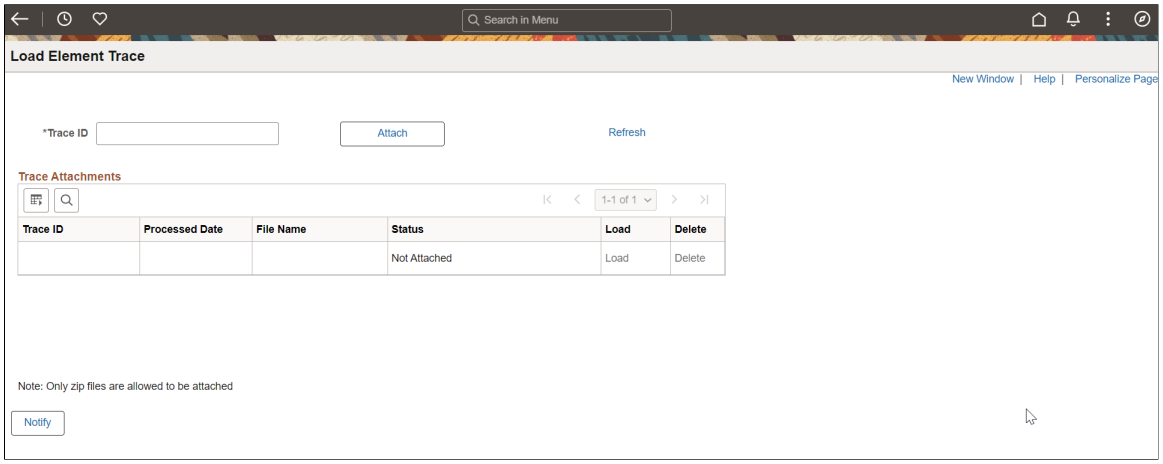
Note: Elements will be loaded using the Pin number range > 70 000 000.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Review Absence/Payroll Info** > **Load Element Trace**

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This example illustrates the fields and controls on the Load Element Trace page.



Field or Control	*Description*
Trace ID	Enter the unique ID to help identifying the source of the Element Trace. This value is used to build the employee name.
Attach	Click the Attach button to upload the zip file provided by the customer in the repository.
Trace ID	This will be updated with the value selected by the user when attaching the file.
Processed Date	This field displays the date on which the file was attached or loaded in the application.
File Name	This field displays the name of the file being attached.
Status	Displays whether the zip file has been loaded or attached. Only one file can be loaded at a time.
Load	Click the Load button to load the content of the zip file. The information previously loaded will be replaced by the information in the newly loaded file.
Delete	Click this button to delete both the files from the repository and the loaded data from the application records.

Once you have loaded the data into the system it is possible to review the element trace using Element Trace Viewer page. All the elements that were listed in the Define Element Masking setup in the source database, will be masked.

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Masking Elements

To comply with Oracle Data privacy regulations, it is crucial to mask Global Payroll elements that may contain sensitive data, from appearing in the output file during Element Trace extraction process.

Masking sensitive data ensures that unauthorized individuals cannot access or misuse sensitive information.

Page Used to Mask Elements

Page Name	*Definition Name*	*Usage*
Define Elements Masking Page	GP_ERC_ELM_MSK	Define elements which contain sensitive data that need to be masked during element trace extraction process.

Define Elements Masking Page

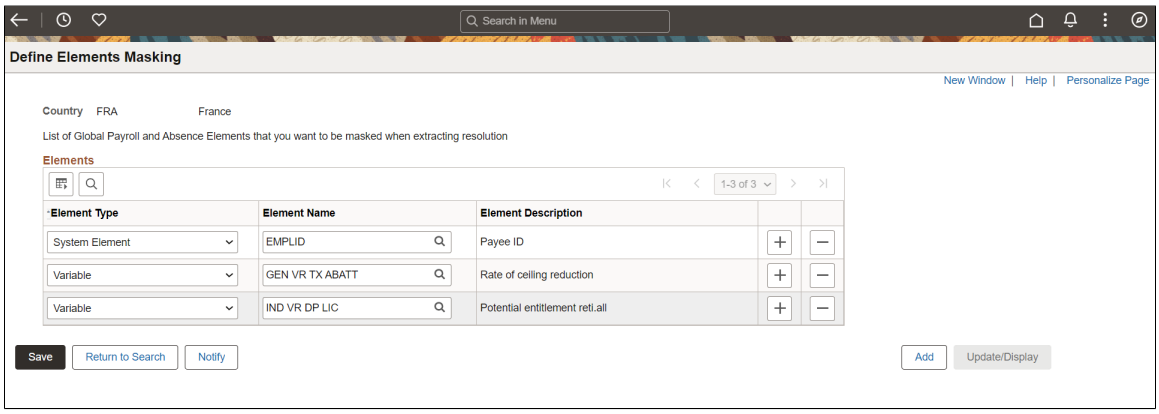
Use the Define Elements Masking page (GP_ERC_ELM_MSK) to define global payroll and absence elements which contain sensitive data that need to be masked during element trace extraction process.

Note: Content of this setup is used when exporting data from GP_AUDIT_TBL to mask the content of the listed elements.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Define Elements Masking

This example illustrates the fields and controls on the Define Elements Masking page.



Field or Control	*Description*
Element Type	Type of element which need to be masked during element trace extraction process.

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Field or Control	*Description*
Element Name	Name of element.
Element Description	Meaningful description of the element.

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Chapter 23

Viewing and Finalizing Payroll Results

Common Elements Used to View and Finalize Payroll Results

Field or Control	*Description*
Action Type	Displays the type of action that the system performed when it processed an instance of positive input. Values are: *Add:* The system processed the normal resolution of the element, processed the element again, and added the amount from positive input. *Do Not Prc* (do not process): The system did not resolve the instance, based on instructions from the Positive Input page. *Override:* The system resolved the value of this instance using an amount, rate, unit, percent, or base amount from the Positive Input component. *Zero:* The system did not resolve the instance of positive input but entered 0 in the results table.
Calculate Action	The following values appear in this field: *Calculate*: The segment has been calculated. *Calculate and Replace*: The segment was originally calculated and later an off-cycle correction, with a correction type of replacement, is selected. *Reverse*: The segment was calculated originally, but during the recalculation period, the payee was no longer eligible for selection, and the segment was reversed. For example, assume that a payee was originally in Pay Group A but moved to Pay Group B. A retroactive change is made to switch the payee to Pay Group B. *Reversal* segments are created for the Pay Group A calendar during the retroactivity, to *reverse* the previous calculation.
EmplID From (employee ID from) and **EmplID To** (employee ID to)	Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.
Paid and **Unpaid**	The portions of the day count that are paid and unpaid.

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Field or Control	*Description*
Revision Number and **Version Number**	Together, these fields indicate whether an amount was recalculated due to retroactivity and (if so) which retroactive method was applied: When the retroactive method is corrective, the version number increments by 1; the **Revision Number** stays at 1. When the retroactive method is forwarding, the version number stays the same; the **Revision Number** increments by 1. The original set of output results for a calendar calculation is Version 1, Revision 1.
Segment Number	The number that is associated with the segment. The value *1* appears if the calendar is not segmented.

Viewing Processing Results

After running the Calculate phase, you can view the results. Processing results appear on the components listed below. We suggest that you view the pages in the order shown.

Results Pages	*Purpose*
Log File	Enables the system administrator to determine whether the COBOL process was executed successfully.
Processing Statistics	Provides processing statistics for the run, including the number of payees that are in error. View by calendar or calendar group.
Payee Iterative List	Lists those payees for whom the system has performed iterative calculations.
Payee Messages	Shows error messages and warnings.
Payee Status	Enables you to view the calculation status of payees and to enter processing instructions for individual payees.
Results by Calendar Group ID	Shows a payee's calculated earnings, deductions, accumulators, and supporting elements for each calendar that is associated with the calendar group ID that you select. You also see calculations by calendar segments, positive input, absences, and retroactive calculations, including deltas and forwarded adjustments.

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Results Pages	*Purpose*
Results by Calendar	These pages display the same information as the Results by Calendar Group pages, but only for the calendar that you select. You can view the results of a calendar that has been used in different Calendar Groups. For example, if retroactivity causes a calendar to be run more than once, you can access the results of the original run, plus the results of each retroactive run.
Element Resolution Chain	Shows how each element was resolved.

These pages can also be a helpful resource after the Finalize phase. All information remains available after you finalize a run except for Payee Messages and Iterative Triggers. Canceling an entire payroll or absence run deletes all results.

Viewing the Log File

This topic discusses viewing the Log File generated by a payroll or absence process.

The Log File gives the system administrator basic information about the run and whether it was completed successfully. The language in which this file is produced is determined by the user ID of the person who enters the processing instructions on the Payroll/Absence Run Control page.

Note: The system writes the Employee ID to the log file whenever an error occurs and the Employee ID is known at that time.

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Example 1: Log File for Successfully Completed Run

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started        :               13:27:09

Connecting to Database                 GP830DVL
  with User ID         :               PSGP
  and Batch Run ID     :               1

Calendar Group ID                      K0CRUSA 199910
  Stream Number        :               00
  Group List ID        :
  Identify Option      :               No
  Calculation Option   :               Y
  -   Trace Option     :               A
  -   Recalculate All  :               N
  Unfreeze Option      :               N
  Freeze Option        :               N
  -   By Calendar      :               N
  Finalize Option      :               N
  Cancel Option        :               N
```

The Checkpoint Interval and Progress Interval that you selected on the Installation Settings page appear in the next section of the Log File.

```
Checkpoint / Restart
  CheckPoint Interval  :               1000
  Progress Interval    :               0500
```


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Information about the run phase follows. You can see some of the same information when you select the **Restart Information** link on the Payroll/Absence Run Control page.

```
Run Phase            :                1

  Cancel Pgm Option    :

  Identify Pgm Option  :

  Next Program         :

  Next Step            :                  0000

  Next Number          :                  00

  Next Employee ID     :


Processing Payee Range

  First Employee ID    :                  B-BARET100

  Last Employee ID     :                  ZP007
```

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A timestamp message appears at the beginning and end of each processing phase. The timestamps represent application server machine time, not database time.

```
Initial Phase started  :                13:27:12

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended    :                13:27:12

Iterative Phase started:                13:27:12

  COMMIT TAKEN

Iterative Phase ended  :                13:27:12

Cancel    Phase started:                13:27:12

  Canceling Selectively for Recalculation
  Total number of Segments processed   :          0
  COMMIT TAKEN

Cancel    Phase ended  :                13:27:14

Identify  Phase started:                13:27:14

  Iterative screening for new Payees

  Total number of Payees identified    :         10
  Total number of Segments identified  :         20
  COMMIT TAKEN

Identify  Phase ended  :                13:27:17

Calculate Phase started:                13:27:18

  Looking for T&L feed
  COMMIT TAKEN

  Total number of Payees processed     :         10
  Total number of Segments processed   :         20
  Total number of Payees in error      :          0
  Total number of Segments in error    :          0

Calculate Phase ended  :                13:27:45

  COMMIT TAKEN
```


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Example 2: Log File for Run That Is Terminated by an Error

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started        :              11:06:34

Connecting to Database                GP830TS1
  with User ID         :              PS
  and Batch Run ID     :              GGTEST

Calendar Group ID                     GXHCRUSA 199910
  Stream Number        :              00
  Group List ID        :
  Identify Option      :              N
  Calculation Option   :              Y
  -   Trace Option     :              N
  -   Recalculate All  :              Y
  Unfreeze Option      :              N
  Freeze Option        :              N
  -   By Calendar     :              N
  Finalize Option      :              N
  Cancel Option        :              N

Checkpoint / Restart
  CheckPoint Interval  :              1000
  Progress Interval    :              0500
  Run Phase            :              1
  Cancel Pgm Option    :
  Identify Pgm Option  :
  Next Program         :
  Next Step            :              0000
  Next Number          :              00
  Next Employee ID     :

Processing Payee Range
  First Employee ID    :              B-BARET100
  Last Employee ID     :              Z9060

Initial Phase started  :              11:06:38

  Looking for T&L feed
  COMMIT TAKEN
```

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```
right truncation (SQLSTATE 01004) 0

Application Program Failed

 In Pgm Section  : GPPDPDM1: RD000

Application Program Failed

 In Pgm Section  : GPPDPDM0: XA000-GET-NEXT-SEGMENT

Application Program Failed

 In Pgm Section  : GPPSERVC: XP000-CALL-PMT-DATA-MGR

Application Program Failed

 In Pgm Section  : GPPDPRUN: JA000-CALL-SERVICE


Process ended          :                11:06:48

The process terminated with ERRORS.
```

Related Links

Correcting Batch Processing and Data Entry Errors

Viewing Processing Statistics

The Processing Statistics component displays high-level processing results:

- The number of payees that are identified, in error, calculated, or finalized.
- The number of active, inactive, canceled, and suspended payees.

Pages Used to View Processing Statistics

Page Name	*Definition Name*	*Usage*
Processing Statistics - By Calendar Group Page	GP_CALRUN_STAT1	View processing statistics for the payroll run or absence run by calendar group. First, run the Identify phase.
Processing Statistics - By Calendar Page	GP_CALRUN_STAT2	View processing statistics for the payroll run or absence run by calendar.

Processing Statistics - By Calendar Group Page

Use the Processing Statistics - By Calendar Group page (GP_CALRUN_STAT1) to view processing statistics for the payroll run or absence run by calendar group.

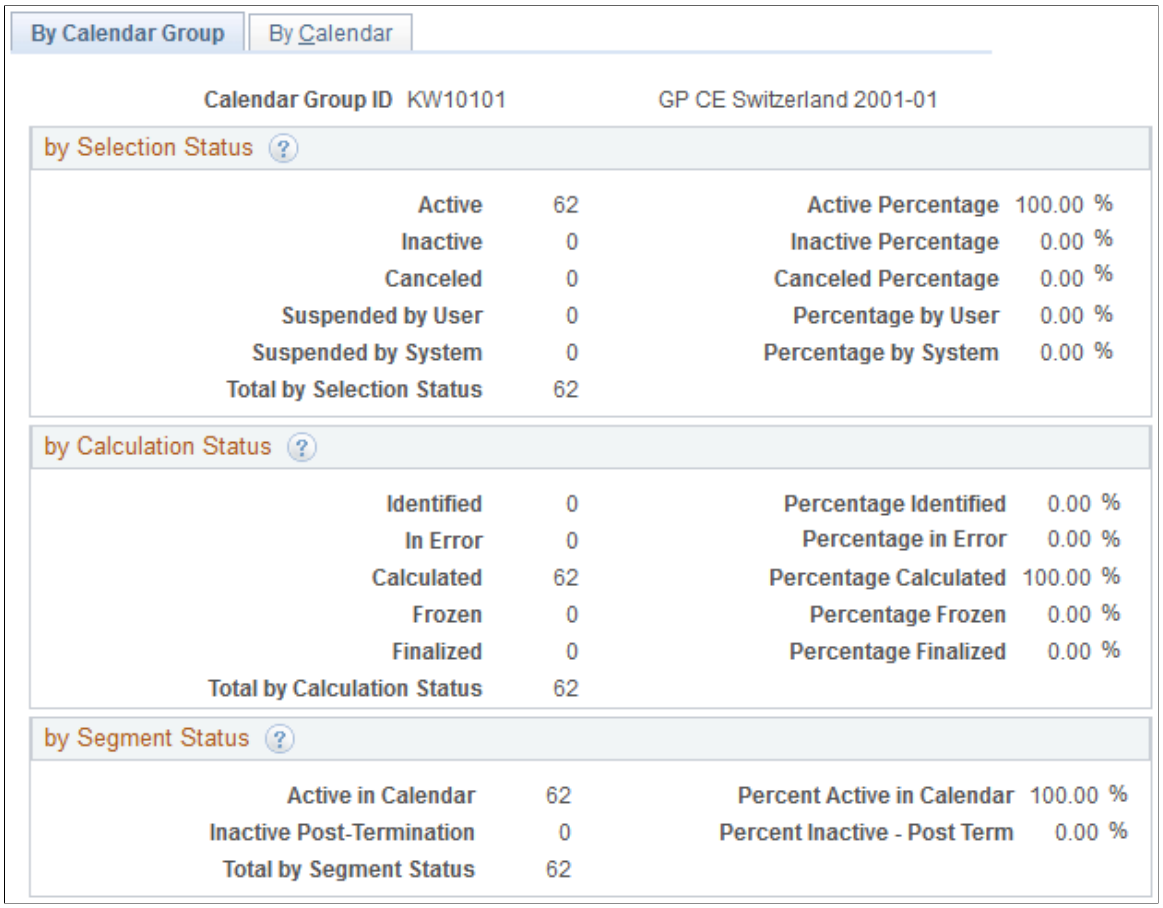
First, run the Identify phase.

Navigation:

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Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Processing Statistics > By Calendar Group

This example illustrates the fields and controls on the Processing Statistics - By Calendar Group page.



by Selection Status

Field or Control	*Description*
Active	Payees that were identified for processing because they were active for at least one day within the calendar period. Excludes payees with the selection status *Cancelled* or *Suspended.*
Inactive	Payees that were identified for processing because they were inactive but had positive input, a retroactive trigger, or forwarded adjustment.
Cancelled	Payees that you manually cancelled from the calendar group ID on the Payee Status page.

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Field or Control	*Description*
Suspended by User	Payees that you manually suspended from the calendar group ID through the Payee Status page or the Payroll/Absence Run Control page.
Suspended by System	Payees that the system suspended because the payee was also identified in another open calendar group ID.

by Calculation Status

This group box displays the number of payees with each calculation status, followed by the percentage that each number represents.

by Segment Status

This group box displays the number of active and inactive payees, followed by the percentage that each number represents.

Field or Control	*Description*
Active in Calendar	Payees that were identified because they were active for at least one day within the calendar period.
Inactive Post-Termination	Payees that are being paid for a period of time when they were inactive (such as a sales commission paid to a person that has left the company) or for a forwarding retroactive situation where there is a mismatch on the payment keys.

Related Links

Understanding Retroactive Methods

Processing Statistics - By Calendar Page

Use the Processing Statistics - By Calendar page (GP_CALRUN_STAT2) to view processing statistics for the payroll run or absence run by calendar.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Review Absence/Payroll Info** > **Processing Statistics** > **By Calendar**

The fields on the By Calendar page are the same as those on the By Calendar Group page, but they reflect the results for an individual calendar.

To view statistics for the next or previous calendar that is associated with this calendar group ID, click the scroll arrows on the Calendar Statistics title bar.

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Related Links

Processing Statistics - By Calendar Group Page

Viewing Payee Iterative Lists

The payee iterative list provides an inquiry page that enables users to see who was processed during the last iterative calculation and why. Users can define whom the list includes: a single payee, payees that were recalculated, or an entire calendar group. Each batch process automatically creates a payee iterative list of those payees affected by the batch run.

The Payee Iterative List is deleted when you run the Finalize process.

Page Used to View Payee Iterative Lists

Page Name	*Definition Name*	*Usage*
Payee Iterative List Page	GP_PYE_ITER_LST	View a list of employees that were processed in any manner during a batch process.

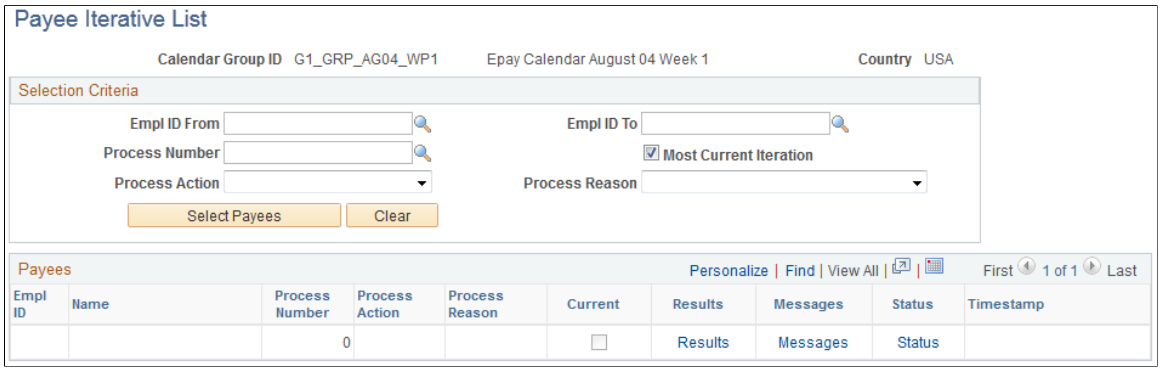
Payee Iterative List Page

Use the Payee Iterative List page (GP_PYE_ITER_LST) to view a list of employees that were processed in any manner during a batch process.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Payee Iterative List

This example illustrates the fields and controls on the Payee Iterative List page.



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Field or Control	*Description*
Calendar Group ID	This list is available until the process is finalized for the Calendar Group, at which time the payee iterative list is deleted.
Process Number	The process number has an associated operator ID, run control, timestamp, and group list ID.
Most Current Iteration	Select to return only the payees processed in the last calendar group run.
Process Action	The process action represents the high level reason for inclusion. They are *Added, Calculated, Status Change, Not Calculated,* and *Removed*
Process Reason	Select a Process Reason to limit your search. Available options are: *Cancelled – By User, Error in Processing, Frozen – Run Control, Initial Calculation, Initial Identify, Iterative Trigger, Previously in Error, ReCalc – By User, ReCalc All – Run Control, Suspended – By User, Suspended – By System, Time and Labor Feed, Uncancelled – By User, Unfrozen – By Run,* and *Unsuspended – By System.* **Note:** If you run the initial Identify and a calculation at the same time, the Action/Reason displayed is Calculated/Initial Identify.
Select Payees	Runs the search according to the specifications that you selected in the Selection Criteria group box.
EmplID	Displays the resulting EmplIDs.
Current	The system displays a *Y* if the viewed entry is the most current.
Messages	Select to launch the Payee Message page in a new browser window.
Status	Select to launch the Payee Status page in a new browser window.
Results	Select to launch the Payee Results page in a new browser window.
Timestamp	Displays when the run control was saved.

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Viewing Payee Messages

Payee messages report errors and warnings that are generated during the Calculate phase. The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. You specify the population of payees for whom you want to review messages.

The message log is erased when you run the Finalize process.

Important! Error messages require resolution; you cannot finalize a payroll or absence run with errors.

Pages Used to View Payee Messages

Page Name	*Definition Name*	*Usage*
Payee Messages Page	GP_MESSAGE_LOG	View errors and warnings generated for the calendar group ID during the Identify or Calculate phase.
Batch Message Details Page	GP_MESSAGE_SP	View detailed information for a selected message.

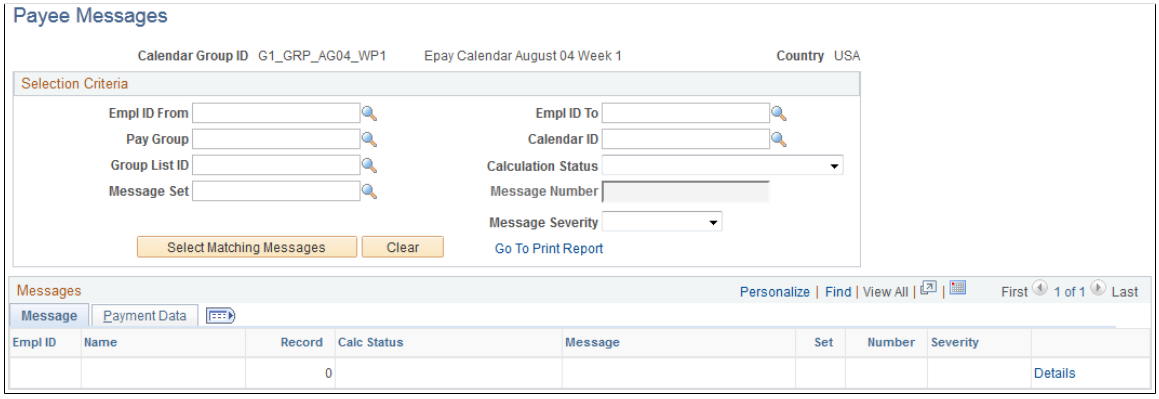
Payee Messages Page

Use the Payee Messages page (GP_MESSAGE_LOG) to view errors and warnings generated for the calendar group ID during the Identify or Calculate phase.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Payee Messages > Payee Messages

This example illustrates the fields and controls on the Payee Messages page.



To view payee messages:

1. Enter the criteria for screening messages in the Selection Criteria group box. (optional)

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If you select a group list ID, messages for payees that currently belong to the group display. If you enter no selection criteria, messages for all payees in the calendar group display.

2. Click **Select Matching Messages** to display the results of your search.

Message

Field or Control	*Description*
Set and **Number**	Associated set number and message number from the Message Catalog. (Message Set 17005 is the core batch message set; each country has a separate set number for messages from their country-specific batch processes.) If the message number is less than 300, the text only appears in the COBOL log file. Those with numbers greater than 300 appear online.
Details	Click to access the Batch Message Details page to see the full text of the message, an explanation, and the name of the Global Payroll program and program section that generated the message.
Message	Messages appear in the language that is associated with the user's language preference. Messages that have not been translated appear in the base language that is defined for Global Payroll.

Payment Data

This tab displays the calendar ID, pay group, and segment associated with the warning or error message.

Related Links

Status Codes and Process Indicators
Correcting Batch Processing and Data Entry Errors

Viewing Payee Status and Updating a Payee's Processing Instructions

Important! Changing a process indicator updates the process indicator for *every* calendar that is associated with the payee for a particular calendar group ID.

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Page Used to View Payee Status and Update a Payee's Processing Instructions

Page Name	*Definition Name*	*Usage*
Payee Status Page	GP_PAYEE_STATUS	View payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Related Links

Status Codes and Process Indicators

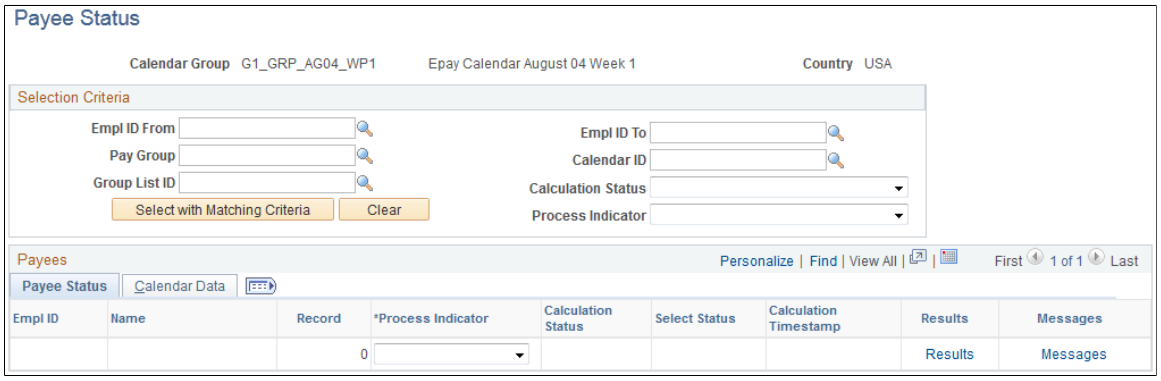
Payee Status Page

Use the Payee Status page (GP_PAYEE_STATUS) to view payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Review Absence/Payroll Info** > **Payee Status** > **Payee Status**

This example illustrates the fields and controls on the Payee Status page.



To review payee status:

1. In the Selection Criteria group box, specify which payees to review (optional).

   For example, to see all payees that will be suspended from the next run, select *Suspend* in the **Process Indicator** field.

2. Click the **Select with Matching Criteria** button to display the results of your search.

To enter processing instructions for a payee:

1. In the Selection Criteria group box, specify the payees for which you want to enter instructions.
2. On the Payee Status tab, select the applicable process indicator.

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Payee Status

The system displays the results of your search. Each segment, including retroactive segments, is listed on a separate line.

Field or Control	*Description*
Process Indicator	Select the action for the system to take. Some actions take effect instantly; others take effect the next time you run the batch process for the population that the payee is in. The selection status that's associated with the payee and the payment's calculation status determine what actions you can select. (You cannot change process indicators after a run is finalized.) All process indicators apply to all payments for a payee. You can see a payee's list of payments in the Results by Calendar component. If a payee has two process indicators because of two jobs, and you change the value of one process indicator to *Cancel,* the second process indicator is also set to *Cancel,* and the payee isn't paid. Options are: *Cancel:* The next time you run Calculate, the payee's results (and segment status record) are deleted. The selection status is *Cancel.* The payee remains in *Cancel* status, unless you later change the status to *Uncancel.* *Freeze:* Allowed only when the calculation status is *Payment Calculated.* Immediately updates the status to *Frozen* and causes future runs of the Calculate phase to ignore unprocessed positive input or other changes that have been entered since the payee was last calculated (for this calendar period). Applies to all segments for the payee. *Normal.* *Re-Calc* (recalculate): Use only when the calculation status is *Payment Calculated or Frozen.* The next time you run Calculate, the payee will be recalculated. *Suspend:* The next time you run the batch process, the payee's results (and segment status record) are deleted. The selection status is set to *Suspended by User.* The payee is reidentified for inclusion in the pay run. *Uncancel:* Use only if the selection status is *Cancelled.* *Unfreeze:* Allowed only when the calculation status is *Frozen.* This action immediately changes the calculation status to *Payment Calculated.* The next time the Calculate phase is run for this payee, the system processes unprocessed changes (iterative triggers). Applies to all segments for the payee.

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Field or Control	*Description*
Results	Click to access the Results by Calendar Group page to view segmentation , earning, deduction, accumulator, and supporting element information.
Messages	Click to access the Payee Messages page to view errors and warnings generated for the calendar group ID.

Calendar Data

This tab identifies the segment for which the payment was generated, the pay entity associated with the calendar, and the run type (absence or payroll).

Viewing Results by Calendar

Each time you run the Calculate phase, you can use the Results by Calendar pages to display payee information.

You can review the results of a calendar each time it's run. For example, if retroactivity causes the February 2000 calendar to be recalculated in March, April, and May, you can quickly view the results for each calendar run on the Results by Calendar page. Click the scroll arrows to view each set of results for the calendar.

Pages Used to View Results by Calendar

Page Name	*Definition Name*	*Usage*
Results by Calendar - Calendar Results Page	GP_RSLT_CAL_SEG	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retroactive results.
Result Segment Detail for <EMPLID> Page	GP_RSLT_SEG_SP	View more information about a segment's process and segment statuses. This page is also accessible by calendar group.
Results by Calendar - Earnings and Deductions Page	GP_RSLT_CAL_ED	View information about earnings and deductions for a payee.
Results by Calendar - Element Resolution Details Page	GP_RSLT_RES_SEC	View resolution details for each element. This page is also accessible by calendar group.

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Page Name	*Definition Name*	*Usage*
Results by Calendar - Accumulators Page	GP_RSLT_CAL_ACUM	View accumulator amounts.
Results by Calendar - Supporting Elements Page	GP_RSLT_CAL_PIN	View information for each supporting element that was used to calculate the earning or deduction amount.

Results by Calendar - Calendar Results Page

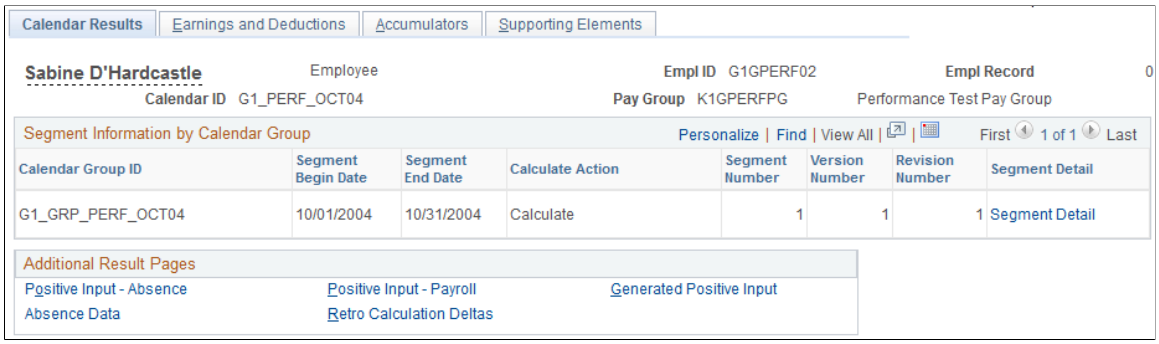
Use the Results by Calendar - Calendar Results page (GP_RSLT_CAL_SEG) to view segmentation information for a payee.

Page includes links to other pages that display positive input, absence, and retroactive results.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar > Calendar Results

This example illustrates the fields and controls on the Results by Calendar - Calendar Results page.



Field or Control	*Description*
Segment Detail	Click to access the Result Segment Detail page.

Result Segment Detail for <EMPLID> Page

Use the Result Segment Detail for <EMPLID> page (GP_RSLT_SEG_SP) to view more information about a segment's process and segment statuses.

This page is also accessible by calendar group.

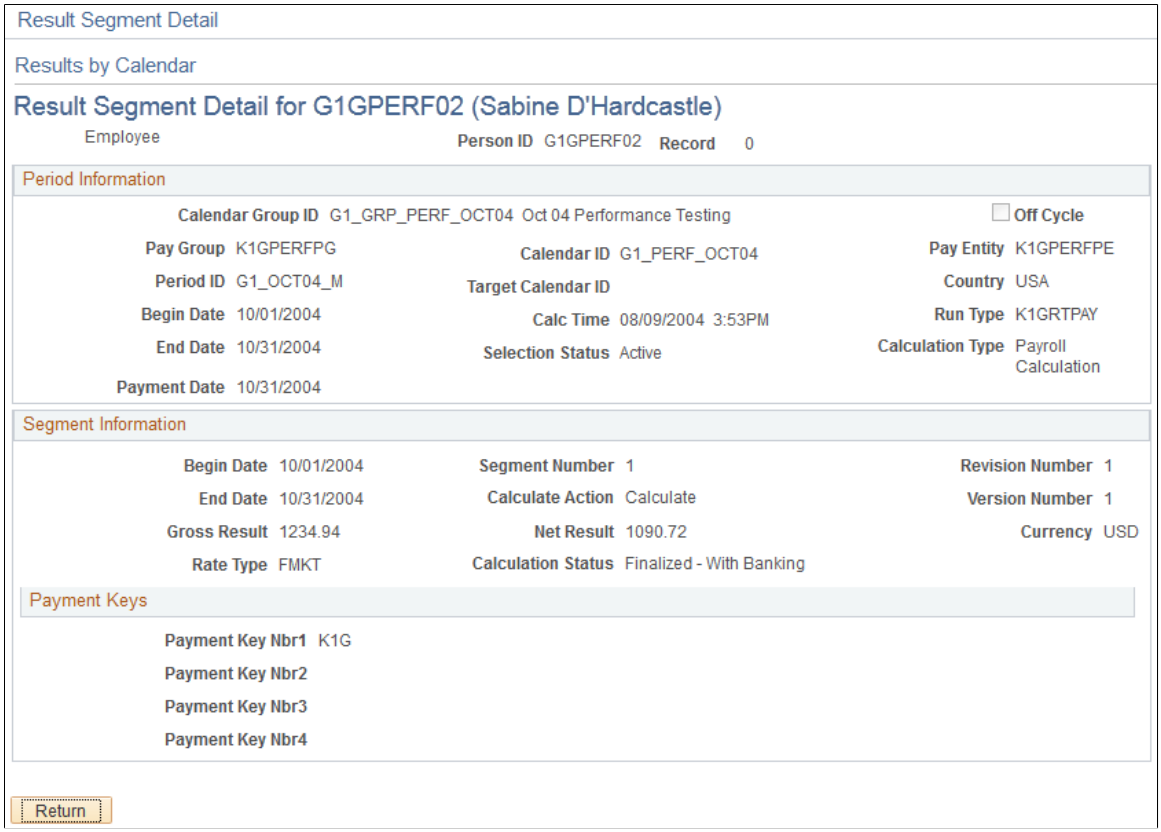
Navigation:

- Click the **Segment Detail** link on the Calendar Results page.

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- Click the **Segment Detail** link on the Calendar Group Results page.

This example illustrates the fields and controls on the Result Segment Detail for <EMPLID> page.



Period Information

Field or Control	*Description*
Period ID	The ID for the time period that is covered by the calendar.
Begin Date and **End Date**	The begin and end dates that are associated with the Process Stat record. The dates match the calendar begin and end dates.
Target Calendar ID	The target calendar that you selected when defining the calendar for this calendar run.
Calc Time (calculation time)	The last time that calculations were run for this payee.

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Segment Information

Field or Control	*Description*
Rate Type	The exchange rate type associated with the payment. (You define the exchange rate type on the Pay Group Name page and can override it by payee.)
Calculation Status	Values are: *Active in Segment:* Payee was active for at least one day during the calendar segment. *Inactive in Segment:* Payee was not active during that time period. *Finalized:* This particular calculation for the payment/ transaction has been finalized.
Transaction Type	Appears for off-cycle results. Values are *Correction, Advance Payment, Unscheduled Payment,* and *Manual Payment.*
Payment ID	The ID of a manual payment.
Payment Number	The payment number of a manual payment.

Payment Keys

This group box displays any payment keys that have been defined for the payee's pay entity.

Related Links

Status Codes and Process Indicators
Pay Entities - Processing Details Page

Results by Calendar - Earnings and Deductions Page

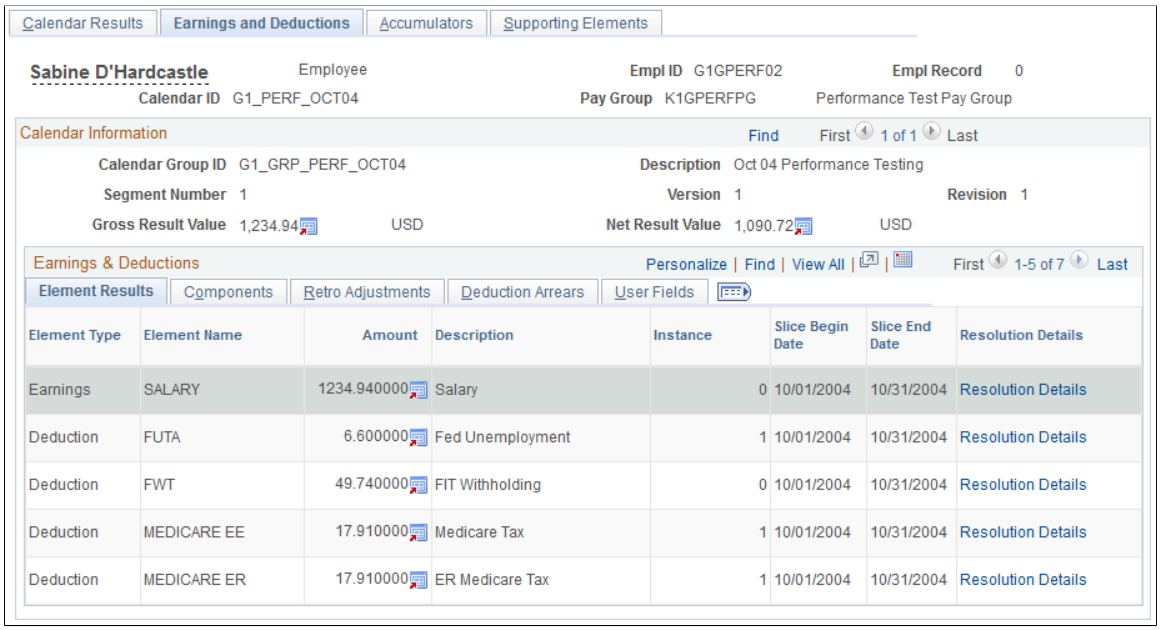
Use the Results by Calendar - Earnings and Deductions page (GP_RSLT_CAL_ED) to view information about earnings and deductions for a payee.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar > Earnings and Deductions

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This example illustrates the fields and controls on the Results by Calendar - Earnings and Deductions page.



Field or Control	*Description*
Amount	The amount that the system calculated for this element. For deductions, this is the amount plus the payback.

Retro Adjustments

Field or Control	*Description*
Calculation Adjustment	If there was retroactivity for the earning or deduction element, the sum of any retroactive adjustments that were applied during this pay period.
Base Adjustment	If base is a component of the element's calculation rule, the sum of any retroactive adjustments applied to the base amount during this pay period.
Unit Adjustment	If unit is a component of the element's calculation rule, the sum of any retroactive adjustments made to the units during this pay period.

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Deduction Arrears

Field or Control	*Description*
Amount	The deduction amount plus the payback amount.
Amount Not Taken	The deduction amount that exceeds the net pay accumulator for the current pay period.
Payback Amount	The portion of the arrears balance that is being paid off during the current pay period.
Amount Added to Arrears	The amount that is added to the arrears balance accumulator. (The displayed value equals the **Amount Not Taken** if you selected **Deduction Arrears Allowed** on the Arrears page.)
Resolution Details	Click to access the Element Resolution Details page, where you can view resolution details for each element.

Results by Calendar - Element Resolution Details Page

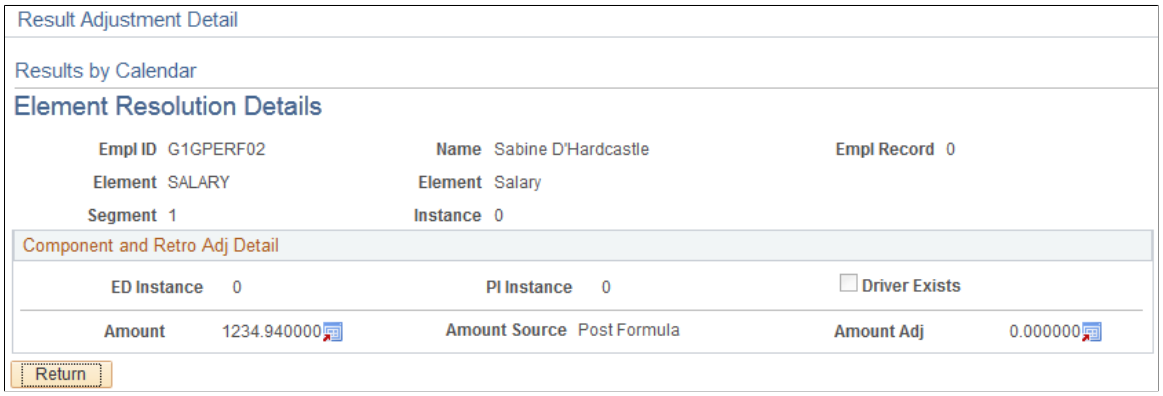
Use the Results by Calendar - Element Resolution Details page (GP_RSLT_RES_SEC) to view resolution details for each element.

This page is also accessible by calendar group.

Navigation:

Click the **Resolution Details** link on the Results by Calendar - Earnings and Deductions page.

This example illustrates the fields and controls on the Results by Calendar - Element Resolution Details page.



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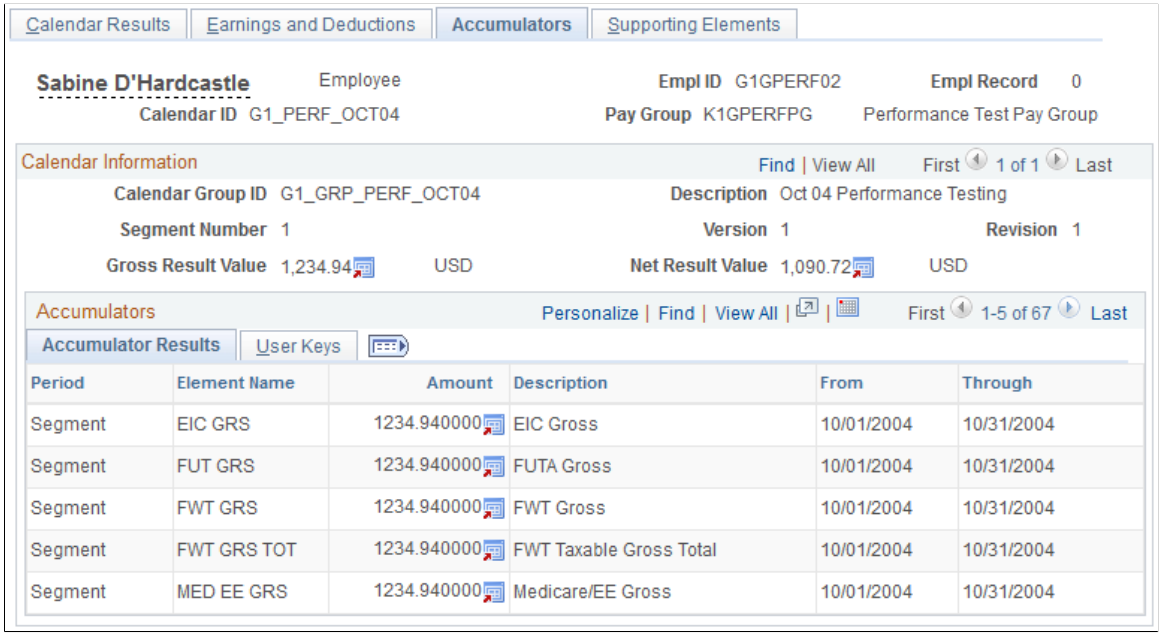
Results by Calendar - Accumulators Page

Use the Results by Calendar - Accumulators page (GP_RSLT_CAL_ACUM) to view accumulator amounts.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar > Accumulators

This example illustrates the fields and controls on the Results by Calendar - Accumulators page.



Accumulator Results

Field or Control	*Description*
Period	The period of time tracked by the accumulator.

User Keys

This tab displays the system element or variable element that is associated with the user keys for each accumulator.

Results by Calendar - Supporting Elements Page

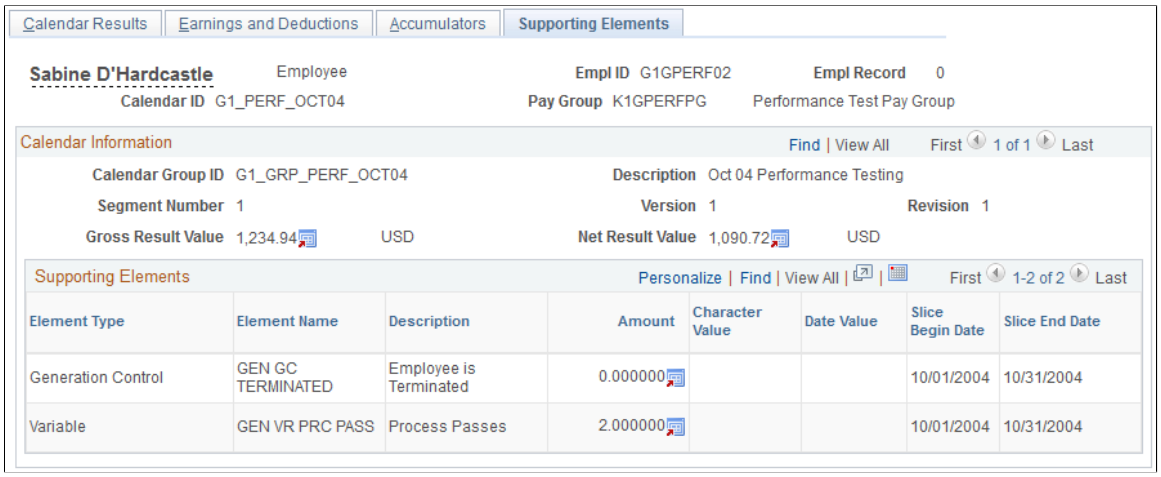
Use the Results by Calendar - Supporting Elements page (GP_RSLT_CAL_PIN) to view information for each supporting element that was used to calculate the earning or deduction amount.

Navigation:

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Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar > Supporting Elements

This example illustrates the fields and controls on the Results by Calendar - Supporting Elements page.



The type of value that the supporting element resolved to determines the column that it is listed under **Amount, Character Value,** or **Date Value.**

Field or Control	*Description*
Slice Begin Date and **Slice End Date**	The begin and end dates of the slice in which the supporting element was resolved.

Viewing Positive Input Results

Pages Used to View Positive Input Results

Page Name	*Definition Name*	*Usage*
Positive Input - Absence Page	GP_RSLT_CAL_AE GP_RSLT_RUN_AE	Displays balance adjustments made to frequency-based entitlement elements that are processed for the absence calendar.
Positive Input - Payroll Page	GP_RSLT_CAL_PI GP_RSLT_RUN_PI	View all processed positive input that was targeted to a calendar in the calendar group.
Positive Input - Details Page	GP_RSLT_PI_COMP_SP	View detailed user instructions on the Positive Input - Details page.

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Page Name	*Definition Name*	*Usage*
Results by Calendar - Supporting Element Overrides Page	GP_RSLT_PI_SOVR_SP	View detailed user instructions on the Positive Input - Supporting Elements page.
Generated Positive Input Page	GP_RSLT_CAL_GPI GP_RSLT_RUN_GPI	View resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list; the absence take process; and payable time that was retrieved from Time and Labor.
Results by Calendar - Positive Input - Details Page	GP_RSLT_GPICOMP_SP	Displays detailed information for a system-generated instance of positive input.
Results by Calendar- Supporting Element Overrides Page	GP_RSLT_GPISOVR_SP	Displays information for supporting elements that are associated with a system-generated instance of positive input.

Positive Input - Absence Page

Use the Positive Input - Absence page (GP_RSLT_CAL_AE) to view balance adjustments made to frequency-based entitlement elements that are processed for the absence calendar.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Review Absence/ Payroll Info** > **Results by Calendar** > **Calendar Results**

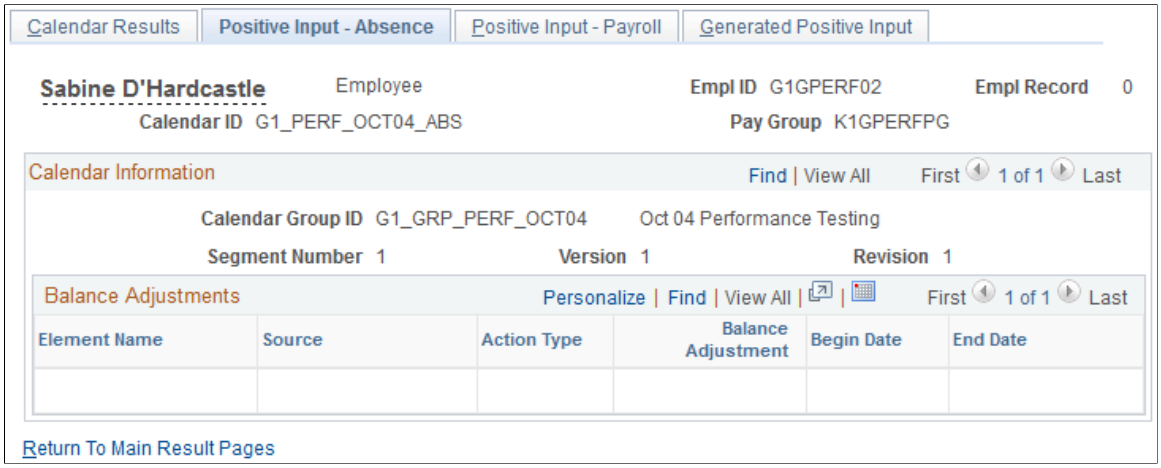
  Click the **Positive Input - Absence** link on the Calendar Results page.

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Review Absence/ Payroll Info** > **Results by Calendar Group** > **Calendar Group Results**

  Click the **Positive Input - Absence** link on the Calendar Group Results page.

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This example illustrates the fields and controls on the Positive Input - Absence page.



Field or Control	*Description*
Source	*Absence* means that the instance of positive input was created by the Absence Take process.
Balance Adjustment	The number of units by which the entitlement balance for this absence take element is being adjusted, if applicable.
Begin Date and **End Date**	The first day and last day of the absence event.

Positive Input - Payroll Page

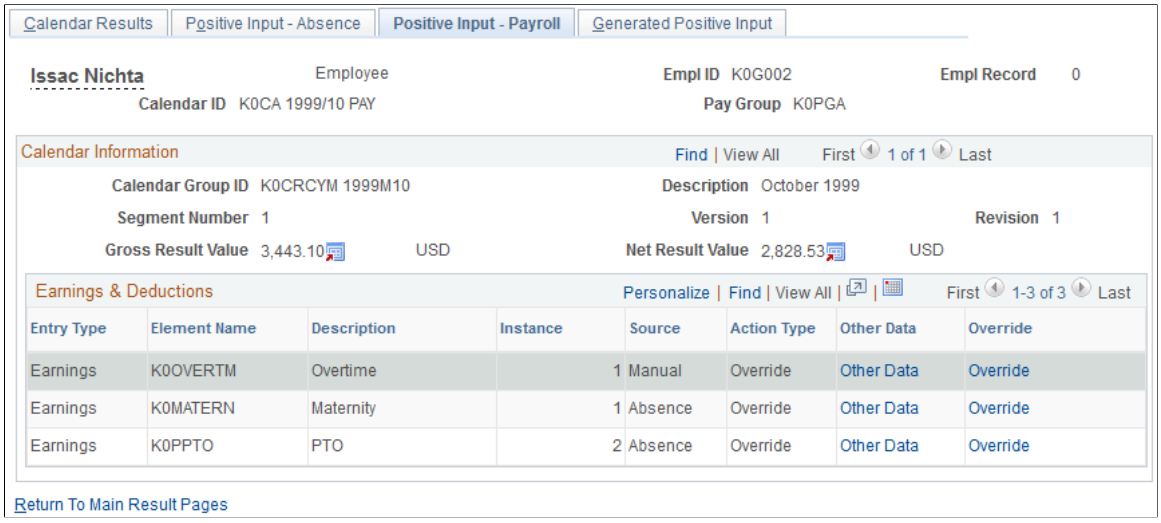
Use the Positive Input - Payroll page (GP_RSLT_CAL_PI) to view all processed positive input that was targeted to a calendar in the calendar group.

Navigation:

- Click the **Positive Input - Payroll** link on the Calendar Results page.
- Click the **Positive Input - Payroll** link on the Calendar Group Results page.

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This example illustrates the fields and controls on the Positive Input - Payroll page.



Earnings & Deductions

Field or Control	*Description*
Entry Type	Displays the entry type.
Element Name	Displays the element name.
Description	Displays the element description.
Source	Displays the origin of the positive input. Values are: *Absence:* The instance was generated by the Absence Take process. *Gen PI* (generated positive input): This instance was created through a generated positive input section of a process list. *Manual:* The instance was manually entered into the system. *Time&Labor:* The instance was received from Time and Labor.
Other Data	Click to access the Details page to view the detailed instructions that were entered on the Positive Input - Details page.
Override	Click to access the Positive Input - Supporting Element Overrides page to view any override information that was entered on the Positive Input - Override page.

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Related Links

Positive Input - Details Page
Understanding Overrides

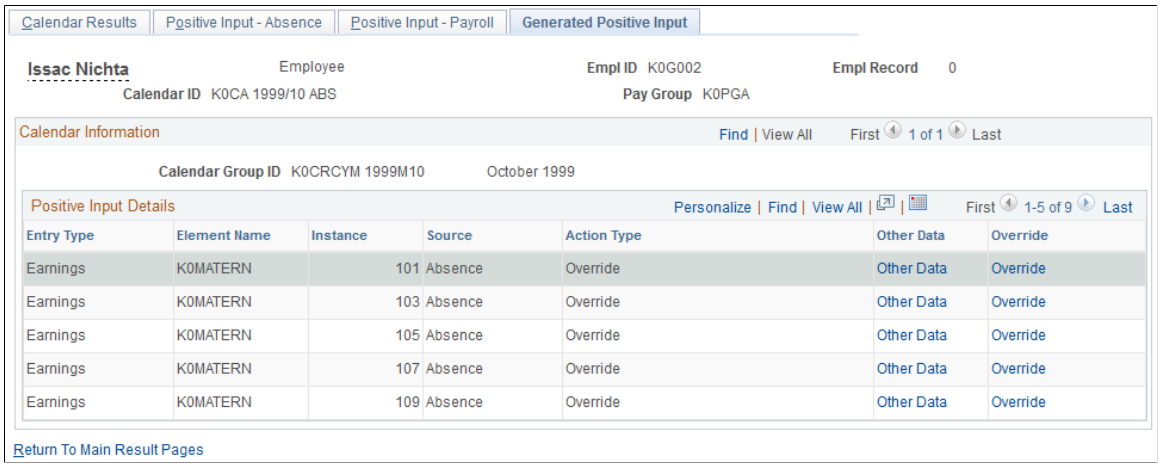
Generated Positive Input Page

Use the Generated Positive Input page (GP_RSLT_CAL_GPI) to view resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list; the absence take process; and payable time that was retrieved from Time and Labor.

Navigation:

- Click the **Generated Positive Input** link on the Calendar Results page.
- Click the **Generated Positive Input** link on the Calendar Group Results page.

This example illustrates the fields and controls on the Generated Positive Input page.



Field or Control	*Description*
Other Data	Click to access the Details page where you can view detailed information about the instance of positive input.
Override	Click to access the Supporting Element Overrides page where you can view information for supporting elements that are associated with the generated instance.

Related Links

Results by Calendar- Supporting Element Overrides Page
Positive Input - Details Page

Results by Calendar- Supporting Element Overrides Page

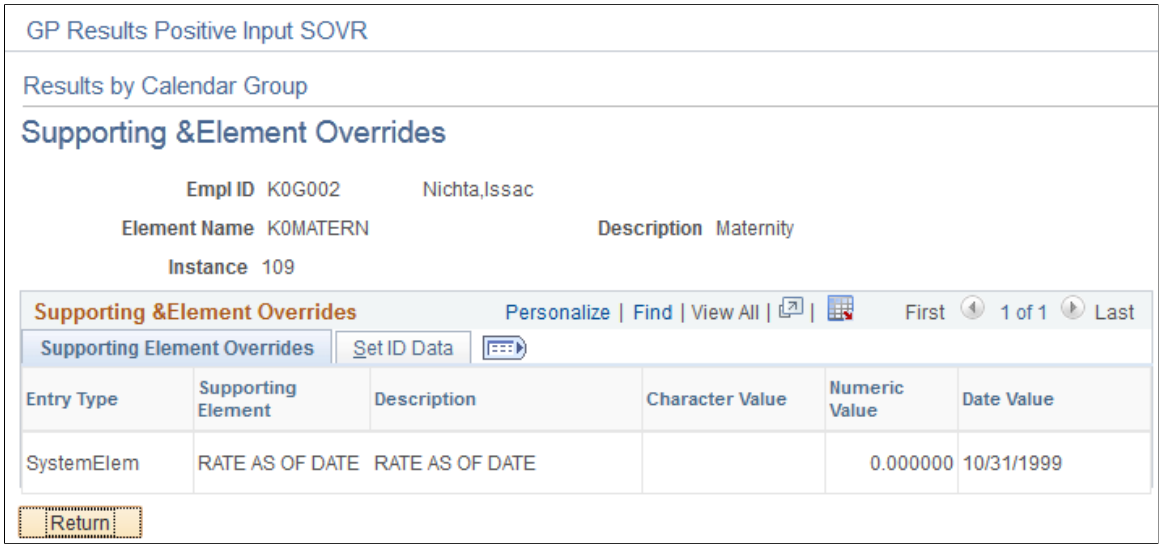
Use the Results by Calendar- Supporting Element Overrides page (GP_RSLT_GPISOVR_SP) to view information for supporting elements that is associated with a system-generated instance of positive input.

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Navigation:

Click the **Override** link on the Generated Positive Input page.

This example illustrates the fields and controls on the Results by Calendar - Supporting Element Overrides.



Set ID Data

This tab displays the Set ID associated with the supporting element override.

Related Links

Understanding Overrides

Viewing Daily Results of the Absence Take Process

Pages Used to View Daily Results of the Absence Take Process

Page Name	*Definition Name*	*Usage*
Absence Data Page	GP_RSLT_CAL_ABS GP_RSLT_RUN_ABS	View the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.
Absence Balance Data Page	GP_ABS_EXPLAIN_SP	View detailed information about the payee's entitlement balance.

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Page Name	*Definition Name*	*Usage*
Absence Begin/End Data Page	GP_ABS_BGN_END_SP	View the hours that a payee was absent, if less than a full day. This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.
Configurable Fields Page	GP_ABS_CONFIG_SP	View values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.
Work Schedule Data Page	GP_ABS_WS_SP	View values that were entered in the Sch Cfg1…4 fields (Shifts page) that apply to the absence date. Also view values for the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page.
Alternate Work Schedule Data Page	GP_ABS_ALT_WS_SP	View values that were entered in the Sch Cfg1…4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date. Applicable only If an alternate work schedule was in effect on the absence day.

Absence Data Page

Use the Absence Data page (GP_RSLT_CAL_ABS) to view the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.

Navigation:

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Review Absence/ Payroll Info** > **Results by Calendar** > **Calendar Results**

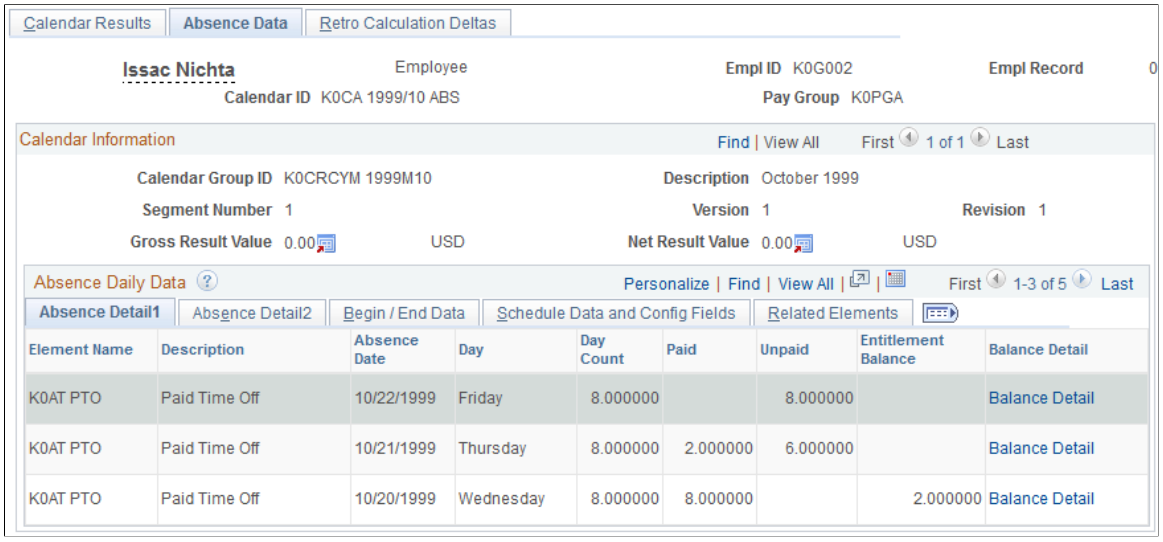
  Click the **Absence Data** link on the Calendar Results page.

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Review Absence/ Payroll Info** > **Results by Calendar Group** > **Calendar Group Results**

  Click the **Absence Data** link on the Calendar Group Results page.

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This example illustrates the fields and controls on the Absence Data page.



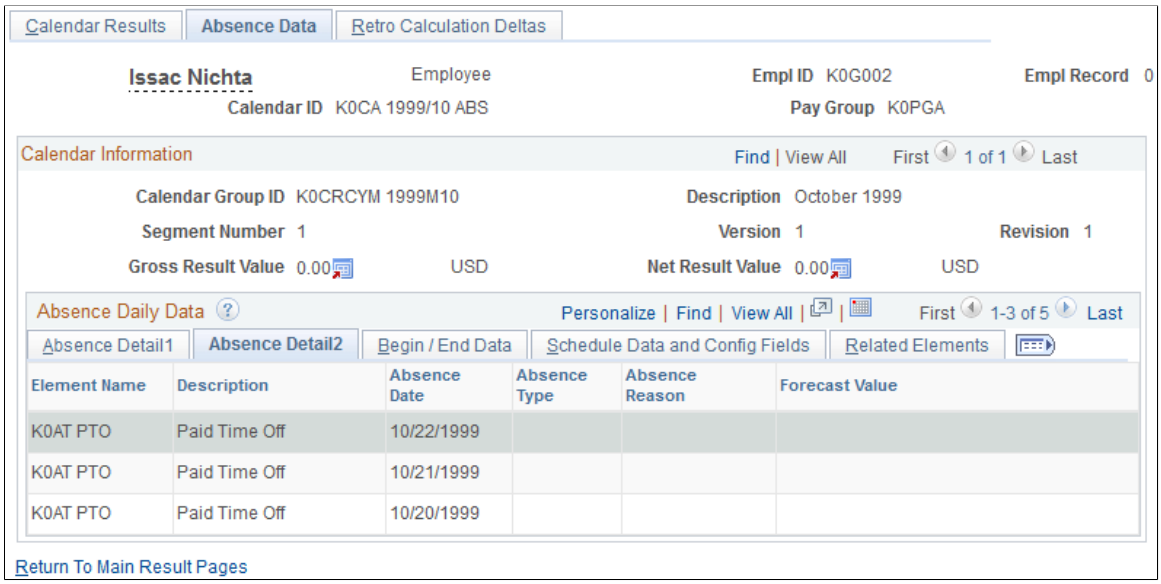
Field or Control	*Description*
Day Count	Displays the result of the Day Formula for the absence take element.
Entitlement Balance	Displays the number of paid absence days to which the payee is entitled after taking this absence into account.
Balance Detail	Click to access the Absence Balance Data page where you can view additional information about the absence. See Absence Balance Data Page.

Absence Detail2

Select the Absence Detail2 tab.

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This example illustrates the fields and controls on the Absence Data page: Absence Detail2 tab.

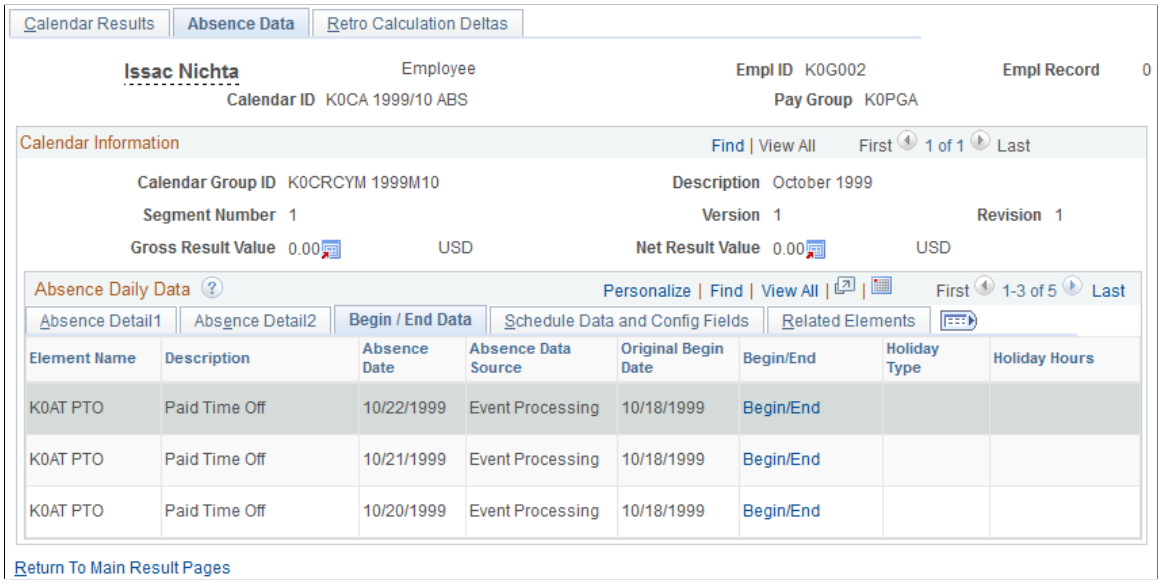


The **Forecast Value** field displays the forecast value for the last day of the absence event.

Begin/End Data

Select the Begin/End Data tab.

This example illustrates the fields and controls on the Absence Data page: Begin/End Data tab.



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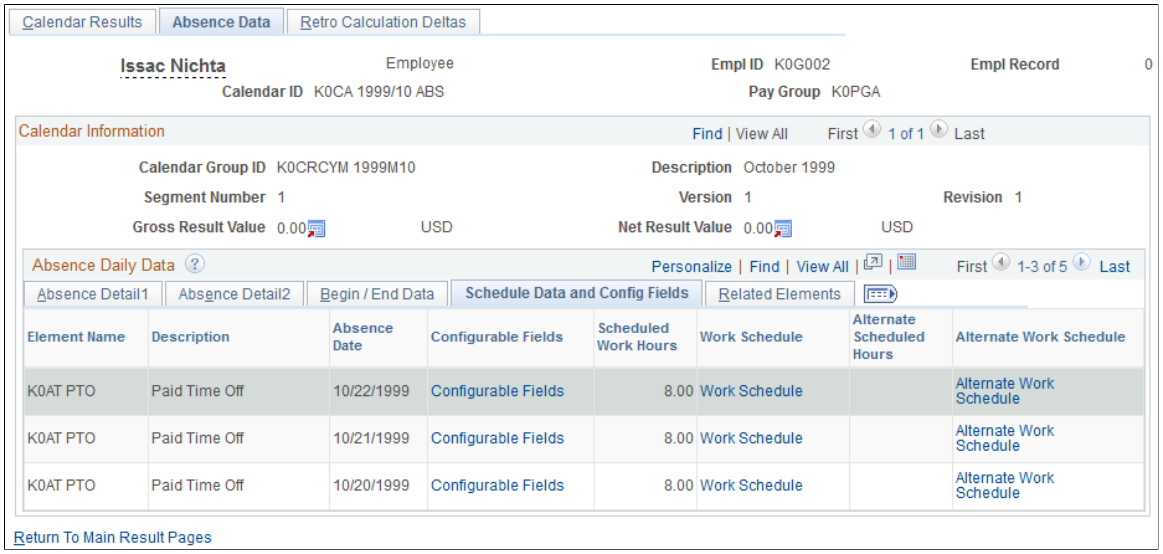
Field or Control	*Description*
Absence Data Source	Displays the absence process that generated the absence event: *Take Processing:* The row was created when a negative entitlement balance was redirected to another take element (according to instructions on the Absence Take - Negative Balance page) or when the "mapped to" feature (defined on the Absence Take - Day Formula page) resulted in the creation of a second absence event. *Event Processing:* The row was created when the absence event was expanded into daily rows during the Absence Take process.
Original Begin Date	If this is a linked absence, the original begin date from the Absence Event Entry page appears.
Begin/End	Click to access the Absence Begin/End Data page where you can view information about partial-day absences. See Absence Begin/End Data Page.
Holiday Type	If the absence occurred on a holiday, the type of holiday is identified: *BRG* (bridge), *CAN* (Canadian), *HIGH, LOW, STD* (standard), *USA* (USA public), *VERY* (very high).
Holiday Hours	Displays the number of hours from the Holiday schedule.

Schedule Data and Config Fields (schedule data and configuration fields)

Select the Schedule Data and Config Fields tab.

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This example illustrates the fields and controls on the Absence Data page: Schedule Data and Config Fields tab.



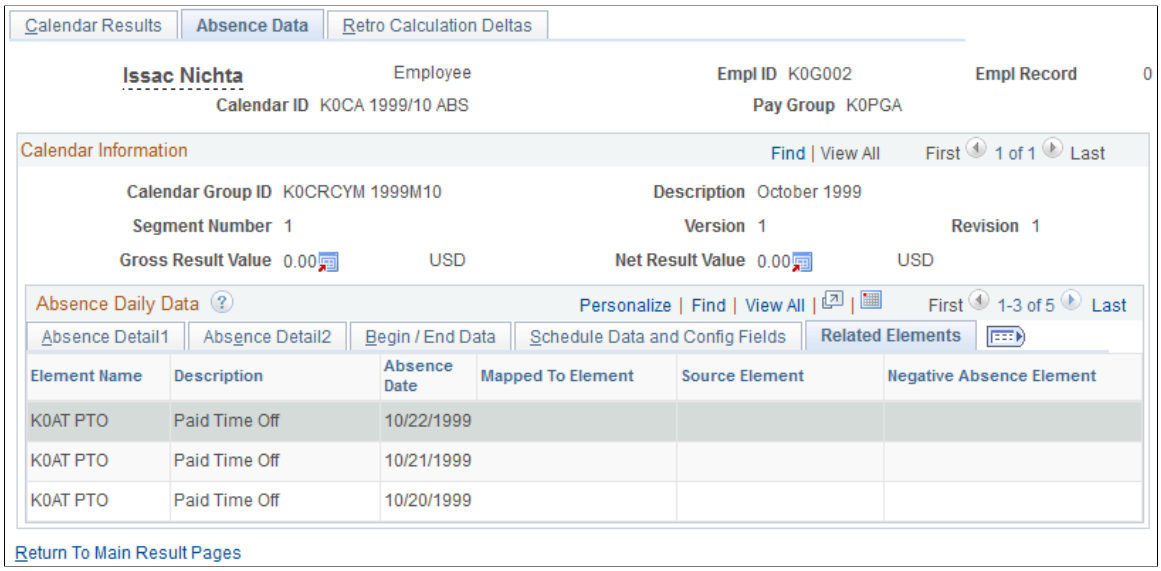
Field or Control	*Description*
Configuration Fields	Click to access the Configurable Fields page to view information from the User Defined fields that are associated with the absence event and absence take element.
Scheduled Work Hours	Displays the number of hours that the payee was scheduled to work on the absence date.
Work Schedule	Click to access the Absence Configurable Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides.
Alternate Scheduled Hours	Number of hours that the payee was scheduled to work, according to the payee's alternate work schedule, on the absence date.
Alternate Work Schedule	Click to access the Alternate Work Schedule Data page where you can view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides for the alternate work schedule. See Alternate Work Schedule Data Page.

Related Elements

Select the Related Elements tab.

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This example illustrates the fields and controls on the Absence Data page: Related Elements tab.



Field or Control	*Description*
Mapped to Element	If the absence take element that is associated with the payee's absence is mapped to another take element (through the Take - Day Formula page), the name of the absence take element for which the system will generate a matching absence event appears.
Source Element	Displays the absence take element that triggered generation of a second absence event.
Negative Absence Element	If the event resulted in a negative entitlement balance, and you selected *Take with Other Absence* for this take element (on the Absence Take - Negative Balance page), the name of the specified take element appears.

Absence Balance Data Page

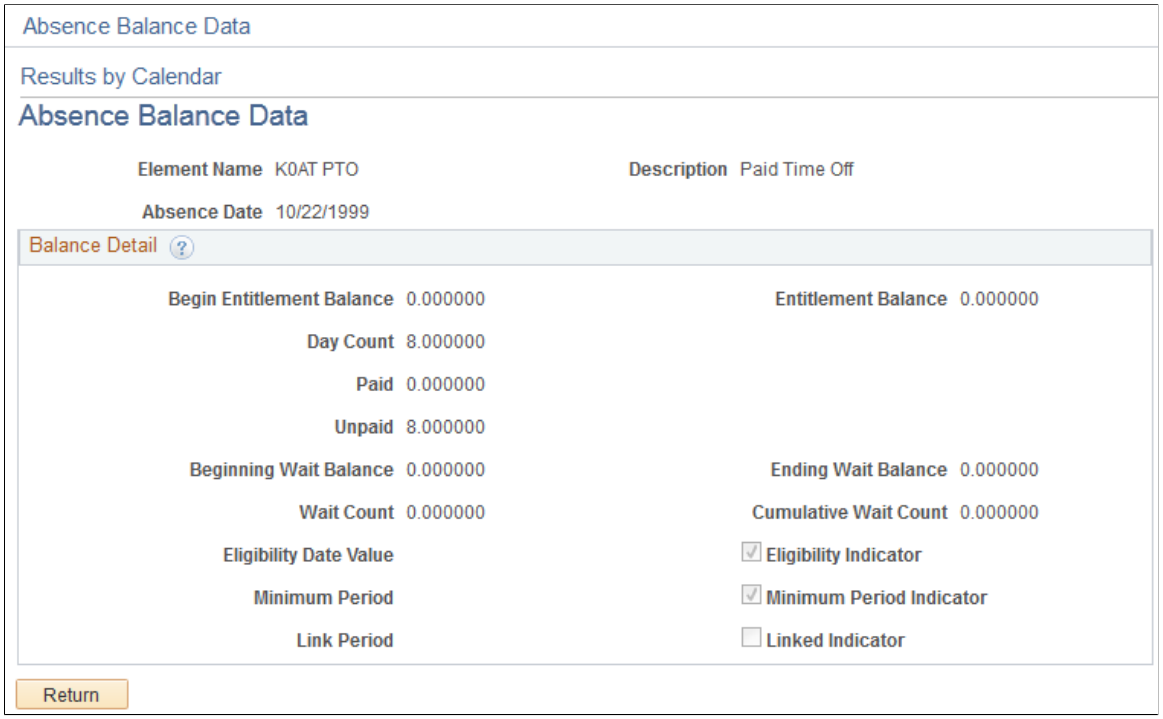
Use the Absence Balance Data page (GP_ABS_EXPLAIN_SP) to view detailed information about the payee's entitlement balance.

Navigation:

Click the **Balance Detail** link on the Absence Detail1 tab of the Absence Data page.

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This example illustrates the fields and controls on the Absence Balance Data page.



Field or Control	***Description***
Begin Entitlement Balance and **Entitlement Balance**	Displays the number of paid absence days to which the payee was entitled before and after taking this absence into account.
Day Count	Displays the calculated Day Count.
Beginning Wait Balance	If this absence is subject to a wait per absence rule, this field displays the remaining number of days that the payee must be absent before the current absence date can be paid. It does not count the current absence date.
Ending Wait Balance	Displays the waiting period balance after the current absence date is taken into account.
Wait Count	Displays the result of the Wait Count formula.
Cumulative Wait Count	Displays the wait units that are associated with the current absence event.
Eligibility Date	If the absence is subject to an eligibility period, the date that the payee becomes eligible to take a paid absence appears. Absences that are taken on or after this date can be applied against the entitlement balance. Days before this date are unpaid.

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Field or Control	*Description*
Eligibility Indicator	Selected if the eligibility date has been reached.
Minimum Period	If this absence is subject to a minimum period rule, this field displays the minimum number of calendar days that the payee must be absent before he or she can be paid for the entire absence.
Minimum Period Indicator	Selected if the minimum absence period for this absence has been met.
Link Period	This field applies only if the absence is subject to a linked absence rule. It displays the number of days (or other units) that can elapse between this absence and a related absence for the current absence date to be treated as a linked absence. Linked absences can share the same entitlement and wait period.
Linked Indicator	Selected if this absence event is linked to another absence event.

Absence Begin/End Data Page

Use the Absence Begin/End Data page (GP_ABS_BGN_END_SP) to view the hours that a payee was absent, if less than a full day.

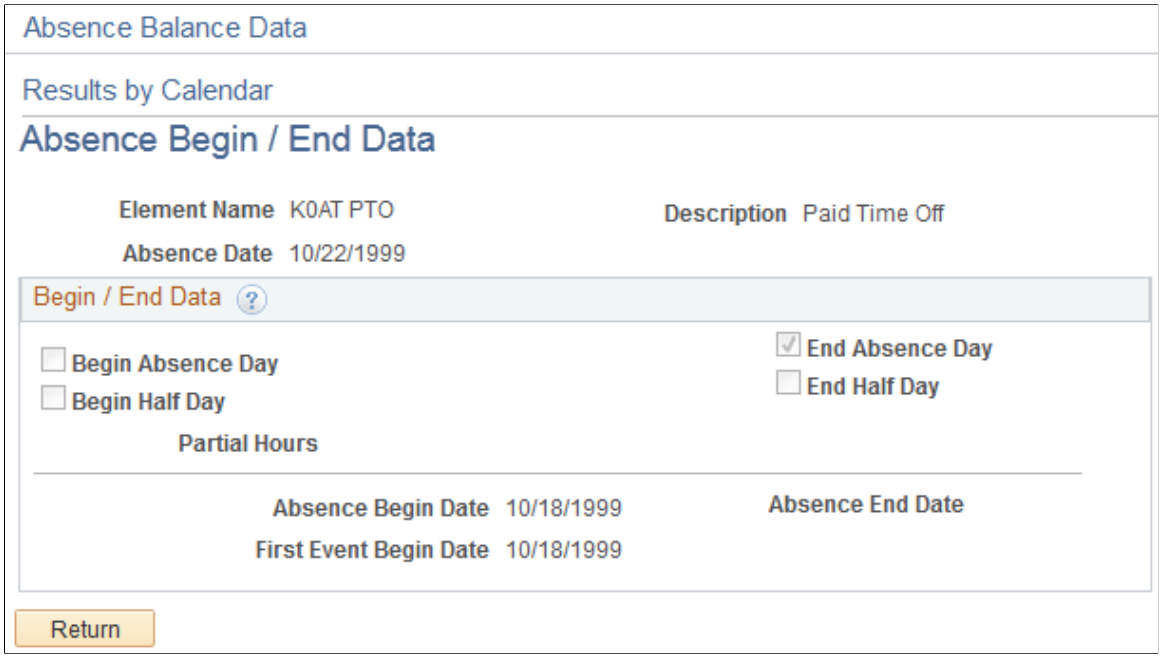
This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.

Navigation:

Click the **Begin/End** link on the Begin/End Data tab of the Absence Data page.

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This example illustrates the fields and controls on the Absence Begin/End Data page.



Field or Control	*Description*
Element Name	Displays the name of the absence take element.
Partial Hours	Displays the hours that the payee was absent, if the payee was absent only part of the day.
First Event Begin Date	Displays the date that was entered in the Original Begin Date field on the Absence Event Entry Detail page.

Configurable Fields Page

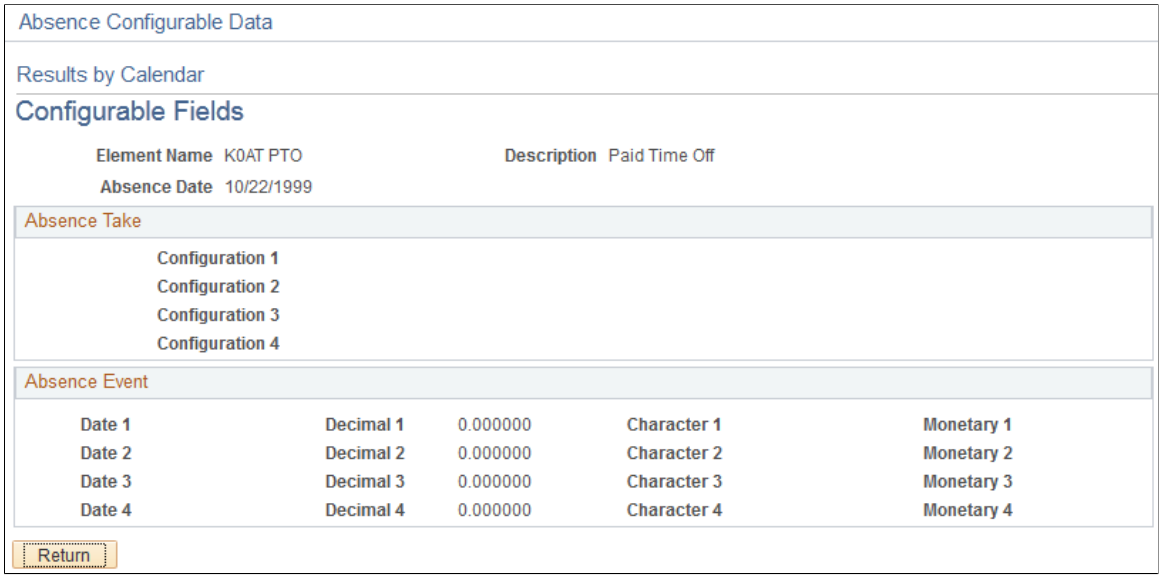
Use the Configurable Fields page (GP_ABS_CONFIG_SP) to view values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.

Navigation:

Click the **Configurable Fields** link on the Schedule Data and Config Details tab of the Absence Data page.

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This example illustrates the fields and controls on the Configurable Fields page.



Absence Take

Field or Control	*Description*
Configuration 1, Configuration 2, Configuration 3 and **Configuration 4**	These fields display information that was entered in the Used Defined fields on the Absence Take - Calculation page.

Absence Event

These fields display information that a user entered into the User Defined fields on the Absence Event Entry Detail page.

Work Schedule Data Page

Use the Work Schedule Data page (GP_ABS_WS_SP) to view values that were entered in the Sch Cfg1…4 fields (Shifts page) that apply to the absence date.

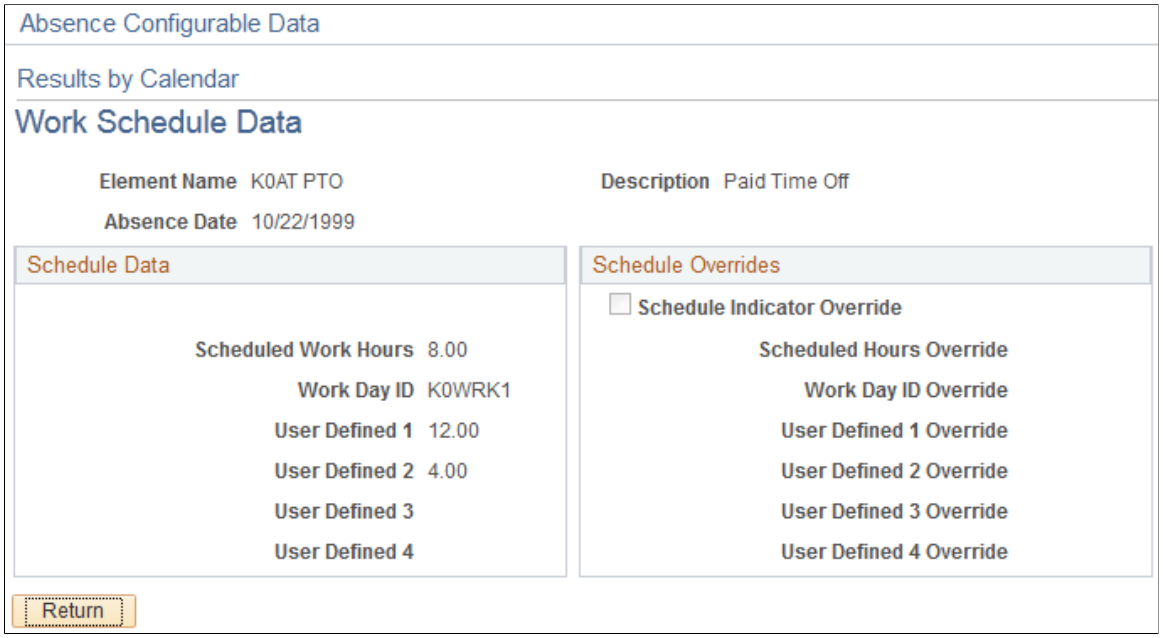
Also view values for the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page.

Navigation:

Click the **Work Schedule** link on the Schedule Data and Config Fields tab of the Absence Data page.

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This example illustrates the fields and controls on the Work Schedule Data page.



Schedule Data

Field or Control	*Description*
Scheduled Work Hours	Displays the number of hours the payee was scheduled to work on the absence date. The hours come from the **Schedule Hours** field on the Shift page.
Work Day ID	Displays the Work Day ID for the work pattern assigned to the payee. Work Day IDs are assigned to all members of a pay group through the Pay Group page and can be overridden for a payee on the Assign Schedules (Details) page.
User Defined 1 - 4	Displays the data that was entered in the Sch Cfg 1 - 4 fields on the Shifts page for this shift.

Schedule Overrides

Field or Control	*Description*
Schedule Indicator Override	Selected if an override was entered for the payee on the Override Scheduled Workday page.

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Field or Control	*Description*
Scheduled Hours Override	Displays the scheduled hours that are associated with the Workday override that was entered on the Override Scheduled Workday page.
Work Day ID Override	Displays the Work Day ID that was selected as an override on the Override Scheduled Workday page.
User Defined 1 - 4 Override	Displays the values of the Sch Cfg fields that are associated with the Workday override schedule selected on the Override Scheduled Workday page.

Alternate Work Schedule Data Page

Use the Alternate Work Schedule Data page (GP_ABS_ALT_WS_SP) to view values that were entered in the Sch Cfg1…4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date.

Applicable only If an alternate work schedule was in effect on the absence day.

Navigation:

Click the **Alternate Work Schedule** link on the Schedule Data and Config Fields tab of the Absence Data page.

The fields on this page are the same as those on the Work Schedule Data page, but they apply to the alternate work schedule.

Related Links

Work Schedule Data Page

Viewing Delta Values for Retroactive Calculations

When retroactive processing occurs for a payee, the system recalculates each element that is generated for the payee. The difference between the recalculated results and the original results is called the *delta.* A delta can represent an underpayment or an overpayment that results in an adjustment to the payee's earnings.

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Page Used to View Deltas

Page Name	*Definition Name*	*Usage*
Retro Calculation Deltas Page	GP_RSLT_CAL_DLTA	View the delta values associated with payments that were recalculated because of retroactivity.

Retro Calculation Deltas Page

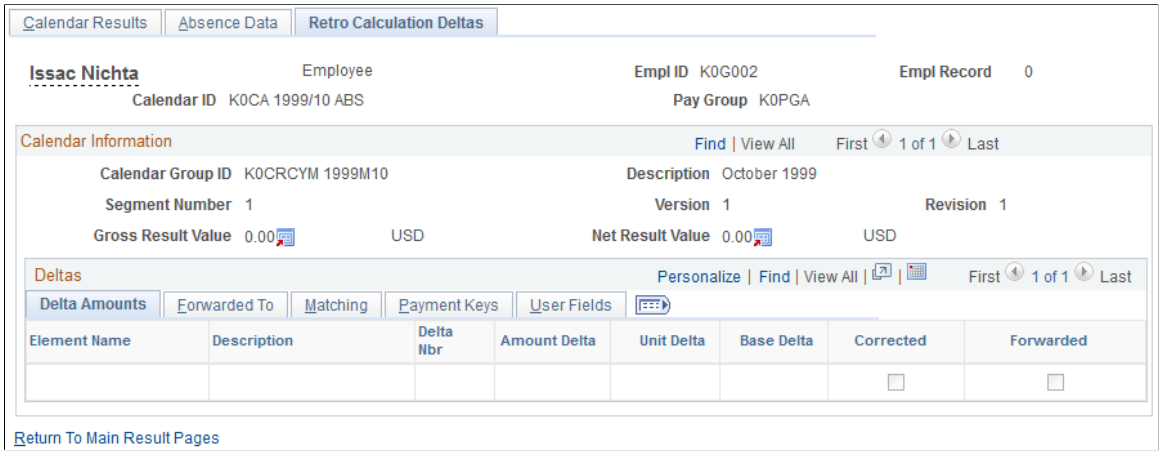
Use the Retro Calculation Deltas page (GP_RSLT_CAL_DLTA) to view the delta values associated with payments that were recalculated because of retroactivity.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Review Absence/Payroll Info** > **Results by Calendar** > **Calendar Results**

Click the **Retro Calculation Deltas** link on the Calendar Results page.

This example illustrates the fields and controls on the Retro Calculation Deltas page.



Field or Control	*Description*
Amount Delta, Unit Delta, and **Base Delta**	Displays the difference between the original value and the recalculated value.
Corrected	Selected when the retroactive mode is corrective to indicate that the originally calculated value has been replaced by the recalculated value.

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Field or Control	*Description*
Forwarded	Selected when the retroactive method is forwarding or when the retroactive method is corrective and you have defined a forwarding exception. It indicates that the system forwarded each earning and deduction delta (that was defined for forwarding) to the current period as an adjustment or forwarded the value of the elements to a new element—depending on your instructions.

Forwarded To

This tab identifies the calendar group ID, the calendar, pay group and element that will receive the value of the element's retroactive delta in the current period.

Matching

Select the Matching tab.

This example illustrates the fields and controls on the Retro Calculation Deltas page: Matching tab.



During forwarding retroactive processing, the system forwards adjustments from the recalculated calendars to the current calendar when the Employee Record Number, Paying Entity, Pay Group, and Run Type match. If any of these items do not match, the system follows the forwarding instructions that are defined for the payee on the Unprocessed Retro Deltas page and that display on the Delta Amounts page.

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Field or Control	*Description*
Match Action	Displays the instructions that you entered on the Unprocessed Retro Deltas page. Values are: *Apply Cal* (apply to calendar): The retroactive delta was pulled into the specific calendar and pay group that you entered in the **Target Calendar ID** and **Target Calendar Pay Group** fields on the Unprocessed Retro Deltas page. *Dflt Match* (default match): The retroactive delta was pulled into the current calendar and pay group. *Do Not Prc* (do not process): The unprocessed retroactive deltas were not pulled into a calendar as a retroactive adjustment.
Target Calendar ID and **Target Pay Group ID**	Displays the calendar and pay group to which the deltas were forwarded.

Payment Keys

This tab displays the names of the payment keys and their values.

Related Links

Understanding Retroactive Methods
Payment Keys with Forwarding Retro

Viewing Results by Calendar Group

This topic lists pages that are used to view results by calendar group.

Pages Used to View Results by Calendar Group

Page Name	*Definition Name*	*Usage*
Calendar Group Results Page	GP_RSLT_RUN_SEG	View the processing statistics for an entire calendar group. This component displays the same information as the Results by Calendar component, except that it is for a calendar group rather than an individual calendar. Page includes links to other pages that display positive input, absence, and retroactive processing results.

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Page Name	*Definition Name*	*Usage*
Result Segment Detail Page	GP_RSLT_SEG_SP	View more information about a segment's process and segment statuses.
Results by Calendar Group - Earnings and Deductions Page	GP_RSLT_RUN_ED	View information about earnings and deductions for a payee.
Results by Calendar Group - Element Resolution Details Page	GP_RSLT_RES_SEC	View resolution details for each element.
Results by Calendar Group - Accumulators Page	GP_RSLT_RUN_ACUM	View accumulator amounts.
Results by Calendar Group - Supporting Elements Page	GP_RSLT_RUN_PIN	View information for each supporting element that was used to calculate the earning or deduction amount.

Related Links

Viewing Results by Calendar

Configuring the Processing Monitor

Pages Used to Configure the Processing Monitor

Page Name	*Definition Name*	*Usage*
Monitor Configuration Page	GP_CS_INSTALL	Configure the Processing Monitor.

Understanding the Processing Monitor

The Processing Monitor component provides a comprehensive set of processing statistics along with graphical representations of those statistics. The statistical information displayed on this page includes:

- Counts by selection, calculation, and segment status. This information is further broken down by the Absence and Payroll calculation types.
- Summarized gross pay and net pay results for payroll calculations.
- Summarized accumulator results for absence calculations.

The Processing Monitor presents this information by calendar group and by individual calendar.

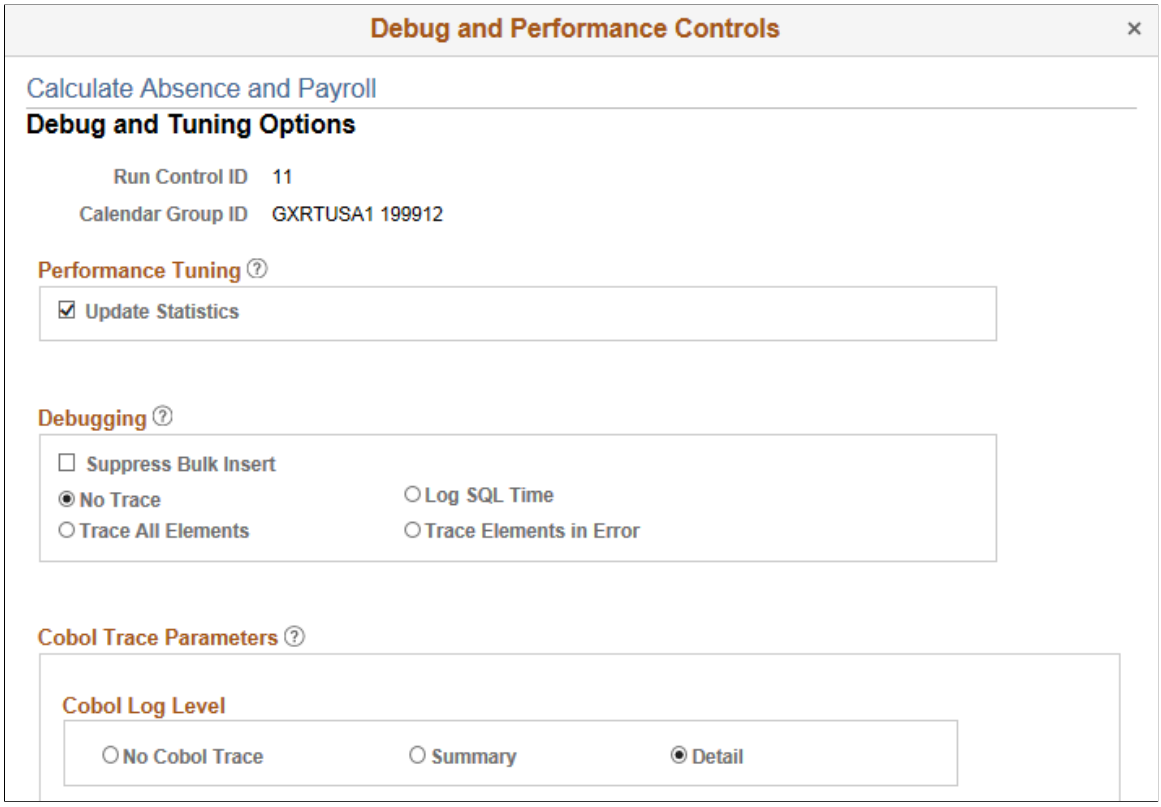
Note: You cannot use the Processing Monitor to review processing statistics for off-cycle calendars.

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Updating Processing Monitor Data

The system updates the data presented in the Processing Monitor during absence and payroll calculation batch processing. You can disable the portion of the batch process that updates the Processing Monitor by deselecting the Update Processing Monitor check box on the Debug and Tuning Options page.

This is an example of the Debug and Tuning Options page.



You can also update Processing Monitor data for a specific calendar group using the Update Processing Monitor Data page.

Related Links

Debug and Tuning Options Page
Update Processing Monitor Data page

Prerequisites for Processing Monitor Configuration

To include absence accumulator information in the Summary portion of the Processing Monitor, you must:

1. Create element groups. The element groups you create determine which absence accumulators the system displays in the Summary portion of the Processing Monitor. When defining element groups for the Processing Monitor, follow these guidelines:

    - On the Element Group Members Page, select *Applications* in the **Element Group Use** field.
    - When adding members on the Element Group Members page, make sure to select only members with an **Element Type** of *Accumulator*.

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Note: Segment accumulators are the type of accumulators supported by the Processing Monitor feature.

- On the Element Group Members page, the sort order you enter in the **Application Default Sort Seq** (application default sort sequence) column determines the order in which each element link appears, from left to right, for each element group in the Summary portion of the Processing Monitor.
- Make sure that the description for each element group members is unique.
- Do not add more than four accumulators to an element group.
- Ensure that all of the accumulators that you add to the element groups are included in a section of your process list.

2. Create an application using the Define Application Page. An application is required to create an element list set.
3. Use the Define List Set Page to create an element list set that contains the element groups you created to use with the Processing Monitor.

   Note: Do not add more than four element groups to the element list set.

Note: It is not necessary to create an element list to view gross and net pay using the Processing Monitor.

Related Links

Setting Up Sections
Setting Up Process Lists

Monitor Configuration Page

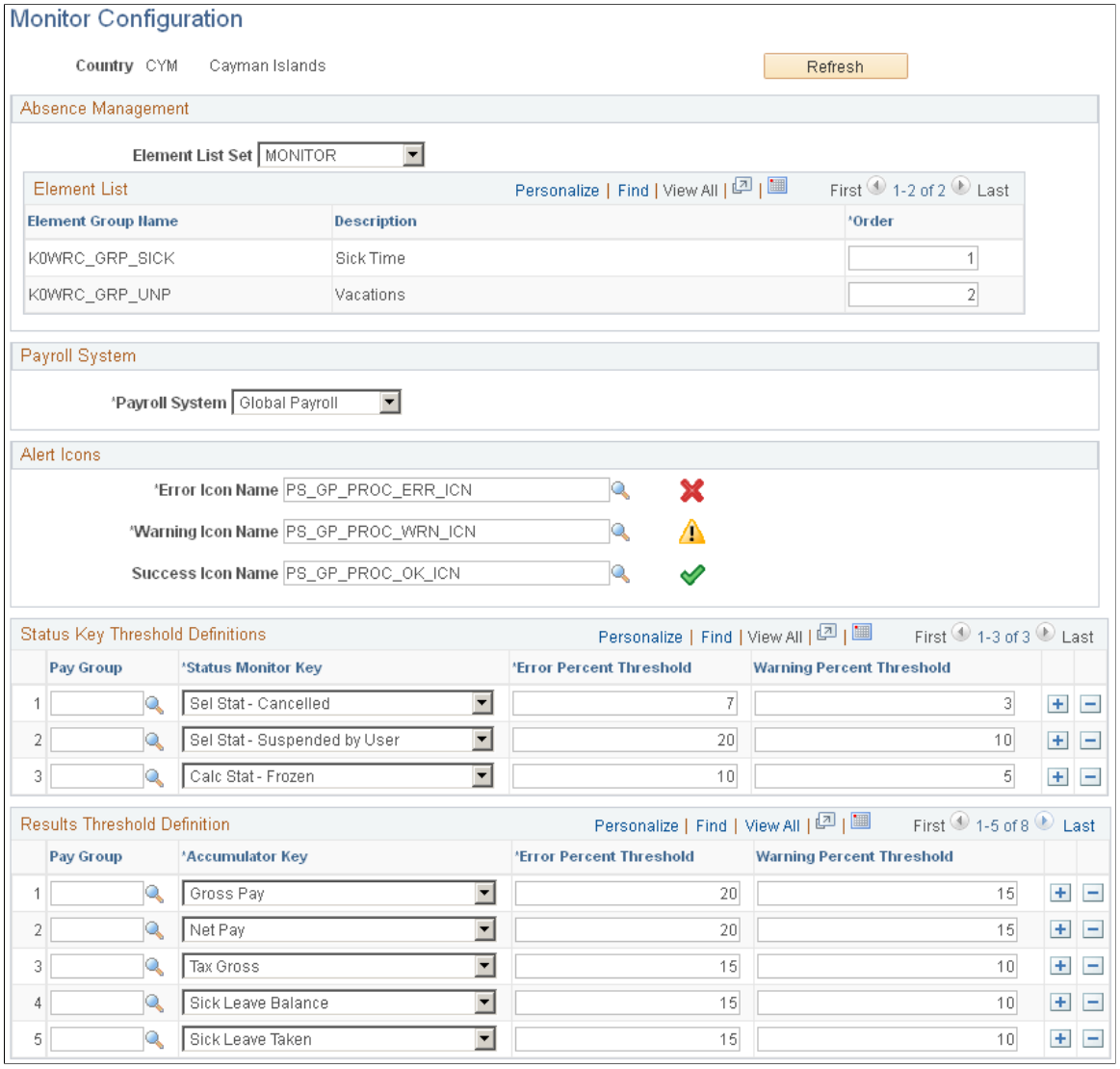
Use the Monitor Configuration page (GP_CS_INSTALL) to configure the Processing Monitor.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Monitor Configuration**

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This example illustrates the fields and controls on the Monitor Configuration page.



Field or Control	*Description*
Refresh	Whenever you make a change to the list set selected in the Element List Set field or to any of the element groups it includes, you must click the **Refresh** button on this page to update the Monitor Configuration page. When you click this button, the system removes any obsolete values from both the Element List and Results Threshold Definition grids and refreshes the page. In addition, it resets the sort order of the Element List grid.

Note: If you install a new language for your system after setting up the processing monitor configuration, you must access the Monitor Configuration page and click Save to make the configuration apply to the new language.

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Absence Management

Field or Control	*Description*
Element List Set	Select the element list set that determines which absence accumulators are displayed in the Summary portion of the Processing Monitor for absence calculations. The system displays the element groups associated with the element list set in the Element List grid. This field is not required. If you leave it blank, the Summary portion of Processing Monitor doesn't display any absence information. **Note:** The element list set that you select must contain no more than four element groups. If you select an element list that contains more than four element groups, you will receive an error.
Element Group Name	Lists the name of each element group associated with the selected element list set.
Description	Lists the description of each element group associated with the selected element list set. These descriptions appear on the tabs in the Summary portion of the Processing Monitor for absence calculations.
Order	Enter a number for each element group. This determines the order in which the tabs appear in the Summary portion of the Processing Monitor for absence calculations.

Payroll System and Retro Definitions

Field or Control	*Description*
Payroll System	Select which type of payroll system you are using. Values are: • *Global Payroll:* Select if PeopleSoft Global Payroll is your payroll system. • *Other:* Select if you use a payroll system other than PeopleSoft Global Payroll. **Note:** If you select *Other*, you will not be able to view gross and net pay calculation results using the Processing Monitor.

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Alert Icons

Field or Control	*Description*
Error Icon Name	Enter the name of the icon that the system displays in the Alerts Icon columns of the Processing Monitor when an error is generated. By default this field is populated with the delivered error icon, PS_GP_PROC_ERR_ICN.
Warning Icon Name	Enter the name of the icon that the system displays in the Alerts Icon columns of the Processing Monitor when a warning is generated. By default this field is populated with the delivered warning icon, PS_GP_PROC_WRN_ICN.
Success Icon Name	Enter the name of the icon that the system displays in the Alerts Icon columns of the Processing Monitor for successful payroll or absence calculations. By default this field is populated with the delivered success icon, PS_GP_PROC_OK_ICN.

Status Key Threshold Definitions

Use this grid to define the thresholds that trigger the system to display errors and warnings in the Counts sections of the Processing Monitor.

Field or Control	*Description*
Pay Group	Define the pay group to which the status key threshold definition applies. If you leave this field blank, the status key threshold definition applies to all pay groups.
Status Monitor Key	Select the type of status to which the threshold definition applies.
Error Percent Threshold	Enter a percentage. When the percentage of calculations with the status defined in the **Status Monitor Key** field is equal to or greater than the number you enter in this field, the system displays the Error icon in the Alert column for that status in the Counts portion of the Processing Monitor.
Warning Percent Threshold	Enter a percentage. When the percentage of calculations with the status defined in the **Status Monitor Key** field is equal to or greater than the number you enter in this field, the system displays the Warning icon in the Alert column for that status in the Counts portion of the Processing Monitor.

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Results Threshold Definitions

Use this grid to define the thresholds that trigger the system to display errors and warnings in the Summary section of the Processing Monitor.

Field or Control	*Description*
Pay Group	Define the pay group to which the results threshold definition applies. If you leave this field blank, the results threshold definition applies to all pay groups.
Accumulator Key	Select the accumulator to which the threshold definition applies. The valid values are *Gross Pay, Net Pay,* and the accumulators associated with the value you selected in the **Element List Set** field.
Error Percent Threshold	Enter a percentage. For the accumulator defined in the **Accumulator Key** field, when the value of the Percent Difference column in the Summary portion of the Processing Monitor is equal to or greater than the number you enter in this field, the system displays the Error icon in the Alerts Icon column.
Warning Percent Threshold	Enter a percentage. For the accumulator defined in the **Accumulator Key** field, when the value of the Percent Difference column in the Summary portion of the Processing Monitor is equal to or greater than the number you enter in this field, but less than the number in the **Error Percent Threshold** field, the system displays the Warning icon in the Alerts Icon column.

Using the Processing Monitor

Pages Used to Use the Processing Monitor

Page Name	*Definition Name*	*Usage*
Update Processing Monitor Data page	GP_CS_POP_RCNTL	Update Processing Monitor data for a calendar group.
Global Payroll Process Monitor Tile	HC_GP_WC_PROC_MON_FL_GBL	Access the Processing Monitor - By Calendar Group page.
Processing Monitor - By Calendar Group Page	GP_CS_STAT1	View detailed processing statistics for calendar groups.

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Page Name	*Definition Name*	*Usage*
Processing Monitor - By Calendar Page	GP_CS_STAT2	View detailed processing statistics for calendars.

Understanding the Processing Monitor

The Processing Monitor component provides a comprehensive set of processing statistics along with graphical representations of those statistics. The statistical information displayed on this page includes:

- Counts by selection, calculation, and segment status. This information is further broken down by the Absence and Payroll calculation types.
- Summarized gross pay and net pay results for payroll calculations.
- Summarized accumulator results for absence calculations.

The Processing Monitor presents this information by calendar group and by individual calendar.

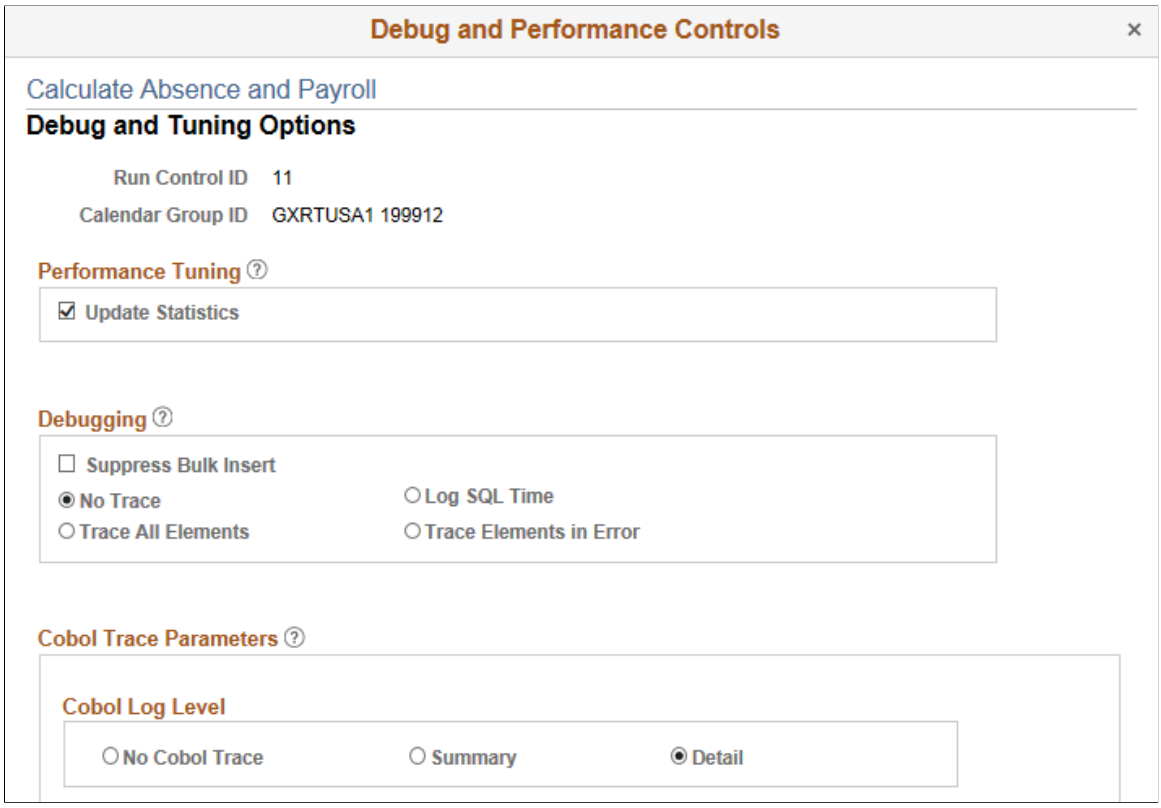
Note: You cannot use the Processing Monitor to review processing statistics for off-cycle calendars.

Updating Processing Monitor Data

The system updates the data presented in the Processing Monitor during absence and payroll calculation batch processing. You can disable the portion of the batch process that updates the Processing Monitor by deselecting the Update Processing Monitor check box on the Debug and Tuning Options page.

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This is an example of the Debug and Tuning Options page.



You can also update Processing Monitor data for a specific calendar group using the Update Processing Monitor Data page.

Related Links

Debug and Tuning Options Page
Update Processing Monitor Data page

Update Processing Monitor Data page

Use the Update Processing Monitor Data page (GP_CS_POP_RCNTL) to update Processing Monitor data for a calendar group.

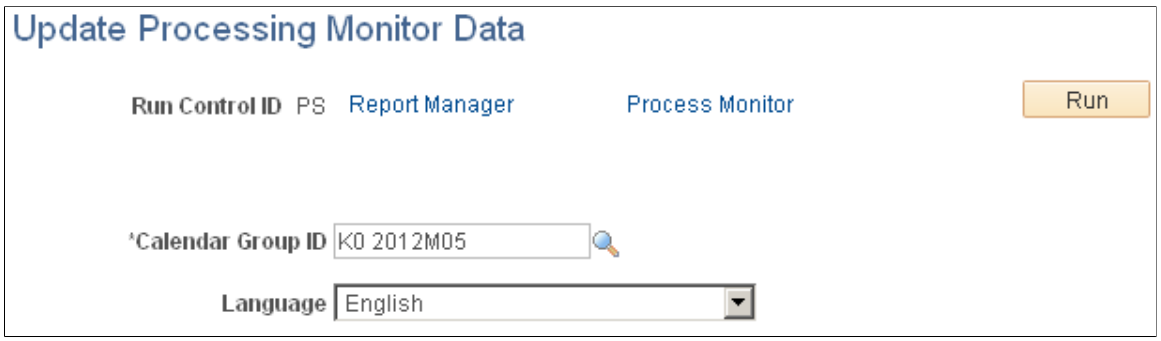
Note: This is a secondary process for updating Processing Monitor data. Typically, the system updates Processing Monitor data during absence and payroll calculation batch processing.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Update Processing Monitor Data

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This example illustrates the fields and controls on the Update Processing Monitor Data page.



Select a **Calendar Group ID** and click the **Run** button. The Update Processing Monitor Data (GP_CS_POP_ST) application engine program updates the Processing Monitor data for the selected calendar group.

Note: If you update the Processing Monitor as part of the absence and payroll calculation batch process, you do not need to update it using the Update Processing Monitor Data process. For more information, see the documentation for the Debug and Tuning Options Page.

Global Payroll Process Monitor Tile

Use the Global Payroll Process Monitor tile (HC_GP_WC_PROC_MON_FL_GBL) to access the Processing Monitor - By Calendar Group page.

Navigation:

You can add the delivered Global Payroll Process Monitor tile to your fluid home pages.

This example illustrates the Global Payroll Process Monitor tile.



Click the tile to access the page in the classic user interface.

Processing Monitor - By Calendar Group Page

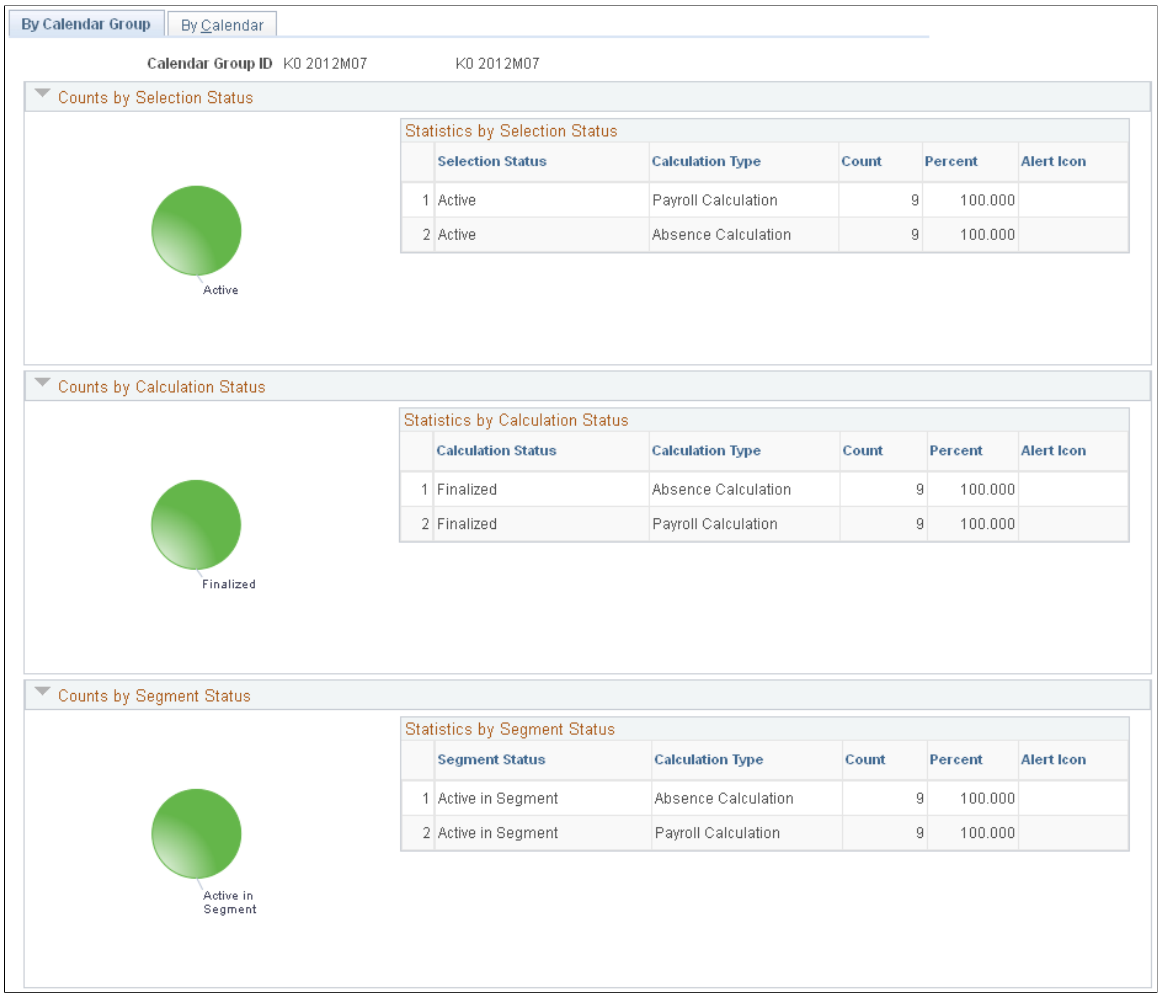
Use the Processing Monitor - By Calendar Group page (GP_CS_STAT1) to view detailed processing statistics for calendar groups.

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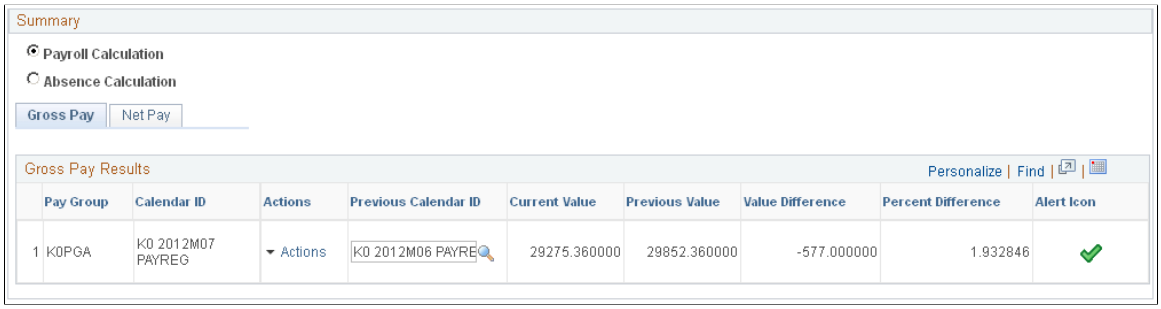
Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Processing Monitor

This example illustrates the fields and controls on the Processing Monitor - By Calendar Group page (1 of 2).



This example illustrates the fields and controls on the Processing Monitor - By Calendar Group page (2 of 2).



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Note: The Processing Monitor displays results from the first version (V1) and revision (R1) in the case of retroactive processing.
For more information on retroactive processing, see Understanding General Rules of Retroactive Processing.

Counts by Selection Status

This section of the page includes a Statistics by Selection Status grid that presents processing statistics organized by **Selection Status** and **Calculation Type.** For each combination of selection status and calculation type that exists, the grid displays a row that includes a **Count**, a **Percent**, and an **Alert** if applicable.

To the left of the Statistics by Selection Status grid, the Counts by Selection Status section includes a pie chart that provides a graphical representation of the processing statistics presented in the grid.

Counts by Calculation Status

This section of the page includes a Statistics by Calculation Status grid that presents processing statistics organized by **Calculation Status** and **Calculation Type.** For each combination of calculation status and calculation type that exists, the grid displays a row that includes a **Count**, a **Percent**, and an **Alert** if applicable.

To the left of the Statistics by Calculation Status grid, the Counts by Calculation Status section includes a pie chart that provides a graphical representation of the processing statistics presented in the grid.

Counts by Segment Status

This section of the page includes a Statistics by Segment Status grid that presents processing statistics organized by **Segment Status** and **Calculation Type.** For each combination of segment status and calculation type that exists, the grid displays a row that includes a **Count**, a **Percent**, and an **Alert** if applicable.

To the left of the Statistics by Calculation Status grid, the Counts by Calculation Status section includes a pie chart that provides a graphical representation of the processing statistics presented in the grid.

Note: For the Counts by Selection Status, Counts by Calculation Status, and Counts by Segment Status sections, you determine what triggers this page to display alert icons by defining status key threshold definitions on the Monitor Configuration Page.

Summary

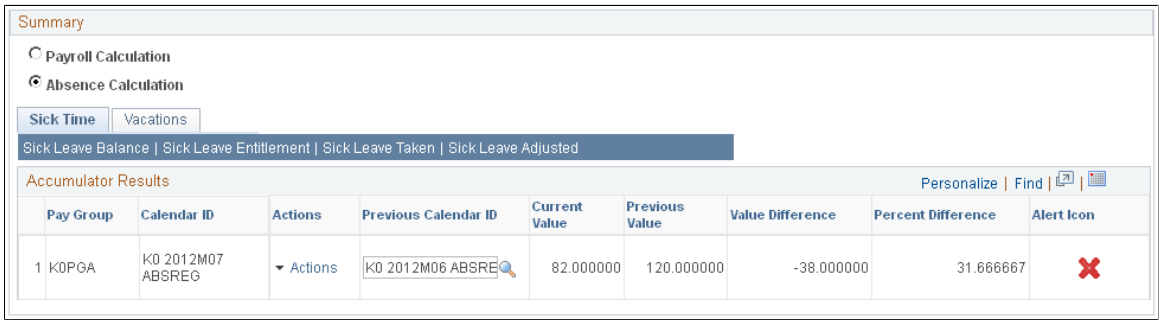
This section displays a summary of payroll and absence calculation results.

Note: The Payroll Calculation and Absence Calculation options appear in this section only if you select a value in the **Element List Set** field of the Monitor Configuration Page. If no element list set is selected, this section displays only payroll calculation results. Additionally, if you select *Other* as the **Payroll System** on the Monitor Configuration page, this section does not display any payroll calculation results.

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Field or Control	*Description*
Payroll Calculation	Select this option to display a summary of payroll calculation results in the Summary section of the page. When you select this option, the page displays two tabs of payroll calculations results: Gross Pay and Net Pay.
Absence Calculation	Select this option to display a summary of absence calculation results in the Summary section of the page. When you select this option, the page displays a tab for each element group associated with the element list set that you selected on the Monitor Configuration page. For each element group tab, the system displays a link for each absence accumulator that is a member of that element group.

This example illustrates the Summary section of the Processing Monitor - By Calendar Group page with the Absence Calculation option selected.



For gross pay, net pay, and each absence accumulator, the grid displays a row for each pay group.

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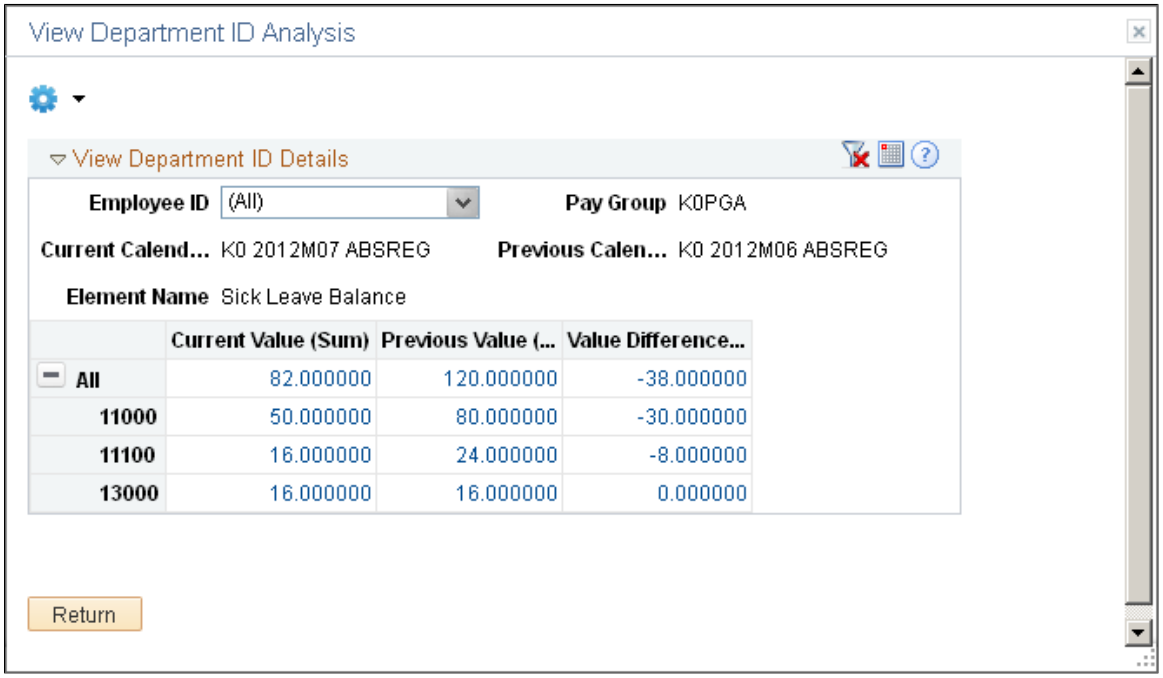
Field or Control	*Description*
Actions	Click to access links to additional information for the row. Available actions are: • *View Administrator Results:* Select to access the Summary page of the Administrator Results component for a specific payee. • *View Calendar Group Results:* Select to access the Calendar Group Results page for a specific payee. • *View Payee Status:* Select to access the Payee Status page. • *View Payee Iterative List:* Select to access the Payee Iterative List page. • *View Payee Messages:* Select to access the Payee Messages page. • *View Department ID Analysis:* Select to access the View Department ID Analysis pivot grid.
Previous Calendar ID	Select the previous calendar to which you want to compare your current results. By default, the system populates this field with the calendar that immediately precedes the current calendar. Only finalized calendars associated with the respective pay group are available to select in this field.
Current Value	Displays the current calendar's value for gross pay, net pay, or an absence accumulator.
Previous Value	Displays the previous calendar's value for gross pay, net pay, or an absence accumulator.
Value Difference	Displays the difference between the current value and previous value for gross pay, net pay, or an absence accumulator.
Percent Difference	Displays the percentage of difference between the current value and previous value for gross pay, net pay, or an absence accumulator.
Alert Icon	Displays the appropriate alert icon based on the value of the **Percent Difference** field. **Note:** You determine which icons correspond to which percentages of difference by defining results threshold definitions on the Monitor Configuration Page.

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Department ID Analysis Pivot Grid

When you click the **Action** link in the Summary portion of the Processing Monitor, select *View Department ID Analysis* to access the View Department ID Analysis pivot grid.

This example illustrates the fields and controls on the View Department ID Analysis page.



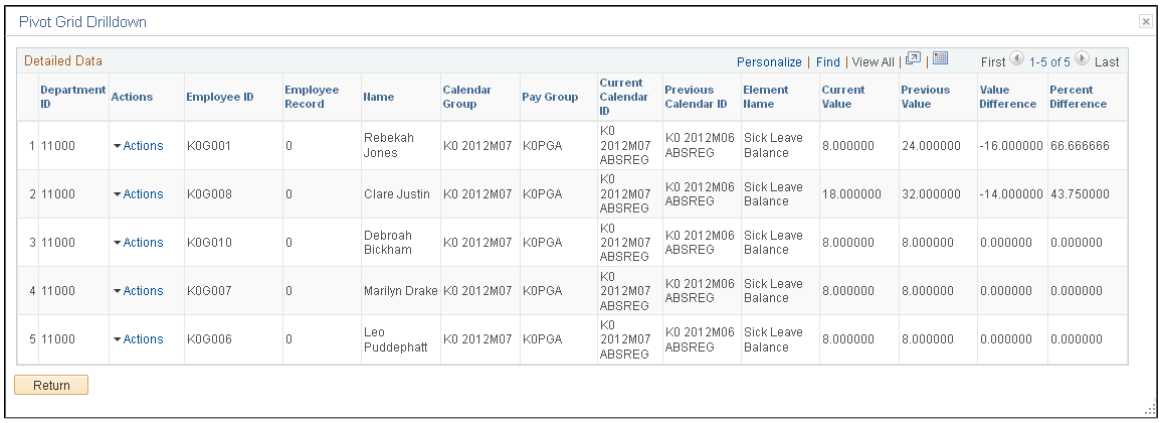
When fully expanded, this pivot grid shows the current value and value difference for the gross pay, net pay, or absence accumulator for each department associated with a specific pay group and calendar ID.

Field or Control	***Description***
	Click the **Options Menu** button and select *Prompts* to select a different previous period for the department ID analysis.
Employee ID	Select the employees for which you want to filter the department details. You can click and drag this field to the column listing the departments to view the **Current Value** and **Value Difference** by employee for each department.
Current Value	Displays the current value for gross pay, net pay, or an absence accumulator. You can click on a link in this column to access the Pivot Grid Drilldown page where you can view payee-specific details.

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Field or Control	*Description*
Previous Value	Displays the previous value for gross pay, net pay, or an absence accumulator. You can click on a link in this column to access the Pivot Grid Drilldown page where you can view payee-specific details.
Value Difference	Displays the value difference for gross pay, net pay, or an absence accumulator. You can click on a link in this column to access the Pivot Grid Drilldown page where you can view payee-specific details.

This example illustrates the fields and controls on the Pivot Grid Drilldown page.


Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | First 1-5 of 5 Last

	Department ID	Actions	Employee ID	Employee Record	Name	Calendar Group	Pay Group	Current Calendar ID	Previous Calendar ID	Element Name	Current Value	Previous Value	Value Difference	Percent Difference
1	11000	Actions	K0G001	0	Rebekah Jones	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	24.000000	-16.000000	66.666666
2	11000	Actions	K0G008	0	Clare Justin	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	18.000000	32.000000	-14.000000	43.750000
3	11000	Actions	K0G010	0	Debroah Bickham	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	8.000000	0.000000	0.000000
4	11000	Actions	K0G007	0	Marilyn Drake	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	8.000000	0.000000	0.000000
5	11000	Actions	K0G006	0	Leo Puddephatt	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	8.000000	0.000000	0.000000

Return

Field or Control	*Description*
Actions	Click to access the View Employee Results link that you can use to access the Results by Calendar - Calendar Results page for the employee.

For more information on pivot grids, see the product documentation for *PeopleTools: Pivot Grid*.

Processing Monitor - By Calendar Page

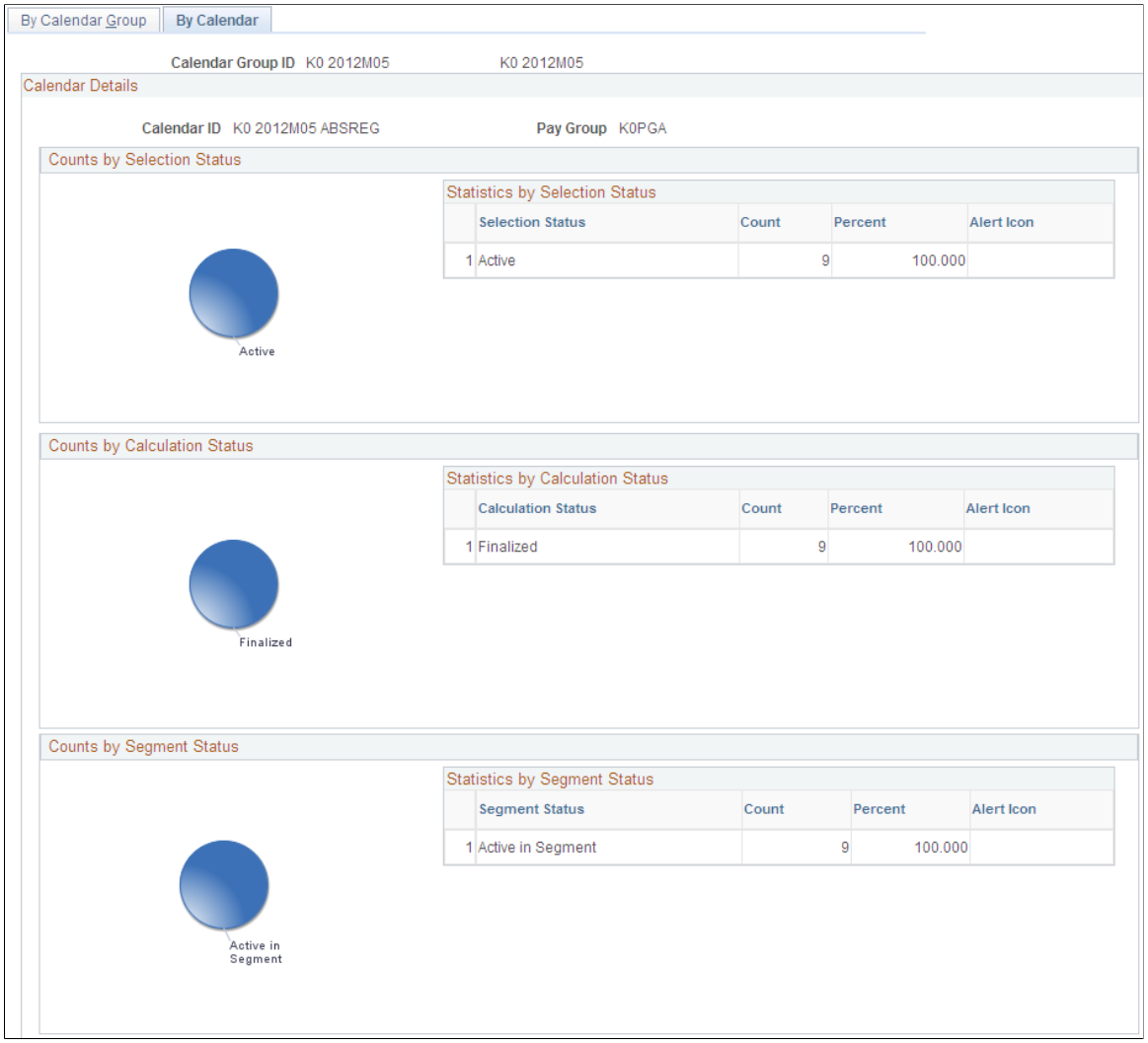
Use the Processing Monitor - By Calendar page (GP_CS_STAT2) to view detailed processing statistics for calendars.

Navigation:

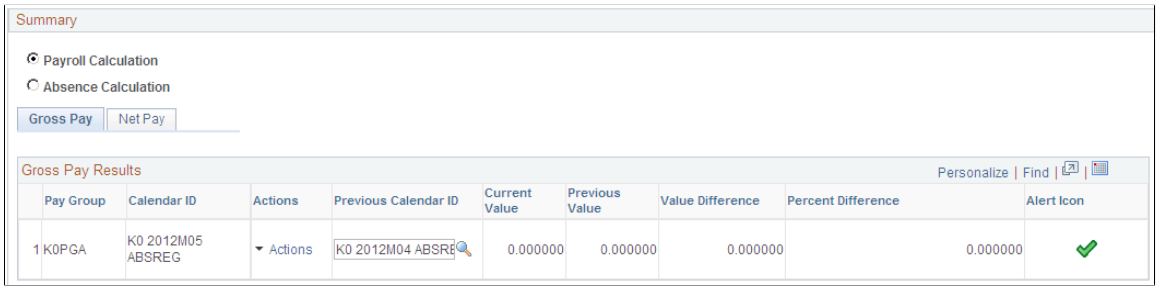
Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Processing Monitor > By Calendar

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This example illustrates the fields and controls on the Processing Monitor - By Calendar (1 of 2).



This example illustrates the fields and controls on the Processing Monitor - By Calendar (2 of 2).



The fields on this page are identical to those on the Processing Monitor - By Calendar Group Page.

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Defining Administrator Payroll Results

Page Used to Define Administrator Payroll Results

Page Name	*Definition Name*	*Usage*
Define Administrator Results Page	GP_RSLT_ADM_SETUP	Set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page.

Prerequisites

List sets maintain the framework for Administrator Payroll Results. An application definition are delivered as system data. This definition is used to assign attributes to list sets and element groups. List sets are used to determine which elements appear on the page (through element groups defined for the set). These attributes control the Administrator Payroll Results component and the information displayed in the component. You can set up many different list sets for different types of views of the data.

List sets provide the ability to address the following requirements:

- Determine which inquiry pages should be available or hidden.
- Specify which element groups in a list set should appear in an element list area on a page.
- Either accept the default title or override it.
- Specify lists of elements such as earnings, deductions, accumulators, supporting elements, and absences.
- Specify individual lists of elements used in gross to net accumulators.
- Define a set of elements to be viewed in the inquiry pages.
- Compose attributes of the elements to be viewed.

See Understanding Applications and List Sets.

Also, you have to determine what elements can be viewed by someone in a particular PeopleSoft role, such as a Global Payroll Administrator or a Benefits Administrator. For example, your Global Payroll Administrator may be able to view all elements, while your Benefits Administrator may only have access to the Benefit deductions, but not any salary information.

See “Setting Up Roles” in *PeopleTools: Security Administration* product documentation.

Define Administrator Results Page

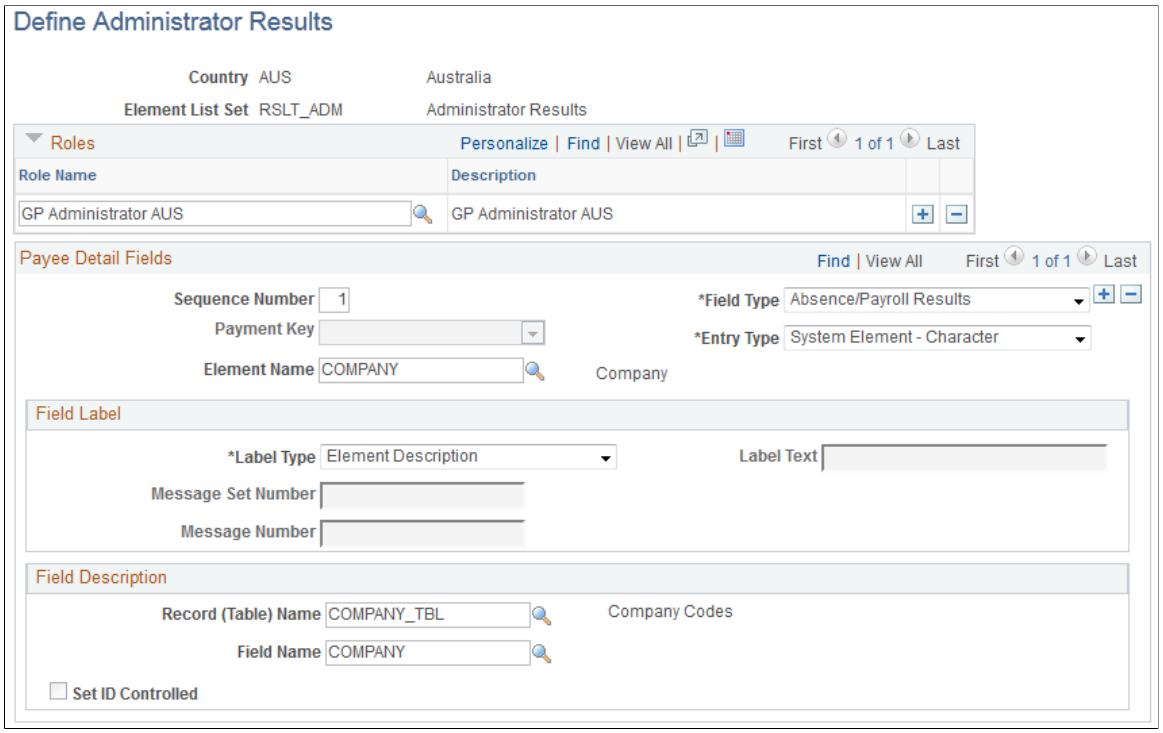
Use the Define Administrator Results page (GP_RSLT_ADM_SETUP) to set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Define Administrator Results

This example illustrates the fields and controls on the Define Administrator Results page.



Roles

Enter the roles that you want associated with the list set.

See “Setting Up Roles” in *PeopleTools: Security Administration* product documentation.

Payee Detail Fields

Field or Control	***Description***
Field Type	Enter the field type for the value you want displayed in the Payee Details topic of the Summary page. Valid values are *Payment Key* and *Absence/Payroll Results.*
Payment Key	If *Payment Key* is selected for the **Field Type** enter payment key number you want displayed.
Entry Type	If *Absence/Payroll Results* is selected for the **Field Type** enter the entry type. Valid values are *System Element – Character* and *Variable – Character.*

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Field or Control	*Description*
Element Name	If *Absence/Payroll Results* is selected for the **Field Type** enter the element name for the entry type selected.

Field Label

Field or Control	*Description*
Label Type	Select a label for the **Field Type** selected. Different fields will be able to be edited based on the **Label Type** selected. If the **Field Type** is *Payment Key,* the valid values are *Message Catalog* or *Text.* If the **Field Type** is *Absence/Payroll Results,* the valid values are *Element Description, Element Name, Message Catalog,* or *Text.*
Label Text	If the **Label Type** selected is *Text* enter the text you want to use for the label. This will display on the Summary page – Payee Details group box.
Message Set Number	If the **Label Type** selected is *Message Catalog* select the message set number to be displayed on the Summary page – Payee Details group box.
Message Number	If the **Label Type** selected is *Message Catalog* select the message number to be displayed on the Summary page – Payee Details group box.

Field Description

The fields in this section are used to retrieve the description of a field from the record indicated.

Field or Control	*Description*
Record (Table) Name	Enter the name of the record to retrieve a field description from if you want the field description on the Summary page – Payee Details group box. Only tables with at least one character key are available for selection.

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Field or Control	*Description*
Field Name	Enter the field name which has the description that you want displayed on the Summary page – Payee Details group box. For the system to resolve an element description successfully, the selected record may contain only EMPLID, EFFDT, or SETID as keys plus one additional key. If the record contains an additional key other than EMPLID, EFFDT, or SETID, this field must be specified in the Field Name field.
Set ID Controlled	If the record selected is controlled by a SetID, this field will automatically be selected.

Viewing Administrator Payroll Results

Pages Used to View Administrator Payroll Results

Page Name	*Definition Name*	*Usage*
Summary Page	GP_RSLT_ADM_SUMM	View payee information by segment.
Administrator Results - Supporting Elements Page	GP_RSLT_ADM_SOVR	View information about supporting elements used to calculate earnings and deductions for a payee.
Administrator Results - Earnings and Deductions Page	GP_RSLT_ADM_ED	View information about earnings and deductions for a payee.
Administration Results - Accumulators Page	GP_RSLT_ADM_ACUM	View accumulator amounts.
Administrator Results - Absences Page	GP_RSLT_ADM_ABS	View absence daily data, generated positive input, and accumulators that are processed for the absence calendar.

Understanding Administrator Payroll Results

Administrator Payroll Results inquiry pages are used for viewing payroll results configured by the user. They provide the ability to view the following types of information after a payroll has been calculated:

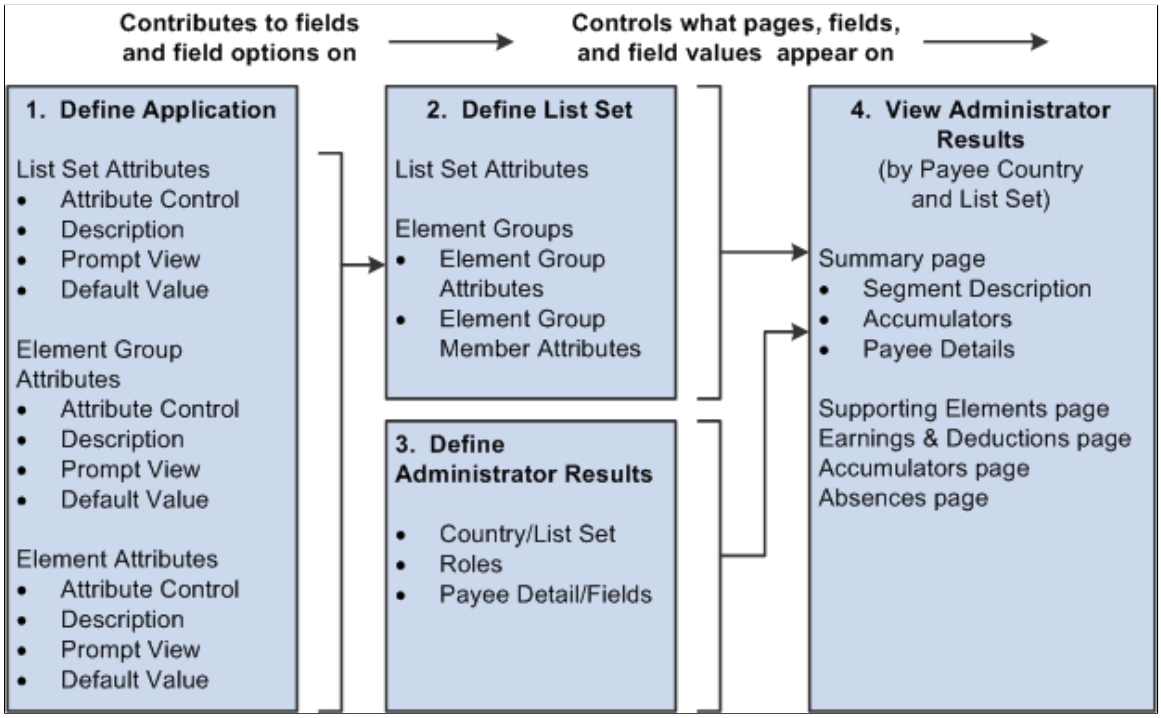
- Summary information detailing payee and segment information as well as gross to net pay accumulators.
- Supporting elements used in the payroll calculation such as variables, accumulators, and such.

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- Earning and deduction elements.
- Accumulators.
- Absence.

Application definitions, list sets, and role-based settings on the Define Administrator Results component all contribute to the appearance of the Administrator Results component. For example, the settings in the List Set Attributes group box on the Define List Set page control what pages of the component appear. This is just one of many ways that list sets contribute to the appearance of the Administrator Results component.

This diagram illustrates the different components to contribute to the appearance of the Administrator Results components.



Note: PeopleSoft delivers an application of RSLT_ADM with a country of *ALL,* designed to work in conjunction with the Administrator Results component. You should not modify this delivered application. Link this application with a list set of your choosing, and use it to control the appearance of the Administrator Results component.

Related Links

Defining Administrator Payroll Results

Summary Page

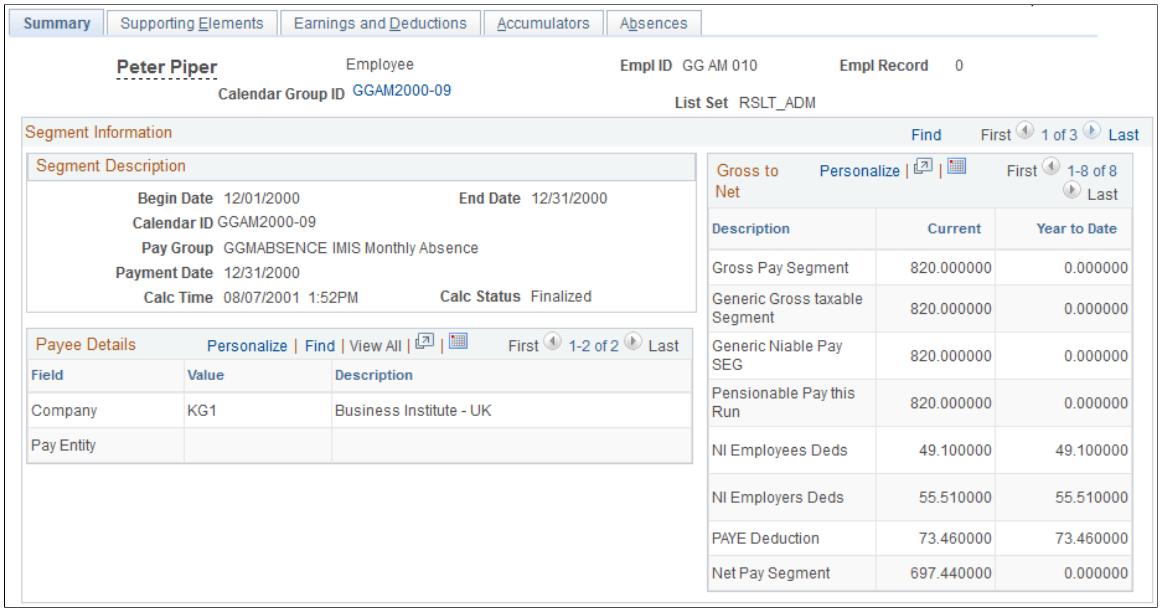
Use the Summary page (GP_RSLT_ADM_SUMM) to view payee information by segment.

Navigation:

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Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Administrator Results > Summary

This example illustrates the fields and controls on the Summary page.



Note: The appearance of this page is controlled by list sets and role-based security. Depending on a user's role, and the user's role association with a given list set, different values will appear.

See Understanding Applications and List Sets.

See “Setting Up Roles” in *PeopleTools: Security Administration* product documentation.

Segment Description

This area displays information pertaining to the payee's segment, regardless of list set setting. The segment begin date, segment end date, calendar, pay group, payment date, calculation date and time, and the calculation status appear in this group box.

Payee Details

This area displays information that is stored in the payroll result tables that relate to a payee's segment, regardless of list set setting. The title and contents of this area are configured by country and are specified through the Payee Detail Fields group box settings on the Define Administrator Results page.

See Defining Administrator Payroll Results.

If segmentation occurs the value displayed will be that of the last slice.

Gross to Net

This area displays segment and year to date accumulators that relate to a payee's segment. The title and content of this area are configured by country and *are* specified by the associated list set. The values in the **Description** column are derived from the **Description** field on the Element Group Attributes page: Type and Description tab. The column headers are derived from the list set attributes on the Define

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List Set page (which originate from the application definition for the list set). The relationship between applications and lists sets is discussed in further detail elsewhere in this product documentation.

See Understanding Applications and List Sets.

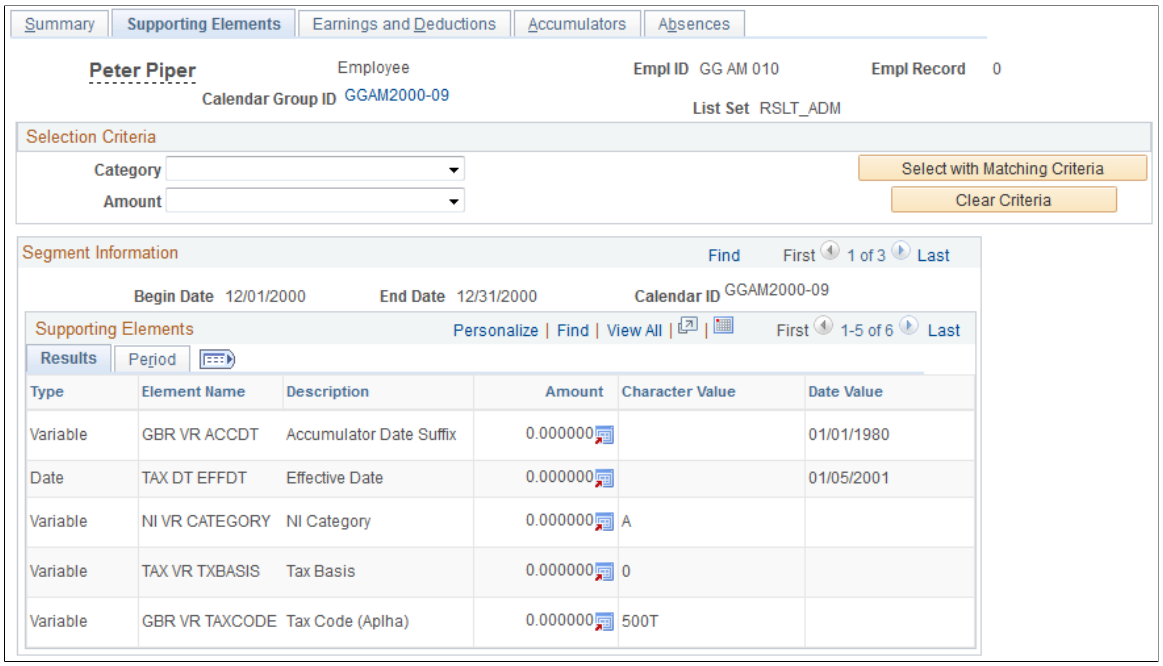
Administrator Results - Supporting Elements Page

Use the Administrator Results - Supporting Elements page (GP_RSLT_ADM_SOVR) to view information about supporting elements used to calculate earnings and deductions for a payee.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Administrator Results > Supporting Elements

This example illustrates the fields and controls on the Administration Results - Supporting Elements page.



This page displays supporting elements that have been defined in a list set.

Selection Criteria

This group box is available on most of the inquiry pages. Unless selection criteria is entered, all elements applicable in the list set defined in the setup will be displayed. Any selection criterion entered will filter the elements on the current inquiry page but it does not filter the information on any of the other inquiry pages.

If multiple criteria are entered, elements must match all criteria specified in order to be displayed.

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Field or Control	*Description*
Category	Select the name of the category of elements to filter. These categories are from the Category table. See Defining Industries and Categories.
Amount	Select the type of amount you want to display. Choices are *Negative Amounts* and *Positive Amounts*. Leave the Amount field blank to return all amounts.

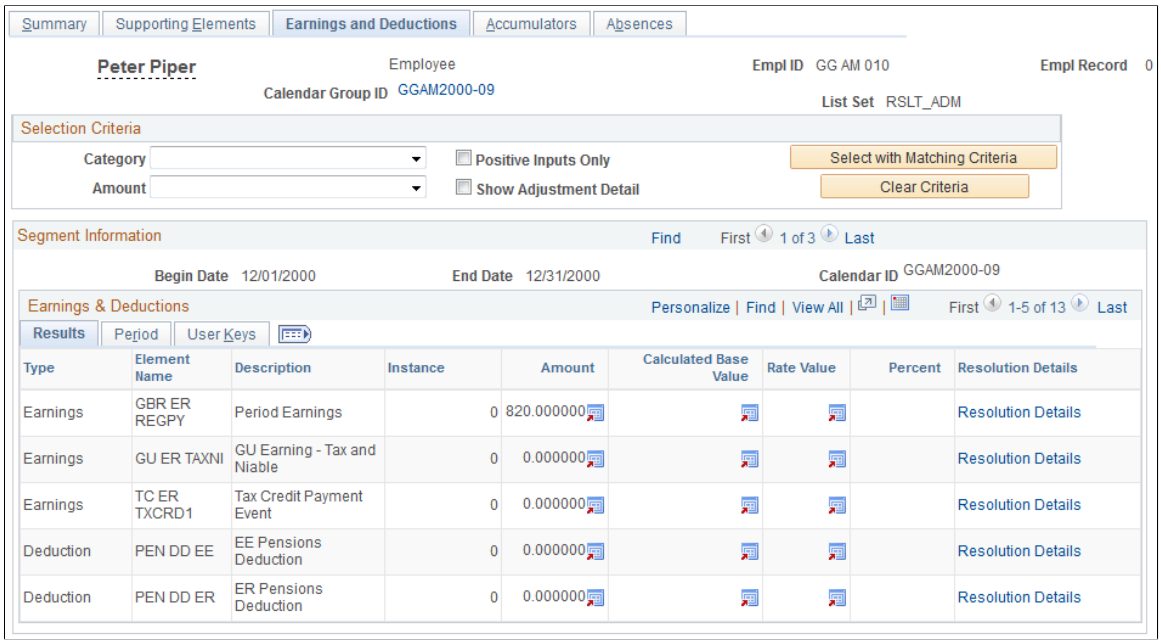
Administrator Results - Earnings and Deductions Page

Use the Administrator Results - Earnings and Deductions page (GP_RSLT_ADM_ED) to view information about earnings and deductions for a payee.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Administrator Results > Earnings and Deductions

This example illustrates the fields and controls on the Administration Results - Earnings and Deductions page.



This page displays earnings and deductions that have been defined in a list set. You can further define the search criteria for this page by selecting **Show Adjustment Detail** and/or **Positive Inputs Only.**

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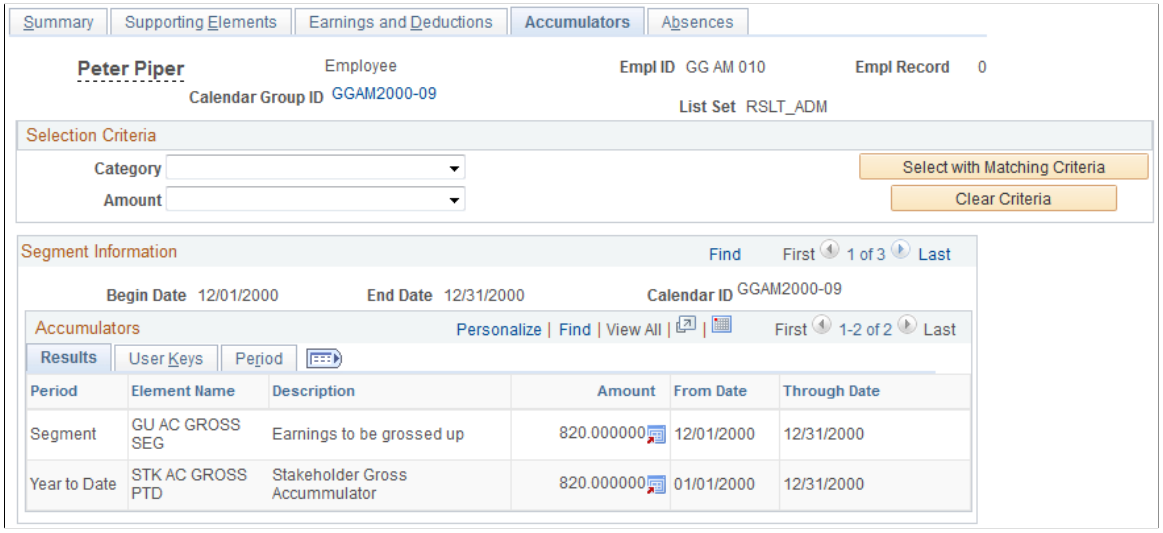
Administration Results - Accumulators Page

Use the Administrator Results - Accumulators page (GP_RSLT_ADM_ACUM) to view accumulator amounts.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Administrator Results > Accumulators

This example illustrates the fields and controls on the Administration Results - Accumulators page.



This page displays accumulators that have been defined in a list set.

Administrator Results - Absences Page

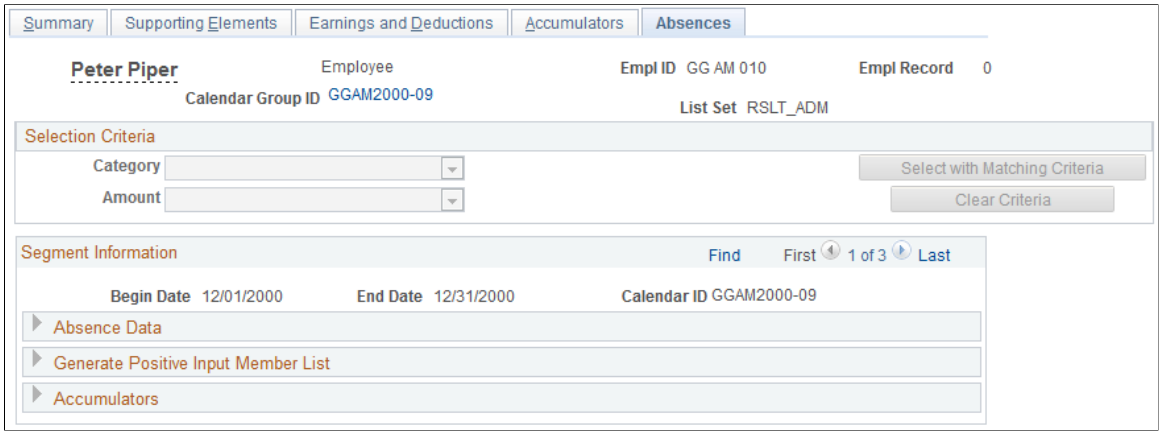
Use the Administrator Results - Absences page (GP_RSLT_ADM_ABS) to view absence daily data, generated positive input, and accumulators that are processed for the absence calendar.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Administrator Results > Absences

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This example illustrates the fields and controls on the Administration Results - Absences page.



This page displays three element list areas that display absence information. These list areas include absence daily data, generated positive input, and accumulators. Each element that appears is defined in a list set.

Viewing an Element Resolution Chain

When you run payroll calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved and how long it took to resolve each element on the process list. This can be helpful if your payroll is taking a long time to calculate, and you're doing some performance tuning on your rule definitions. Because significant system resources are required to produce an element resolution chain, we recommend that you use this feature for problem solving only.

Pages Used to View the Element Resolution Chain

Page Name	*Definition Name*	*Usage*
Element Resolution Chain Page	GP_AUDIT_CHAIN	View elements that were resolved for a payee during processing.
Detail Audit Chain Page	GP_AUDIT_DTL_SEC	View the order in which each element was resolved and the numeric, character, or date value to which the element resolved.

Element Resolution Chain Page

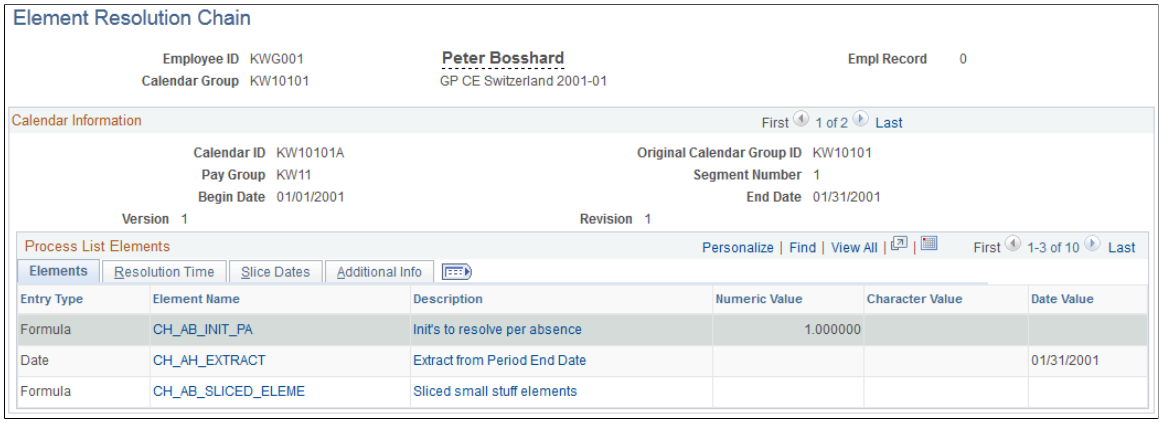
Use the Element Resolution Chain page (GP_AUDIT_CHAIN) to view elements that were resolved for a payee during processing.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Element Resolution Chain

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This example illustrates the fields and controls on the Element Resolution Chain page.



Field or Control	*Description*
Begin Date and **End Date**	Displays the begin and end dates of the calendar in which the element was processed.
Element Name	Click to access the Detail Audit Chain page where you can view the order in which the element resolved.

Resolution Time

Field or Control	*Description*
Seconds	The number of seconds taken to resolve the element. An asterisk (*) indicates that resolution took less than one second.
Invalid Trace	Selected if the system could not trace the element's resolution, due to a programming error, a corrupted table, or other problem.

Slice Dates

Displays the begin date and end date of the slice in which the element resolved.

Additional Info

Field or Control	*Description*
Pointer Value	Displays the PIN number to which the pointer element identified in the **Name** field resolved. Applies only to elements with a field format of *Pointer*.

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Field or Control	*Description*
Adjustment	Displays the amount of the calculated adjustment for the element, such as a retroactive adjustment. Applies only to elements with a field format of *Decimal* or *Monetary.*
Calculation Raw Value	Displays the amount before rounding if the element was rounded during processing. Applies only to elements with a field format of *Decimal* or *Monetary.*

Related Links

Defining Fictitious Calculation Elements

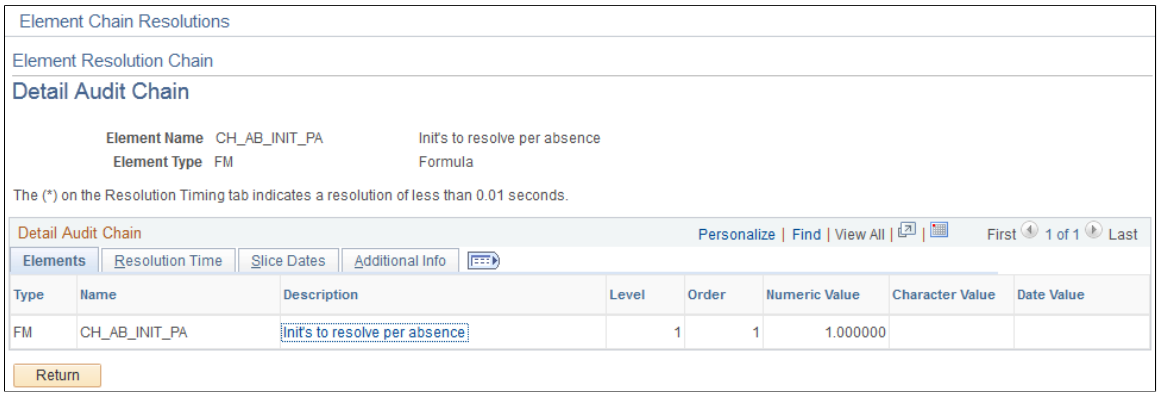
Detail Audit Chain Page

Use the Detail Audit Chain page (GP_AUDIT_DTL_SEC) to view the order in which each element was resolved and the numeric, character, or date value to which the element resolved.

Navigation:

Click the **Element Name** link on the Element Resolution Chain page.

This example illustrates the fields and controls on the Detail Audit Chain page.



The **Order** field shows the order of resolution.

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Correcting Batch Processing and Data Entry Errors

Page Used to Create the Payee Messages Report

Page Name	*Definition Name*	*Usage*
Payroll Messages Page	GP_GPSQR04_PNL	Run the Messages Report (GP000004) SQR process to identify payees who may need further editing to make it through finalization of the payroll.

Understanding Batch Processing Errors

When an error occurs during batch processing, the system assigns one of the following calculation statuses to the payment:

- Error

  The error occurred as the amount was being calculated. For example, the batch process could not find an appropriate effective-dated row for an element definition.

- Bypassed

  The system did not attempt to calculate the payee because of an error. For example, the system could not find the payee's job row.

- Error - User

  An error condition defined by your organization was met. For example, a formula element that generates an error message when a payee's salary reaches 1,000,000 or some other specified amount.

Each time you run the Calculate phase, you can review the Processing Statistics page for the number of payments in error. You can also review the Payee Messages page for warnings or messages generated for each error. After fixing problems that caused errors, run the Calculate phase again. The system tries to recalculate the payee.

While the inquiry pages provide the level of detail that you need to resolve most errors, sometimes you might need more help. If you're having problems resolving errors for a few payees, you can generate an element resolution chain for only those people.

To generate a resolution chain:

1. On the Payee Status page, set the process indicator to *Recalculate.*
2. On the Payroll/Absence Run Control page, select the **Calculate** check box and select *Trace Elements in Error* as the Trace option.
3. Start the job.

Important! You cannot finalize a payroll with errors. If you can't resolve all errors before completing the pay run, cancel the payments that are in error and process them later in a supplemental run.

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Data Errors and Omissions

Data entry errors, late paperwork, and other events can create errors that the system can't detect. The inquiry pages can help you spot these types of problems.

When data that is transmitted to Global Payroll from other applications contains errors, do one of the following:

- Correct the errors in the source application and retransmit the data.
- Use positive input to override the incorrect data.

Correcting errors in the source application ensures that the data in the source application and in Global Payroll is correct.

Related Links

Understanding Positive Input

Understanding Batch Processing Messages

Batch processing messages in Global Payroll fall into two categories:

- Messages 1 to 300.

  Informational messages and messages that identify process terminating errors. These messages appear in the process log and inform you of the progress of the process or report critical errors that cause the process to terminate.

- Messages 301 and higher.

  Warnings and errors of lesser severity that allow processing to continue even though they might set one or more segments (payments) in error for the payee that is identified on the Payee Messages page.

  With a few exceptions, these messages report problems that caused the resolution of an element or a segment to be bypassed, and identify the affected payee. You can view these messages on the Payee Messages page.

These two categories of batch processing error messages apply to the delivered Message Set 17005 and to any Message Sets created by the customer.

Message Set number 17005 is the core application batch for Global Payroll. Some of the key messages in that set are described below.

You can review batch processing messages on the Payee Messages page, or through the Payee Message Report. This report provides the ability to identify payees who may need further editing to make it through finalization of the payroll. It provides the same selection logic as is available online.

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Message Number	*Message / Explanation*

3	Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3
	
	COBOL does not offer an efficient way to dynamically allocate space for data, so we must define a predetermined number of rows in all arrays into which we read data. This message is issued when the process retrieves more data from the database than it can fit into the program's storage. The message identifies what storage area is exceeded, in what copy book the area is defined, and the limit of the area.
	
	To proceed, you must have a system administrator or system programmer expand the area to a reasonable number, recompile the Global Payroll COBOL application, and rerun your process.
	
	Sample message:
	
	`GPPDPDM1: XB000`
	
	`Internal array overflow occurred for arr⇒`
	
	`ay %1`
	`defined in copybook %2 with a max array ⇒`
	
	`count of`
	`%3`
	` L-PMT-DATA`
	` GPCDPDM.CBL`
	` 20`
	
	Sample Resolution: Go to the copybook in question, where you will find the setup shown below.
	
	`05  L-PMT-COUNT            PIC 9999    VA⇒`
	
	`LUE 0   COMP.`
	`    88  L-PMT-COUNT-MAX               VA⇒`
	
	`LUE 50.`
	
	`05  L-PREV-PMT-PTR         PIC 9999    VA⇒`
	
	`LUE 0   COMP.`
	`05  L-ORIG-PMT-COUNT       PIC 9999    VA⇒`
	
	`LUE 0   COMP.`
	`05  L-PMT-DATA                          OC⇒`
	
	`CURS 50`
	`                                    INDEX⇒`
	
	`ED BY`
	`PMT-IDX.`
	
	Increase the number in the OCCURS clause and the VALUE for L-PMT-COUNT-MAX, keeping the two numbers in sync. This array contains one row for each segment that is being processed for a payee in a calendar group. It includes a single history row and any retroactive segments, as well as the number of segments in the current period for all employee

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Message Number	*Message / Explanation*
	record numbers that are being processed (if the payee has multiple jobs).
301	Element %1 of parent element %2 on process List %3 is not found in %4. (PIN number %5) This error is issued by an element resolution program when the program cannot find an entry for the element in one of the key attribute arrays (UPINT or UPINA). It identifies the element component, its parent (%2), and the process list being processed (%3). It tells you that it could not find the entry in UPINT or in UPINA (%4) and what the PIN number of the element is (%5). This error can occur if the parent is set up to use an element that is defined as specific to a country other than the country for which the current calendar group is running. Resolution: Inspect the parent element (or the sections of the process list, if the element reported in error is directly on the process list). Modify the element dependencies or remove the element from the process list, as appropriate. Also see messages 314 and 315.
302	The definition for element %1 (parent element %2, process list element %3) is inactive as of %4 On the Payee Messages page, the %n placeholders are substituted for the element names. The message is issued if the process encounters a request to resolve an element that was set to inactive on or before the date on which its resolution was requested (%4). The parent element (%2) is the element that is directly dependent on this element. The process list element (%3) shows the element on the process list that is dependent on both the element in error and its parent. In more complex setups, there may be multiple layers of elements between the parent and the element on the process list. If the error occurs for the process list entry itself, all three will show the same element name. Resolution: Review the definition of the element in error and assess whether the element should be inactivated. If so, modify the definition of the parent element to no longer depend on this element for resolution. If the element in error is directly on the process list (that is, in a section of a process list), remove it from that section.

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Message Number	*Message / Explanation*
314	Element %1 has an invalid PIN (%2). Valid range is 1 through %3. PIN not loaded This message is issued as elements or element rule definitions are loaded. It identifies an element with a PIN number that is outside the valid range of PIN numbers (1 through 300, 000). The upward limit is the array size of the UPINT array in GPCUPINT. Resolution: If the PIN number (%2) is 0, something is wrong with the setup of one of your rules. A PIN number that is greater than 300,000 indicates that your rule set is getting large. Consult your system administrator or application developer to expand the UPINT array.
315	Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3) This message is issued during the loading of elements or element rule definitions. It differs from message 314 in that the PIN number is valid, but the element for which the process is attempting to load data is specific to a country that is different from the country that is associated with your current process (%3). Resolution: Review your rule setup, focusing on any modifications or additions to the rules that have been made since the last successful run.

Payroll Messages Page

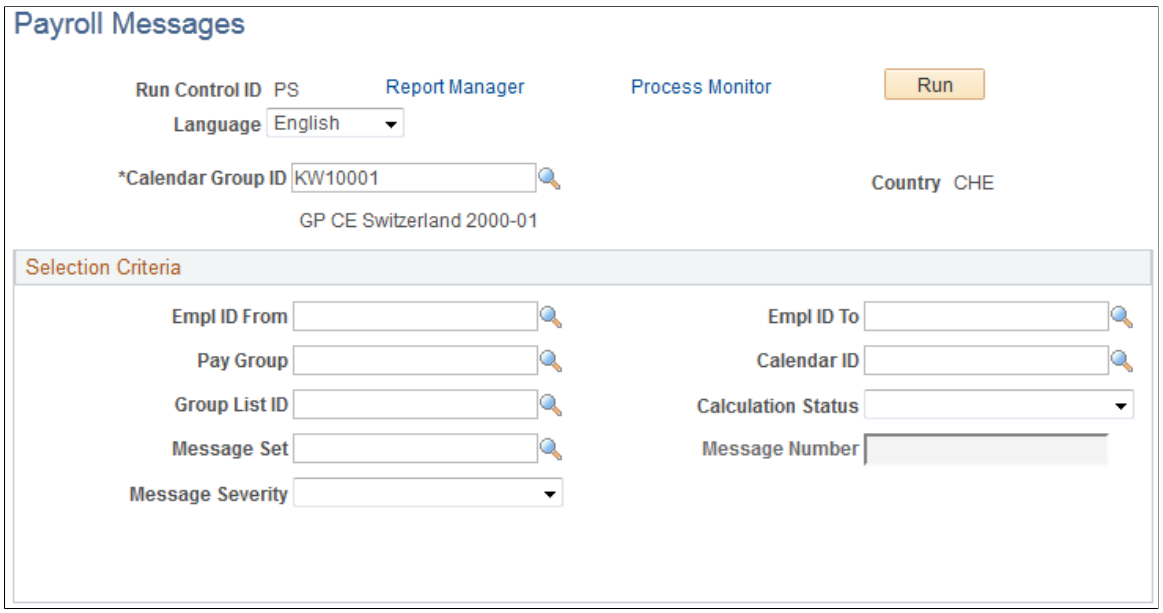
Use the Payroll Messages page (GP_GPSQR04_PNL) to run the Messages Report (GP000004) SQR process to identify payees who may need further editing to make it through finalization of the payroll.

Navigation:

Global Payroll & Absence Management > **Absence and Payroll Processing** > **Reports** > **Payroll Messages**

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This example illustrates the fields and controls on the Payroll Messages page.



Field or Control	*Description*
Calendar Group ID	The calendar group to process.
Empl ID From and **Empl ID To**	Range of payees to process. Do not enter an **Empl ID To** value without also entering and **Empl ID From** value.
Pay Group	The pay group to process.
Calendar ID	The calendar to process.
Group List ID	Payees currently assigned to the group list ID will be processed.
Calculation Status	Calculation status to process.
Message Set	A specific message set can be selected, and the system will report only those messages in Global Payroll.
Message Number	This field is available if you select a message set. Enter any valid message number.
Message Severity	Select *Error* or *Warning* to exclude informational messages and process terminating errors (message numbers under 300) from the report.

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Finalizing a Payroll or Absence Run

When you finalize a payroll or absence run, no further changes can be made. Only after you finalize a run can the calendars in a calendar group be picked up for retroactive processing in subsequent runs of other calendar groups.

You finalize an entire run at the end of a payroll cycle, after you've resolved all errors and made all adjustments. When you run the Finalize phase, the system:

- Sets the calculation status of each payment to Finalize.
- Deletes all warnings, error messages, element resolution chains, processed retroactive triggers, and iterative triggers, including unprocessed, iterative triggers. (Positive input, segmentation triggers, and unprocessed retroactive triggers are not deleted.)
- Inserts a timestamp that you can view on the Calendar Group ID page.
- Marks the calendar group ID as Finalized and deselects the Open indicator.

In this topic, we discuss how to finalize a payroll or absence process.

Important! The Finalize phase cannot be reversed.

To finalize a payroll or absence run:

1. Ensure that the following requirements are met.

   The batch process aborts if any of the following conditions are not met. To see which conditions were not met, check the Log File.

Requirement	*Where to Check*
No payments are in Error or Identified status.	Processing Statistics pages for the calendar group ID.
No payees are Suspended by User or Suspended by System.	Processing Statistics pages for the calendar group ID.
All streams have been calculated, if stream processing is activated for the calendar group.	Processing Statistics pages. If you are unsure of the stream numbers, check the Stream Setup page.
All process indicators are set to Normal.	Payee Status page.

   Because the system deletes all iterative triggers, you may want to look at the Iterative Triggers - CalGrp ID page to see if there are unprocessed triggers that you need to address in a separate run.

   See Review Iterative Triggers Page.

2. Access the Payroll/Absence Run Control page for the same run control ID and select the **Finalize** check box.

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3. Review the Processing Statistics - By Calendar Group page and make sure that the *Finalized* and *Totals* figures match.

Canceling a Payroll or Absence Run

This topic discusses how to:

- Cancel an entire payroll.
- Cancel an individual payee.

You can cancel an entire payroll or absence run (the entire calendar group ID) or you can cancel individual payees from a calendar group ID. For each canceled payee, the system deletes all calculations, sets the selection status to *Cancelled,* and deletes the Calculation status. It also deletes all error messages, warnings, and audit records, if you requested an element resolution chain.

Canceled payees are ignored during future iterations of processing, including retroactive runs, unless you manually *uncancel* them or run the Identify phase again—if you've canceled an entire run.

Canceling an Entire Payroll

You rarely need to cancel an entire payroll run. However, if you discover a problem that affects most or all payees, canceling the run may be the most efficient way to address the problem. For example, if you attach the wrong process list to a calendar or if you add calendars to the calendar group ID in the wrong order, it might be quicker to cancel the run, make the corrections, and run the Identify step again than to correct each payee individually.

To cancel a pay run, you select the **Cancel** check box on the Payroll/Absence Run Control page.

Canceling an Individual Payees

To cancel an individual payee, set the process indicator for the payee to *Cancel.*

Uncanceling a payee creates an iterative trigger during the next processing run. During the next iteration of the Calculate phase, the system deletes and reidentifies the payee. If the identification process determines that the payee still meets the selection criteria, that payee is included in the run. Otherwise, the payee is canceled again.

Processing Special Situations

This topic discusses how to:

- Process payees in two open calendar groups.
- Run off-cycle calendar runs.

Processing Payees in Two Open Calendar Groups

Sometimes you might need to make two types of payments (for example, month-end payroll and quarterly bonuses) to the same pay group within a short period of time. Since a payee can be identified in only one

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calendar group at a time, we recommend that you create a separate calendar for each type of payment and add the calendars to the same calendar group in the order that they should be processed.

If a payee is on more than one open calendar group, the payee is selected and processed in the first calendar group in which that payee is picked up. When the system processes the second calendar group, it puts the payee in an error status. To process that payee in the second calendar group, do one of the following:

- Finalize the first calendar group and then run the second calendar group.
- Suspend the payee in the first calendar group and recalculate the first calendar group (to invoke the suspend action). Rerun and finalize the second calendar group. Recalculate the first calendar group. This might be appropriate, for example, if the payee changes pay groups mid-period and the calendars for the previous and current pay groups are linked to different calendar groups.

Running Off-Cycle Calendar Runs

Sometimes you need to run off-cycle pay calculations. For example, you may need to pay people soon after they've been terminated or you might need to correct payroll results. Instructions for performing off-cycle processing are covered elsewhere in this book.

Related Links

Understanding Off Cycle Processing

Reporting Payroll Data

Pages Used to Report Payroll Data

Page Name	*Definition Name*	*Usage*
Payroll Results Register Page	GP_RGST_RC	Create a report containing payroll results for a specified calendar group or period.

Payroll Results Register

The Payroll Results Register page enables you to generate payroll results by calendar group or period. The run control page includes numerous fields enabling you to filter the generated results.

The run control page triggers:

1. The GP_RGST_EXT Application Engine program. This program prepares parameters for Report Data, which extracts the results for the Payroll Results Register based on the specified run control options and setup.
2. The GP000001 SQR program. This program prints the Payroll Results Register. It reads the parameters from the Payroll Results Register run control page and prints the report using the parameters defined for the specified List Set.

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Related Links

Understanding Report Data Generation

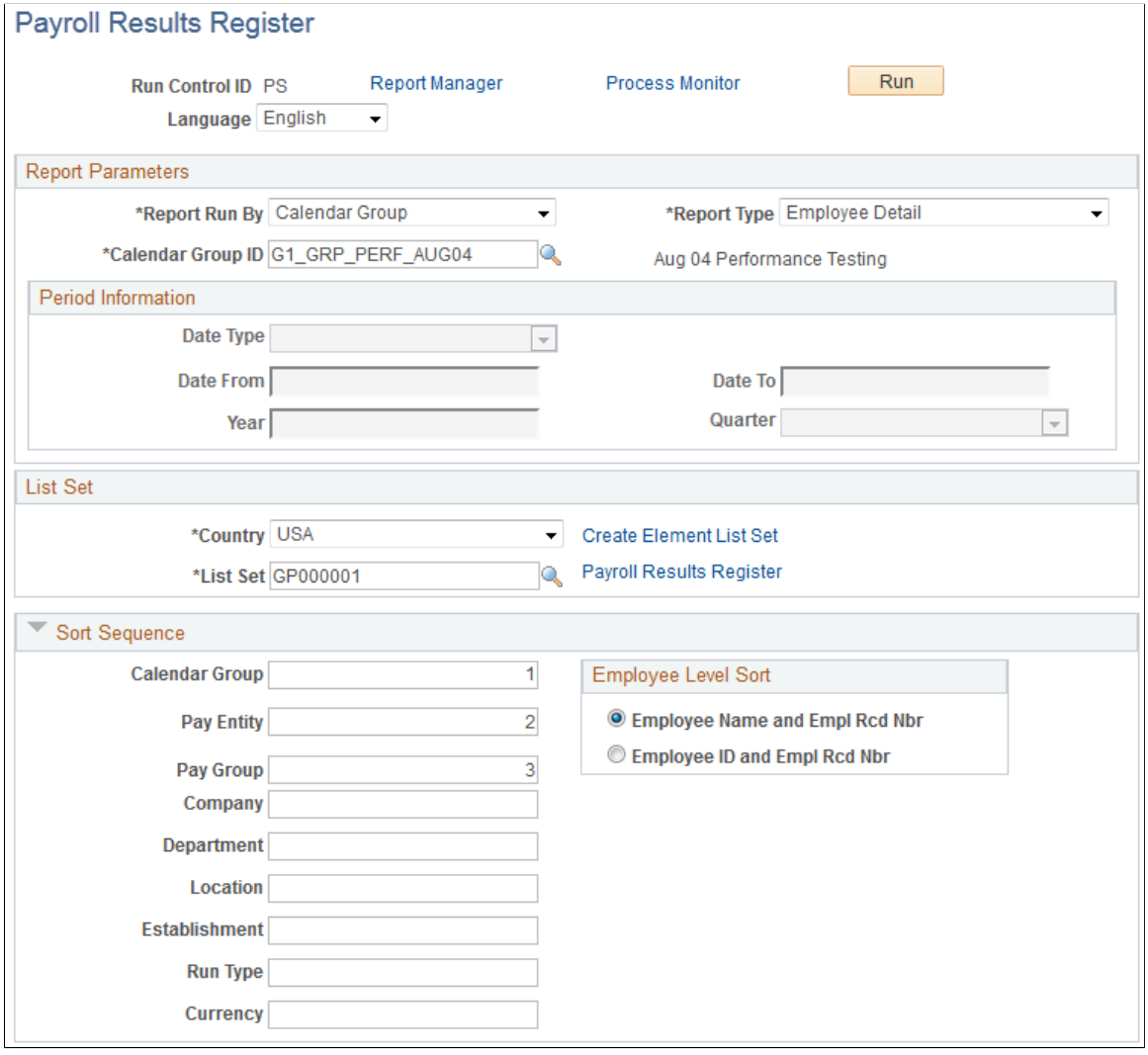
Payroll Results Register Page

Use the Payroll Results Register page (GP_RGST_RC) to Create a report containing payroll results for a specified calendar group or period.

Navigation:

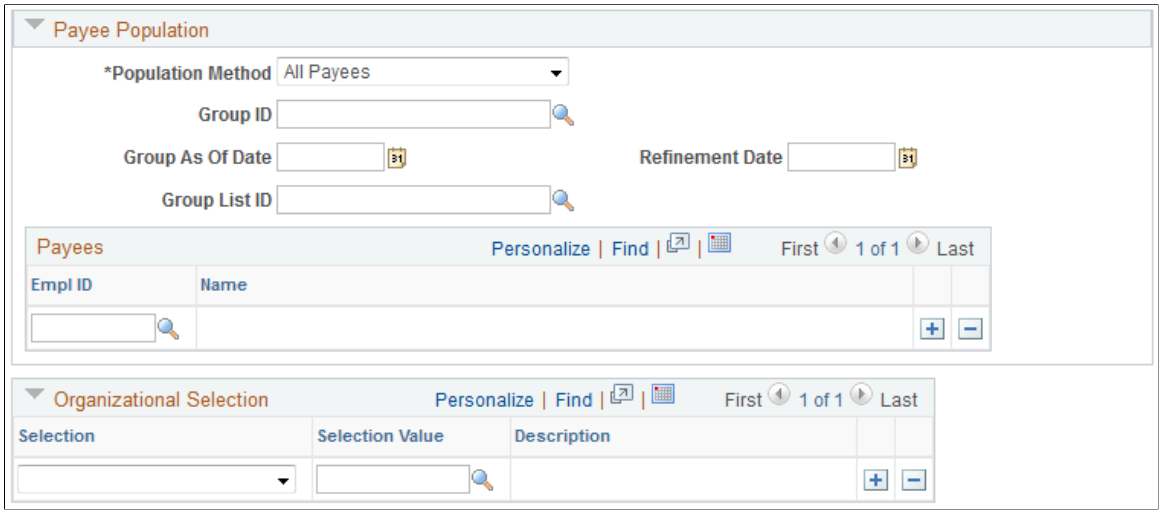
Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Results Register > Payroll Results Register

This example illustrates the fields and controls on the Payroll Results Register page.



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This example illustrates the fields and controls on the Payroll Results Register page.



Report Parameters

Field or Control	*Description*
Report Run By	Specify whether you are generating a report by *Calendar Group* or *Period.* If you select *Calendar Group,* the fields in the **Period Information** group box becomes unavailable. If you select *Period,* the **Calendar Group ID** field becomes unavailable. **Note:** Make sure that at least one of the sections associated with the calendar group or period that you select contains the writable array GP WA GUIDE. Otherwise, the GP_RGST _EXT Application Engine program will not extract results correctly.
Report Type	Select the type of report you want to generate. Valid values are: • *Employee Detail:* This report provides segment detail for each employee and includes both an Earnings and Deductions section and an Accumulator and Arrears section. • *Employee Summary:* This report summarizes all segments and does not include an Accumulator and Arrears section. • *Organizational Summary:* This report does not include any employee detail. It lists totals summarizing the earnings and deductions within an organization.

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Field or Control	*Description*
Calendar Group ID	Enter the calendar group ID for which you are generating payroll results.

Period Information

Field or Control	*Description*
Date Type	Enter the types of dates for which you are generating payroll results. Valid values are: • *Payment Date Range:* Generates payroll results for all payment dates included in the range you specify in the **Date From** and **Date To** fields. • *Period Begin Date Range:* Generates payroll results for all begin dates included in the range you specify in the **Date From** and **Date To** fields. • *Period End Date Range:* Generates payroll results for all end dates included in the range you specify in the **Date From** and **Date To** fields. • *Year and Quarter:* Generates payroll results for the year and quarter you specify in the **Year** and **Quarter** fields.
Date From and **Date To**	Enter the range of payment dates, begin dates, or end dates for which you are generating payroll results.
Year and **Quarter**	Enter the year and quarter for which you are generating payroll results.

List Set

The Payroll Results Register report requires that you select a list set. A list set represents groups of elements and corresponding element attributes associated with a specific application. The list set that you select determines which earnings, deductions, and accumulators the system uses to extract report data for the Payroll Results Register. It also determines the sections and titles of the printed report.

See Understanding Applications and List Sets.

Field or Control	*Description*
Country	The country you select here determines which list sets are available for you to select.

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Field or Control	*Description*
Create Element List Set	Click to access the Define List Set page in Add mode.
List Set	Select the list set you want to use for the report. When you select a list set, a link next to the **List Set** field appears enabling you to access the selected list set on the Define List Set page in Update/Display mode.

Sort Sequence

There are nine sort sequence fields, you can define up to seven sort sequencing fields for any one report definition. Enter a number for each field by which you want to sort payroll results for the report. Fields that are blank or have a value of zero are not used in the report.

Field or Control	*Description*
Employee Level Sort	Select whether the report sorts employees by **Employee Name and Employee Rcd Nbr** or **Employee ID and Employee Rcd Nbr.**

Payee Population

Field or Control	*Description*
Population Method	Select how you want to filter the employees included in the report. Valid values are: • *All Payees:* Select to include all payees meeting the previously specified criteria. If you select this value, do not enter any values in the remaining fields of the Payee Population group box. • *GP Group List ID:* Select to include all payees from a specific Global Payroll group list. If you select this value, enter the desired group list in the **Group List ID** field. • *HR Group Build:* Select to include all payees from a specific group build. If you select this value, enter the desired group build in the **Group ID** field. To determine which members of the group are included in the report, use the **Group As Of Date** and **Refinement Date** fields. • *Payees:* Select to include only the payees you specify in the **Payees** group box.

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Field or Control	*Description*
Group ID	If you select *HR Group Build* in the **Population Method** field, the report includes payees who are members of the group ID you enter.
Group As Of Date	The report includes the members who belong to the specified group ID as of this date, or as of the date you specify in the **Refinement Date** field. If you leave this field blank, the system uses the current system date as the **Group As Of Date.**
Refinement Date	If the definition of the group ID you select includes effective-dated records, enter the date for which you want the records run. For example, you might want to run a group with an effective date of January 1, 2002, but run the effective-dated rows in the group as of February 15, 2006. In that case, select a Group As of Date of January 1, 2002 and a Refinement Date of February 15, 2006. If you leave this field blank, the system runs the group as of the current date.
Group List ID	If you select *GP Group List ID* in the **Population Method** field, the report includes payees who are members of the group list ID you enter.
Payees	If you select *Payees* in the **Population Method** field, enter the EmplIDs of the payees you want to include in the report.

Organizational Selection

Use the **Selection** and **Selection Value** fields to determine which payees are included in the report based on organizational criteria. You can select payees by:

- *Company*
- *Department*
- *Establishment*
- *Location*
- *Pay Entity*
- *Pay Group*

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Chapter 24

Using the Global Payroll WorkCenter

Understanding the Default Configurations and Setup for Global Payroll Fluid WorkCenter

The primary objective of the WorkCenter is to enable employees who are responsible for the payroll business process to complete all daily payroll processing tasks for their role without having to navigate from menu to menu to access different components. Global Payroll Fluid WorkCenter presents real-time information, and provides access to analytical and operational sources based on the roles within PeopleSoft Payroll system.

PeopleSoft delivers WorkCenters pre-built with functionality specific for your product. Your system administrator must review the WorkCenter and determine which links and functionality to make available for end users. When complete, end users can configure and personalize their own WorkCenter for maximum personal efficiency. When a user accesses the Global Payroll Fluid WorkCenter, the data for each work item is displayed based on these configurations.

If the user is linked to certain pay groups, only the data specific for the configured paygroups will be displayed in the workcenter. Use the Define PayGroups Page to assign the required paygroups.

If you want the system to use a country-specific set of action items, you must add them using Define Action Items Page.

Related Links

"Understanding PeopleSoft Fluid WorkCenters" (Application Fundamentals)
Using the Fluid Global Payroll WorkCenter

Define PayGroups Page

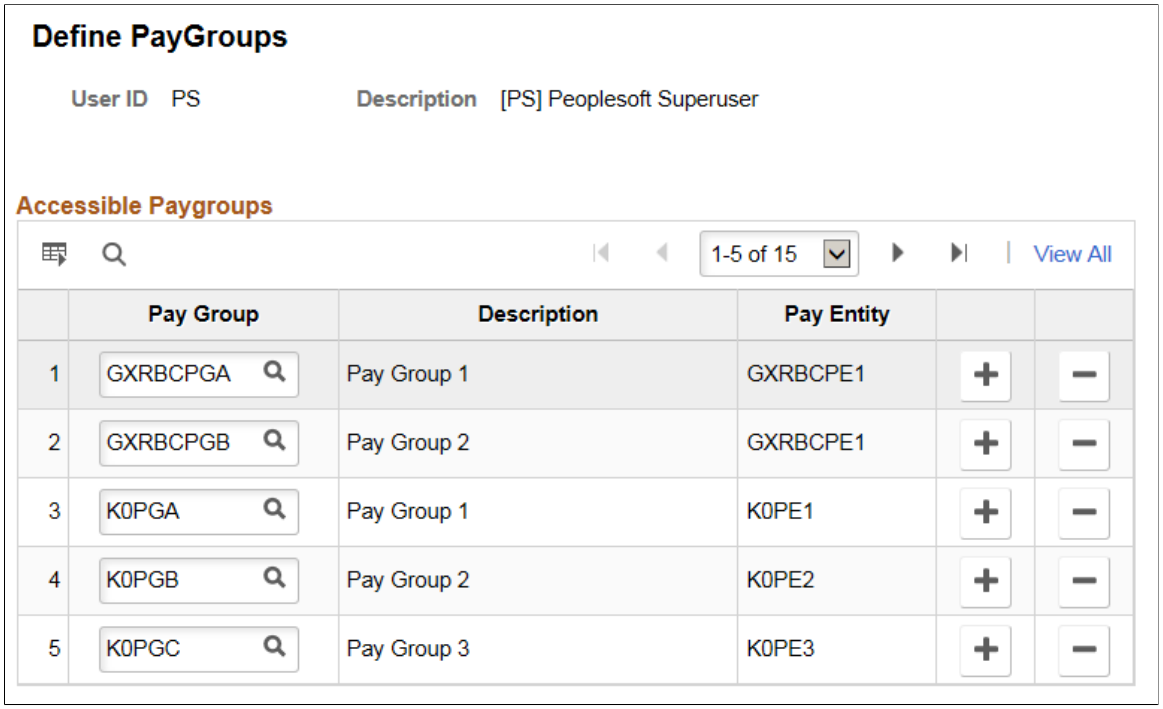
Use the Work Area User Access - Define PayGroups page (GP_WC_USR_PYGRP) to assign pay groups to administrators.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Work Area User Access**

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This example illustrates the Define PayGroups Page.



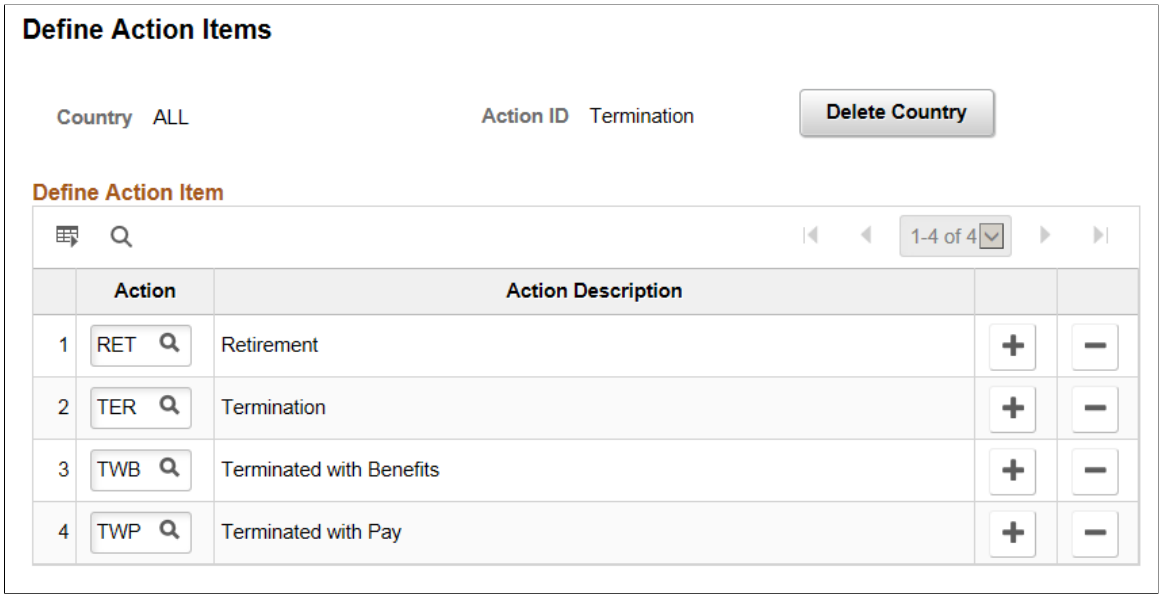
Define Action Items Page

Use the Work Area Action Items - Define Action Items page (GP_WC_ACTN_ITEM) to define country-specific actions for Hire and Termination work items.

Navigation:

Set Up HCM > Product Related > Global Payroll& Absence Mgmt > System Settings > Work Area Action Items

This example illustrates the Define Action Items Page.



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Use this page to define the actions for which the system extracts Hire and Termination work items. The system uses the action items defined for the specific country associated with a payroll run. If no action items are defined for the associated country, the system uses the action items defined for the ALL country value instead.

Using the Fluid Global Payroll WorkCenter

This topic discusses how to use the Fluid Global Payroll WorkCenter.

The following video provides a demonstration of how to use the Fluid Payroll WorkCenter:

Video: PeopleSoft HCM Fluid Payroll WorkCenter

Pages Used in Fluid Global Payroll WorkCenter

Page Name	*Definition Name*	*Usage*
Global Payroll WorkCenter Tile		Access the Fluid Global Payroll WorkCenter.
Global Payroll WorkCenter Page	HWC_RSLT_FL	Access frequently used administrative work items for Global Payroll.
Payee Messages Page	HWC_RSLT_FL	View errors and warnings that are generated for the calendar group ID during the Identify or Calculate phase.
Missing Bank Accounts Page	HWC_RSLT_FL	View the list of employees whose bank account details are not available in the system.
Retro Triggers Page	HWC_RSLT_FL	View the details of retro triggers generated for the selected scope.
Iterative Triggers Page	HWC_RSLT_FL	View the details of iterative triggers generated for the selected scope.
Active Segmentation Triggers Page	HWC_RSLT_FL	View the details of segmentation triggers generated for the selected scope.
New Hires Page	HWC_RSLT_FL	View the list of newly hired employees.
Terminations Page	HWC_RSLT_FL	View the list of terminated employees.
Active Employees without Gross Page	HWC_RSLT_FL	View the list of active employees whose Gross Pay Value is calculated as zero.

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Page Name	*Definition Name*	*Usage*
Inactive Employees with Gross Page	HWC_RSLT_FL	View the list of inactive employees with a Gross Pay greater than zero.

Global Payroll WorkCenter Tile

Use the Global Payroll WorkCenter tile to access the Fluid WorkCenter for Global Payroll.

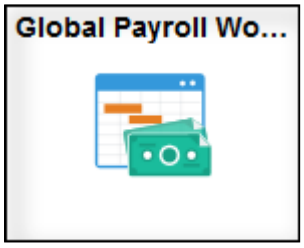
Navigation:

Add the Global Payroll WorkCenter tile to the desired home page through personalization.

This example illustrates the Global Payroll WorkCenter tile.



This example illustrates the Global Payroll WorkCenter tile.



The Global Payroll WorkCenter tile is available to users with the *GP Administrator* role.

Global Payroll WorkCenter Page

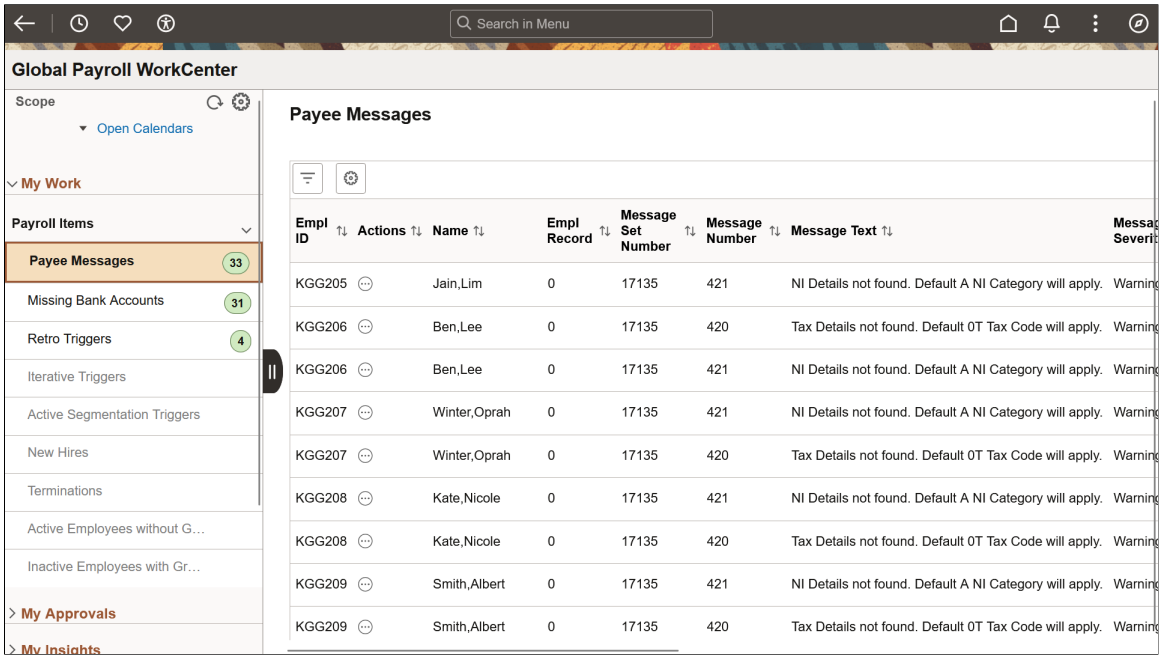
Use the Global Payroll WorkCenter page (HWC_RSLT_FL) to access frequently used administrative work items for Global Payroll.

Navigation:

Click the Global Payroll WorkCenter tile on the Workforce Administrator home page.

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This example illustrates the fields and controls on the Global Payroll WorkCenter page.



PeopleSoft delivers a Fluid WorkCenter for Global Payroll. The WorkCenter is preconfigured with work items, links, queries and reports, providing administrators access to real-time information and analytical sources based on their role-based security, and the ability to perform Payroll business process tasks from one central area.

Users can personalize display options and add links to their own WorkCenter for maximum efficiency. For more information, see “Setting Up and Personalizing PeopleSoft Fluid WorkCenters” (Application Fundamentals).

The WorkCenter page is divided into two areas: the navigation panel on the left and the transaction panel on the right.

Left Panel

The navigational panel on the left contains group boxes with links to specific transactions, menu components and other content. These group boxes are:

- My Work. This group box contains a collapsible section, *Payroll Items*. For more information, see Understanding the My Work Group Box.
- My Approvals: For more information, see Understanding the My Approvals Group Box.
- My Insights: For more information, see Understanding the My Insights Group Box
- Links. For more information, see Understanding the Links Group Box.
- Queries. For more information, see Understanding the Queries Group Box.
- Reports/Processes. For more information, see Understanding the Reports/Processes Group Box.

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Field or Control	*Description*
Scope	Scope determines the data to be displayed in the WorkCenter. Available Options are: • *Open Calendars*: If this option is selected, the data will be displayed based on the Open Calendar(s). • *Finalized Calendars*: If this option is selected, the data will be displayed based on the Finalized Calendar(s). • *Finalized with Banking*: If this option is selected, the data will be displayed based on the transactions that are finalized with banking. **Note:** If you have configured any additional scope, it will also be listed here. For more information on how to configure a new scope, see "Configure Scope Page" (Application Fundamentals).
	Click to refresh the content area to display either the first page that appears when you first access the WorkCenter, or the starting page if it is specified in your personalization.
	Click the icon to view the following options: • *Personalize*: Select this option to personalize the WorkCenter layout. For more information, see "Personalize Page (Fluid)" (Application Fundamentals). • *Maintain Scope Details*: Select this option to modify an existing scope. • *Configure Scope*: Select this option to create a new scope. For more information, see "Configure Scope Page" (Application Fundamentals).

Right Panel

The transaction panel on the right is where the selected transaction result or component (work item) is displayed.

By default, the Payee Messages page appears when you first access the WorkCenter. You can change this default setting on the "Personalize Page (Fluid)" (Application Fundamentals).

You can also filter and personalize the output based on your requirements. For more information, see "Refine Filter Criteria Page" (Application Fundamentals) and "Personalized Output Page" (Application Fundamentals).

You can download grid data to .xls file.

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Understanding the My Work Group Box

The My Work group box provides links to following work items:

- Payee Messages Page
- Missing Bank Accounts Page
- Retro Triggers Page
- Iterative Triggers Page
- Active Segmentation Triggers Page
- New Hires Page
- Terminations Page
- Active Employees without Gross Page
- Inactive Employees with Gross Page

Use the Related Actions drop down for options to help correct a payroll processing error.

Payee Messages Page

Use the Payee Messages page (HWC_RSLT_FL) to view errors and warnings that are generated for the calendar group ID during the Identify or Calculate phase.

The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. Only the messages which are of type error and warnings will be displayed here. Payee messages are displayed in the Global Payroll WorkCenter based on the configured pay groups and selected scope.

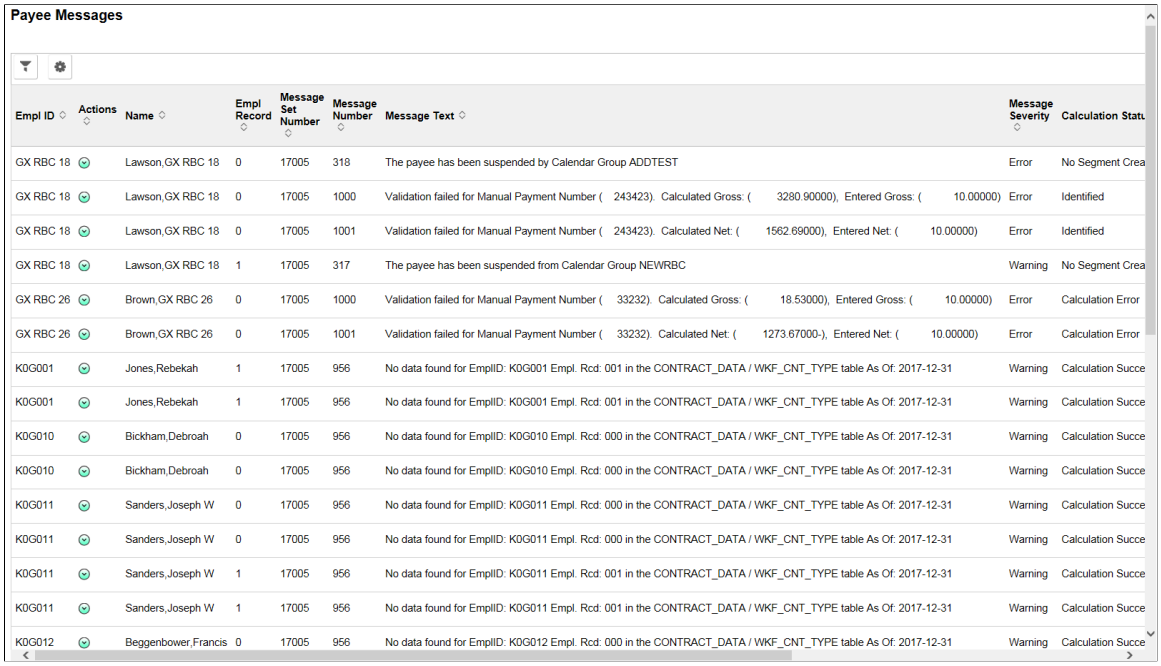
For more information on how to define pay groups, see Define PayGroups Page.

Navigation:

Click the Payee Messages link in the Global Payroll WorkCenter.

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This example illustrates the Payee Messages page.



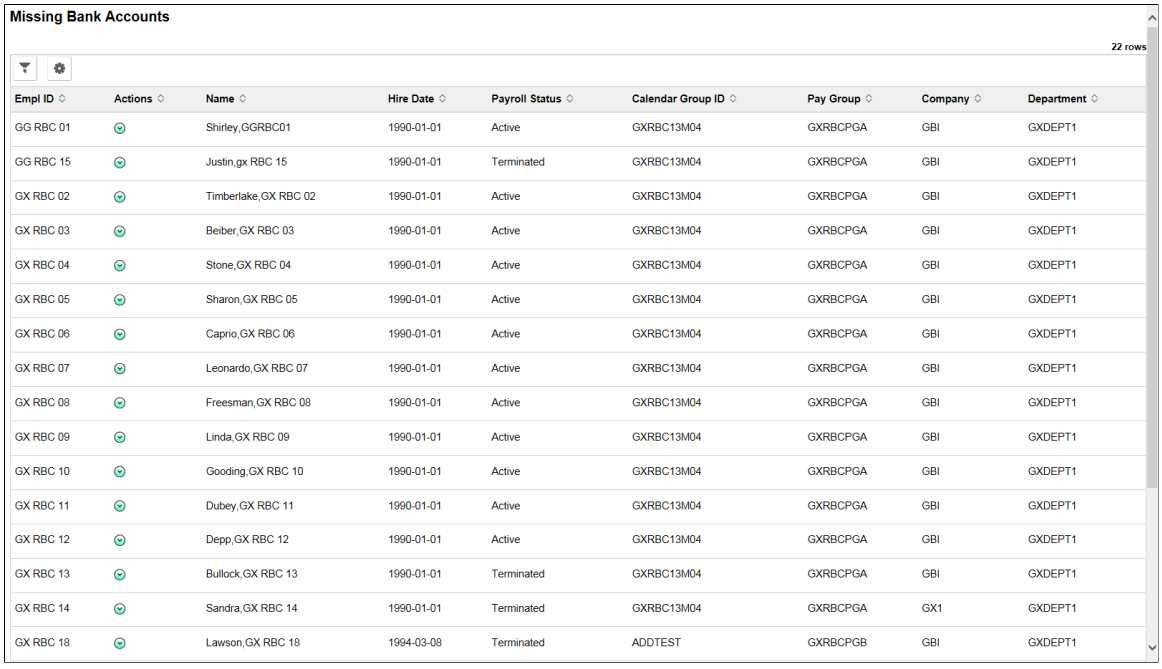
Payee Messages

Empl ID	Actions	Name	Empl Record	Message Set Number	Message Number	Message Text	Message Severity	Calculation Statu
GX RBC 18		Lawson,GX RBC 18	0	17005	318	The payee has been suspended by Calendar Group ADDTEST	Error	No Segment Crea
GX RBC 18		Lawson,GX RBC 18	0	17005	1000	Validation failed for Manual Payment Number (243423). Calculated Gross: (3280.90000), Entered Gross: (10.00000)	Error	Identified
GX RBC 18		Lawson,GX RBC 18	0	17005	1001	Validation failed for Manual Payment Number (243423). Calculated Net: (1562.69000), Entered Net: (10.00000)	Error	Identified
GX RBC 18		Lawson,GX RBC 18	1	17005	317	The payee has been suspended from Calendar Group NEWRBC	Warning	No Segment Crea
GX RBC 26		Brown,GX RBC 26	0	17005	1000	Validation failed for Manual Payment Number (33232). Calculated Gross: (18.53000), Entered Gross: (10.00000)	Error	Calculation Error
GX RBC 26		Brown,GX RBC 26	0	17005	1001	Validation failed for Manual Payment Number (33232). Calculated Net: (1273.67000-), Entered Net: (10.00000)	Error	Calculation Error
K0G001		Jones,Rebekah	1	17005	956	No data found for EmplID: K0G001 Empl. Rcd: 001 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G001		Jones,Rebekah	1	17005	956	No data found for EmplID: K0G001 Empl. Rcd: 001 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G010		Bickham,Debroah	0	17005	956	No data found for EmplID: K0G010 Empl. Rcd: 000 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G010		Bickham,Debroah	0	17005	956	No data found for EmplID: K0G010 Empl. Rcd: 000 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G011		Sanders,Joseph W	0	17005	956	No data found for EmplID: K0G011 Empl. Rcd: 000 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G011		Sanders,Joseph W	0	17005	956	No data found for EmplID: K0G011 Empl. Rcd: 000 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G011		Sanders,Joseph W	1	17005	956	No data found for EmplID: K0G011 Empl. Rcd: 001 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G011		Sanders,Joseph W	1	17005	956	No data found for EmplID: K0G011 Empl. Rcd: 001 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe
K0G012		Beggenbower,Francis	0	17005	956	No data found for EmplID: K0G012 Empl. Rcd: 000 in the CONTRACT_DATA / WKF_CNT_TYPE table As Of: 2017-12-31	Warning	Calculation Succe

Missing Bank Accounts Page

Use the Missing Bank Accounts page (HWC_RSLT_FL) to view the list of employees whose bank account details are not available in the system. This data is displayed in the Global Payroll WorkCenter based on the configured pay groups and selected scope.

This example illustrates the Missing Bank Accounts page.



Missing Bank Accounts

22 rows

Empl ID	Actions	Name	Hire Date	Payroll Status	Calendar Group ID	Pay Group	Company	Department
GG RBC 01		Shirley,GGRBC01	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GG RBC 15		Justin,gx RBC 15	1990-01-01	Terminated	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 02		Timberlake,GX RBC 02	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 03		Beiber,GX RBC 03	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 04		Stone,GX RBC 04	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 05		Sharon,GX RBC 05	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 06		Caprio,GX RBC 06	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 07		Leonardo,GX RBC 07	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 08		Freesman,GX RBC 08	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 09		Linda,GX RBC 09	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 10		Gooding,GX RBC 10	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 11		Dubey,GX RBC 11	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 12		Depp,GX RBC 12	1990-01-01	Active	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 13		Bullock,GX RBC 13	1990-01-01	Terminated	GXRBC13M04	GXRBCPGA	GBI	GXDEPT1
GX RBC 14		Sandra,GX RBC 14	1990-01-01	Terminated	GXRBC13M04	GXRBCPGA	GX1	GXDEPT1
GX RBC 18		Lawson,GX RBC 18	1994-03-08	Terminated	ADDTEST	GXRBCPGB	GBI	GXDEPT1

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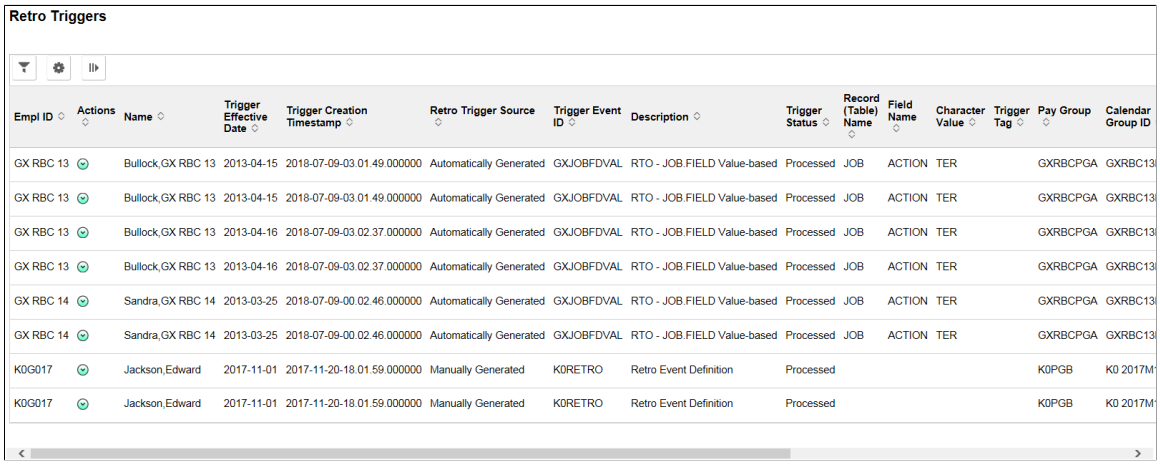
Retro Triggers Page

Use the Retro Triggers page (HWC_RSLT_FL) to view the details of retro triggers generated for the selected scope.

The retro triggers are generated when a change to job data or additional pay data affects pay for a previous pay period. Changes can be updates, inserts, or deletions. The data is populated based on the configured pay groups and selected scope.

Note: Retro Triggers can be filtered based on Count Days and Finalized Day Count. **Count Days** calculates how old the triggers are and the system displays the triggers not older than the specified day count. For example, if you enter 30 in the Count Days field, triggers with an effective date older than 30 days from the current date will not be displayed in the WorkCenter. **Finalized Day Count** displays the number of finalized calendars data that have to be displayed in the WorkCenter. For example, if you enter 30 in the Finalized Day Count field, the system displays only those finalized calendars which are not older than 30 days(with respect to current date).

This example illustrates the Retro Triggers page.



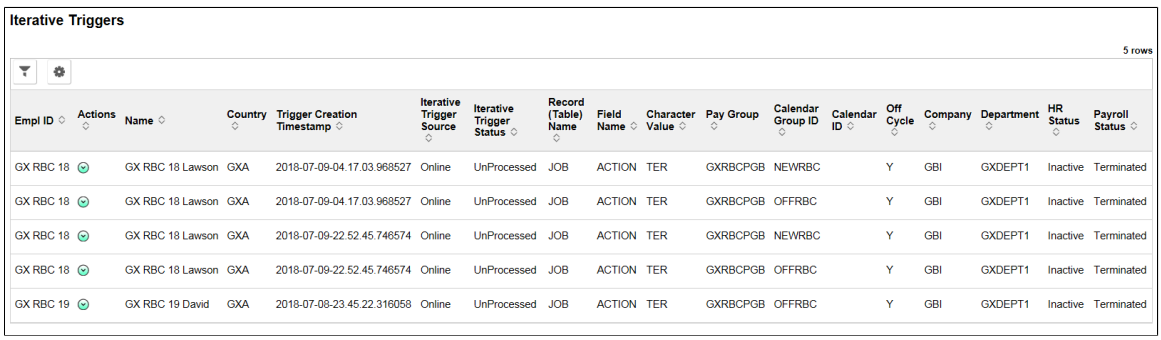
Retro Triggers

Empl ID	Actions	Name	Trigger Effective Date	Trigger Creation Timestamp	Retro Trigger Source	Trigger Event ID	Description	Trigger Status	Record (Table) Name	Field Name	Character Value	Trigger Tag	Pay Group	Calendar Group ID
GX RBC 13		Bullock,GX RBC 13	2013-04-15	2018-07-09-03.01.49.000000	Automatically Generated	GXJOBFDVAL	RTO - JOB.FIELD Value-based	Processed	JOB	ACTION	TER		GXRBCPGA	GXRBC13
GX RBC 13		Bullock,GX RBC 13	2013-04-15	2018-07-09-03.01.49.000000	Automatically Generated	GXJOBFDVAL	RTO - JOB.FIELD Value-based	Processed	JOB	ACTION	TER		GXRBCPGA	GXRBC13
GX RBC 13		Bullock,GX RBC 13	2013-04-16	2018-07-09-03.02.37.000000	Automatically Generated	GXJOBFDVAL	RTO - JOB.FIELD Value-based	Processed	JOB	ACTION	TER		GXRBCPGA	GXRBC13
GX RBC 13		Bullock,GX RBC 13	2013-04-16	2018-07-09-03.02.37.000000	Automatically Generated	GXJOBFDVAL	RTO - JOB.FIELD Value-based	Processed	JOB	ACTION	TER		GXRBCPGA	GXRBC13
GX RBC 14		Sandra,GX RBC 14	2013-03-25	2018-07-09-00.02.46.000000	Automatically Generated	GXJOBFDVAL	RTO - JOB.FIELD Value-based	Processed	JOB	ACTION	TER		GXRBCPGA	GXRBC13
GX RBC 14		Sandra,GX RBC 14	2013-03-25	2018-07-09-00.02.46.000000	Automatically Generated	GXJOBFDVAL	RTO - JOB.FIELD Value-based	Processed	JOB	ACTION	TER		GXRBCPGA	GXRBC13
K0G017		Jackson,Edward	2017-11-01	2017-11-20-18.01.59.000000	Manually Generated	K0RETRO	Retro Event Definition	Processed					K0PGB	K0 2017M1
K0G017		Jackson,Edward	2017-11-01	2017-11-20-18.01.59.000000	Manually Generated	K0RETRO	Retro Event Definition	Processed					K0PGB	K0 2017M1

Iterative Triggers Page

Use the Iterative Triggers page (HWC_RSLT_FL) to view the details of iterative triggers generated for the selected scope. The data is populated based on the configured pay groups and selected scope.

This example illustrates the Iterative Triggers page.



Iterative Triggers

5 rows

Empl ID	Actions	Name	Country	Trigger Creation Timestamp	Iterative Trigger Source	Iterative Trigger Status	Record (Table) Name	Field Name	Character Value	Pay Group	Calendar Group ID	Calendar ID	Off Cycle	Company	Department	HR Status	Payroll Status
GX RBC 18		GX RBC 18 Lawson	GXA	2018-07-09-04.17.03.968527	Online	UnProcessed	JOB	ACTION	TER	GXRBCPGB	NEWRBC		Y	GBI	GXDEPT1	Inactive	Terminated
GX RBC 18		GX RBC 18 Lawson	GXA	2018-07-09-04.17.03.968527	Online	UnProcessed	JOB	ACTION	TER	GXRBCPGB	OFFRBC		Y	GBI	GXDEPT1	Inactive	Terminated
GX RBC 18		GX RBC 18 Lawson	GXA	2018-07-09-22.52.45.746574	Online	UnProcessed	JOB	ACTION	TER	GXRBCPGB	NEWRBC		Y	GBI	GXDEPT1	Inactive	Terminated
GX RBC 18		GX RBC 18 Lawson	GXA	2018-07-09-22.52.45.746574	Online	UnProcessed	JOB	ACTION	TER	GXRBCPGB	OFFRBC		Y	GBI	GXDEPT1	Inactive	Terminated
GX RBC 19		GX RBC 19 David	GXA	2018-07-08-23.45.22.316058	Online	UnProcessed	JOB	ACTION	TER	GXRBCPGB	OFFRBC		Y	GBI	GXDEPT1	Inactive	Terminated

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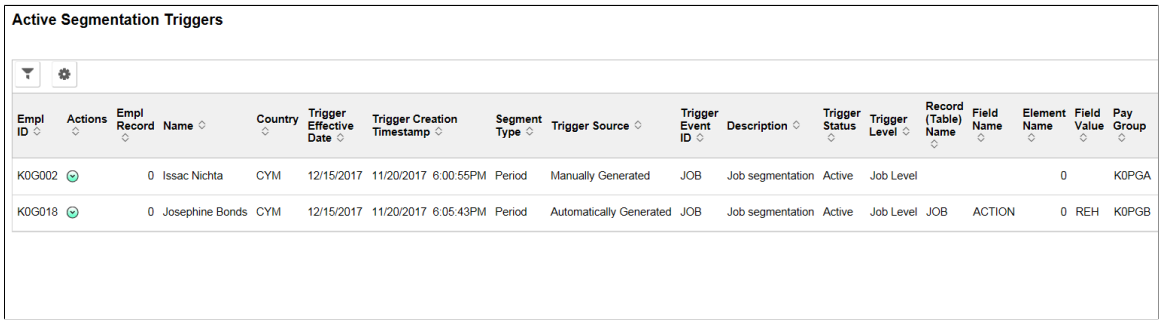
Active Segmentation Triggers Page

Use the Active Segmentation Triggers page (HWC_RSLT_FL) to view the details of segmentation triggers generated for the selected scope.

Active Segmentation triggers are generated when the system needs to segment all or a subset of payroll elements in a pay run in response to a change in payee data. The data is populated based on the configured pay groups and selected scope. Only active segmentation triggers are part of this work item.

Note: Segmentation Triggers can be filtered based on Work Item Day Count and Finalized Day Count. **Work Item Day Count** calculates how old the triggers are and the system displays the triggers not older than the specified day count. For example, if you enter 30 in the Work Item Day Count field, triggers with an effective date older than 30 days from the current date will not be displayed in the WorkCenter. **Finalized Day Count** displays the number of finalized calendars data that has to be displayed in the WorkCenter. For example, if we you enter 30 in the Finalized Day Count field, system displays only those finalized calendars which are not older than 30 days(with respect to current date).

This example illustrates the Active Segmentation Triggers page.

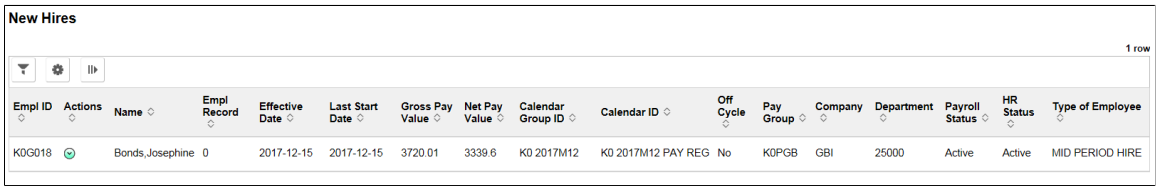


New Hires Page

Use the New Hires page (HWC_RSLT_FL) to view the list of newly hired employees. The data is populated based on the configured pay groups and selected scope.

It is mandatory for the user to define the actions that need to be treated as new hires. For more information on defining action items, see Define Action Items Page.

This example illustrates the New Hires page.

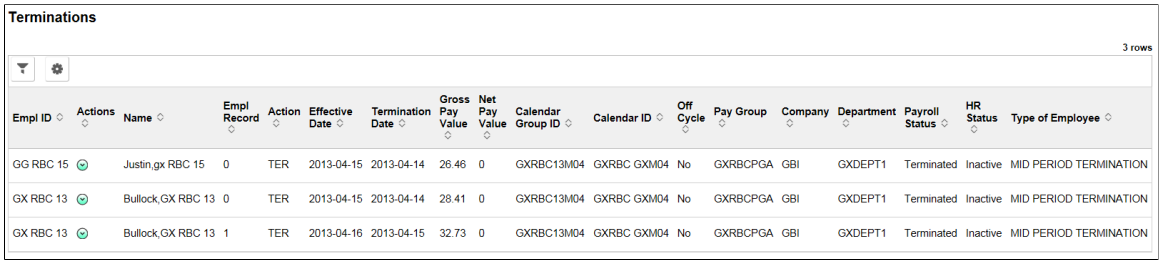


Terminations Page

View the Terminations page (HWC_RSLT_FL) to view the list of terminated employees. The data is populated based on the configured pay groups and selected scope. It is mandatory for the user to define the actions that need to be treated as Terminations. For more information on defining action items, see Define Action Items Page.

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This example illustrates the Terminations page.



Terminations

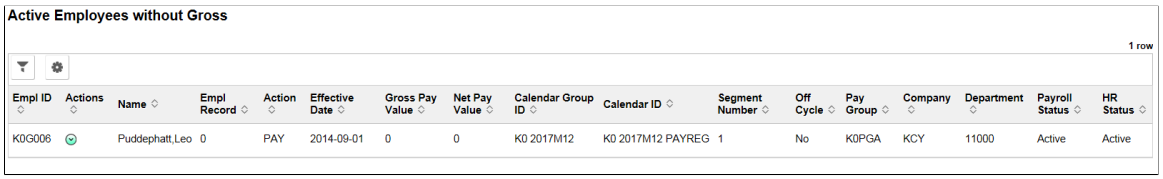
3 rows

Empl ID	Actions	Name	Empl Record	Action	Effective Date	Termination Date	Gross Pay Value	Net Pay Value	Calendar Group ID	Calendar ID	Off Cycle	Pay Group	Company	Department	Payroll Status	HR Status	Type of Employee
GG RBC 15		Justin,gx RBC 15	0	TER	2013-04-15	2013-04-14	26.46	0	GXRBC13M04	GXRBC GXM04	No	GXRBCPGA	GBI	GXDEPT1	Terminated	Inactive	MID PERIOD TERMINATION
GX RBC 13		Bullock,GX RBC 13	0	TER	2013-04-15	2013-04-14	28.41	0	GXRBC13M04	GXRBC GXM04	No	GXRBCPGA	GBI	GXDEPT1	Terminated	Inactive	MID PERIOD TERMINATION
GX RBC 13		Bullock,GX RBC 13	1	TER	2013-04-16	2013-04-15	32.73	0	GXRBC13M04	GXRBC GXM04	No	GXRBCPGA	GBI	GXDEPT1	Terminated	Inactive	MID PERIOD TERMINATION

Active Employees without Gross Page

Use the Active Employees without Gross page (HWC_RSLT_FL) to view the list of active employees whose Gross Pay Value is calculated as zero. The data is populated based on the configured pay groups and selected scope.

This example illustrates the Active Employees without Gross page.



Active Employees without Gross

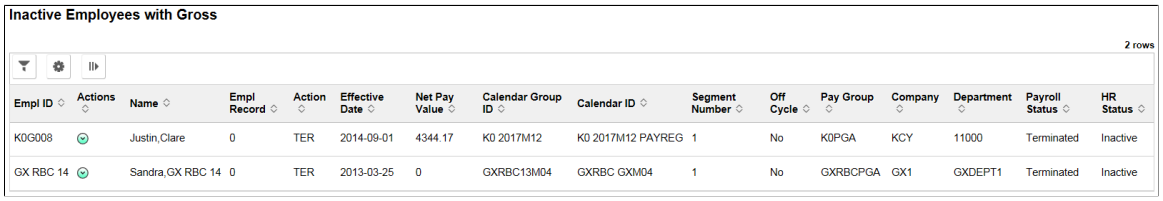
1 row

Empl ID	Actions	Name	Empl Record	Action	Effective Date	Gross Pay Value	Net Pay Value	Calendar Group ID	Calendar ID	Segment Number	Off Cycle	Pay Group	Company	Department	Payroll Status	HR Status
K0G006		Puddephatt,Leo	0	PAY	2014-09-01	0	0	K0 2017M12	K0 2017M12 PAYREG	1	No	K0PGA	KCY	11000	Active	Active

Inactive Employees with Gross Page

Use the Inactive Employees with Gross page (HWC_RSLT_FL) to view the list of inactive employees with a Gross Pay greater than zero. The data is populated based on the configured pay groups and selected scope.

This example illustrates the Inactive Employees with Gross page.



Inactive Employees with Gross

2 rows

Empl ID	Actions	Name	Empl Record	Action	Effective Date	Net Pay Value	Calendar Group ID	Calendar ID	Segment Number	Off Cycle	Pay Group	Company	Department	Payroll Status	HR Status
K0G008		Justin,Clare	0	TER	2014-09-01	4344.17	K0 2017M12	K0 2017M12 PAYREG	1	No	K0PGA	KCY	11000	Terminated	Inactive
GX RBC 14		Sandra,GX RBC 14	0	TER	2013-03-25	0	GXRBC13M04	GXRBC GXM04	1	No	GXRBCPGA	GX1	GXDEPT1	Terminated	Inactive

Understanding the My Approvals Group Box

The My Approvals group box provides access to requests that are pending users' approval.

System administrators can manage links and configuration options for the My Approvals group box on the “Configure Pagelets - My Approvals Page” (Enterprise Components).

Understanding the My Insights Group Box

The My Insights group box provides access to the insights dashboards for global payroll.

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This example illustrates the Payroll Insights Analytics group box.



System administrators can manage links and configuration options for the My Insights group box on the “Configure Pagelets - My Insights Page” (Enterprise Components).

Note: A minimum of PeopleTools version 8.61 is required to support access to PeopleSoft Insights dashboards in Fluid WorkCenters.

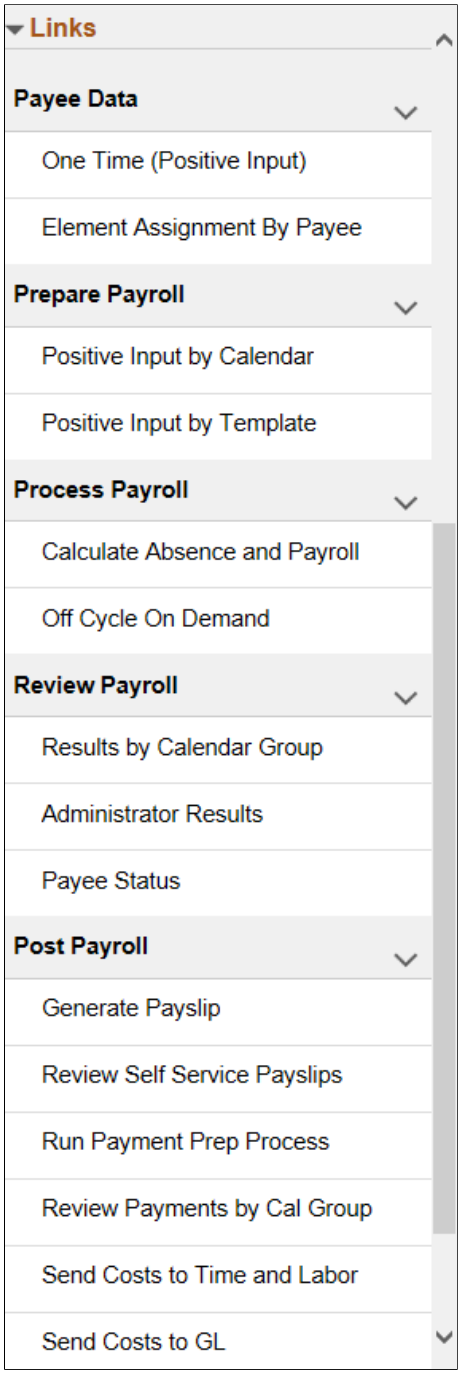
For more information about Global Payroll Insights, see Viewing Global Payroll Insights.

Understanding the Links Group Box

The Links group box provides access to the key components that are required to complete payroll. It contains links that users need to do their daily work.

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This example illustrates the Links Group Box in the left panel.



System administrators can manage links and configuration options for the Links Group Box on the "Configure Pagelets - Links Page" (Enterprise Components).

Understanding the Queries Group Box

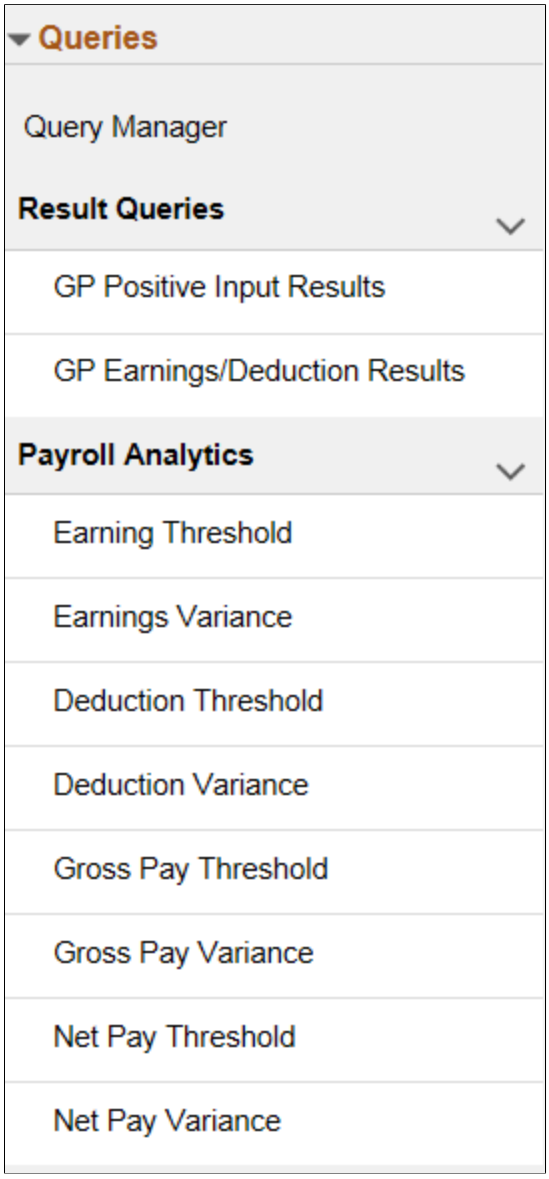
The Queries group box contains:

- The Query Manager link. Users can click this link to search for an existing query or create new ones to use.

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- Result Queries: Use this section to access the query result pages.
- Payroll Analytics: Use this section to analyze different payroll results. For more information, see Global Payroll Analytics Page.

This example illustrates the Queries Group Box in the left panel.



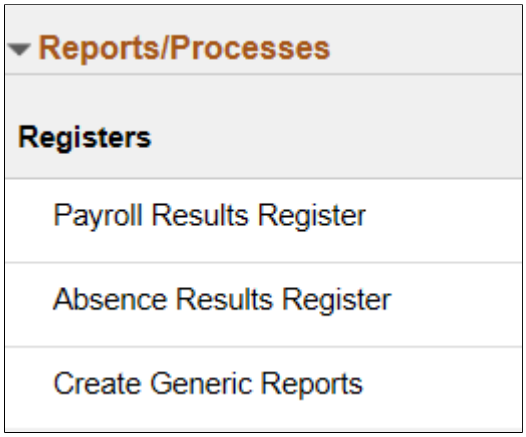
System administrators can manage links and configuration options for the Queries group box on the "Configure Pagelets - Queries Page" (Enterprise Components).

Understanding the Reports/Processes Group Box

The Reports/Processes group box provides access to the run control pages for existing payroll reports.

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This example illustrates the Reports/Processes Group Box in the left panel.



System administrators can manage links and configuration options for the Reports/ Processes group box on the “Configure Pagelets - Reports/Processes Page” (Enterprise Components).

Using Work Management in Global Payroll WorkCenters

Global Payroll WorkCenters can optionally use the Work Management Framework, which is an Enterprise Components feature.

This topic provides an overview of Work Management in Global Payroll WorkCenters, setup information, and an example of managing exceptions using Work Management.

Understanding Work Management in Global Payroll WorkCenters

The Work Management Framework provides actions and filters for pages within the My Work group box in WorkCenters, allowing users to organize and manage large volumes of transactions more efficiently.

It is important to understand the Work Management Framework from a high-level perspective before applying it to the Global Payroll WorkCenters. Review Understanding the Work Management Framework prior to reading the following information.

Global Payroll WorkCenter has implemented Work Management in the My Work group box to help administrators manage exceptions.They can assign exceptions to themselves in bulk, set follow-up dates, add comments, or mark invalid issues as inactive and remove them from the list. Filters make it easy to view transactions by status, such as unassigned, assigned to the current user, inactive, or all transactions. The history of actions taken on each exception is also available for review.

My Work Transactions Enabled for Work Management

Global Payroll provides setup for these My Work transactions in Global Payroll WorkCenter to support the Work Management feature.

Global Payroll WorkCenter:

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Link ID	*Transaction Description*
GP_WC_ACTNOPY	Active Employees without Gross
GP_WC_IACTPY	Inactive Employees with Gross
GP_WC_NOBANKACCTS	Missing Bank Accounts
GP_WC_NEWHIRE	New Hires
GP_WC_TERMINATION	Terminations
GP_WC_PAYEE_ERROR	Payee Messages

For more information on enabling Work Management in additional My Work transactions, see “Setting Up the Work Management to HCM WorkCenter Integration Process” (Application Fundamentals).

Page Used to Manage Work in the Global Payroll WorkCenter

Page Name	*Definition Name*	*Usage*
Global Payroll WorkCenter Page	N/A	Access and manage outstanding transactions in various views.

Global Payroll WorkCenter Page (Work Management Enabled)

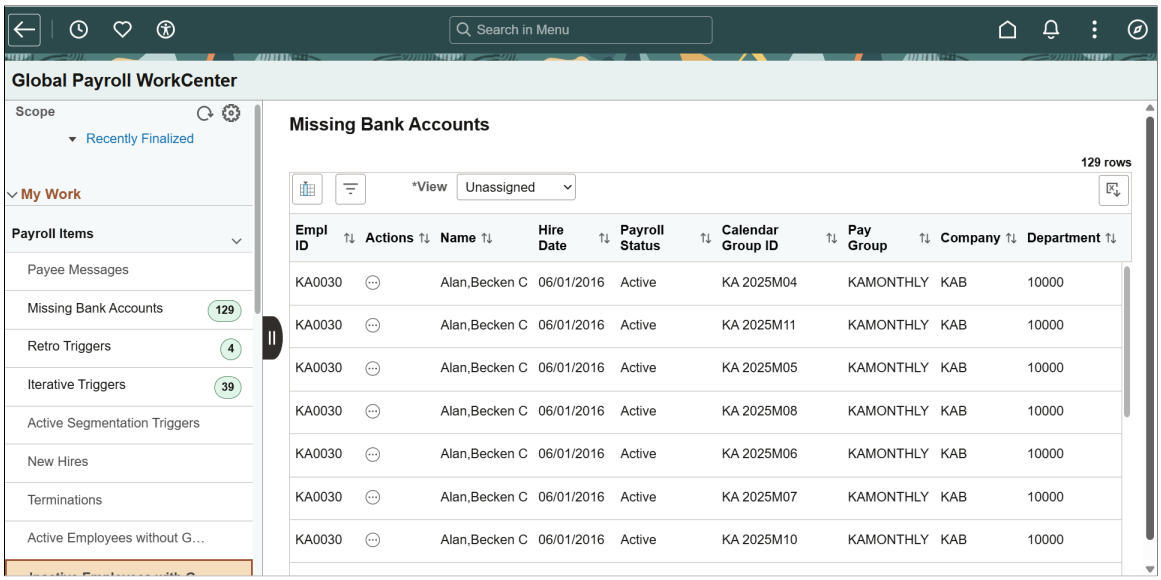
Use the Global Payroll WorkCenter page when Work Management is enabled to access and manage outstanding transactions in various views.

Navigation:

Access the Global Payroll WorkCenter, select a transaction, such as *Missing Bank Accounts* from the My Work section.

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This example illustrates the Global Payroll WorkCenter - Missing Bank Accounts page when Work Management is enabled.



When Work Management is enabled for a My Work transaction, several changes appear on the corresponding page:

- The **Toggle** button appears above the grid. Select the button to enable multi-row selection in the grid for performing bulk actions.

  When selected, the **Actions** button is displayed above the grid, rather than alongside each row within the grid. Work Management actions are available for selection.

- The **View** drop-down box appears above the grid.

  One or more people can work on Work Management transactions. If another user acts on a transaction, you can view the transactions assigned to that person by changing your view to *All Assigned.* This view displays all transactions regardless of who it is assigned to. Select the *Exception History* action and view the name in the **User Name** column to discover who is working on a transaction.

- Additional action options are added to the **Actions** button.

  The existing Global Payroll related actions remain available. When Work Management is enabled, additional actions become available, depending on the option selected in the **View** field. For more information, see “Understanding the Work Management Framework” (Enterprise Components), Actions by View section.

Work Management Example for Global Payroll WorkCenter

The following example demonstrates how you may use the Work Management functionality to help manage the list that appears when you select a My Work page, such as *Missing Bank Accounts.*

Your first step might be to inactivate rows that are no longer valid, for example, the employee involved has left the company. To do this:

1. Select the rows in the *Unassigned* view. Select the **Actions** button and choose *Mark as Inactive.*

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2. In the Exception Comments window, enter text to indicate why you are inactivating the selected rows.
3. Select **Done.**

   When you switch to the *Inactive* view, the inactivated rows are displayed.

Next, you want to assign yourself some transactions to process. To do this:

1. Select the rows in the *Unassigned* view. Select the **Actions** button and choose *Assign to Me.*
2. In the Exception Comments window, verify the follow up date, which defaults from the Work Management page.
3. Enter a comment that describes your action.
4. Select **Done.**

   When you switch to the *Assign to Me* view, the rows that you assigned to yourself are displayed, until the follow up date is reached. When the follow up date is reached, the system moves the transaction into the *Unassigned* view.

Using the PeopleSoft User Interface to Work with Global Payroll Analytics

Pages Used to Work with Global Payroll Analytics

Page Name	***Definition Name***	***Usage***
Configuration Settings Page	GP_ACTIVAT_SETTING	Enable the Workforce Administration features.
Payroll Analytics Set Up Page	GP_PA_ANL_SET	Define default threshold amounts for the Payroll Analytics page.
Global Payroll Analytics Tile	HC_GP_PA_LAND_FL	Access a set of pivot grids that enable you to analyze payroll results.
Global Payroll Analytics Page	GP_PA_PAY_PIVOT_FL	Analyze payroll results for gross pay, net pay, earnings, and deductions.

Understanding Global Payroll Analytics

Global Payroll Analytics comprises a robust set of pivot charts that enable payroll administrators to analyze payroll results so that they can quickly find and manage exceptions. Global Payroll Analytics consists of two main types of pivots: threshold and variance.

The threshold pivots display payroll results where certain values exceed a threshold. For example, you might want to view results for payees with gross pay over 10,000.00 USD.

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The variance pivots display payroll results from two different pay periods, enabling you to compare previous and current values, looking for differences that exceed a certain amount. For example, you might want to look for payees whose salary increased or decreased by 10% or more from one period to the next.

For each type of pivot, you can view results for gross pay, net pay, earnings, or deductions.

The following video includes a demonstration of Global Payroll Variance Analytics.

Video: Image Highlights, PeopleSoft HCM Update Image 19: Global Payroll Variance Analytics

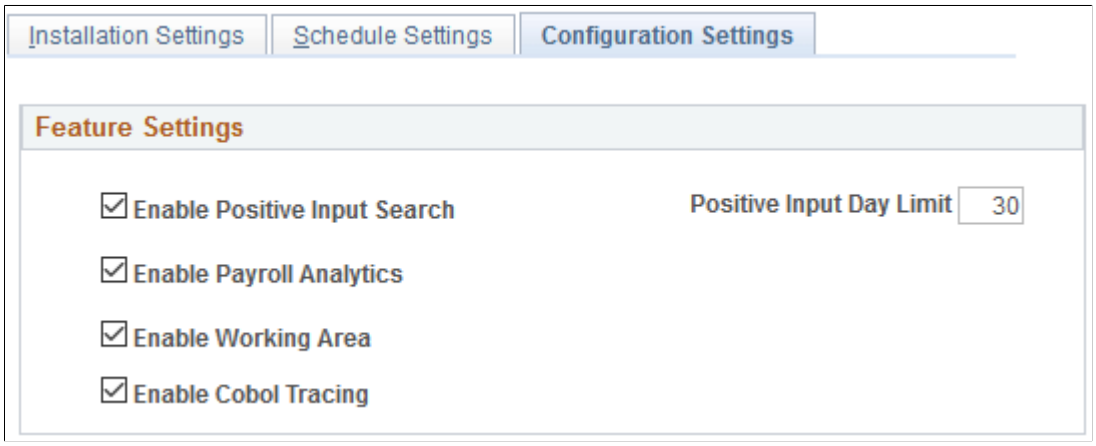
Configuration Settings Page

Use the Configuration Settings page (GP_ACTIVAT_SETTING) to enable Workforce Administration features.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Installation Settings** > **Configuration Settings**

This example illustrates the fields and controls on the Configuration Settings page.



Field or Control	*Description*
Enable Payroll Analytics	Select to enable administrators to access to the Global Payroll Analytics Page.

Related Links

Configuration Settings Page

Payroll Analytics Set Up Page

Use the Payroll Analytics Set Up page (GP_PA_ANL_SET) to define default threshold amounts for the Global Payroll Analytics page.

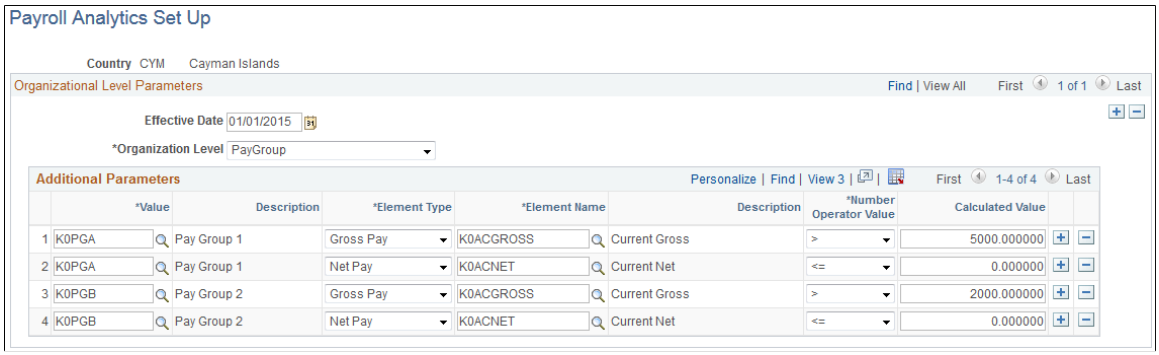
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Important! This page is relevant only if your system is running PeopleTools 8.54. If your system is running PeopleTools 8.55 or higher, the Global Payroll Analytics page does not use default threshold amounts.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Payroll Analytics Setup

This example illustrates the fields and controls on the Payroll Analytics Set Up page.



You can use this page to set up country-specific, default threshold amounts for specific elements. This effectively establishes default search criteria for the Global Payroll Analytics page, which you can then refine from that page.

Note: You can define default threshold amounts for the gross pay and net pay threshold pivots only. They do not apply to the gross and net pay variance pivots, or any of the earnings and deductions pivots.

Field or Control	*Description*
Organization Level	Select the level at which you want to define default threshold values. Available values are: • *Company* • *Country* • *Department* • *Paygroup*

Additional Parameters

Use the fields in this grid to create a set of default threshold values at the selected organization level. You can create more than one default threshold value for a specific organization level. For example, you can set a threshold for one pay group, and a different threshold for another pay group.

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Field or Control	*Description*
Business Unit	Select the business unit that includes the department for which you want to set default threshold values. **Note:** This field is available only for the *Department* organization level.
Value	The value you select in this field corresponds to the organization level for which you are defining default threshold values. For example, if you select *Paygroup* in the **Organization Level** field, select a specific pay group in the **Value** field. **Note:** If you are defining default values at the country level, this field defaults to the country you already selected when you accessed the page.
Element Type	Select whether you are setting default threshold values for a *Gross Pay* or *Net Pay* element. **Note:** The list of elements available to select is restricted to the accumulators that are defined as Gross Pay and Net Pay elements on the Process List definitions.
Element Name	Select the specific element for which you are defining default threshold values.
Number Operator Value and **Amount**	Select an operand and a number value to set a default threshold value for the selected element.

Global Payroll Analytics Tile

Use the Global Payroll Analytics tile (HC_GP_PA_LAND_FL) to access a set of pivot grids that enable you to analyze payroll results.

Navigation:

You can add the delivered Global Payroll Analytics tile to a fluid home page.

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This example illustrates the Global Payroll Analytics tile.



Click this tile to access the Global Payroll Analytics Page.

Global Payroll Analytics Page

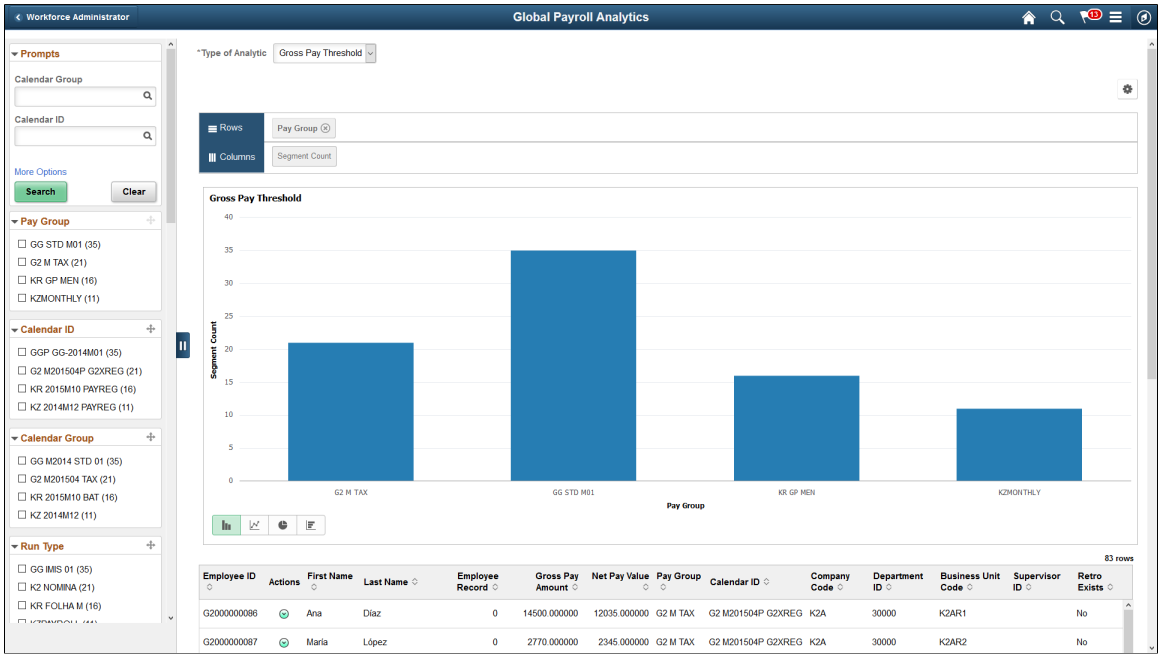
Use the Global Payroll Analytics page (GP_PA_PAY_PIVOT_FL) to analyze payroll results for gross pay, net pay, earnings, and deductions

Navigation:

Click the Global Payroll Analytics tile.

Workforce Administration > Global Payroll WorkCenter Tile > Select the Reports/Processes tab, then select the required type of analytic from the list.

This example illustrates the fields and controls on the Global Payroll Analytics page.



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Note: This documentation discusses the version of this page that is available for systems running PeopleTools 8.55 or higher. The version of this page available for systems running PeopleTools 8.54 uses default threshold amounts and does not incorporate standard PeopleTools pivot grid search functionality.

For more information on generic pivot grid functionality, see the product documentation for *PeopleTools: Pivot Grid*.

Use the pivot grids available on this page to analyze your payroll results. The Gross Pay and Net Pay pivots display the segment count by pay group. The Earnings and Deductions pivots display occurrence count by pay group.

Field or Control	*Description*
Type of Analytic	Select the pivot you want to view on the page. Options are: • *Gross Pay Threshold* • *Gross Pay Variance* • *Net Pay Threshold* • *Net Pay Variance* • *Earnings Threshold* • *Earnings Variance* • *Deductions Threshold* • *Deductions Variance*

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Field or Control	Description
	Click the icon to perform one of these actions: • *View Grid:* Select to display a Pivot Grid view that presents the chart data in a full-page modal. You can select to slice and dice the data in the grid by dragging the facet dimensions from the left panel to the grid columns and rows. In addition, you can change prompts and facet values to analyze the data. • *Update Filters:* Select to display the Update Filters dialog box, which enables you to add or remove filters for a model. • *Chart Options:* Select to open the Chart Options dialog box, which enables you to change the chart layout, chart axis, filters, and so on. • *Export Data:* Select to export the underlying PSQuery data to Microsoft Excel. • *Save:* Select to save your personalization. • *Save As:* Select to open the Save As dialog box, which enables you to copy the current Pivot Grid model and save it as a different one. • *Sort Option:* Select to open the Sort Options dialog box. See the *Using the Options Menu* topic in *PeopleTools: Pivot Grid* for more information on using the chart options.
 (show filters)	Click to open or close the filters pane. The prompts and facets available depend on which pivot you are viewing. If you click the More Options and Show Operators links in the filters pane, you can filter the pivot grid based on amounts and units. For example, you might want to analyze only payees whose gross pay is equal to or greater than 2000 USD.

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Field or Control	*Description*
Detailed View or **Drilldown To**	Click a data element (for example, a bar, line, or pie wedge), to view more detail about that element. Detail options are: • *Detailed View:* Filters the data listed in the grid at the bottom of the page by the selected element. • *Drilldown To:* Displays the drilldown options that are available for the chart. Click a drilldown option to redraw the chart based on the type of data selected. For the Gross Pay Threshold, Gross Pay Variance, Net Pay Threshold, and Net Pay Variance pivots, *Department* is the only drilldown option. For the Earnings Threshold and Earnings Variance pivots, the drilldown options are *Department* and *Earning*. For the Deductions Threshold and Deductions Variance pivots, the drilldown options are *Department* and *Deduction*. **Note:** You can also pause, or hover, over an element to display its X and Y axes values.
	Click to select a related action for the payee. The related actions available may include: • *Results by Calendar Group:* Click to access the Calendar Group Results page. For more information, see Viewing Results by Calendar Group. • *Results by Calendar:* Click to access the Results by Calendar - Calendar Results Page. • *Payee Status:* Click to access the Payee Status Page. • *Payee Messages:* Click to access the Payee Messages Page. • *Positive Input:* Click to access the One Time (Positive Input) Page. • *Element Assignment:* Click to access the Element Assignment By Payee Page. • *Create and Maintain Absences:* Click to access the “Create and Maintain Absence Requests Page” (PeopleSoft Absence Management).
	Click to display data in the chart type represented by the icon. Available chart types include vertical bar (default value), line, pie, and horizontal bar.

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Chapter 25

Using the PeopleSoft Fluid User Interface to Work with Absences

Using the PeopleSoft Fluid User Interface to Work with Absences as an Employee

Employees can use the PeopleSoft Fluid User Interface to request absences, view absence requests, and view absence balances.

Select the Time tile on the Employee Self Service home page to access a list of PeopleSoft Time and Labor, and PeopleSoft Absence Management self-service tasks. The tasks listed are based on the applications that are installed and on the security access of the logged in user.

This topic describes the PeopleSoft Absence Management tasks that you access using the **Time** tile. For more information on the PeopleSoft Time and Labor tasks, see “Using PeopleSoft Fluid User Interface for Time Reporting as an Employee” (PeopleSoft Time and Labor)

Video: Image Highlights, PeopleSoft HCM Update Image 43: Absence Balance and Forecast Enhancements

Related Links

“Understanding PeopleSoft Fluid User Interface Homepages” (Application Fundamentals)
“Using the Employee Self-Service Homepage” (Application Fundamentals)

Pages Used to Work with Absences as an Employee Using the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Time Tile	HC_TL_START_NAV_FLU_ESS2_ GBL (this is the cref for the tile)	Access the PeopleSoft Time and Labor, and PeopleSoft Absence Management self-service pages.
Time Home Page	HC_TL_EMP_DSHBD_FL_LINK	Access employee self-service absence transactions.
Manage Absences Tile	HC_HGA_SS_REQ_FLU_GBL	Access Request Absence page.
Manage Absences Page	HGA_SS_REQ_FLU	Enter self-service absence requests.

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Page Name	*Definition Name*	*Usage*
Cancel Absences Tile	HC_HGA_SS_REQCAN_FLU_GBL	Access Cancel Absences page.
Cancel Absences Page	HGA_SS_REQ_FLU	Cancel an absence request.
View Requests Tile	HC_HGA_SS_REQHIST_FLU_GBL	Access View Requests page.
View Requests Page	HGA_SS_REQHIST_FLU	View your absence requests.
Absence Details Page	HGA_SS_REQ_FLU	View details of your absence requests.
Absence Balances Tile	HC_HGA_SS_BAL_FLU_GBL	Select to access Absence Balances page.
Balances Page	HGA_SS_BAL_FLU	View your current absence balances.
Extended Absence Request Tile	HGA_EA_REQ_LND_FL	Access the Extended Absence Request page.
Extended Absence Request Page	HGA_EA_REQ_INIT	View and create extended absence requests.
Extended Absence Request Activity Guide	HGA_EA_REQ_FLU	Create an extended absence request using the activity guide.

Time Tile

Use the Time tile to access the fluid Time pages.

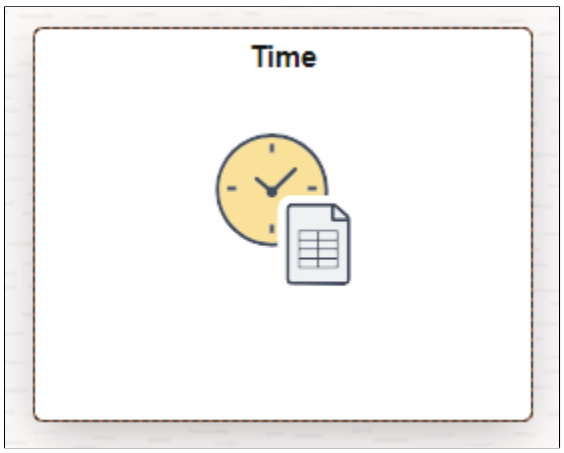
Navigation:

The Time tile is delivered as part of the Employee Self Service home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

As an employee, you can add the tile, through personalization, to a system-delivered home page or a home page that you create.

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This example illustrates the Time tile.



Select the Time tile to access these employee self-service absence transactions easily without using traditional menu navigations:

- Manage Absences
- Cancel Absences
- View Requests
- Absence Balances
- Extended Absence Request

Important! For the optimal functioning of Self Service, the absence administrator should configure the required fields in the Configure Country Take Setup - Absences Page.

Time Home Page

Use the Time (HC_TL_EMP_DSHBD_FL_LINK) home page to access the PeopleSoft Absence Management pages.

Navigation:

The Time tile is delivered as part of the Employee Self Service home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

As an employee, you can add the tile, through personalization, to a system-delivered home page or a home page that you create.

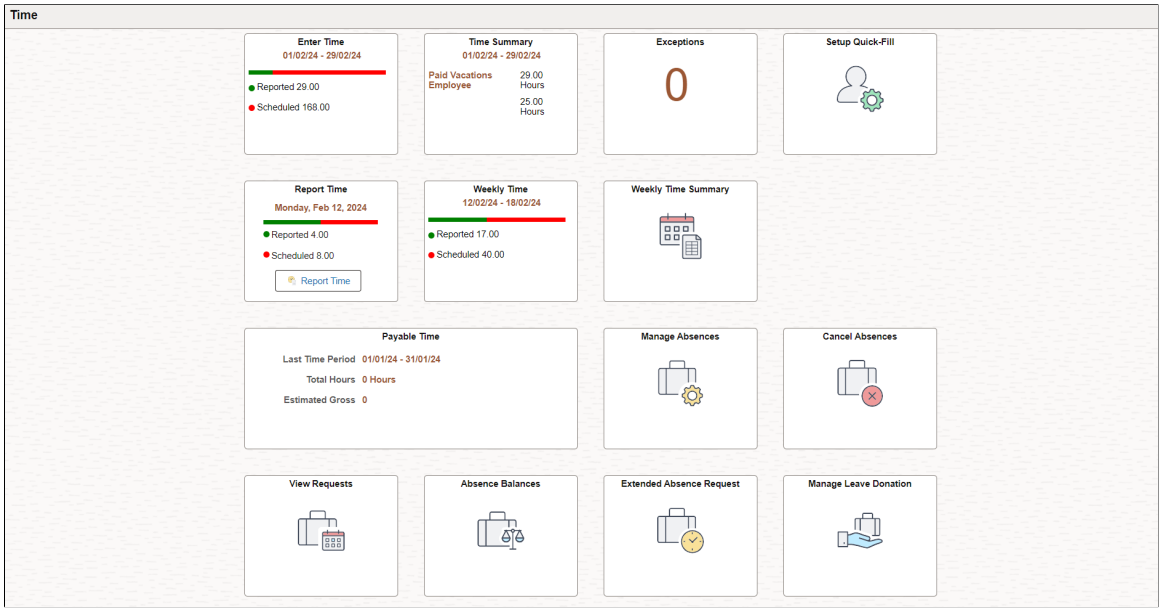
Select Time Tile to access the actionable tiles.

The following video provides an overview of the Absence Actionable Tiles.

Video: Image Highlights, PeopleSoft HCM Update Image 29: Redefine Employee Navigation for Time and Labor and Absence Transactions

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This example illustrates the Time home page.



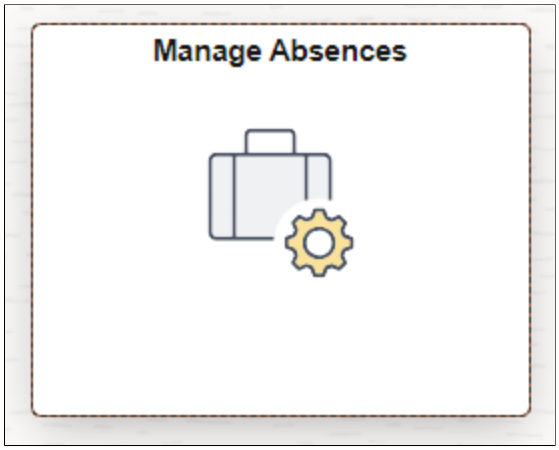
Manage Absences Tile

Use the Manage Absences (HC_HGA_SS_REQ_FLU_GBL) tile to access the Manage Absences Page.

Navigation:

Employee Self Service > **Time**

This example illustrates the fields and controls on the Manage Absences Tile.



Manage Absences Page

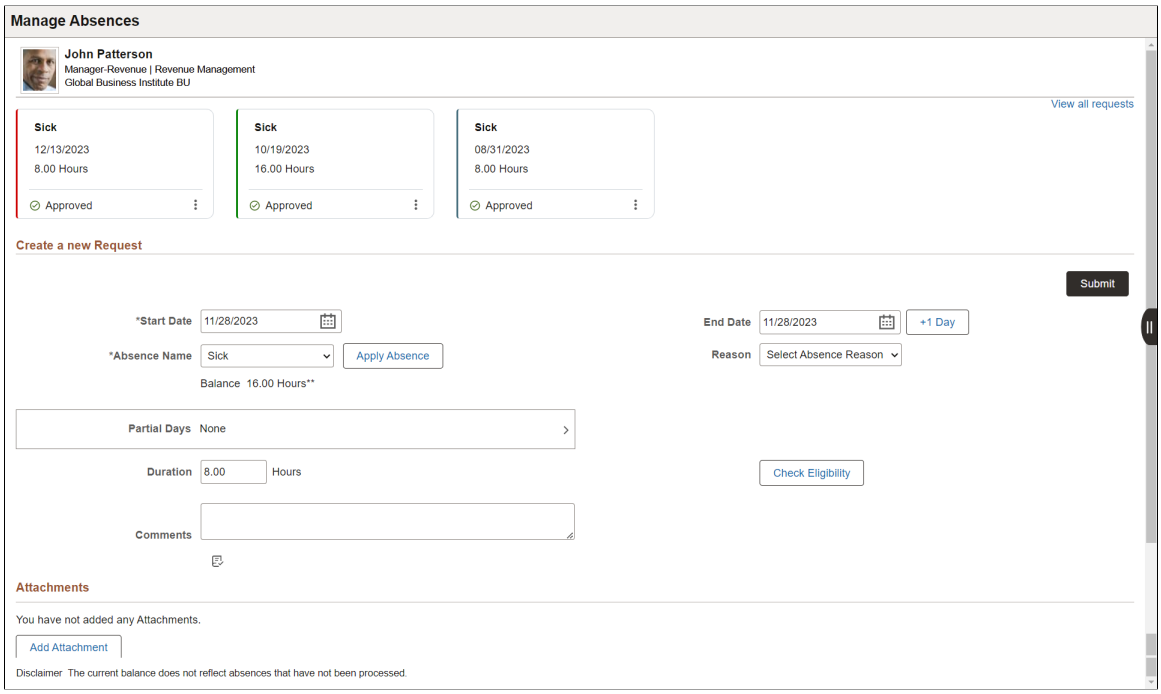
Use the Manage Absences page (HGA_SS_REQ_FLU) to enter self-service absence requests.

Navigation:

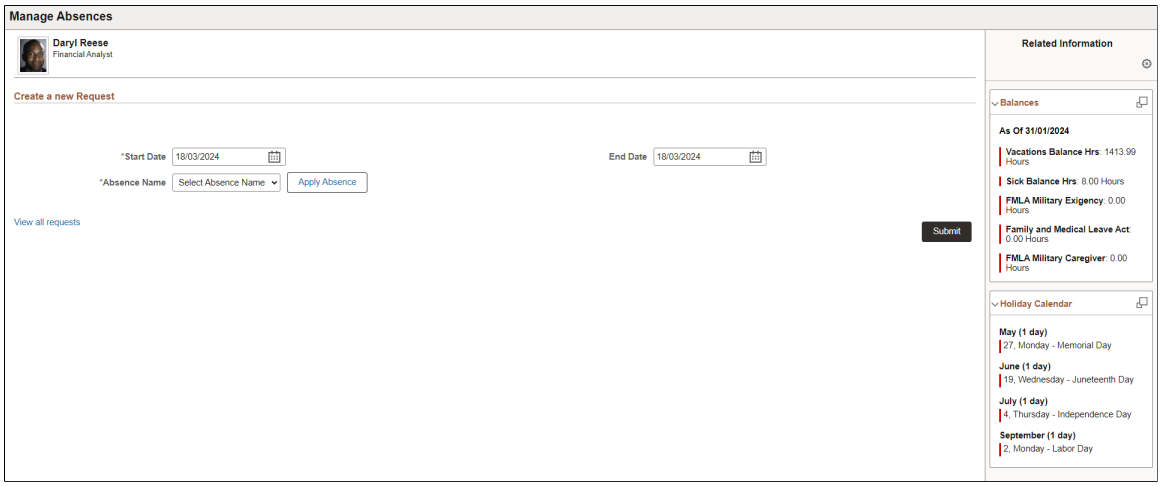
Employee Self Service > **Time** > **Manage Absences**

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This example illustrates the fields and controls on the Manage Absence page when user selects Apply Absence.



This example illustrates the Manage Absences page in screen reader mode.



Field or Control	***Description***
Employee Header	Displays the employee details such as name and role along with employee photo. To configure the employee header data, see “(Fluid) Managing Employee Headers” (Application Fundamentals). For employees with multiple active jobs, the **Select Another Job** link is displayed, You can switch between them as required.

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Field or Control	*Description*
Absence Cards	Displays the recent absence requests. The card includes the Absence name, start date, duration and status of the request. The related actions allows user to open the **View Absence** and **Cancel Absence** pages. The page displays the three most recent absence requests, sorted chronologically based on the submission date. **Note:** In screen reader mode, the Manage Absences page does not display the absence cards. To view the absence requests, select **View all requests** link. In small form factor, the cards are displayed under the Manage Requests tab.
View all requests	Select to open the View Requests Page.
Start Date	Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event. On the small form factor date, selectors are available in the Request Absence tab.
End Date	Select the last day of the absence event.
	Enables users to add absence end date by one increment.
Absence Name	Select the type of absence you want to request.
	Select to view and update the details for your absence request. Additional fields such as *Partial Days*, *Duration*, and *Comments* are displayed.
Balance	Displays the hours available.
Reason	Select a reason from the available options. Absence reasons are linked to the Absence Name (Take) through the Absence Take Type. See Defining Absence Types and Reasons.
Partial Days	Select to open the Partial Days modal and enter the partial days information for your absence request.

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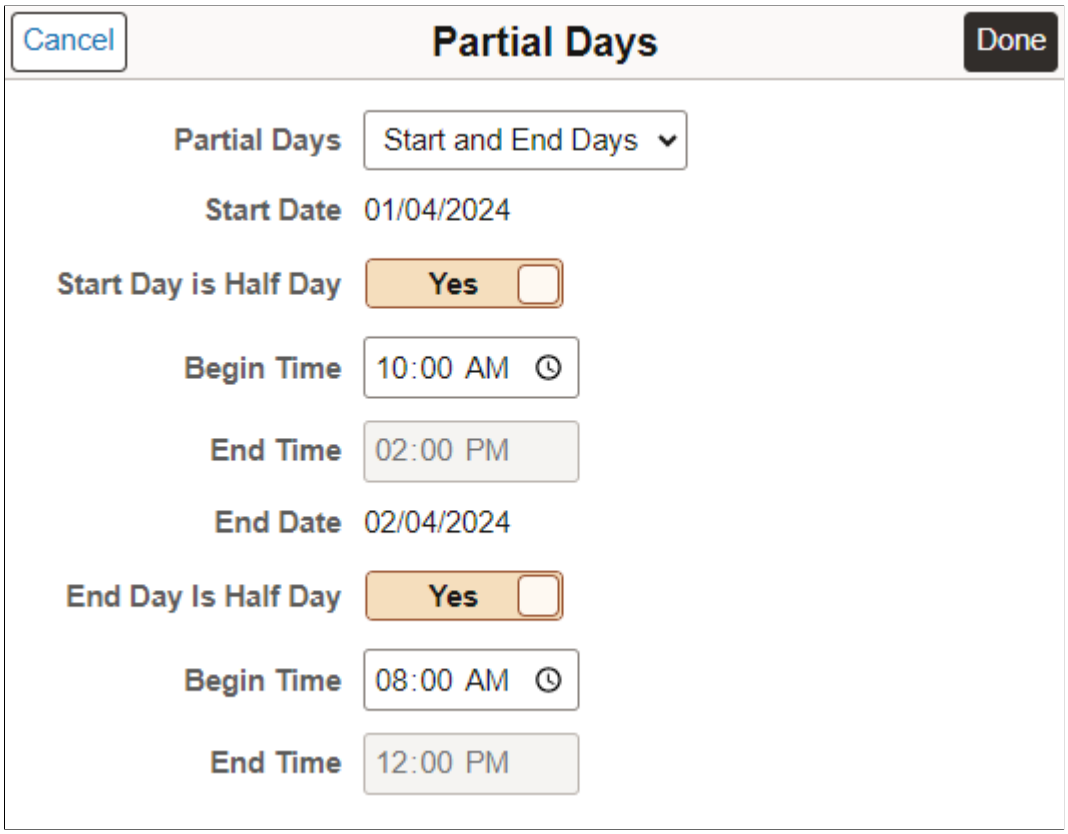
Field or Control	*Description*
Duration	Displays the hours of your absence based on the Start Date and End Date.
Comments	Enter comments for your request.
	Spell check the text entered in *Comments*.
Check Eligibility	Select to check if you are eligible to apply the absence.
Add Attachment	Select to add attachment for your absence request.
Submit	Select to submit the absence request.
Related Information	The related information panel shows the Balances and Holiday Calendar. Administrators can add or remove the analytics using configuration. By default, the Holiday Calendar is configured to show holidays in the next six months. Use the Display Holiday Calendar in Modal Window to select a different period.

Partial Days Page

Select **Partial Days** in the absence request page to access the Partial Days modal window and enter the partial day information for your absence request.

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This example illustrates the fields and controls on the Partial Days page.



Field or Control	***Description***
Partial Days	Specify which days of the absence event are partial days. Available options are: • *All Days* • *End Day Only* • *None* • *Start Day Only* • *Start and End Days*
Start Date and **End Date**	Displays the start and end date entered on the Manage Absence page.

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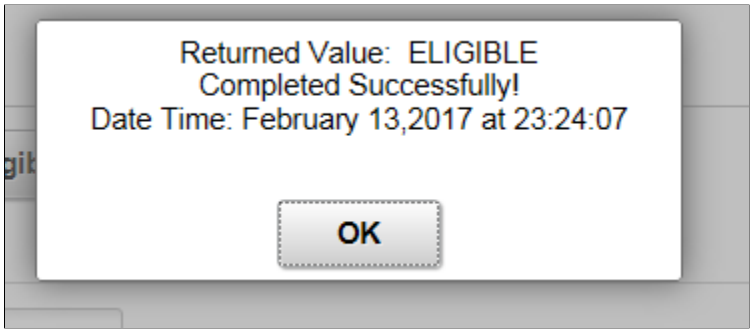
Field or Control	*Description*
All Days are Half Days,Start Day is Half Day, and **End Day is Half Day**	These fields are displayed based on the selection for the *Partial Days* field. Select *Yes* or *No* to indicate which days of the absence event are half days. **Important!** These fields are not available unless the Country Take enables you to specify partial days on the Manage Absences page. To configure the display of partial days, see Configure Country Take Setup - Absences Page.
Begin Time and **End Time**	Enter the start and end time for the partial day. You can also select the time using the time picker. The **End Time** is calculated and displayed automatically based on the begin time and the unit type, and is non editable. If the duration is days, then the end time is calculated based on the begin time and work schedule. If the duration is hours, then the end time is calculated based on begin time and duration. See Configure Country Take Setup - Absences Page. **Note:** These fields are displayed only if the employee indicates that one or more of the days are partial days. These fields are informational only and are not mandatory.

Check Eligibility

Select **Check Eligibility** to see if you are eligible for the absence request based on the values entered.

When you click the link, a pop up appears displaying the eligibility status.

Eligibility Result Page



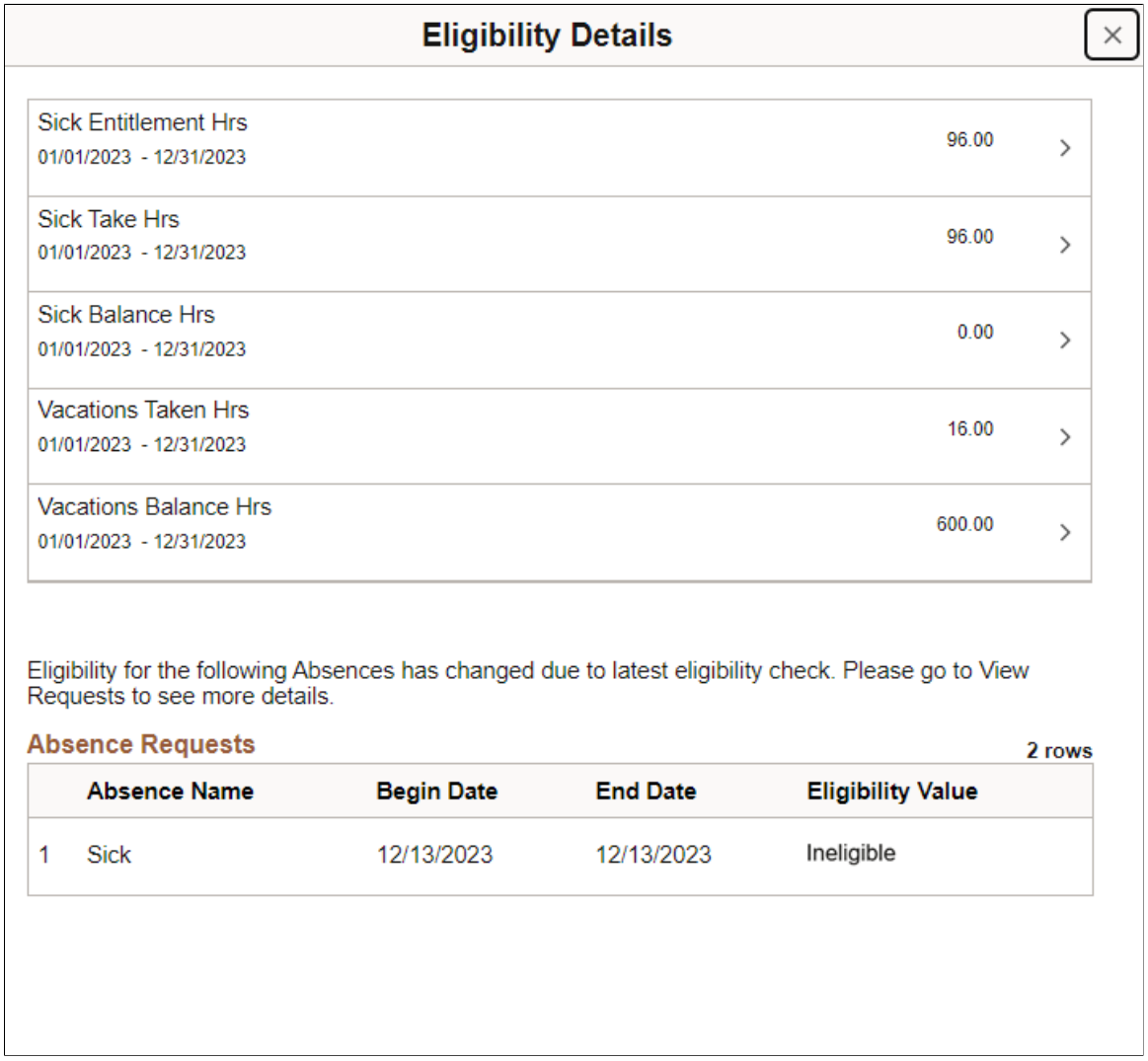
Note: When the current absences submitted by employees are taken, a message 'Eligibility has changed for some of the existing Absence Request. Please click on View Eligibility Details to know the current status.' is displayed.

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View Eligibility Details

On checking the eligibility, **View Eligibility Details** link appears on the screen. Select the link to view the absence eligibility details of the selected employee.

This example illustrates the fields and controls on the Eligibility Details page.



Select row to view the configured user keys corresponding to each entitlement.

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Eligibility Details Sub Page



Note: To view these details at-least one user key should be configured. If not, the link appears as disabled.

Additional Information

Enter any additional information for the absence request. This section of the page appears only if the **Display User Fields** check box is selected on the Configure Country Take Setup - User Fields Page and you have user fields defined.

Attachments

Select *Add Attachment* button to open the File Attachment page and upload a file. After you have selected and uploaded the file, select **Done** to return to this page. The uploaded file will appear as an active link in the Attachment section along with the status, date and time the file was uploaded. You can also add description for the file and delete it, if required.

Note: Attachment option is available based on the configuration defined on the “Define Attachments Page” (Application Fundamentals).

Attachment subpage can also be configured to add and view multiple attachments with different types and categories. These are derived from the configuration ID set-up. For more information, see “Configuring and Working With Attachments” (Application Fundamentals)

Balance Information

Field or Control	***Description***
View Balances	Select to view your current absence balances.
View Requests	Select to view your existing absence requests.

On successful submission the user is directed back to the Manage Absence page.

The following video provides an overview of Attachments - Enhanced View of Types and Categories:

Video: Image Highlights, PeopleSoft HCM Update Image 32: Attachments - Enhanced View of Types and Categories

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Field or Control	*Description*
Approval Chain	Select Approval Chain link to access the Approval Chain page, where you can view your absence requests which are pending for approval.

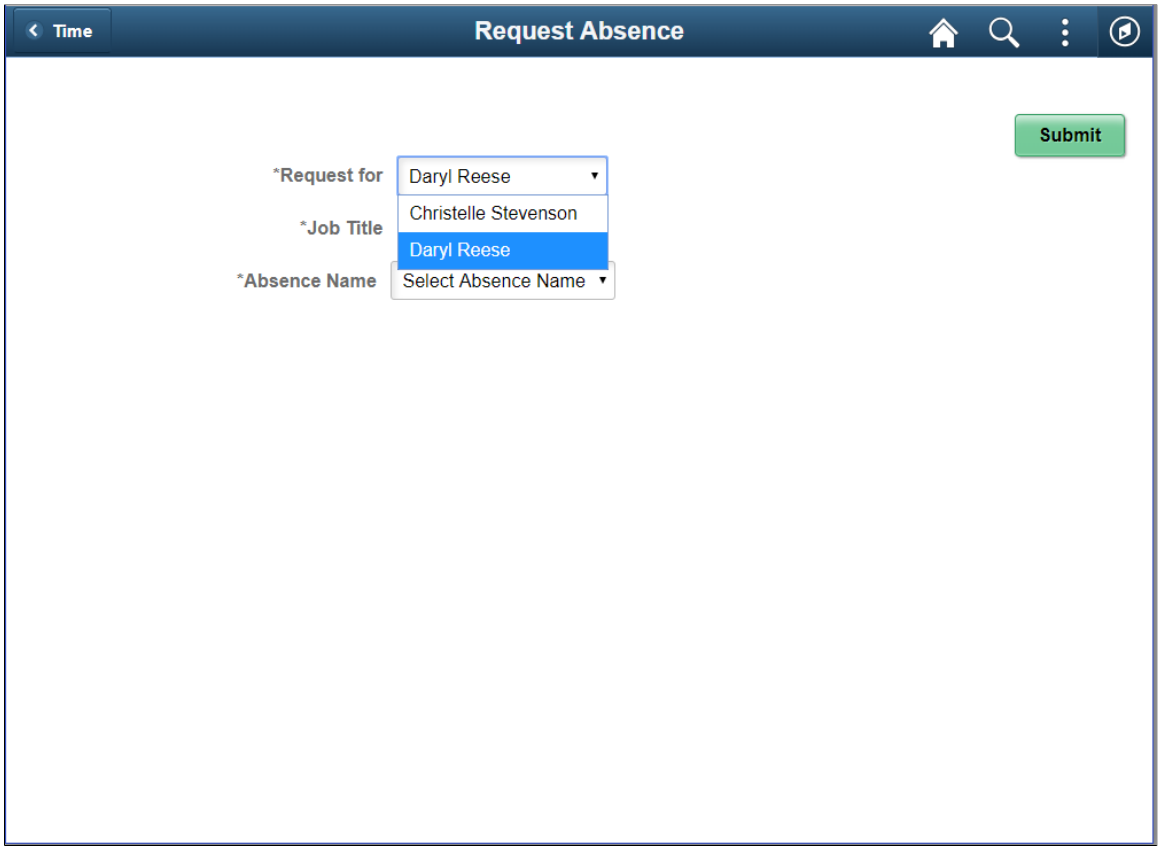
Manage Absences page with Delegation enabled

The employee can enable another person as his/her proxy to delegate the manage absence transaction.

The following video provides an overview of Absence Self Service Delegation for Fluid.

Video: Image Highlights, PeopleSoft HCM Update Image 29: Absence Self Service Delegation for Fluid

This example illustrates the fields and controls for Request Absence page with proxy enabled.



Note: Assign the role *EODL_User* to the user to access the Delegation tile and assign delegates.

Related Links

“Configuring Delegation Transactions” (Enterprise Components)
“Working with Self-Service Delegation” (Enterprise Components)

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Cancel Absences Tile

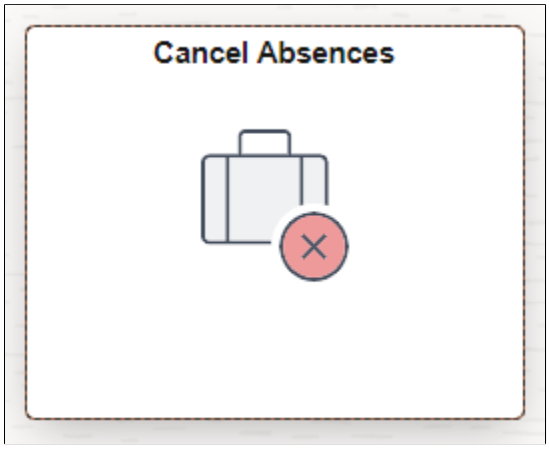
Select Cancel Absences (HC_HGA_SS_REQCAN_FLU_GBL) tile to access the Cancel Absences page.

Navigation:

Select Time tile is available on the Employee Self Service Home page to access Cancel Absences Tile.

Select Cancel Absences Tile to access the Cancel Absences page.

This example illustrates the Cancel Absences tile.



Cancel Absences Page

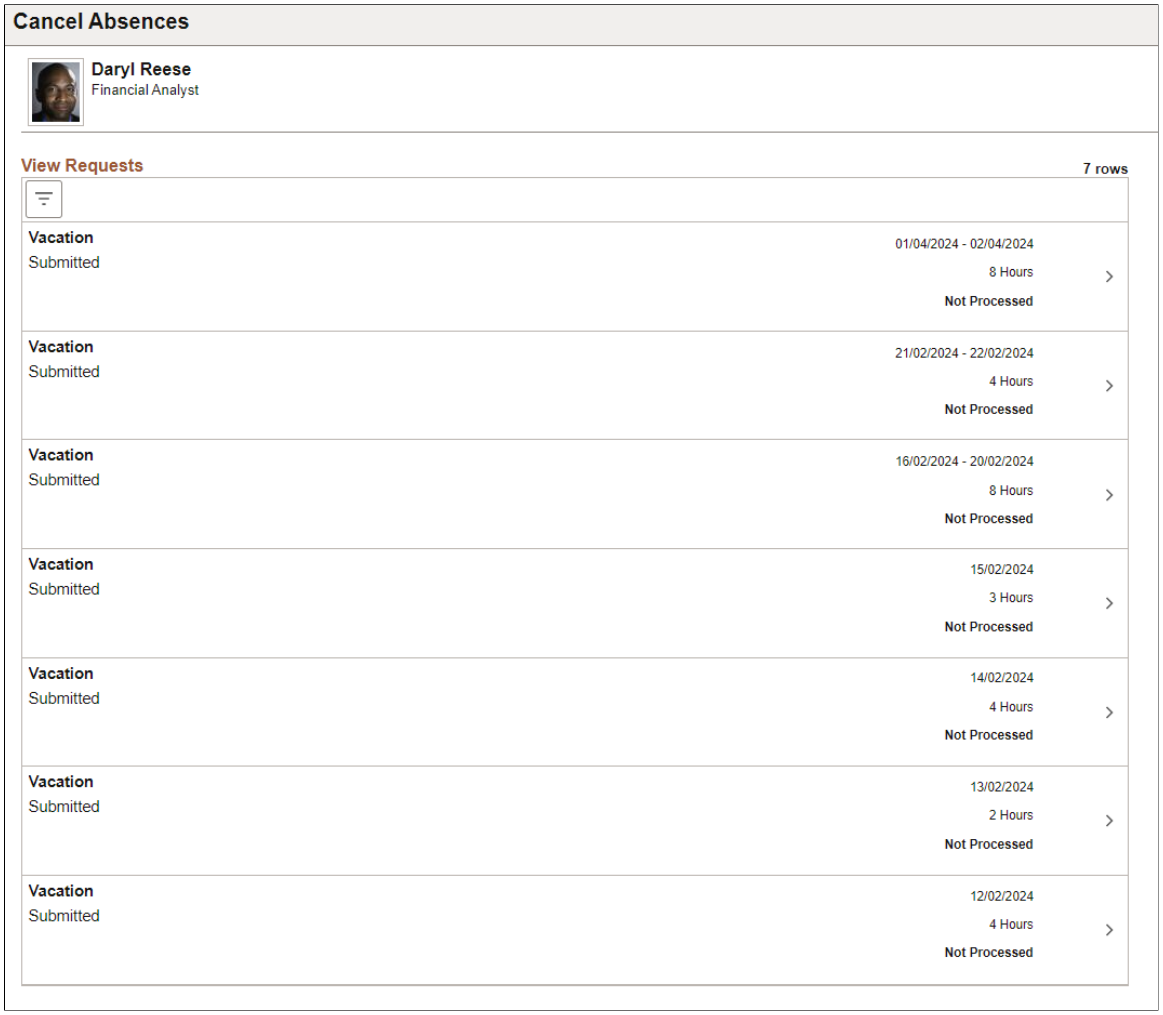
Use the Cancel Absences page (HGA_SS_REQ_FLU) to cancel an absence request.

Navigation

Employee Self Service > **Time** > **Cancel Absences**

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This example illustrates the fields and controls on the Cancel Absences page.



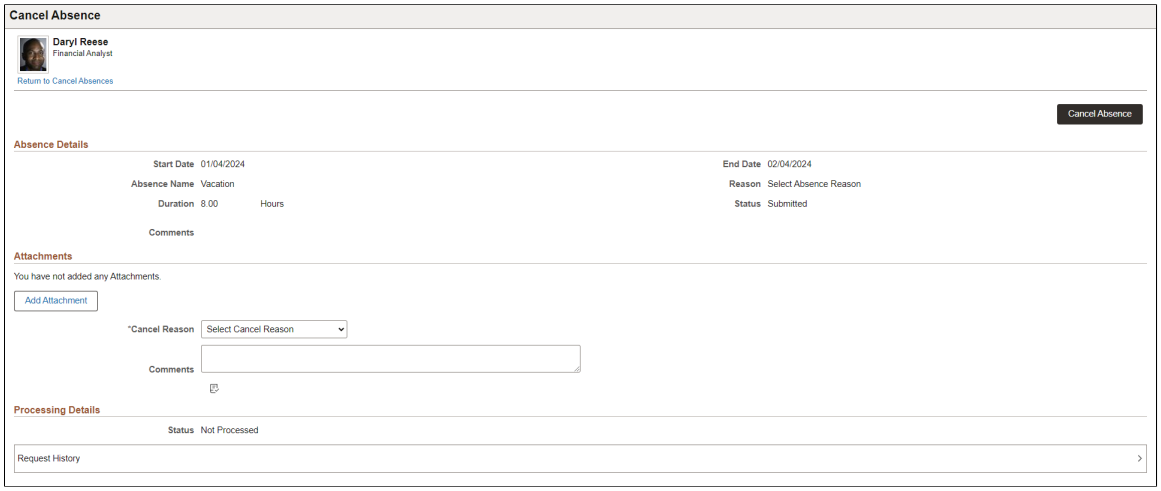
This page lists your existing absence requests.

Select  icon to edit the display criteria for the absence requests.

Select an absence request to view the details and cancel the absence.

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This example illustrates the fields and controls on the Cancel Absences details page.



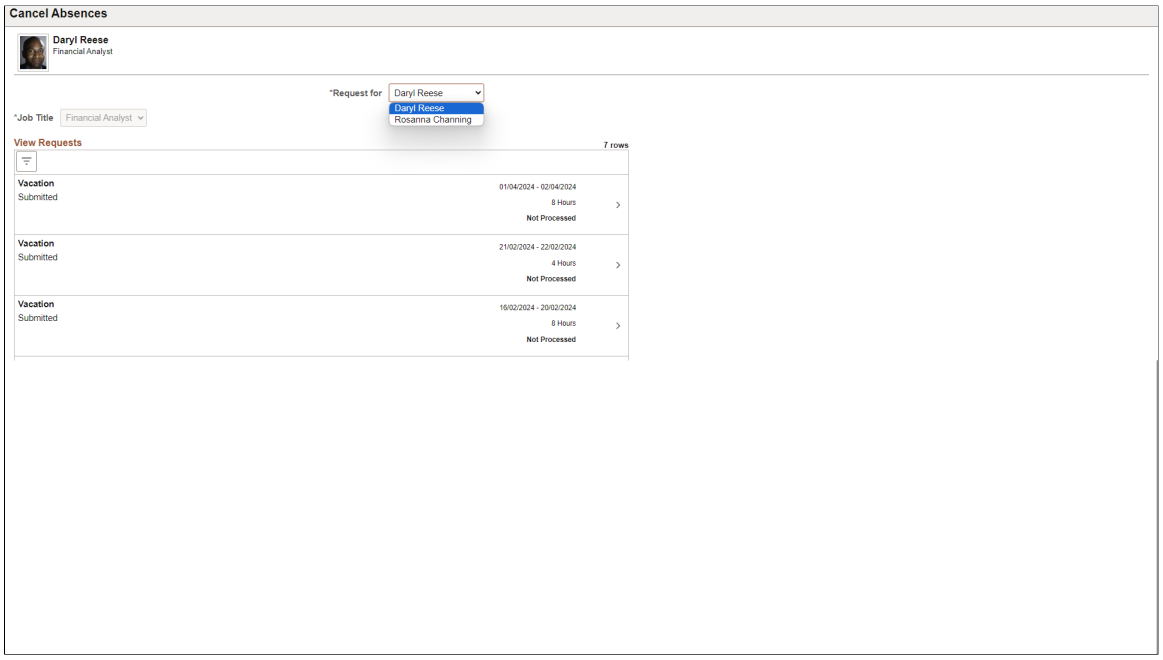
Field or Control	*Description*
Cancel Reason	Select a reason for canceling the absence request.
Comments	Enter any additional comments regarding the absence cancellation.
Approval Chain	Select this link to access the Approval Chain page, where you can view your absence requests which are pending for approval.
Cancel Absence	Select to submit the request to cancel the absence. You will receive a message confirming that you want to submit the request to cancel the absence. Select **Yes** to confirm the cancellation. The system changes the status of the absence request to *Cancel in Progress* and routes it to your manager for approval.
Add Attachment	Select to add an attachment for your request. **Note:** Previously attached documents are in view only mode. The documents attached as a part of cancel request can be edited before submitting. All attachments as part of Absence Request and Cancel Absence are part of Approval Request.

Cancel Absences page with Delegation enabled

The employee can enable another person as his/her proxy to delegate the cancelling absence transaction. A **Request for** selector appears that allows the delegated employee to cancel the absence on other employee's behalf.

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This example illustrates the fields and controls for Cancel Absences page with proxy enabled.



Note: Assign the role *EODL_User* to the user to access the Delegation tile and assign delegates.

Related Links

“Configuring Delegation Transactions” (Enterprise Components)
“Working with Self-Service Delegation” (Enterprise Components)

View Requests Tile

Select View Requests (HC_HGA_SS_REQCAN_FLU_GBL) tile to access the View Requests Page.

Navigation:

Select **Fluid Home** under the main menu. On the page that appears, select *Employee Self Service.* The Time tile is available on the Employee Self Service landing page.

Select View Requests Tile to access the View Requests page.

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This example illustrates the View Requests tile.



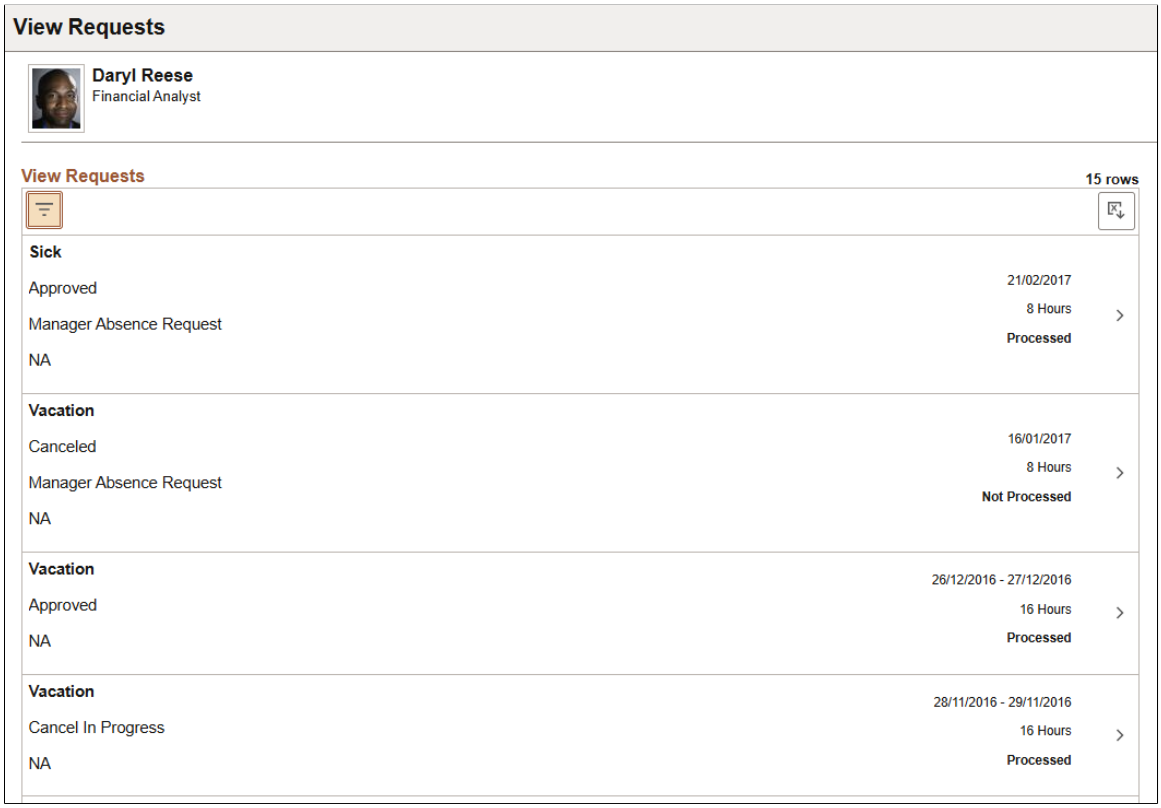
View Requests Page

Use the View Requests page (HGA_SS_REQHIST_FLU) to view your absence requests.

Navigation:

Select the Time tile on the Employee Self Service fluid home page, then click View Requests on the Time page.

This example illustrates the fields and controls on the View Requests page.



This page lists your existing absence requests along with the absence hours and processing status. Select a request to access the Absence Details Page, and view additional information about the request.

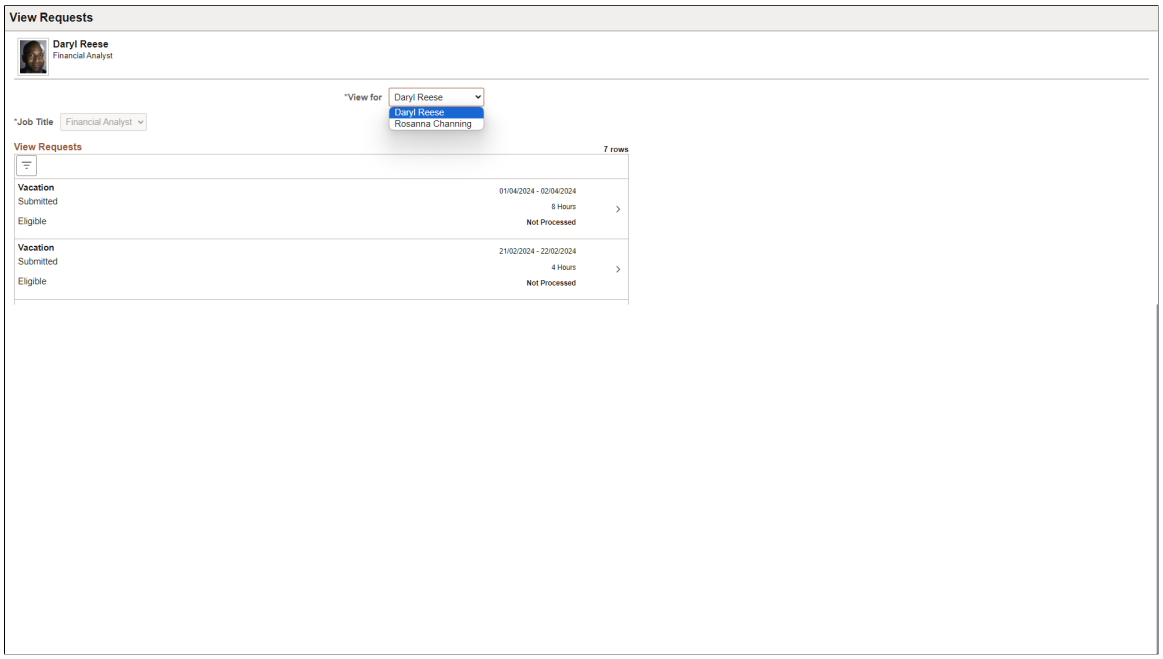
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Field or Control	*Description*
	Select to filter your absence requests by start date, end date, absence type, and absence status.
	Select to download the employee's absence requests to an Excel file. The downloaded file shows the following absence details: • Absence Name • Status • Requested By • Forecast Value • Start Date • From – Through Date • End Date • Duration • Process Status

View Requests page with delegation enabled

The employee can enable another person as his/her proxy or delegate for viewing absence requests.

This example illustrates the fields and controls for View Requests page with proxy enabled.



Note: Assign the role *EODL_User* to the user to access the Delegation tile and assign delegates.

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Related Links

"Working with Self-Service Delegation" (Enterprise Components)

Absence Details Page

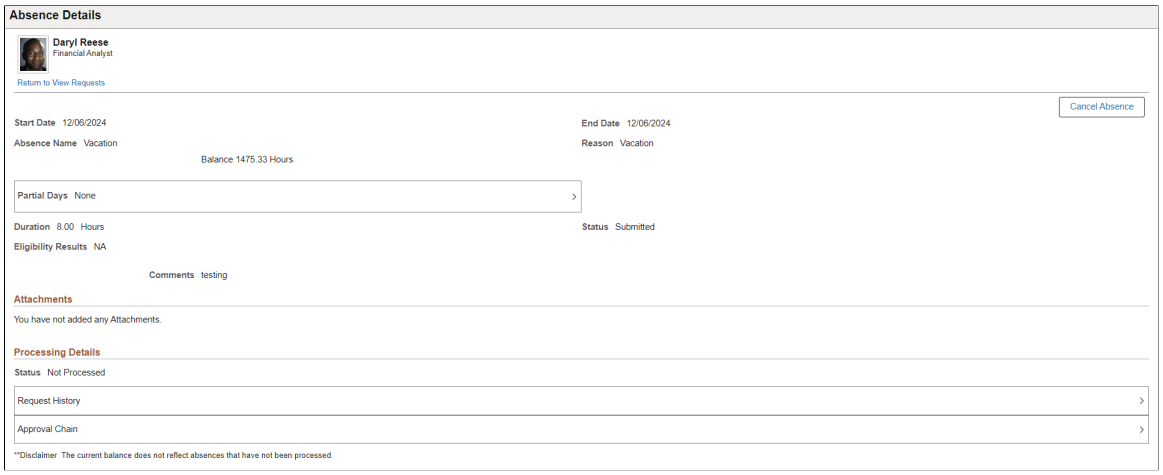
Use the Absence Details (HGA_SS_REQ_FLU) page to view the detailed information for your absence requests.

Navigation:

Employee Self Service > **Time** > **View Requests**

Select any absence request to view the Absence Details page.

This example illustrates the fields and controls on the Request Details page.



This page displays details for a specific absence request along with your current balance for the associated absence type.

Note: You can edit your absence requests and attachments on this page if they have been saved, and not yet submitted.

You can view the Status and the Eligibility Results for the selected absence. Select the View Eligibility link to view your absence eligibility details.

You also have the option to cancel your absence from the Absence Details page. To cancel the absence, select **Cancel Absence**. This opens a modal page that allows you to select the reason for cancellation, attach supporting documents and add your comments. To complete the cancellation, select **Cancel Absence** from the modal.

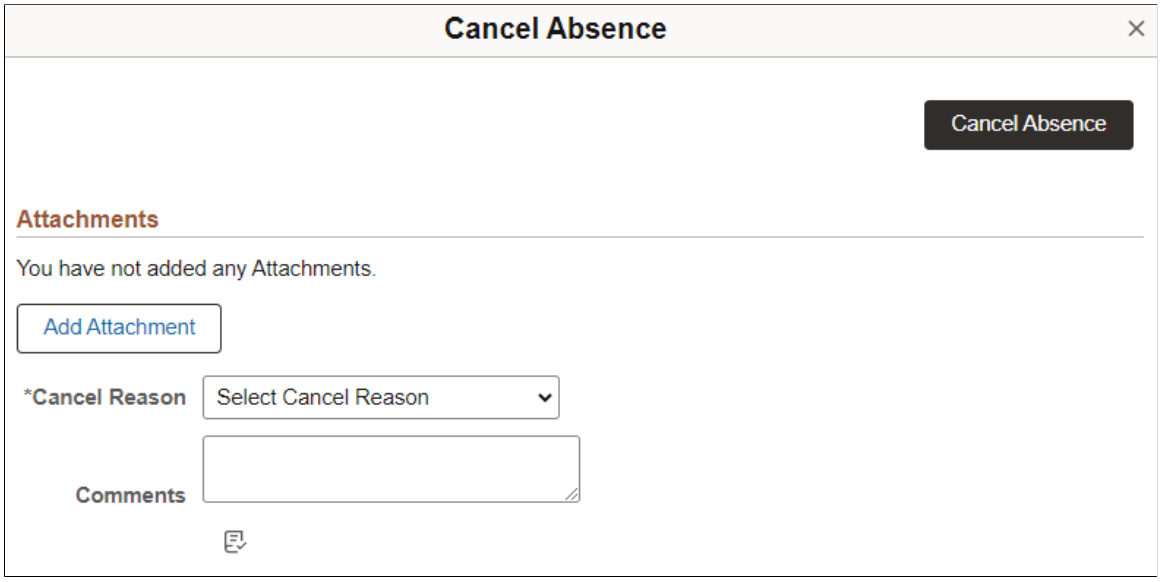
Note: The **Cancel Absence** button is enabled only if **Cancel Allowed By** is set to *Employee* or *Employee and Manager* for the selected absence take in the Configure Country Take Setup - Absences Page.

Attachments appear as view only or as editable, depending on the status of the absence. For example, absence in saved status would provide the ability to add attachments while an absence in submitted status will display attachment as a view only grid.

The processing details grid displays the status of the absence event as it relates to processing in payroll.

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This example illustrates the Cancel Absence modal in the Absence Details page.



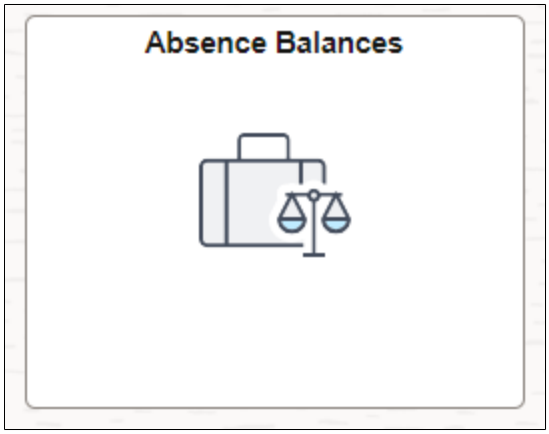
Absence Balances Tile

Select Absence Balances (HC_HGA_SS_BAL_FLU_GBL) tile to access the Balances page.

Navigation:

Employee Self Service > **Time** > **Absence Balances**

This example illustrates the Absence Balances tile.



Balances Page

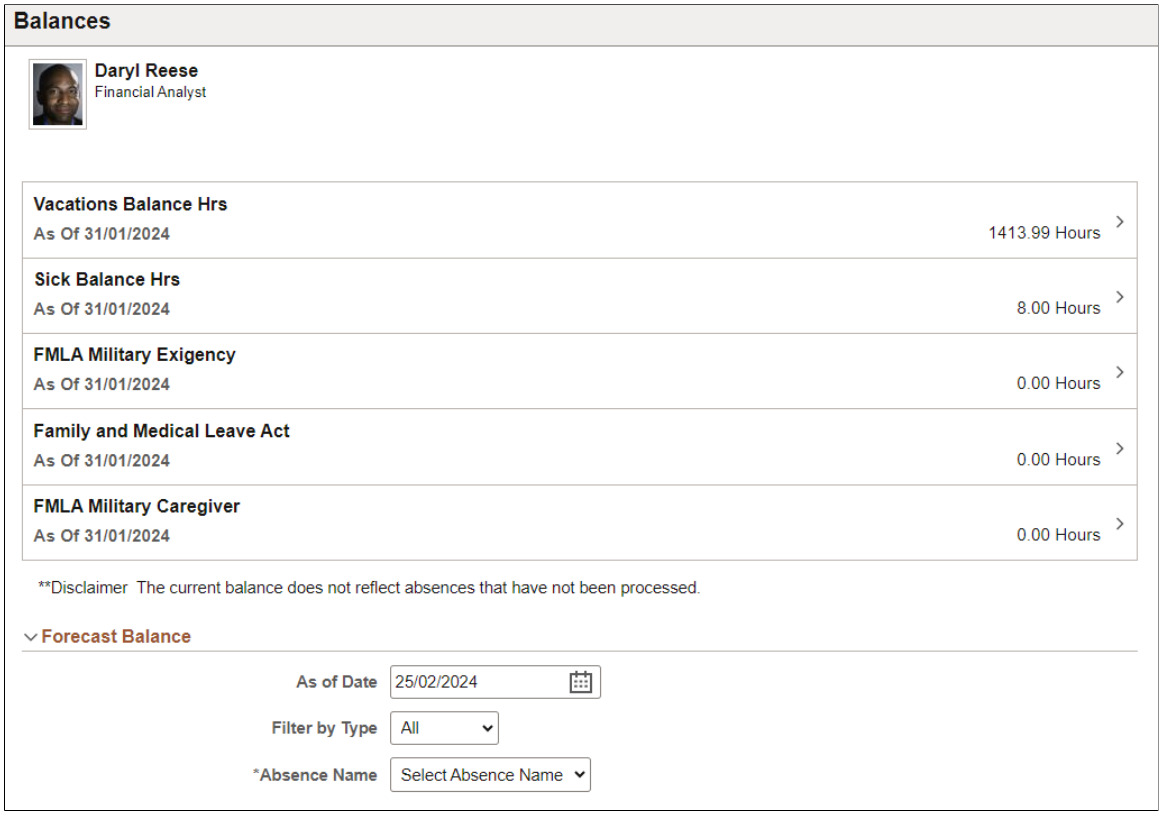
Use the Balances (HGA_SS_BAL_FLU) page to view your current absence balances.

Navigation:

Select the Time tile on the Employee Self Service fluid home page, then select Absence Balances tile on the Time page.

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This example illustrates the fields and controls on the Balances page.

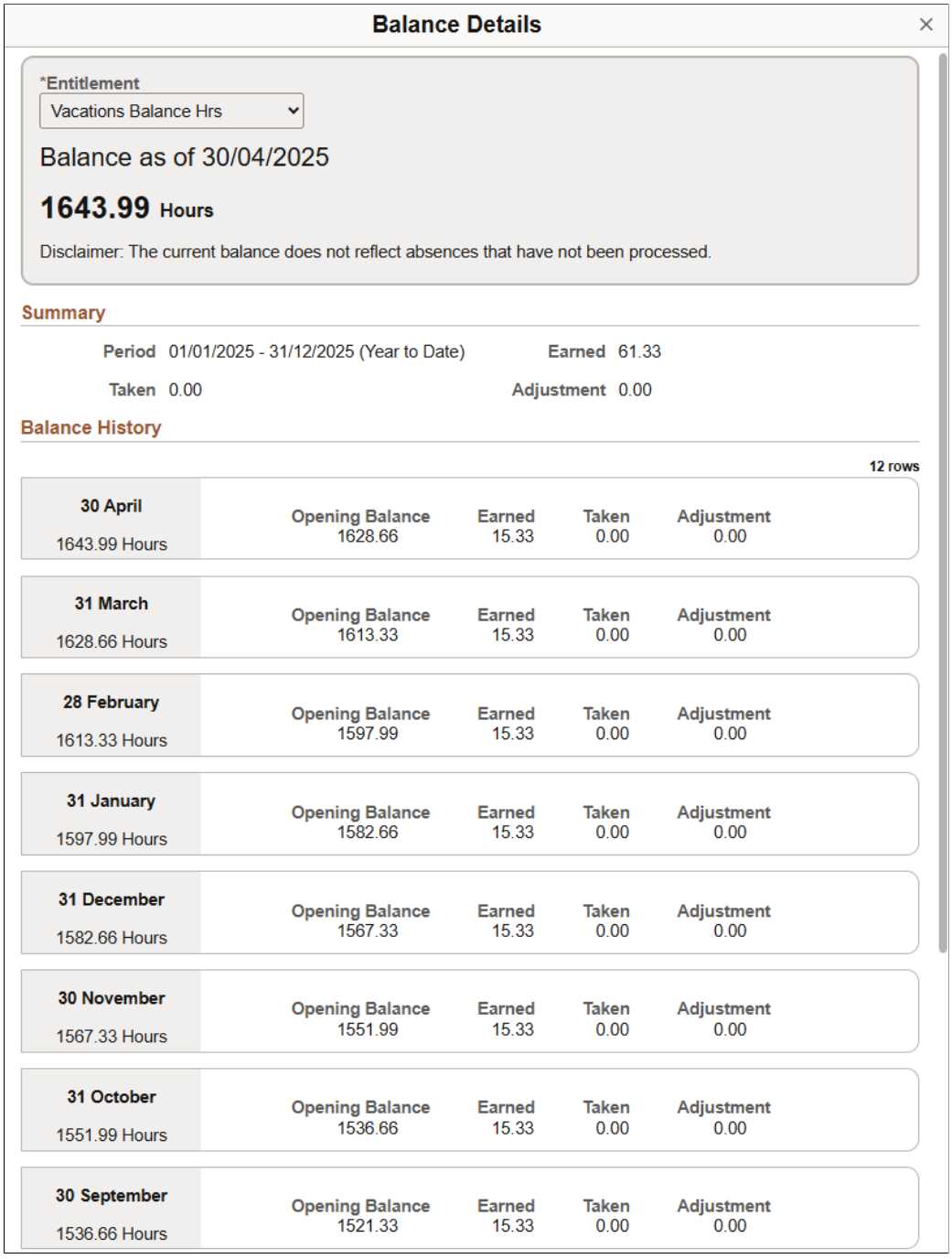


This page displays your current absence balances and forecast balance.

Select any absence balance row to access the Balance Details Page, to view balance details like Opening, Earned, Taken, and Adjustment balances.

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This example illustrates the Balance Details page.



Field or Control	*Description*
Absence Name	On selecting the absence name, the current balance of the employee based on the selected absence name is displayed.

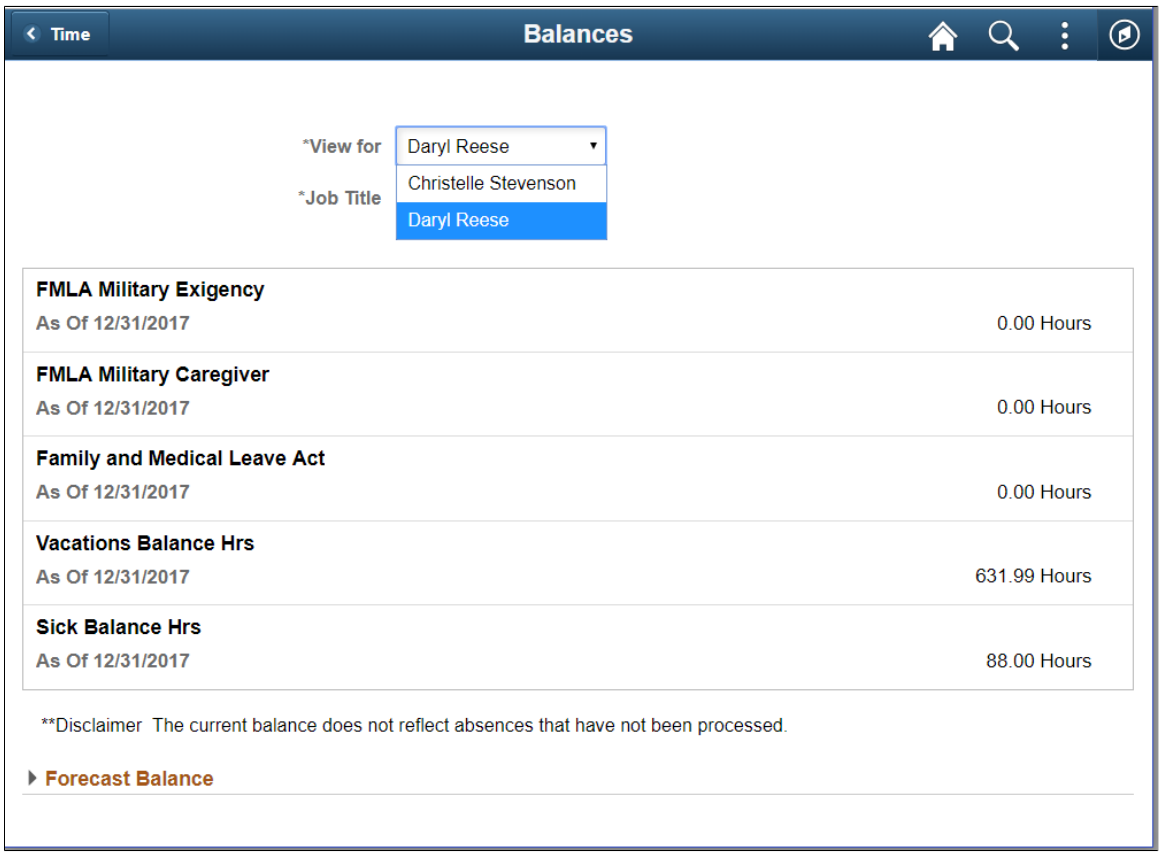
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Field or Control	*Description*
Forecast Balance	On clicking the Forecast Balance button, you can view the forecast balance details of the employee. Note: Forecast Balance button appears only once you select a value in the Absence Name field.
View Forecast Details	On clicking the View Forecast Details link, you can view the absence forecast details of the employee. **Note:** View Forecast Details link appears on the screen only after you run the forecast balance using the Forecast Balance button.

Absence Balance page with delegation enabled

The employee can enable another person as his/her proxy or delegate for viewing absence balances.

This example illustrates the fields and controls for Absence Balances page with proxy enabled.



Note: Assign the role *EODL_User* to the user to access the Delegation tile and assign delegates.

Related Links

"Working with Self-Service Delegation" (Enterprise Components)

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Extended Absence Request Tile

Use the Extended Absence Request (HGA_EA_REQ_LND_FL) tile to access Extended Absence Request page.

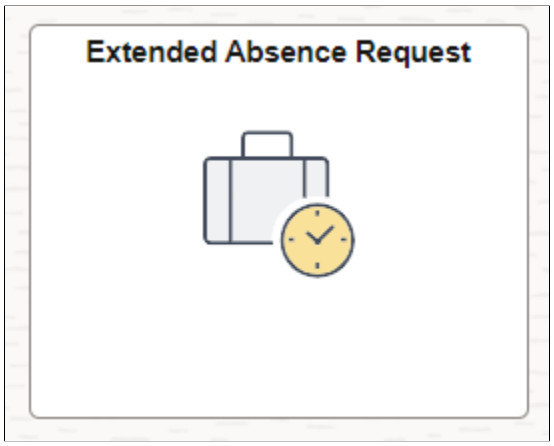
The following video gives an overview of the Extended Absence Request Tile:

Video: Image Highlights, PeopleSoft HCM Update Image 31: Extended Absence Request Tile

Navigation:

Select Time tile under Employee Self Service home page. The Extended Absence Request tile is available on the Time tile.

This example illustrates the fields and controls on the Extended Absence Request Tile.



Select Extended Absence Request tile to open the Extended Absence Request page.

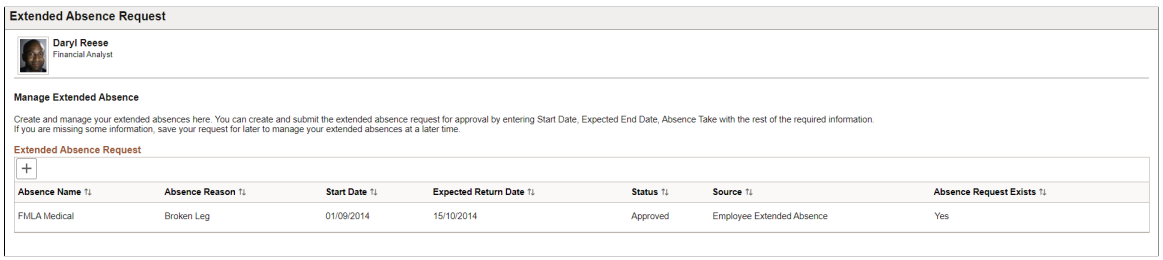
Extended Absence Request Page

Use the Extended Absence Request page (HGA_EA_REQ_INIT) to create and manage your extended absences. This page lists the saved and submitted extended absence requests.

Navigation:

Employee Self Service > **Time** > **Extended Absence Request**

This example illustrates the fields and controls on the Extended Absence Request Page with saved absences.



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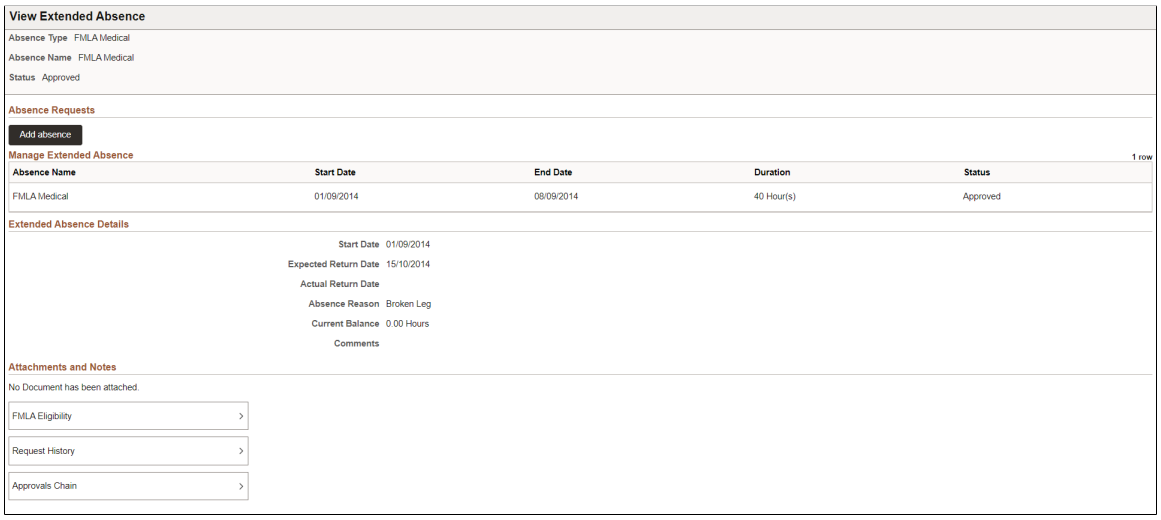
The Extended Absence Request page allows you to view your extended absences and create new requests.

Select  to create an extended absence request. Select your absence type and absence take and select **Launch** to open the Extended Absence Request Activity Guide.

Absence reasons are linked to the Absence Name (Take) through the Absence Take Type. For more information, see Defining Absence Types and Reasons.

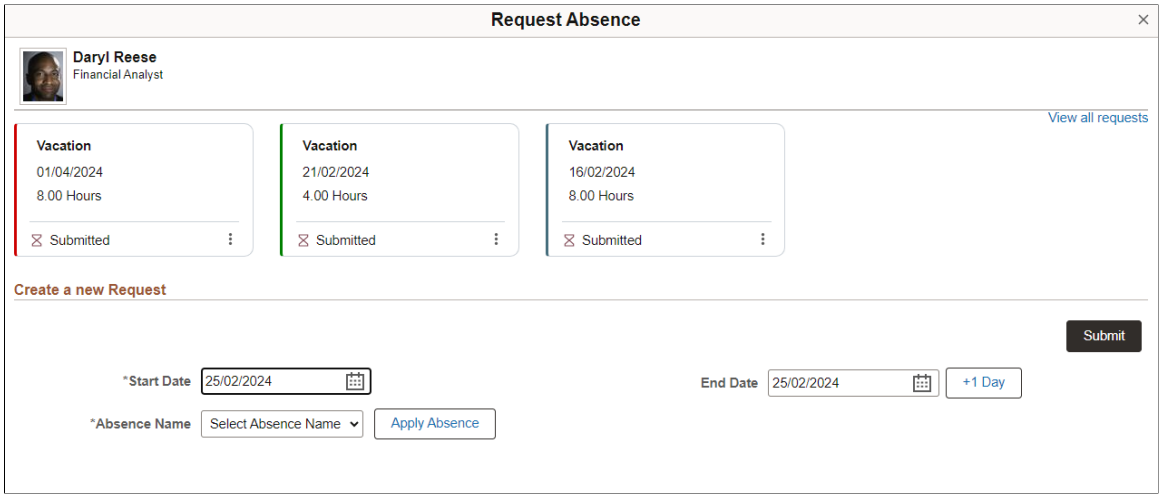
The employee can review the existing absence requests and add a child absence if required. Select an absence to view the absence details.

This example illustrates the View Extended Absence Page when an employee selects an absence from the Extended Absence Request page.



Select **Add absence** to add a child absence for an existing absence.

This example illustrates the Request Absence Page to add a child absence for the extended absence.



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Extended Absence Request Activity Guide

Use the Extended Absence Request activity guide (HGA_EA_REQ_FLU) to create an extended absence request.

Navigation:

1. **Employee Self Service** > **Time** > **Extended Absence Request**
2. Select  icon.
3. Select the **Absence Type** and **Absence Take** and select **Launch** to open the Extended Absence Request activity guide.

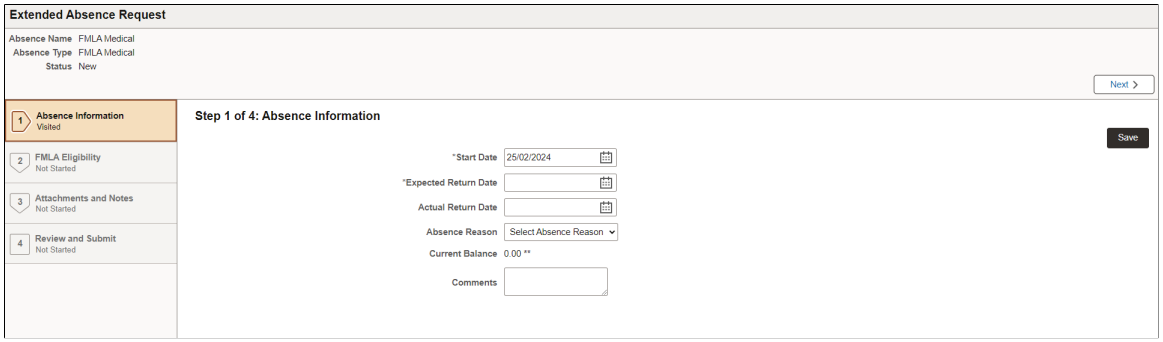
The activity guides includes the following steps:

1. Step 1 of 4: Absence Information
2. Step 2 of 4: FLMA Eligibility
3. Step 3 of 4: Attachments and Notes
4. Step 4 of 4: Review and Submit

Step 1 of 4: Absence Information

Enter the details of the absence such as start and end date and absence reason.

This example illustrates the fields and controls on the Extended Absence Request — Step 1 of 4: Absence Information Page.



Field or Control	*Description*
Start Date	Select the first day of the extended absence event. The field option defaults to the current date.
Expected Return Date	Enter the expected return date.
Actual Return Date	Enter an actual return date according to the leave plan.

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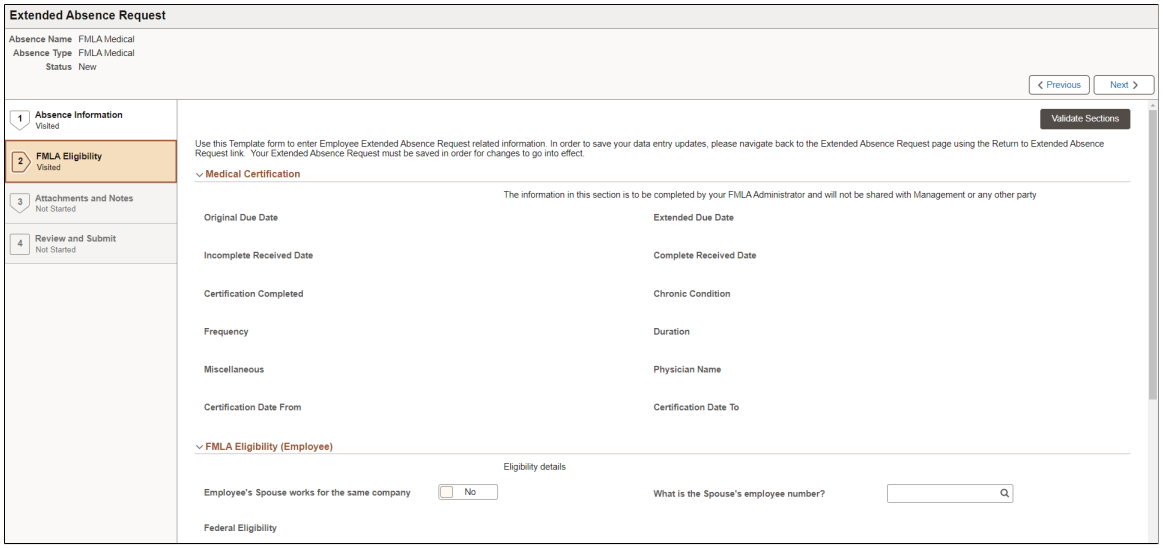
Field or Control	*Description*
Absence Reason	Specify the reason for the selected absence take. Absence reasons are associated with absence takes through absence take types on the Absence Take Types page.
Comment	Enter additional comments, if any.

Select **Save** and **Next** to continue to **Step 2 of 4: FLMA Eligibility**.

Step 2 of 4: FLMA Eligibility

Enter the eligibility details for the absence.

This example illustrates the fields and controls on the Extended Absence Request — Step 2 of 4: FLMA Eligibility Page.



Field or Control	*Description*
Medical Certification	The information in this grid is filled by your FMLA administrator and are not shared with management.
FMLA Eligibility (Employee)	Enter eligibility details in this grid. The employees eligibility criteria will be defined during the time of joining and the information available here will be according the template set.
Comments	Enter the comments, if any.
Validate Sections	Select to the validate the entered information.

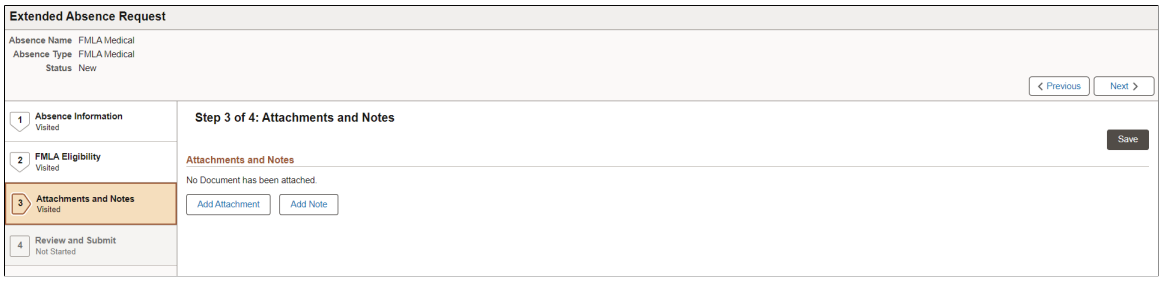
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Select **Next** to continue to **Step 3 of 4: Attachments and Notes**.

Step 3 of 4: Attachments and Notes

Add supporting documents and notes for your absence request.

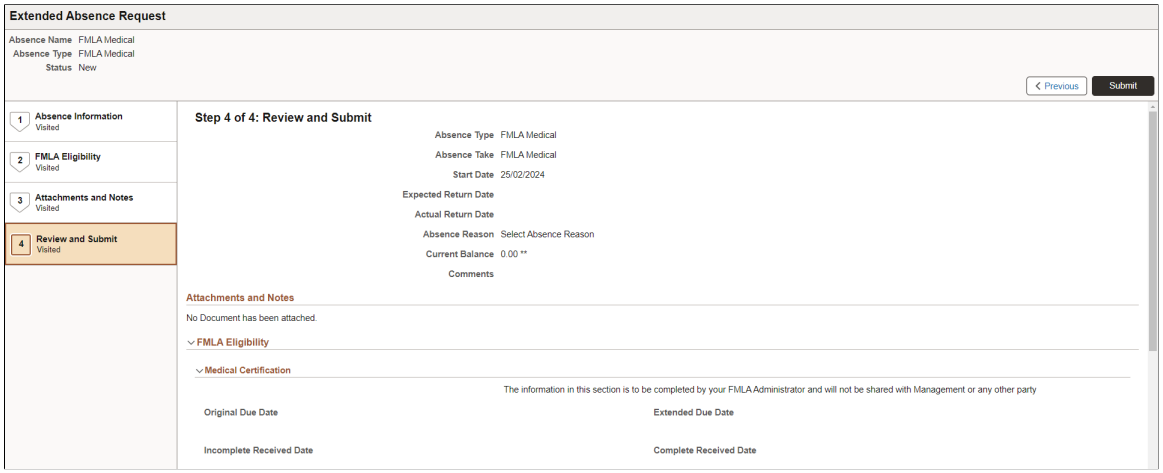
This example illustrates the fields and controls on the Extended Absence Request — Step 3 of 4: Attachments and Notes Page.



Step 4 of 4: Review and Submit

Review the absence information entered and submit the request.

This example illustrates the fields and controls on the Extended Absence Request — Step 4 of 4: Review and Submit Page.



Using the PeopleSoft Fluid User Interface to Work with Absences as a Manager

Managers can use the PeopleSoft Fluid User Interface to request absences, view absence requests, view absence balances, and cancel absences for their employees. Managers can also analyze the absence data and approve the absence requests using the fluid user interface.

This topic describes the PeopleSoft Absence Management tasks that you access using the **Team Time** tile. For more information on the PeopleSoft Time and Labor tasks, see “Using PeopleSoft Fluid User Interface for Time Management as a Manager” (PeopleSoft Time and Labor).

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Related Links

“Understanding PeopleSoft Fluid User Interface Homepages” (Application Fundamentals)
“Using the Manager Self-Service Homepage” (Application Fundamentals)

Pages Used to Work with Absences as a Manager Using the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Absence Analytics Tile	HC_HGA_EVENT_ANLY_FL_GBL (this is the cref for the tile)	Select this tile to access the Absence Analytics navigation collection page. For more information Absence Analytics, seeUsing the PeopleSoft Fluid User Interface to Work with Absence Analytics as a Manager
Approvals Tile		Select this tile to access the Approvals navigation collection page. For more information Absence Approvals, see Approving Absence Transactions Using Fluid Approvals.
Team Time Tile	HC_TL_START_NAV_FLU_MSS_ GBL (this is the cref for the tile)	Select this tile to access the Team Time navigation collection page.
Team Time Page	HR_PSEL_FLU	Access manager self-service absence transactions. **Note:** You can retain the employees' context when switching between transactions like request to view balances in Absence transactions within the navigation collection in Manager Self Service (MSS).
Manage Absences (Select Employee) Page	HR_PSEL_FLU	Select the employee for whom you want to enter an absence request.
Manage Absences Page	HGA_SS_REQ_FLU	Enter self-service absence requests for an employee.
Cancel Absences (Select Employee) Page	HR_PSEL_FLU	Select the employee for whom you want to cancel an absence request.
Cancel Absences (View Requests) Page	HGA_SS_REQHIST_FLU	Select an employee absence request that you want to cancel.
Cancel Absences Page	HGA_SS_REQ_FLU	Cancel an employee’s absence request.

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Page Name	*Definition Name*	*Usage*
View Requests (Select Employee) Page	HR_PSEL_FLU	Select the employee for whom you want to view absence requests.
View Requests Page	HGA_SS_REQHIST_FLU	View an employee's absence requests.
Request Details Page	HGA_SS_REQ_FLU	View detailed information for an employee's absence requests.
Absence Balances Page	HR_PSEL_FLU	Select the employee for whom you want to view current absence balances.
Balances Page	HGA_SS_BAL_FLU	View an employee's current absence balances.
Cancel Absences (Select Employee) Page	HR_PSEL_FLU	Select the employee for whom you want to cancel the absence requests.

Team Time Tile

Use the Team Time tile to access the Team Time page. Select the **Team Time** tile on the Manager Self Service home page to access a list of PeopleSoft Time and Labor, and PeopleSoft Absence Management manager self-service tasks that you can perform. The tasks listed are based on the applications that are installed and on the security access of the logged in user.

Navigation:

Select **Fluid Home** under the main menu. On the page that appears, select **Manager Self Service.** The Team Time tile is available on the Manager Self Service landing page.

As a manager, you can add the tile, through personalization, to a system-delivered home page or a home page that you create.

This example illustrates the Team Time tile.



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The tile shows the total number of exceptions. If no exceptions are available, the tile does not display a number count.

Select the tile to access these Team Time transactions without using traditional menu navigation:

- Manage absences for an employee.
- View requests.
- View absence balances.

Team Time Page

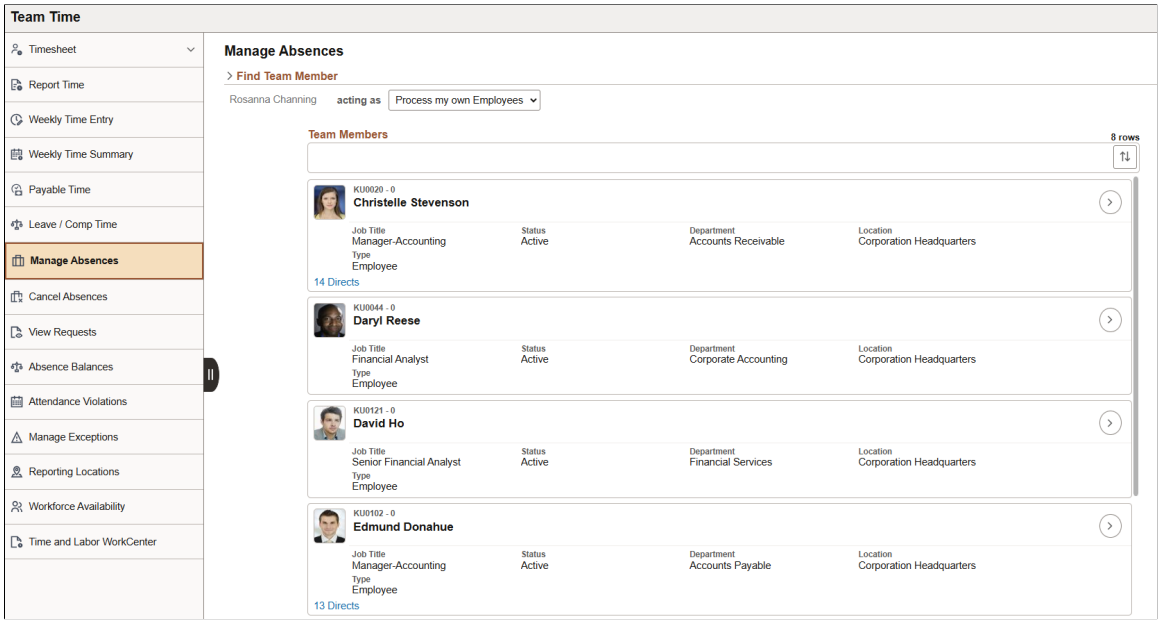
Use the Team Time navigation collection page (HR_PSEL_FLU) to access manager self-service absence transactions.

Navigation:

Select the Team Time tile on the Manager Self-Service fluid home page.

Note: You can retain the employees' context when switching between transactions like request to view balances in Absence transactions within the navigation collection in Manager Self Service (MSS). Only employee context is maintained and not date context.

This example illustrates the fields and controls on the Team Time navigation collection page.



Field or Control	***Description***
Manage Absence	Select to access the Manage Absences (Select Employee) Page.
Cancel Absences	Select to access the Cancel Absences (Select Employee) Page.

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Field or Control	*Description*
View Requests	Select to access the View Requests (Select Employee) Page.
Absence Balances	Select to access the Absence Balances Page.

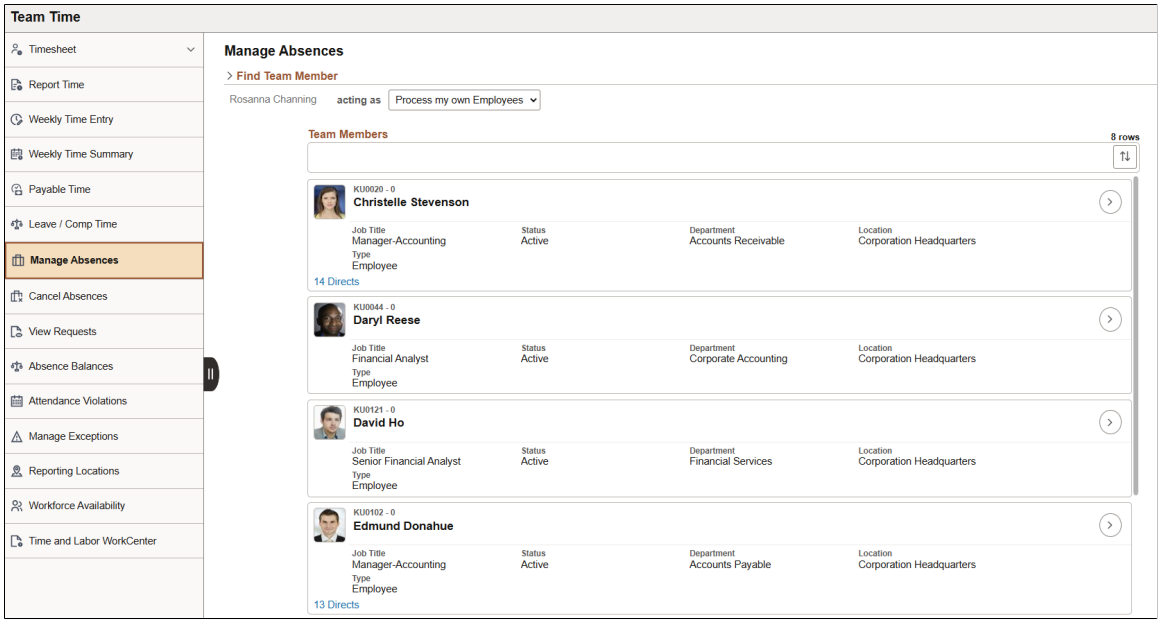
Manage Absences (Select Employee) Page

Use the Manage Absences (select employee) page (HR_PSEL_FLU) to select the employee for whom you want to enter an absence request.

Navigation:

Select the Team Time tile on the Manager Self Service fluid home page, then click Manage Absence on the Team Time page.

This example illustrates the fields and controls on the Manage Absence (select employee) page.



Use this page to search for and select an employee for whom you want to submit an absence request. Select the desired employee to access the Manage Absences Page.

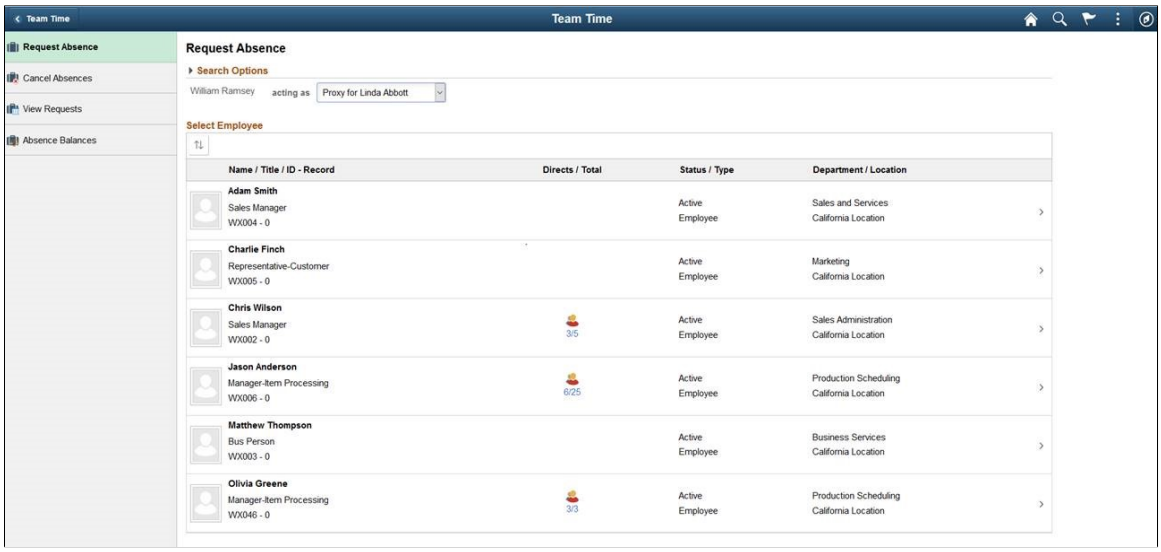
Field or Control	*Description*
 (Grid Sort)	Select to sort the employees by Name, Job Title, ID - Record, Status, Schedule Type, Department, or Location. A green Grid Sort icon indicates that you have specified one of these grid sorts.

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Field or Control	*Description*
Directs/Total	When an employee has direct reports, the number and the total display as a link in this column. You can click the link to drill down to that employee's list of direct reports.

A manager can delegate their tasks of approving time, entering employee time, or entering their own time to another person due to workload or their own absence from the office. When a proxy to the manager (A manager granted authority to act on behalf of another manager) is logged in, 'acting as' field will be displayed to confirm if the person needs to view and process absence requests of his own employees or acts as a proxy to another manager.

This example illustrates the Request Absence (select employee) page when a proxy to the manager is logged in.



Based on the selection, the list of employees will be refreshed. For more information on delegation, see "Working with Self-Service Delegation" (Enterprise Components)

Manage Absences Page

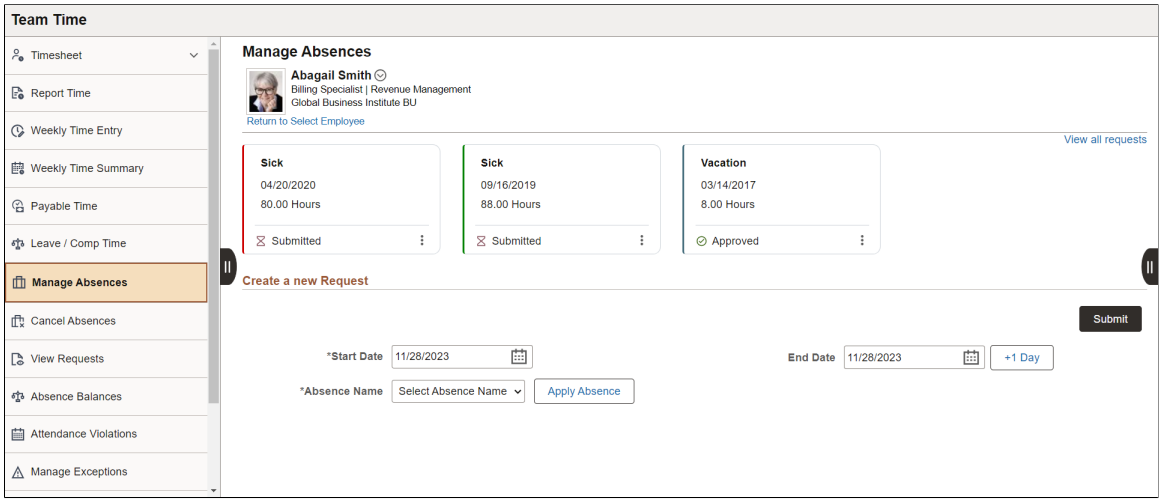
Use the Manage Absences page (HGA_SS_REQ_FLU) to enter self-service absence requests for an employee.

Navigation:

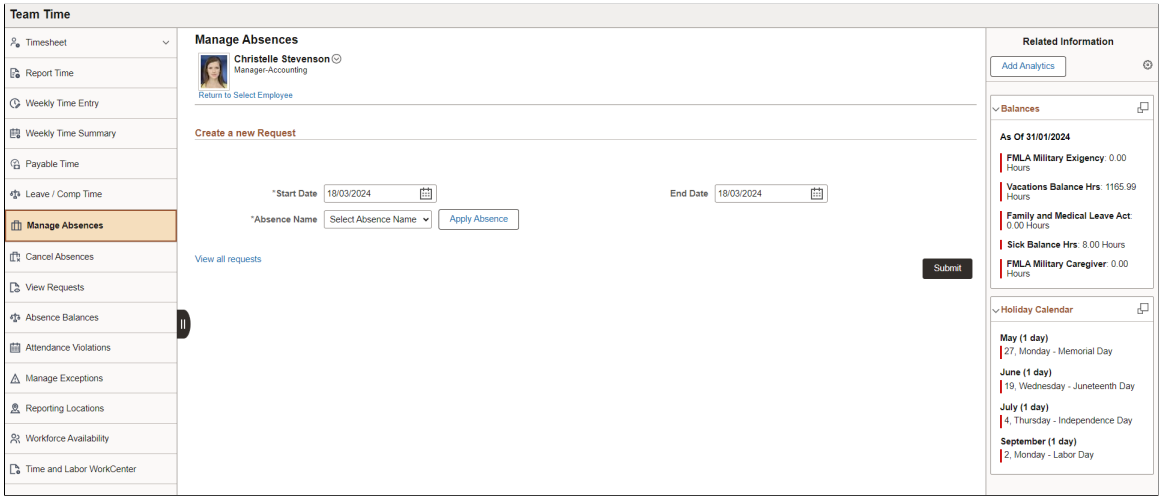
Select an employee on the Manage Absences (select employee) page.

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This example illustrates the fields and controls on the Manage Absence page.



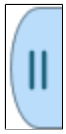
This example illustrates the fields and controls on the Manage Absences page in screen reader mode.



You can use this page to enter absence requests for employees.

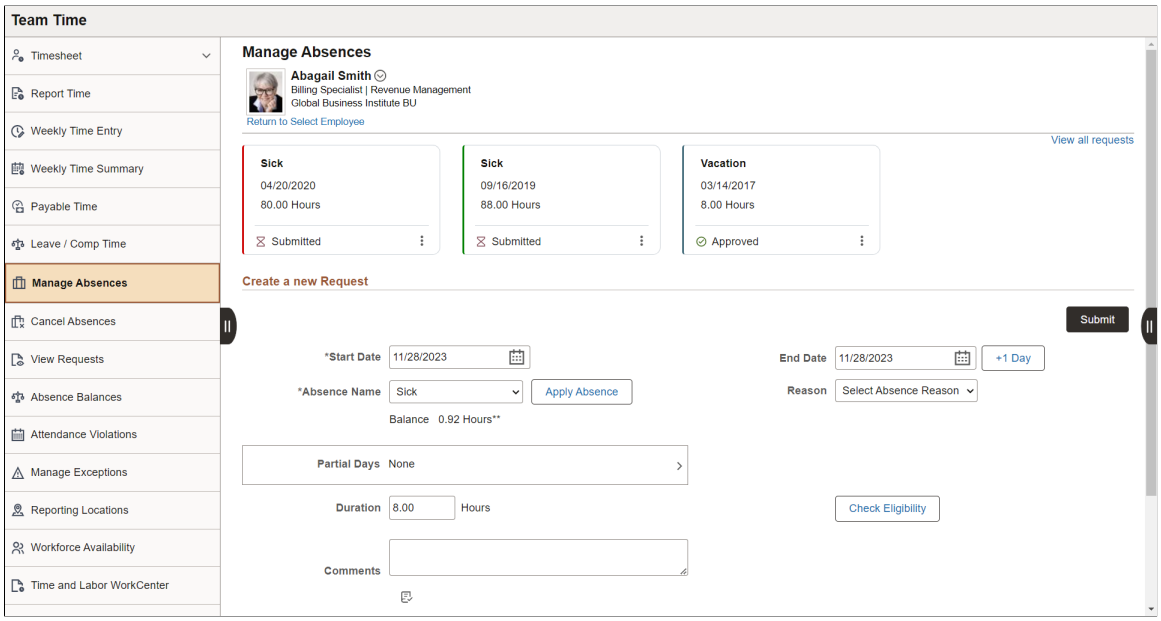
Field or Control	***Description***
Employee Header	The employee header displays the employee photo and up to three lines of information for a selected job. This information can be configured using the employee header configuration. For more information, see “(Fluid) Managing Employee Headers” (Application Fundamentals). For employees with multiple active jobs, The **Select Another Job** link will be enabled to switch between them as required.
Return to Select Employees	Select to go back to the search employees page.

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Field or Control	*Description*
Absence Cards	Displays the recent absence requests. The card includes the Absence name, start date, duration and status of the request. The related actions allows user to open the **View Absence** and **Cancel Absence** pages. The page displays the three most recent absence requests, sorted chronologically based on the submission date. **Note:** In screen reader mode, the Manage Absences page does not display the absence cards. To view the absence requests, select **View all requests** link.
View all requests	Opens the View Requests Page.
	Enables users to add absence end date by one increments.
 (Supplementary Panel tab button)	Select this icon to open the supplementary panel. The panel displays the **My Analytics** tab.
Absence Name	Select the absence name from the available options. The options available depends on the selection in the Filter by Type field, the absence takes that are enabled in the Country Take setup, and the elements for which the employee is eligible. After you select entries in the above fields, the system refreshes the page with additional fields. **Note:** If you decide to change the Absence Name previously selected, the system will display a warning that all your existing absence data will be lost.
	Enables users to view and update the create request page as a whole after selecting the required absence name.

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This example illustrates the fields and controls on the Manage Absence page upon clicking the apply button.



The system displays a page that is similar to the Employee Self Service, with the exception that it contains a **Workflow** section and a **Return to Select Employee** link to the *View Employee Absence Requests* page.

Field or Control	***Description***
Reason	Select a reason from the available options. Absence reasons are linked to the Absence Name (Take) through the Absence Take Type. See Defining Absence Types and Reasons.
Duration	The system calculates the value of this field based on the Start Date and End Date that you enter.
Comments	Users can add comments using this field.
	Allows users to perform spelling check and find corrections using this icon.
Check Eligibility	Select Check Eligibility to see if you are eligible for the absence request based on the values entered. On clicking the link, a pop up appears displaying the eligibility status.

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Field or Control	*Description*
Request As	Indicates whether the request is entered as an Employee or as a Manager. When the manager requests absences for an employee they can request the time as the employee or the manager. If the manager selects to request the time as the Employee the request will be automatically approved, if there are no other approvers in the approval path. The manager will receive an approval confirmation page when clicking Submit. If the manager selects to request the time as the Manager the request will be sent to the manager's next level of approval, and therefore the manager will receive a regular Submit confirmation page after clicking Submit.
Related Information	The related information panel shows the Balances and Holiday Calendar. By default, the Holiday Calendar is configured to show holidays in the next six months. Use the Display Holiday Calendar in Modal Window to select a different period.
Submit	Select to submit the absence request.

For more information on other fields , see Extended Absence Request Page

My Analytics

The **My Analytics** tab provides access to the simplified analytics capabilities provided by PeopleTools 8.55 and later. Select the plus button to create a new absence-related chart.

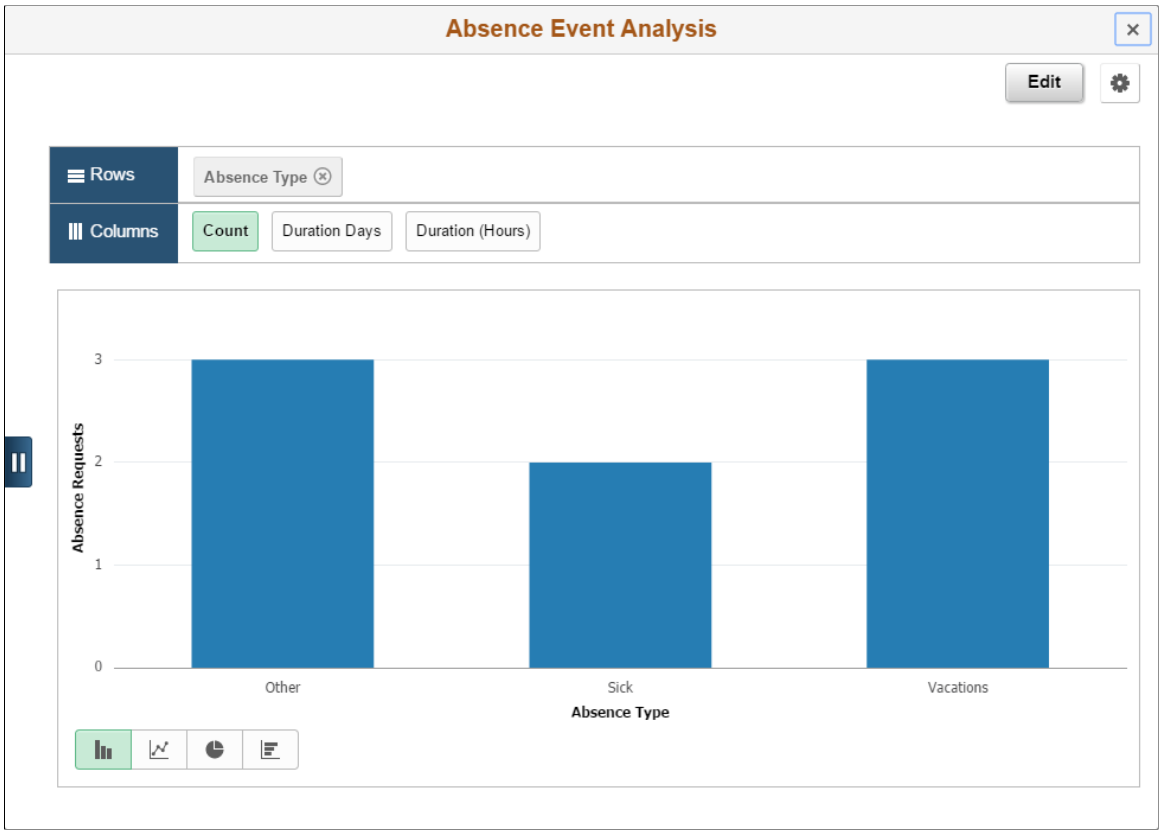
The delivered role *PivotGridSuperUser* gives users the ability to create and publish reports.

For information on how to use the My Analytics tab and the Simplified Analytics Wizard, see *PeopleTools: Pivot Grid*, Using Simplified Analytics, Creating and Using Simplified Analytic Reports.

Video: PeopleSoft Simplified Analytics

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This is an example of a pivot grid created using the My Analytics tab of the Request Absence page.



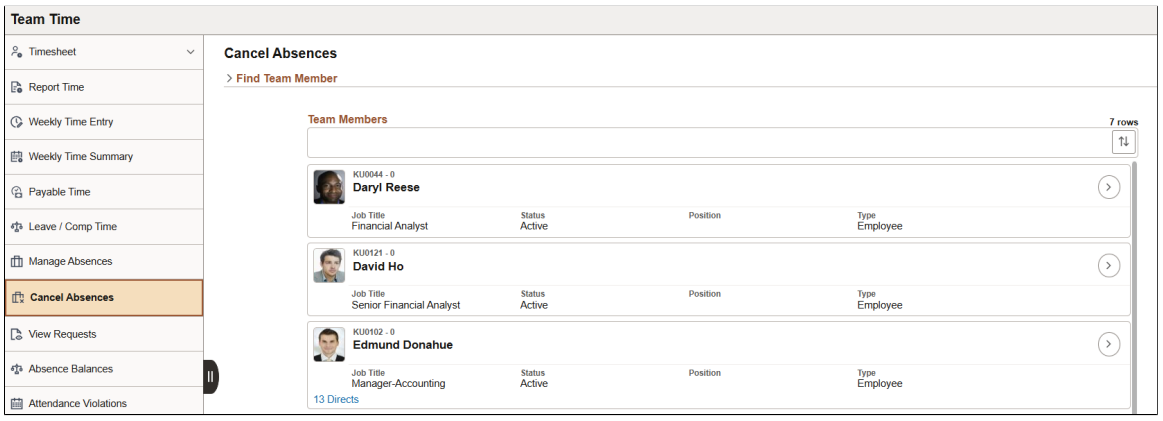
Cancel Absences (Select Employee) Page

Use the Cancel Absences (Select Employee) page (HR_PSEL_FLU) to select the employee for whom you want to cancel an absence request.

Navigation:

Select the Team Time tile on the Manager Self Service fluid home page, then click Cancel Absences on the Team Time page.

This example illustrates the fields and controls on the Cancel Absences (Select Employee) page.



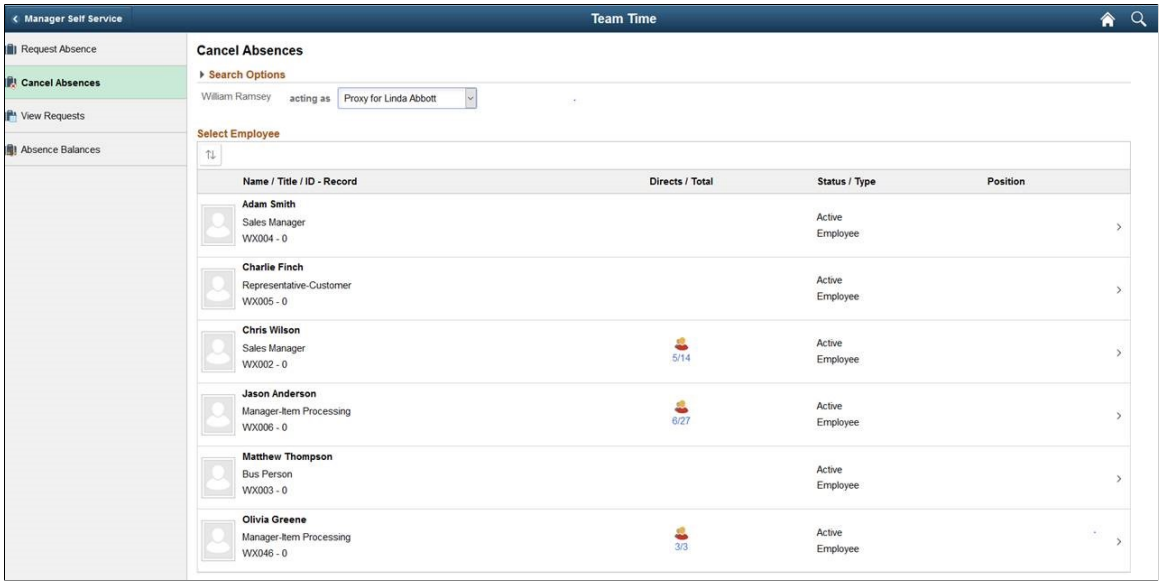
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Use this page to search for and select an employee for whom you want to cancel an absence. Select the desired employee to access the Cancel Absences (View Requests) Page.

Field or Control	*Description*
(Grid Sort)	Select to sort the employees by Name, Job Title, ID - Record, Status, Schedule Type, Department, or Location. A green Grid Sort icon indicates that you have specified one of these grid sorts.
Directs/Total	When an employee has direct reports, the number and the total display as a link in this column. You can click the link to drill down to that employee's list of direct reports.

When a proxy to the manager (A manager granted authority to act on behalf of another manager) is logged in, 'acting as' field will be displayed in the Cancel Absence Page to confirm if the manager needs to process absence cancellation for his own employees or acts as a proxy to another manager. Based on the selection, the list of employees will be refreshed.

This example illustrates the Cancel Absences (Select Employee) page when a proxy to the manager is logged in.



For more information on delegation, see "Understanding Delegation" (Enterprise Components)

Cancel Absences (View Requests) Page

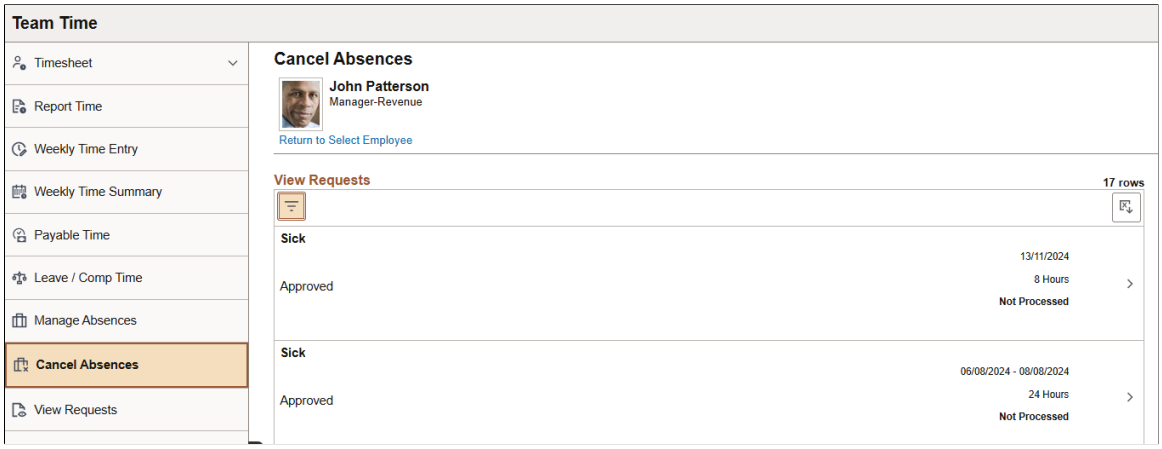
Use the Cancel Absences (View Requests) page to select an employee absence request that you want to cancel.

Navigation:

Select an employee on the Cancel Absences (Select Employee) page.

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This example illustrates the fields and controls on the Cancel Absences (View Requests) page.



This page lists the employee's existing absence requests. Select a request that you want to cancel to access the Cancel Absences Page.

Field or Control	***Description***
(Filters)	Select to filter the absence requests by start date, end date, and absence type.
Return to Select Employee	Select to go back to the search employees results page.

Cancel Absences Page

Use the Cancel Absence page (HGA_SS_REQ_FLU) to cancel an employee's absence request.

The following video includes a demonstration of absence cancellation.

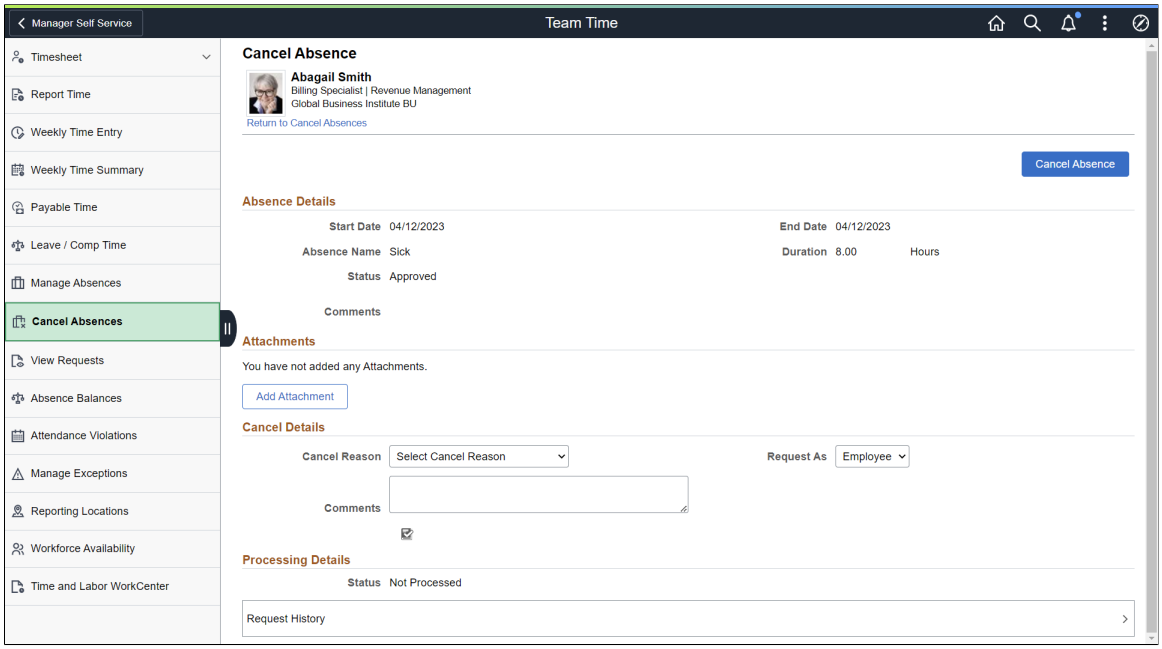
Video: Image Highlights, PeopleSoft HCM Update Image 19: Absence Request Cancellation

Navigation:

Select an absence request on the Cancel Absences_View Requests page.

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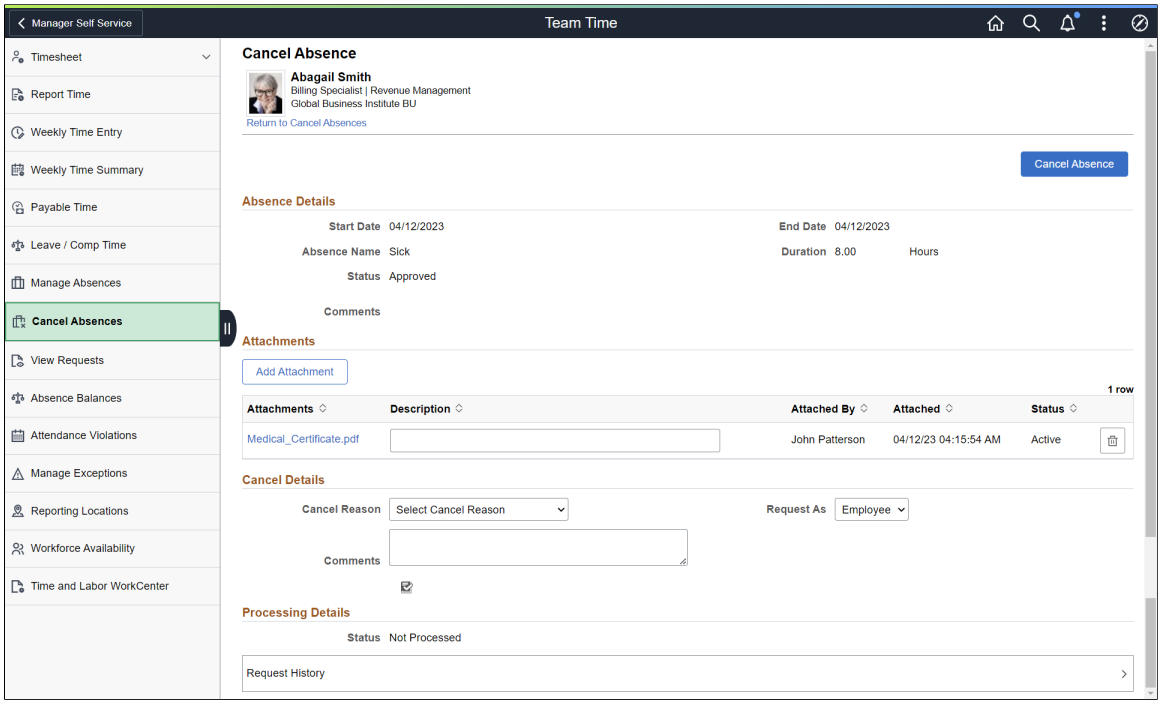
This example illustrates the fields and controls on the Cancel Absences page.



Field or Control	***Description***
Return to Cancel Absences	Select to go back to view request page for Cancel Absences.
Cancel Reason	Select a reason for canceling the absence request.
Request As	Determines whether the absence cancelation is entered as an *Employee* or as a *Manager*. If you select *Employee*, the system approves the absence request. If you select *Manager*, the system routes the request to next available manager.
Comments	Enter any additional comments regarding the absence cancellation.
Cancel Absence	Select this button to cancel the absence. You will receive a message confirming that you want to cancel the absence. Select **Yes** to confirm the cancellation. The system changes the status of the absence request to *Canceled.*

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This example illustrates the fields and controls of the Cancel Absence page with absence request attached.



If the Manager cancels the absence request, he can add a new document as an attachment. Manager can view, edit and delete the newly added attachments.

View Requests (Select Employee) Page

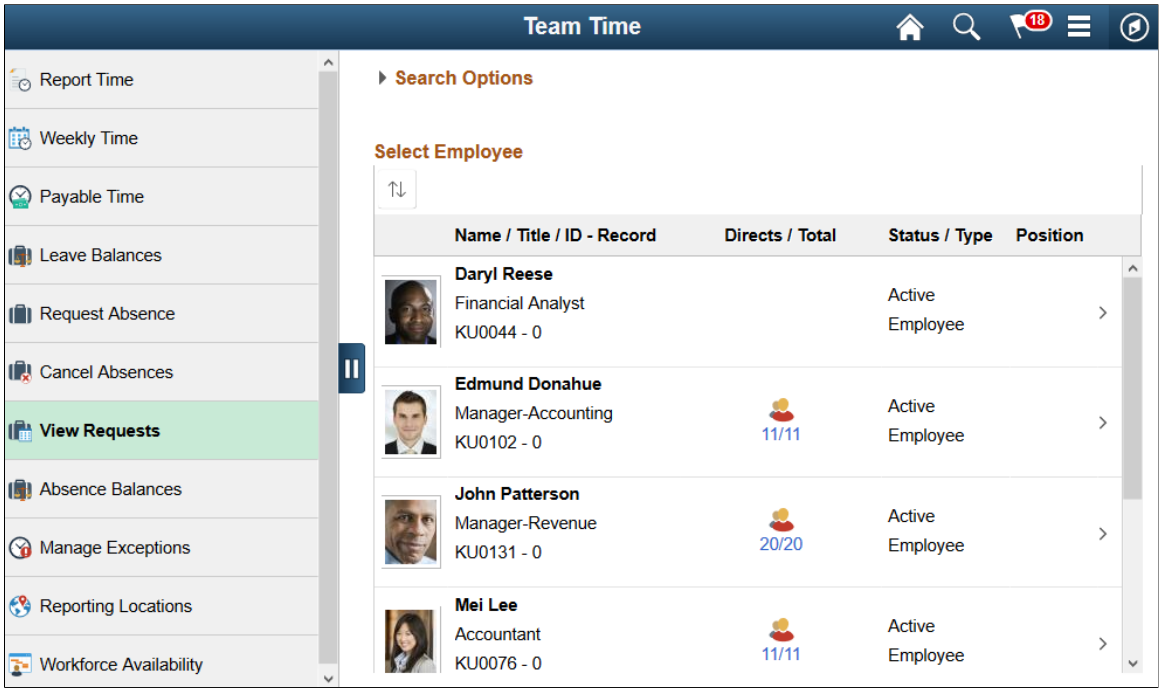
Use the View Requests (select employee) page (HR_PSEL_FLU) to select the employee for whom you want to view absence requests.

Navigation:

Select the Team Time tile on the Manager Self Service fluid home page, then click View Requests on the Team Time page.

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This example illustrates the fields and controls on the View Requests (select employee) page.



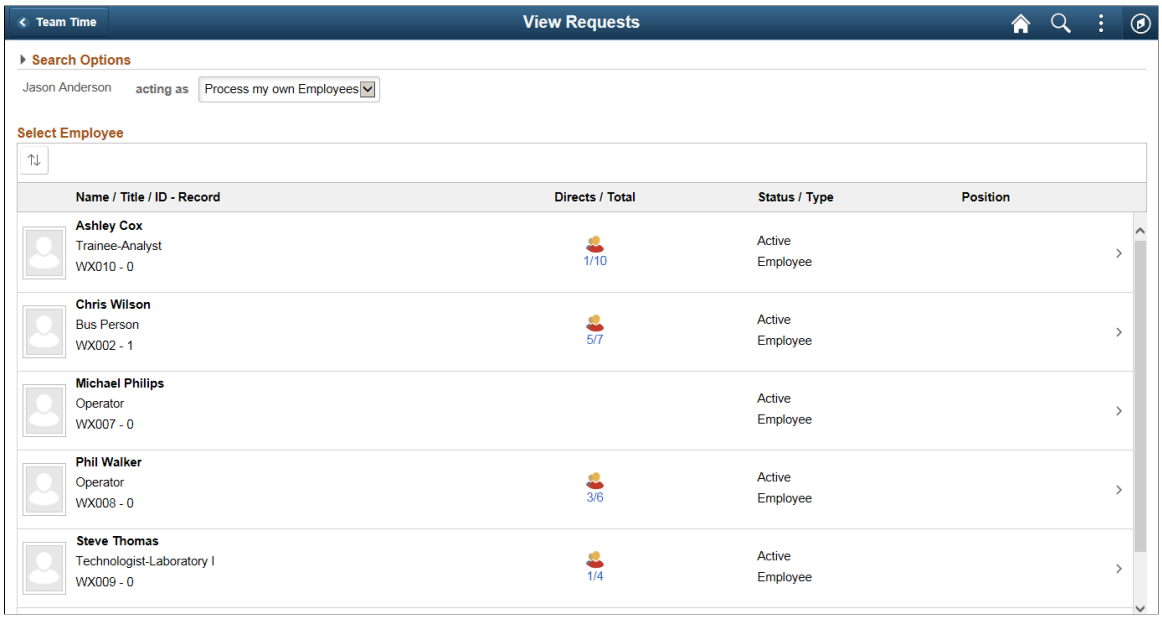
Use this page to search for and select an employee. Select the desired employee to access the View Requests Page.

Field or Control	***Description***
(Grid Sort)	Select to sort the employees by Name, Job Title, ID - Record, Status, Schedule Type, Department, or Location. A green Grid Sort icon indicates that you have specified one of these grid sorts.
Directs/Total	When an employee has direct reports, the number and the total display as a link in this column. You can click the link to drill down to that employee's list of direct reports.

When a proxy to the manager (A manager granted authority to act on behalf of another manager) is logged in, 'acting as' field will be displayed in the View Requests page to confirm if the person needs to view his own employee's requests or acts as a proxy to another manager.

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This example illustrates the View Requests (select employee) page when a proxy to the manager is logged in.



Based on the selection, the list of employees will be refreshed. For more information on delegation, see “Working with Self-Service Delegation” (Enterprise Components)

View Requests Page

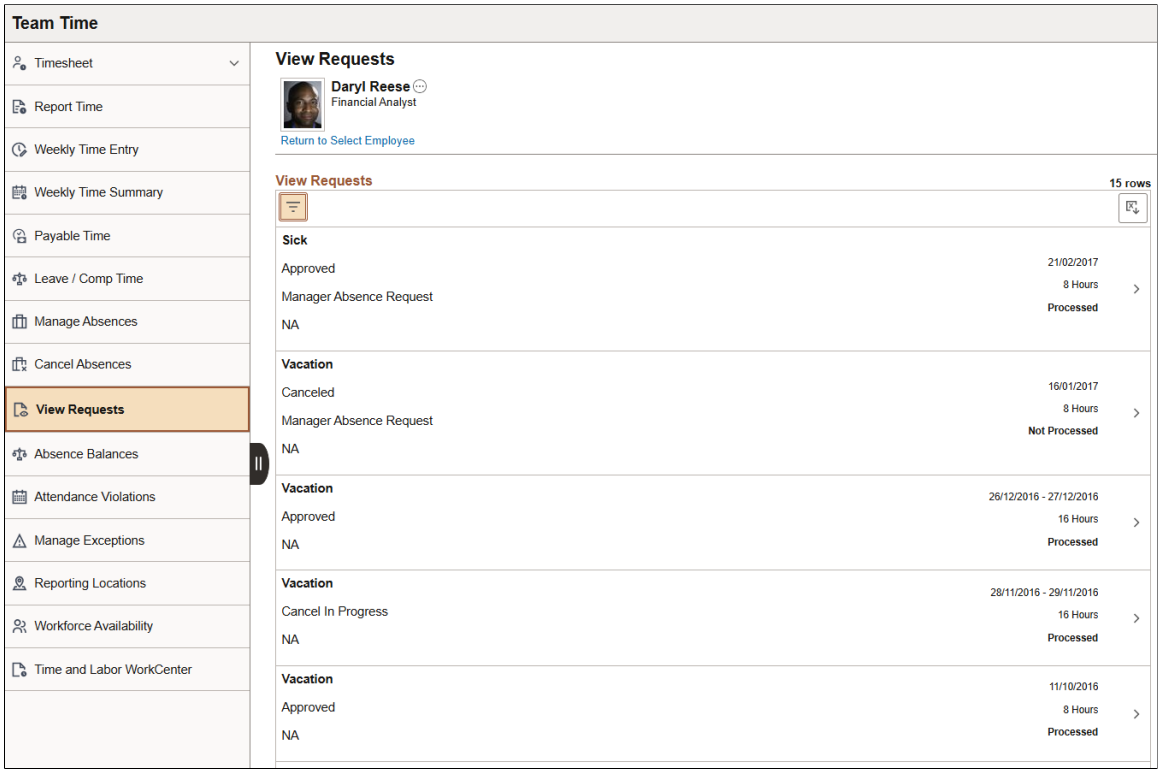
Use the View Requests page (HGA_SS_REQHIST_FLU) to view an employee’s absence requests.

Navigation:

Select an employee on the View Requests (select employee) page.

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This example illustrates the fields and controls on the View Requests page.



This page lists an employee's existing absence requests. Select a request to access the Request Details Page, where you can view additional information about the request.

Field or Control	***Description***
Return to Select Employee	Select to return to the employee search results for view requests.
 (Filters)	Select to filter the absence requests by start date, end date, absence type, and absence status.

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Field or Control	*Description*
	Select to download the employee's absence requests to an Excel file. The downloaded file shows the following absence details: • Absence Name • Status • Requested By • Forecast Value • Start Date • From – Through Date • End Date • Duration • Process Status

Request Details Page

Use the Request Details page (HGA_SS_REQ_FLU) to view detailed information for an employee's absence requests.

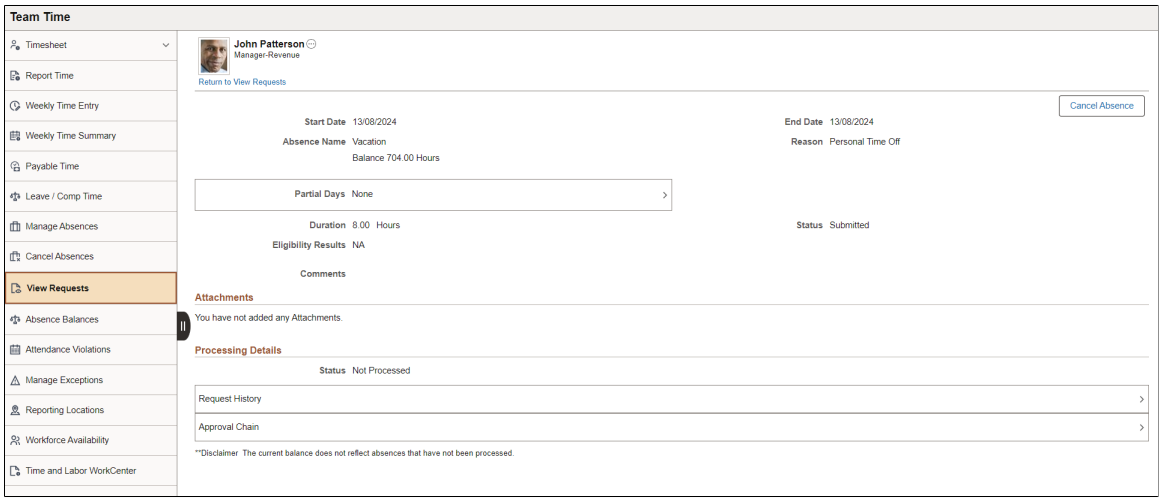
Navigation:

Manager Self Service > **Team Tile** > **View Requests**

Select an employee on the View Requests (select employee) page.

Select an absence request to view the details.

This example illustrates the fields and controls on the Request Details page.



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Field or Control	*Description*
Return to View Requests	Select to go back to the View Requests page.

This page displays details for a specific absence request along with the employee's current balance for the associated absence type.

Note: As a Manager, you can view any document uploaded along with an Absence Request in the *View Request-Request Details* page.
The **Cancel Absence** button is enabled only if **Cancel Allowed By** is set to *Manager* or *Employee and Manager* for the selected absence take in the Configure Country Take Setup - Absences Page.

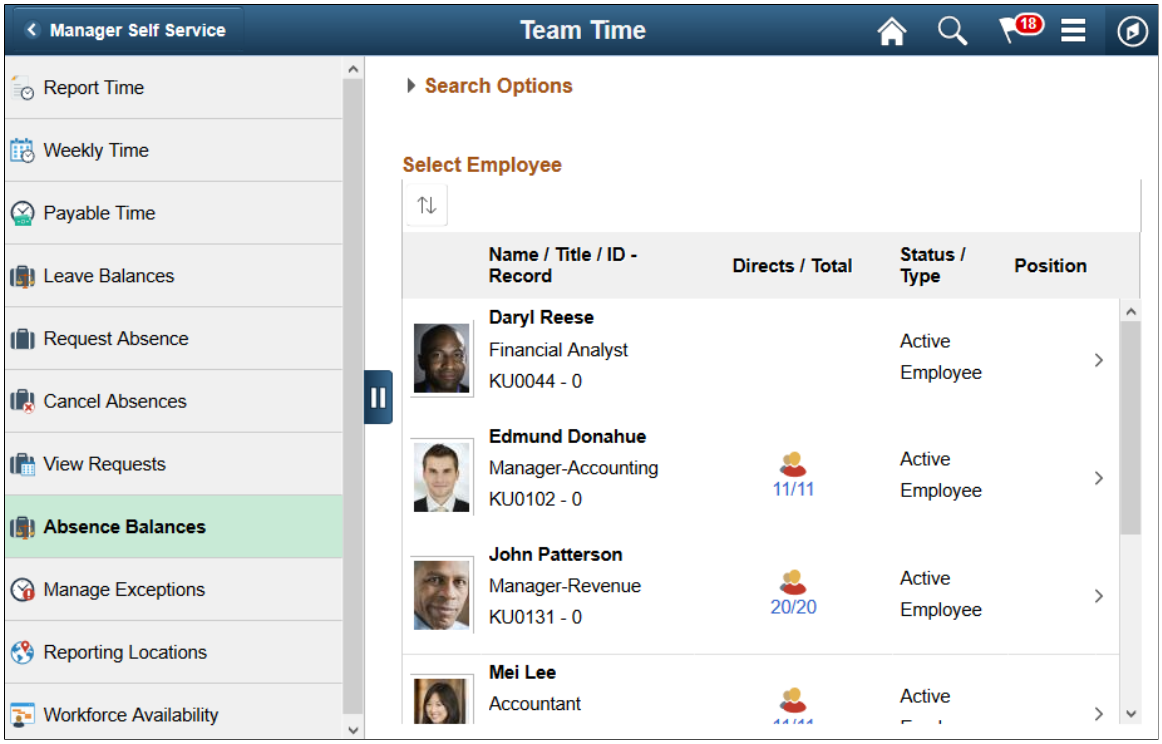
Absence Balances Page

Use the Absence Balance page (HR_PSEL_FLU) to select the employee for whom you want to view current absence balances.

Navigation:

Select the Team Time tile on the Manager Self Service fluid home page, then click Absence Balances on the Team Time page.

This example illustrates the fields and controls on the Absence Balance page.



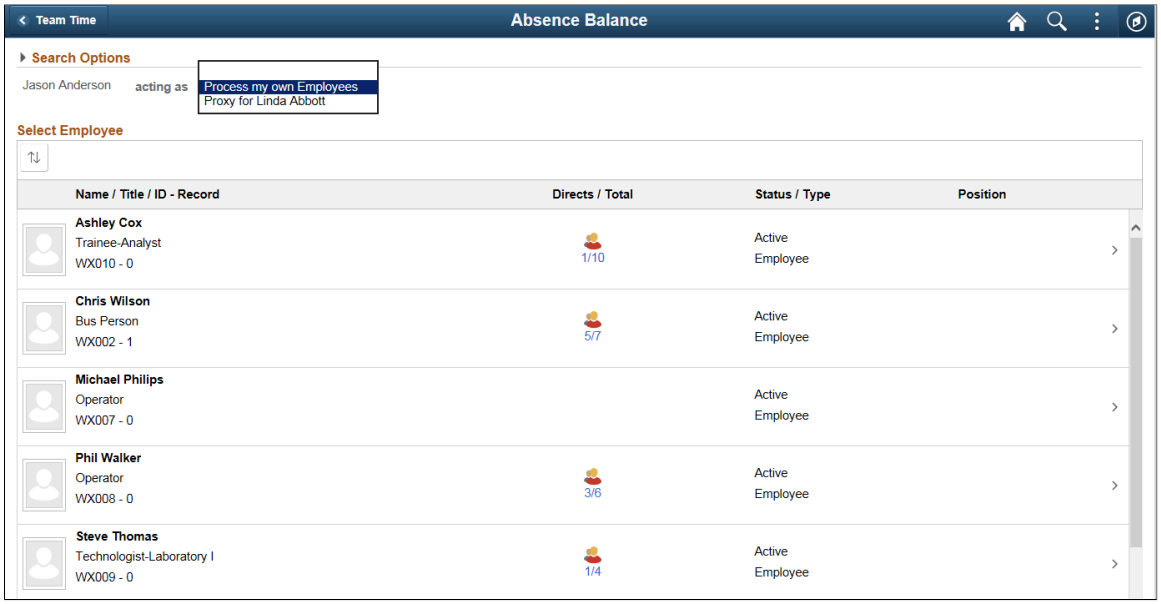
Use this page to search for and select an employee. Select the desired employee to access the Balances page.

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Field or Control	*Description*
(Grid Sort)	Select to sort the employees by Name, Job Title, ID - Record, Status, Schedule Type, Department, or Location. A green Grid Sort icon indicates that you have specified one of these grid sorts.
Directs/Total	When an employee has direct reports, the number and the total display as a link in this column. You can click the link to drill down to that employee's list of direct reports.

Note: When a proxy to the manager (A manager granted authority to act on behalf of another manager) is logged in, 'acting as' field will be displayed in the Absence Balance Page to confirm if the manager needs to view current absence balances for his own employees or acts as a proxy to another manager. Based on the selection, the list of employees will be refreshed.

This example illustrates the Absence Balance page when a proxy to the manager is logged in.



Based on the selection, the list of employees will be refreshed. For more information on delegation, see "Understanding Delegation" (Enterprise Components).

Balances Page

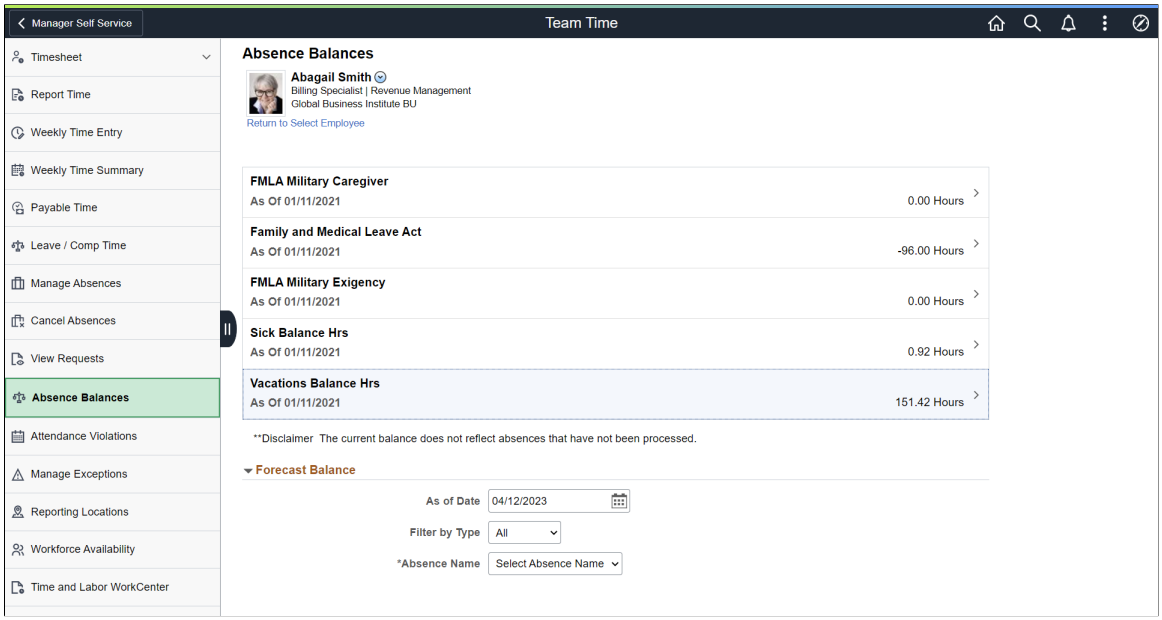
Use the Balances page to view your current absence balances.

Navigation:

Select an employee on the Absence Balance page.

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This example illustrates the fields and controls on the Balances page.



This page displays an employee's current absence balances.

Field or Control	***Description***
Return to Select Employee	Select to return to the search result page for absence balances.

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Chapter 26

Using the PeopleSoft Fluid User Interface for Global Payroll Administration

Setting Up and Using Global Payroll Tiles

Understanding Global Payroll Tiles

Delivered Global Payroll Tiles

The following table describes the delivered Global Payroll tiles. The table also identifies navigation paths to equivalent classic pages.

Tiles are listed in alphabetical order. On a home page, users can personalize the tile order.

Use the links in the table to access complete documentation for each transaction.

Tile Name	*Description*	*Navigation to Equivalent Classic Pages*
"Absence Analytics Dashboard Tile" (PeopleSoft Absence Management)	Enables you to access the Absence Analytics Dashboard with one click.	**Global Payroll & Absence Mgmt** > **Absence Analytics Dashboard**
Global Payroll Administration Tile	Provides quick access to a variety of frequently-used Global Payroll administrative components.	None.
Global Payroll Calendar Groups Tile	Accesses a list of calendar groups for your Global Payroll Work Area.	None.
Global Payroll Process Monitor Tile	Enables you to access the Process Monitor with one click.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Review Absence/Payroll Info** > **Processing Monitor**

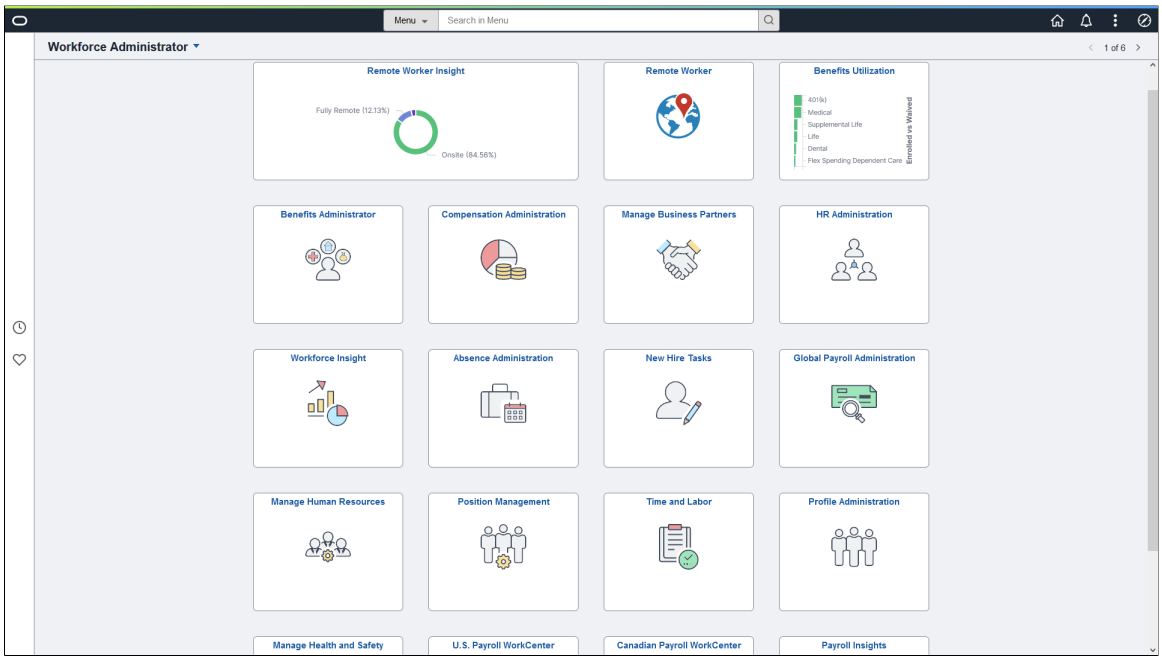
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Tile Name	*Description*	*Navigation to Equivalent Classic Pages*
Global Payroll Work Items Tile	Access a list of work items for the default calendar group of your Global Payroll Work Area.	None.

Workforce Administrator Home Page

The “Workforce Administrator Homepage” (Application Fundamentals) is a central location from which an administrator can perform administrative tasks for a variety of different PeopleSoft HCM applications.

This example illustrates the tiles that appear on the Workforce Administrator home page by default.



By default, the only Global Payroll tile that appears on the Workforce Administrator home page is the Global Payroll Administration Tile. For the other delivered tiles to appear on the Workforce Administrator home page (or any other fluid home page), you must add them.

Adding Global Payroll Tiles to the Workforce Administrator Home Page

To add Global Payroll tiles to the Workforce Administrator home page:

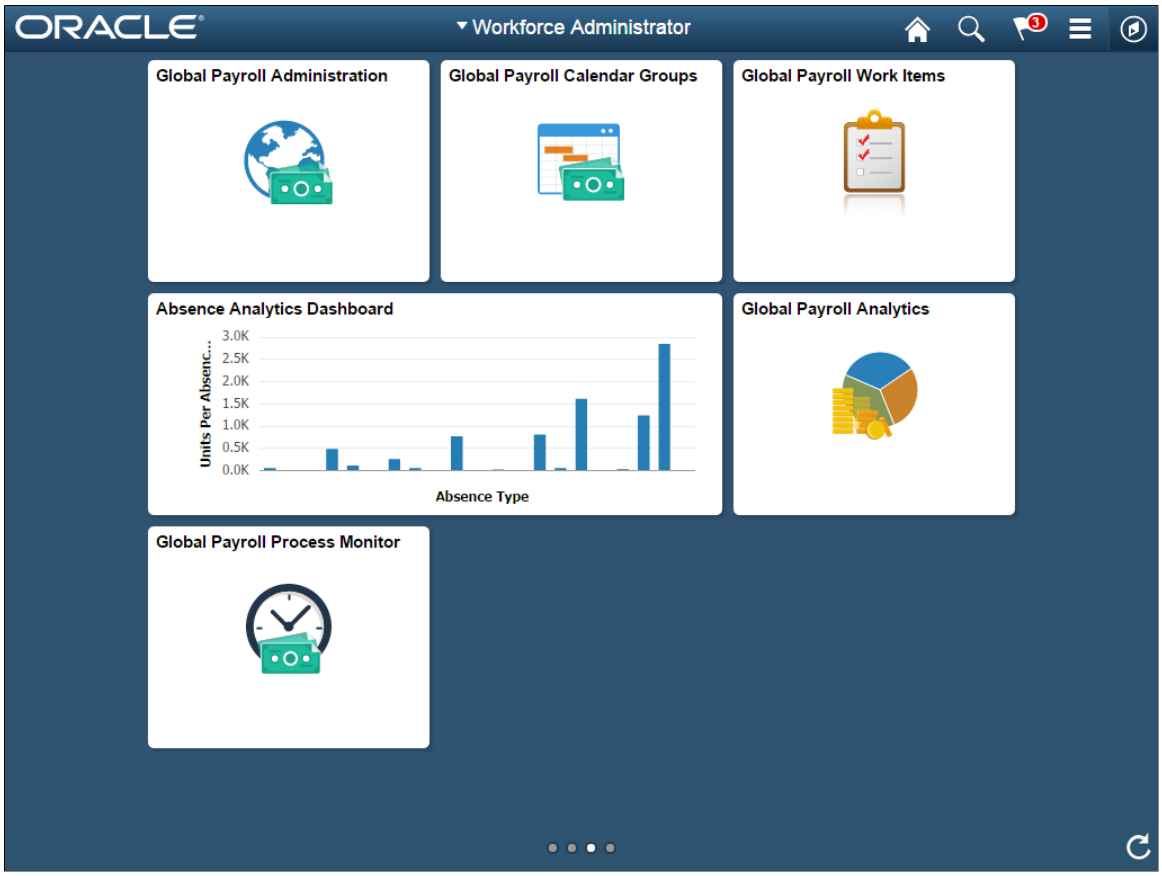
1. From the Workforce Administrator home page, select the Action menu.
2. Select Personalize.
3. Click Add Tile.
4. Navigate to the desired transaction in the Add Tile dialog box. You have these options:
    - Enter the name or partial name of the content reference in the search box, and click Go.
    - Manually navigate through the folders to select the desired content reference.

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Note: The Global Payroll tiles are under the Workforce Administrator category.

5. Click Save on the Personalize page.

This example presents all of the Global Payroll tiles available for the Workforce Administrator home page.



Related Links

“Using the Workforce Administrator Homepage” (Application Fundamentals)

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Working with the Global Payroll Administration Navigation Collection

Pages Used to Work with the Global Payroll Administration Navigation Collection

Page Name	*Definition Name*	*Usage*
Global Payroll Administration Tile	_AUTOGEN_NAVCOLL_11 (cref for the tile)	Access a collection of frequently-used Global Payroll administrative components.

Global Payroll Administration Tile

Administrators use the Global Payroll Administration tile to access a collection of frequently-used Global Payroll administrative components.

Navigation:

The Global Payroll Administration tile is delivered as part of the Workforce Administrator home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

This example illustrates the Global Payroll Administration tile for the tablet.



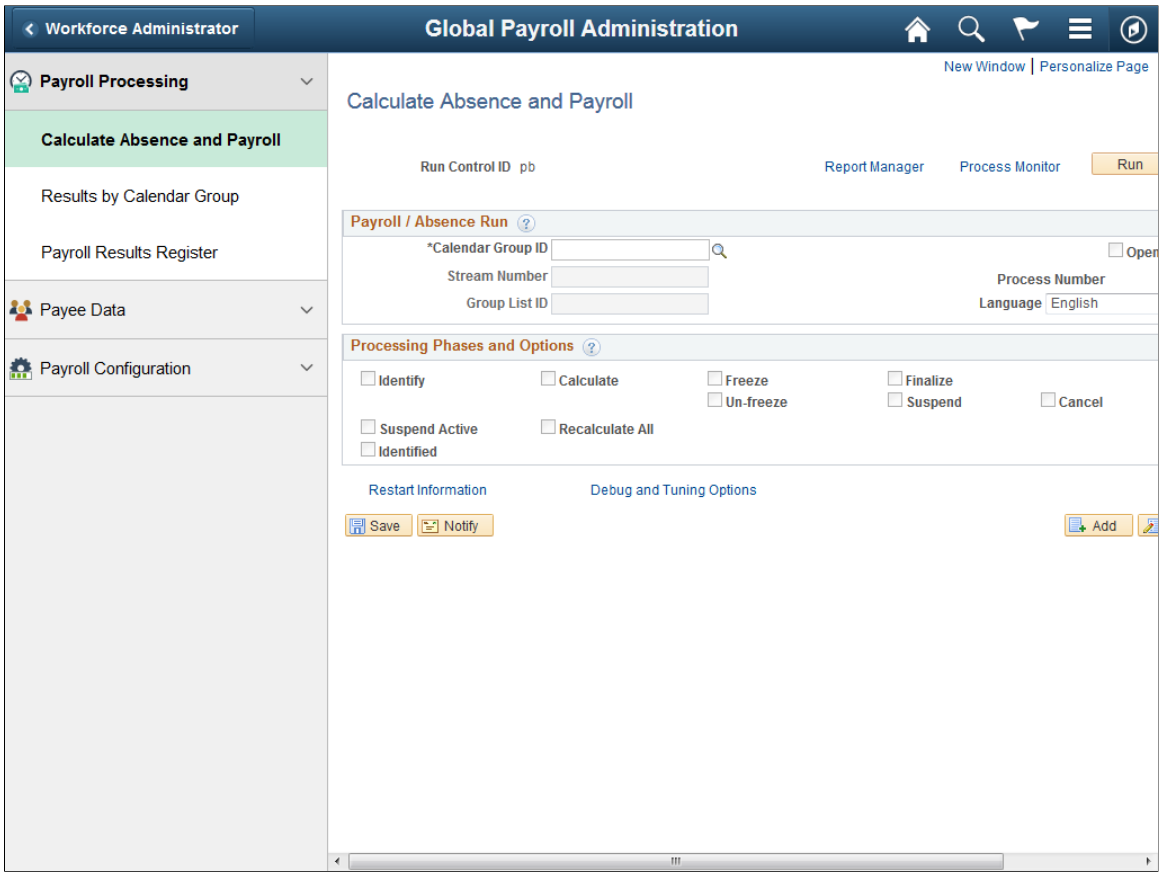
This example illustrates the Global Payroll Administration tile for the smartphone.



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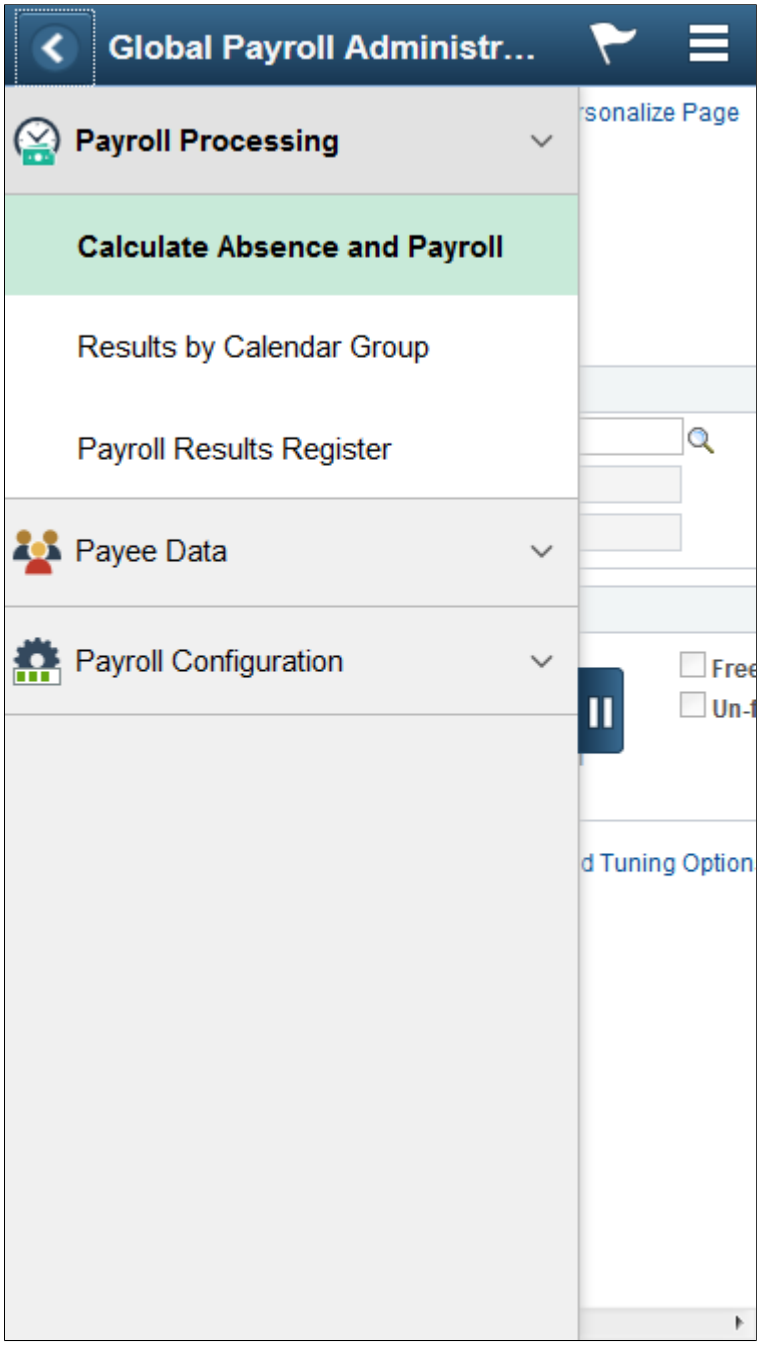
Click the Global Payroll Administration tile to access the Global Payroll Administration application start page.

This example illustrates the Global Payroll Administration application start page for the tablet.



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This example illustrates the Global Payroll Administration application start page for the smartphone.



This navigation collection enables administrators to access frequently-used Global Payroll components from one location. The left panel of this page lists the components collected under three categories:

- Payroll Processing
- Payee Data
- Payroll Configuration

The right panel displays the component selected in the left panel.

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Pages Accessible from the Global Payroll Administration Application Start Page

Page Name	*Definition Name*	*Usage*
Calculate Absence and Payroll Page	GP_RUNCTL	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process. This page is used to run both on-cycle and off-cycle payrolls.
Calendar Group Results Page	GP_RSLT_RUN_SEG	View the processing statistics for an entire calendar group. This component displays the same information as the Results by Calendar component, except that it is for a calendar group rather than an individual calendar. Page includes links to other pages that display positive input, absence, and retroactive processing results.
Payroll Results Register Page	GP_RGST_RC	Create a report containing payroll results for a specified calendar group or period.
One Time (Positive Input) Page	GP_PI_MNL_ERNDED	Enter positive input for one payee. (You select the employee ID, pay group, and calendar to access this page.)
Deduction Name Page	GP_PIN	Name the element and define its basic parameters.
Earnings Name Page	GP_PIN	Name the element and define its basic parameters.
Bracket Name Page	GP_PIN	Name the element and define its basic parameters.
Bracket Data Page	GP_BRACKET_DATA	Update search key values and return column values for existing bracket elements.
Formula Name Page	GP_PIN	Name the element and define its basic parameters.

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Chapter 27

Using the PeopleSoft Fluid User Interface to Work with the Global Payroll Work Area

Setting Up the Global Payroll Work Area

This topic discusses how to set up the Global Payroll Work Area.

Related Links

"Using the Workforce Administrator Homepage" (Application Fundamentals)

Pages Used to Configure Global Payroll Administrator Tiles and Pages

Page Name	*Definition Name*	*Usage*
Configuration Settings Page	GP_ACTIVAT_SETTING	Enable the Workforce Administration features.
Work Area User Access - Define PayGroups Page	GP_WC_USR_PYGRP	Assign pay groups to administrators.
Work Area Action Items - Define Action Items Page	GP_WC_ACTN_ITEM	Define country-specific actions for New Hire and Termination work items.
Setup Activity Guide - Properties Page	PTAI_LIST_INFO	Define basic properties for an activity guide template.
Setup Activity Guide - GP Work Area Checklist Page	PTAI_BROWSE	Configure work items.
Refresh Work Items Count Page	GP_WC_REF_CNT	Refresh the counts of work items displayed on the Payroll Work Items Page.

Understanding Global Payroll Work Area Setup

The Global Payroll Work Area, which comprises the pages accessed from the Global Payroll Calendar Groups Tile and Global Payroll Work Items Tile simplify a Global Payroll administrator's tasks by enabling him to perform all payroll activities in one place. You can set up various activities that are completed for every payroll run and assign those activities to one or more Global Payroll administrator. These activities are referred to as work items, which are configured using a work item template. Global

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Payroll administrators associate a work items template to a specific payroll run. The payroll process generates a list of work items that include payee data that requires an administrator's action. Global Payroll administrators take action on the work items assigned to them and update the status of the work items.

These setup pages provide security access to Global Payroll administrators. They must be set up before you can generate and assign work items during the payroll process. Once these pages are set up, you do not need update them for every payroll.

The Refresh Work Items Count Page is associated with the Global Payroll Work Area feature, but it is not a setup requirement. This page is necessary only when you need to recalculate the work items count for a payroll that has already been run.

Note: Each individual Global Payroll administrator must complete the setup on the My GP Work Area Settings Page.

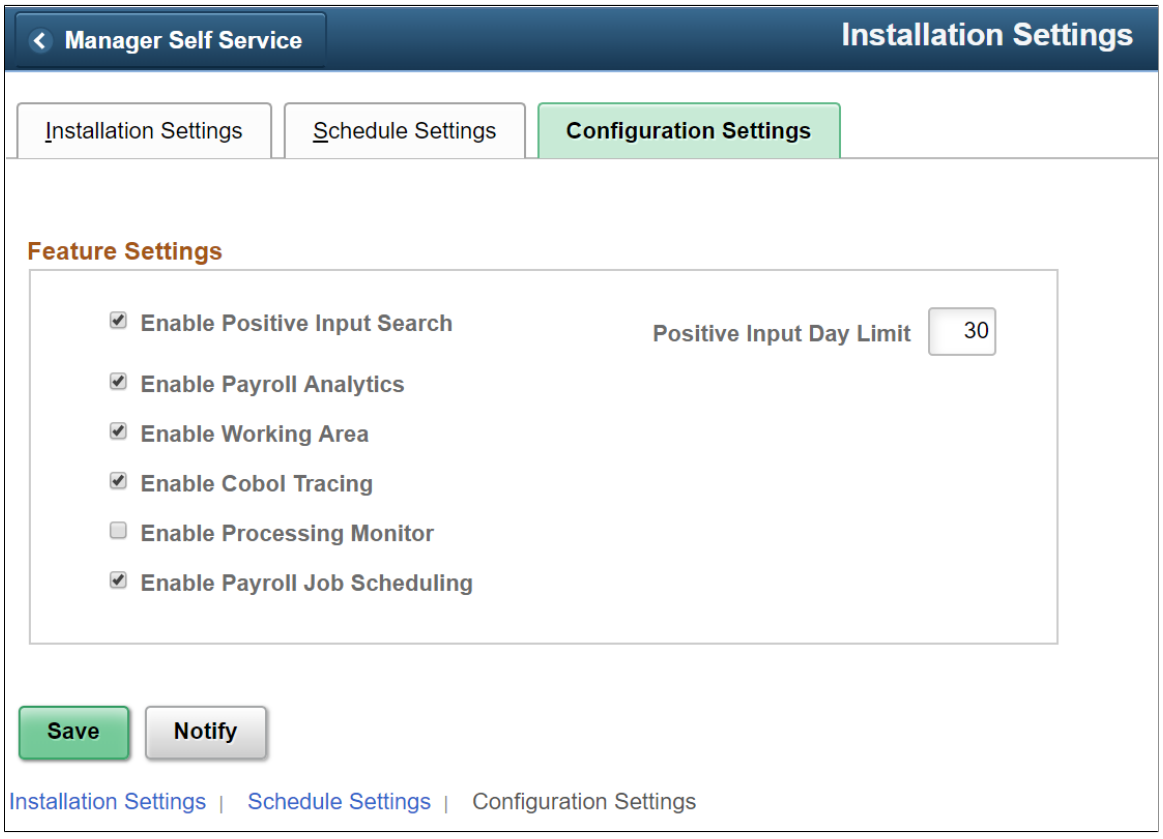
Configuration Settings Page

Use the Configuration Settings page (GP_ACTIVAT_SETTING) to enable Workforce Administration features.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Installation Settings** > **Configuration Settings**

This example illustrates the fields and controls on the Configuration Settings page.



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Field or Control	*Description*
Enable Working Area	Select to calculate work item counts during the payroll process. The system displays these counts on the Payroll Work Items Page.

Related Links

Configuration Settings Page

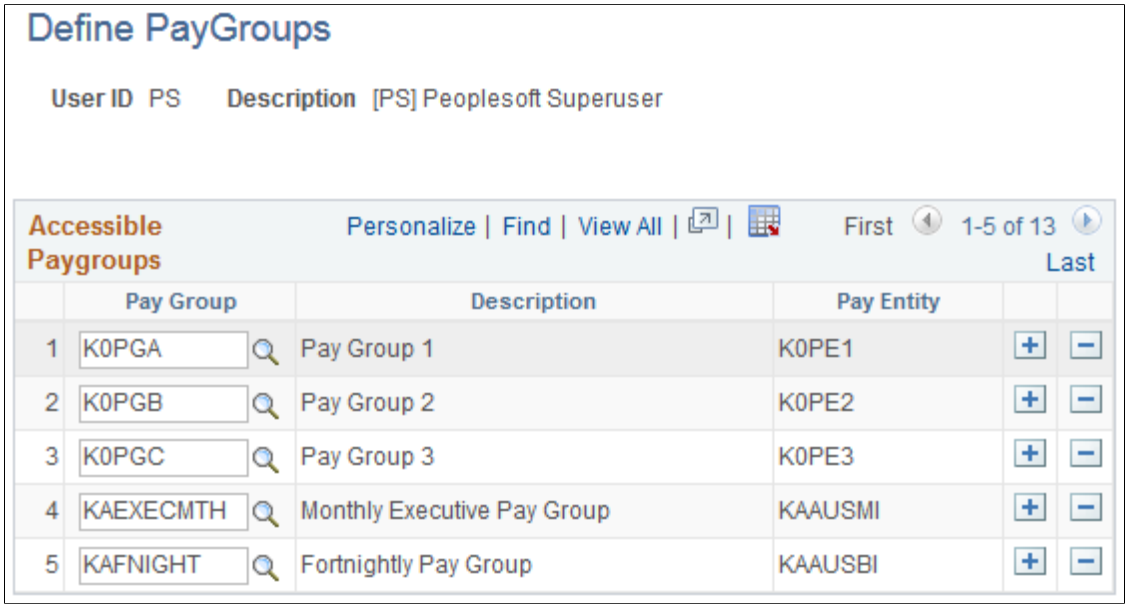
Work Area User Access - Define PayGroups Page

Use the Work Area User Access - Define PayGroups page (GP_WC_USR_PYGRP) to assign pay groups to administrators.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Work Area User Access**

This example illustrates the fields and controls on the Work Area User Access - Define PayGroups page.



Use this page to specify the pay groups an administrator can access. On the Global Payroll Calendar Groups Page, the system displays only calendar groups that are associated with pay groups to which the administrator has access. In addition, the pay groups defined on this page determine the values available to an administrator when selecting a default pay group on the My GP Work Area Settings Page. The counts shown on the Payroll Work Items Page and the payee details displayed on the pivot grid of the <Work Item> Page are based on the pay group access that you define on this page.

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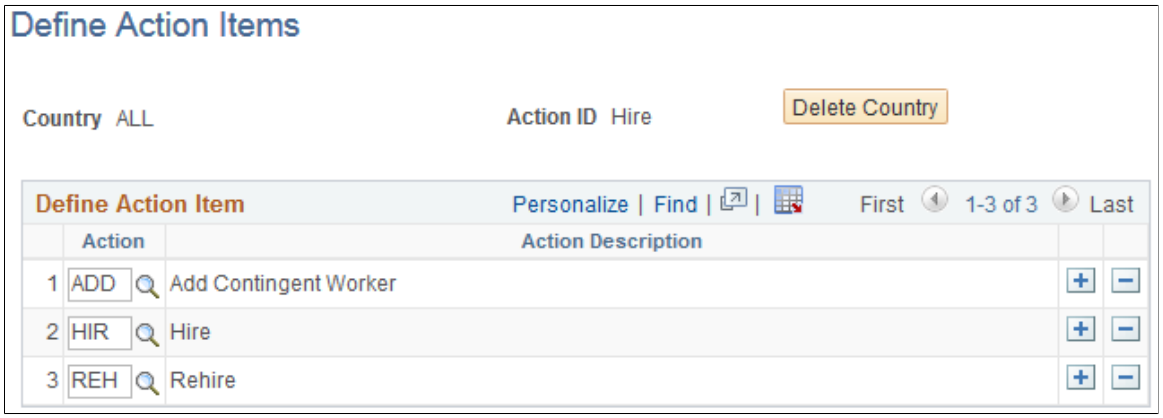
Work Area Action Items - Define Action Items Page

Use the Work Area Action Items - Define Action Items page (GP_WC_ACTN_ITEM) to define country-specific actions for New Hire and Termination work items.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Work Area Action Items

This example illustrates the fields and controls on the Work Area Action Items - Define Action Items page.



Use this page to define the actions for which the system extracts New Hire and Termination work items.

The system uses the action items defined for the specific country associated with a payroll run. If no action items are defined for the associated country, the system uses the action items defined for the ALL country value instead.

Oracle delivers the following action items for the ALL country:

Action ID	***Action Items***
HIR (Hire)	• ADD (Add Contingent Worker) • HIR (Hire) • REH (Rehire)
TER (Termination)	• RET (Retirement) • TER (Termination) • TWB (Termination with Benefits) • TWP (Termination with Pay)

If you want the system to use a country-specific set of action items, you must add them using this page.

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Important! When you are defining country-specific sets of action items, make sure that you include not only the special country-specific action items, but also the regular action items that are delivered for the ALL country. For example, when defining action items for the Hire Action ID for a specific country, you would include ADD, HIR, and REH in addition to any country-specific action items.

Field or Control	*Description*
Delete Country	Click to delete all rows of actions defined for the country.

Setup Activity Guide - Properties Page

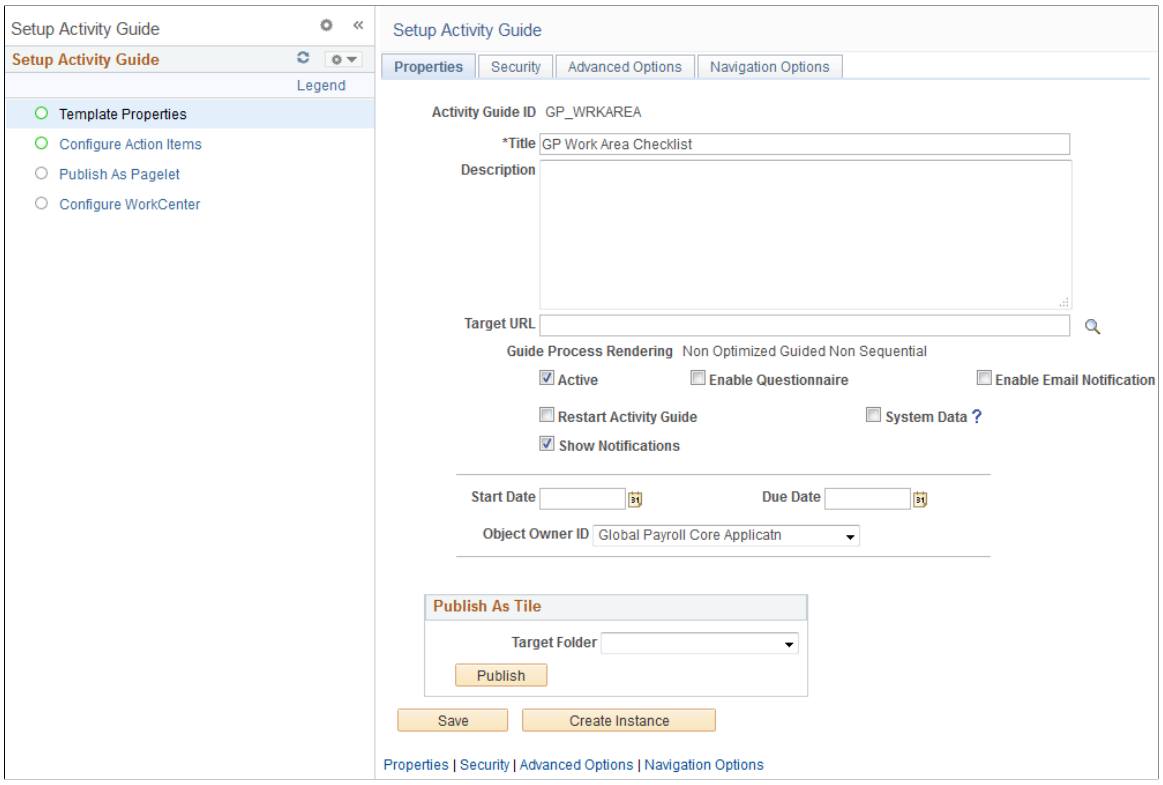
Setup Activity Guide - Properties page to define basic properties for an activity guide template.

Navigation:

PeopleTools > **Portal** > **Activity Guide** > **Manage Templates**

Click the Properties link for the GP Work Area Checklist template.

This is an example of the Setup Activity Guide - Properties page for the GP Work Area Checklist activity guide template.



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Field or Control	*Description*
Object Owner ID	For an activity guide template to be accessible in the Global Payroll Work Area pages, it must have *Global Payroll Core Applicatn* or one of the Global Payroll country extensions as a value in this field.

Setup Activity Guide - GP Work Area Checklist Page

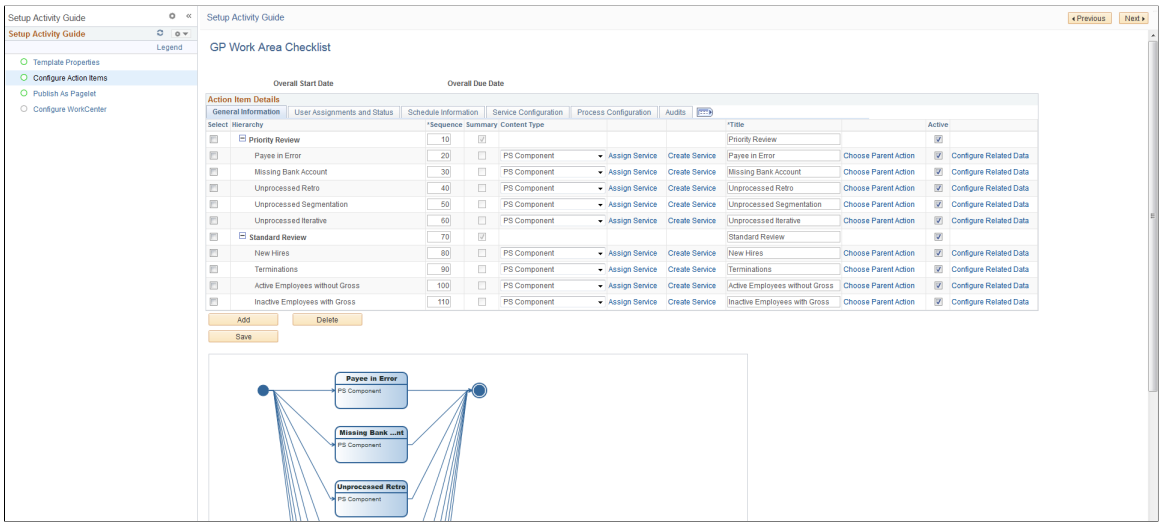
Use the Setup Activity Guide - GP Work Area Checklist page (PTAI_BROWSE) to configure work items.

Navigation:

PeopleTools > **Portal** > **Activity Guide** > **Manage Templates**

Click the GP Work Area Checklist link.

This is an example of the Setup Activity Guide - GP Work Area Checklist page.



Use activity guide templates to configure the work items that you access through the Payroll Work Items Page. Oracle delivers the GP Work Area Checklist activity guide template. Administrators can create new activity guide templates to configure Global Payroll work items as needed.

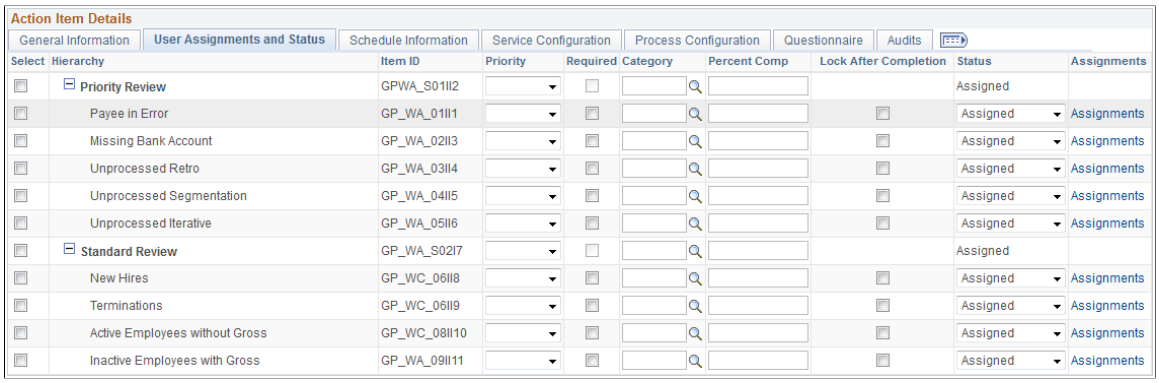
For more information on developing and managing activity guide templates, see the product documentation for *PeopleTools: Portal Technology*.

Assigning Work Items

For activity guide template action items to be accessible through the Payroll Work Items Page, they must be assigned to the GP Administrator role or to individual administrators.

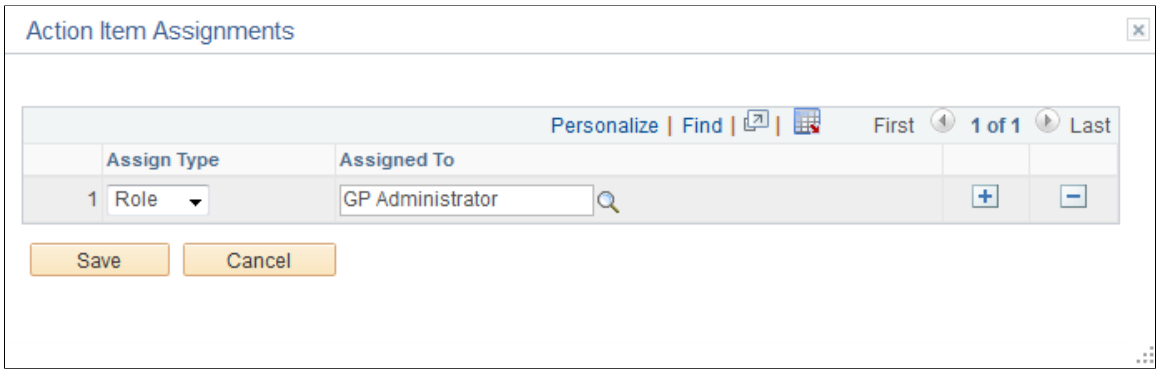
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This example illustrates the User Assignments and Status tab.



Field or Control	***Description***
Assignments	Click to access the Action Item Assignments page where you can assign action items by role or user.

This example illustrates the Action Item Assignments page.



Field or Control	***Description***
Assign Type	Select whether you want to assign the action item by *Role* or *User*.
Assigned To	If you are assigning the action item to a role, select *GP Administrator*. If you are assigning the action time to a specific user, select the user.

Note: Global Payroll Work Area users can access only the work items that are assigned to them. Work items in the template that are not assigned to a user still appear in that user's work area, but they are not accessible by that user.

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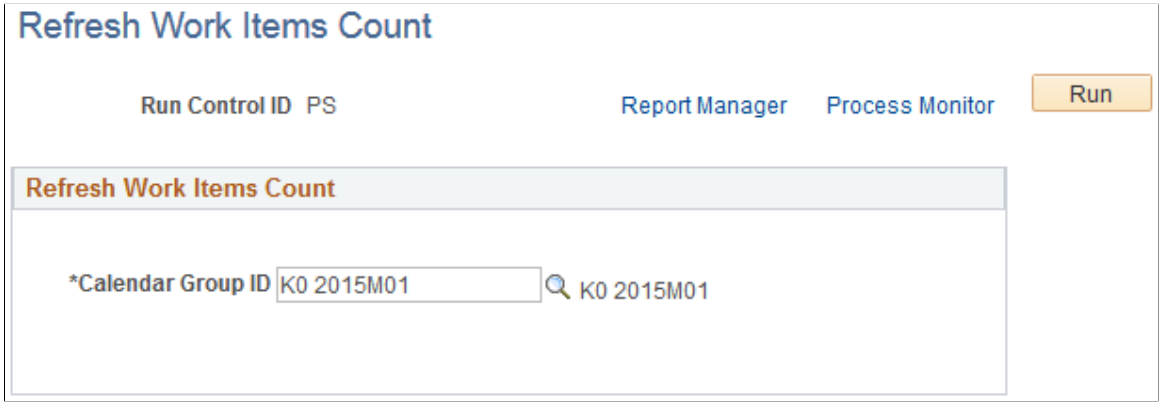
Refresh Work Items Count Page

Use the Refresh Work Items Count page (GP_WC_REF_CNT) to refresh the counts of work items displayed on the Payroll Work Items Page.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Refresh Work Items Count

This example illustrates the fields and controls on the Refresh Work Items Count page.



Use this page to recalculate the counts of work items displayed on the Payroll Work Items Page. The system calculates these counts as part of the GP_PAYAFTER portion of the payroll process during the Identify and Calculate phases. If you need to recalculate the work items count for a payroll that has already been run, you must use this page.

Field or Control	*Description*
Calendar Group ID	Enter the open calendar group for which you want to recalculate work item counts.

Working with the Global Payroll Work Area

Pages Used to Work with the Global Payroll Work Area

Page Name	*Definition Name*	*Usage*
My GP Work Area Settings Page	GP_WC_PYRL_STGS_FL	Define your work area settings.
Global Payroll Calendar Groups Tile	HC_GP_WC_MYCALGRP_FL_GBL	Access a list of calendar groups.
Global Payroll Calendar Groups Page	GP_WC_CALGROUP_FL	View and manage a list of calendar groups.

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Page Name	*Definition Name*	*Usage*
Global Payroll Work Items Tile	HC_GP_WC_WITEM_TI_FL_GBL	Access a list of work items for your default calendar group.
Payroll Work Items Page	GP_WC_WORK_ITMS_FL	View and manage a list of work items for a calendar group.
<Work Item> Page	PTPG_NUI_VWR	Analyze data for a payroll work item.

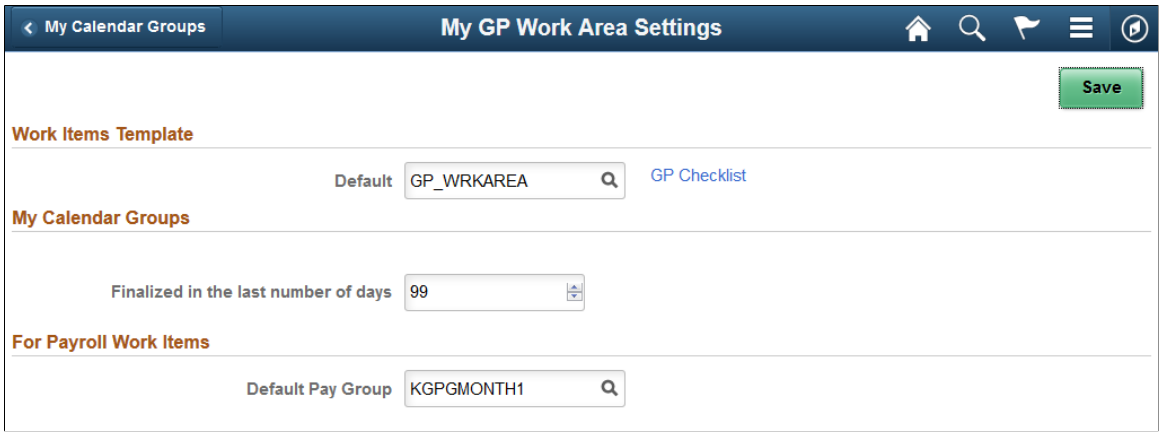
My GP Work Area Settings Page

Use the My GP Work Area Settings page (GP_WC_PYRL_STGS_FL) to define your work area settings.

Navigation:

- Click the Global Payroll Calendar Groups tile or Global Payroll Work Items tile when no work area settings have been defined.
- Select My GP Work Area Settings from the Actions List from the My Calendar Groups or Payroll Work Items pages.

This example illustrates the fields and controls on the My GP Work Area Settings page.



Use this page to define default settings that control what data appears in the Workforce Administrator pages, and how it is displayed.

Setting up this page is a requirement for the GP Work Area Counts process that runs during GP_PAYAFTER process and calculates the work item counts for administrators. The process calculates the counts for each work item for every administrator who has set up the My GP Work Area Settings page.

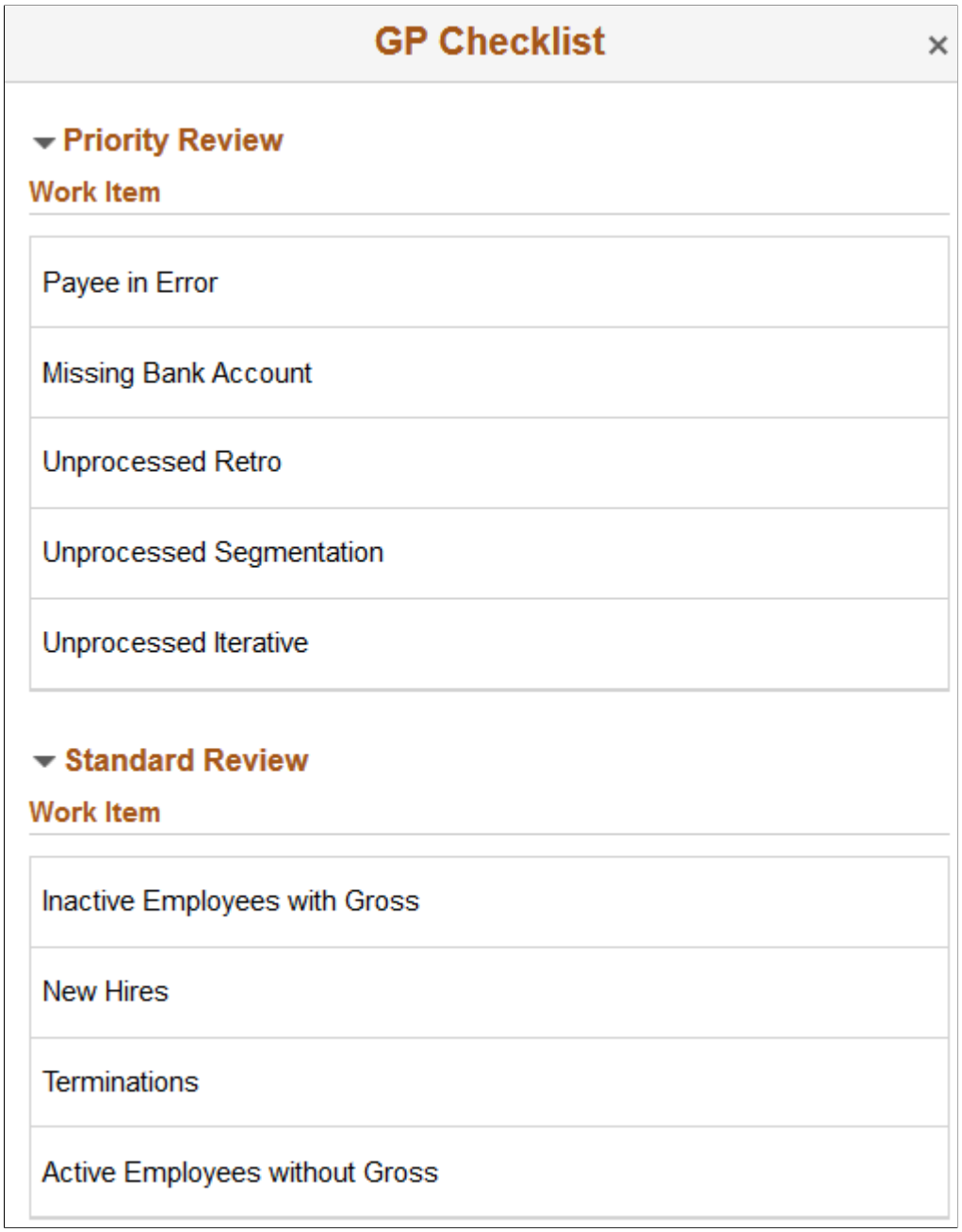
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Work Items Template

Field or Control	*Description*
Default	Select the default activity guide template that the system uses to display work items on the Payroll Work Items Page. You can click the link next to this field to view how this template presents the work items. **Note:** Only templates that have a Global Payroll Core or Global Payroll Country Extension Object Owner ID are available to select in this field. You can develop and maintain the activity guide templates that are available in this field using the Setup Activity Guide - GP Work Area Checklist Page.

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This example illustrates the preview page for the delivered GP Checklist work item template.



My Calendar Groups

Field or Control	*Description*
Finalized in the last number of days	Enter the number of days prior to the current date that the system uses to determine a date range for the finalized calendars that appear on the Global Payroll Calendar Groups Page. For example, if you enter *99* in this field, the page displays all calendar groups finalized in the past 99 days.

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For Payroll Work Items

Field or Control	*Description*
Default Pay Group	Select the default pay group for which the Payroll Work Items Page displays work items when you click the Global Payroll Work Items tile. Use the Work Area User Access - Define PayGroups Page to define the pay groups that an administrator can select in this field.

Global Payroll Calendar Groups Tile

Use the Global Payroll Calendar Groups tile (HC_GP_WC_MYCALGRP_FL_GBL) to access a list of calendar groups.

Navigation:

You can add the Global Payroll Calendar Groups tile to a fluid home page.

This example illustrates the Global Payroll Calendar Groups tile.



Click this tile to access the Global Payroll Calendar Groups Page page where you can view and manage a list of calendar groups.

Note: If you have not yet defined your work area settings, this tile displays a message indicating that you need to define them. In this case, clicking the Global Payroll Calendar Groups tile accesses the My GP Work Area Settings Page instead of the My Calendar Groups page.

Global Payroll Calendar Groups Page

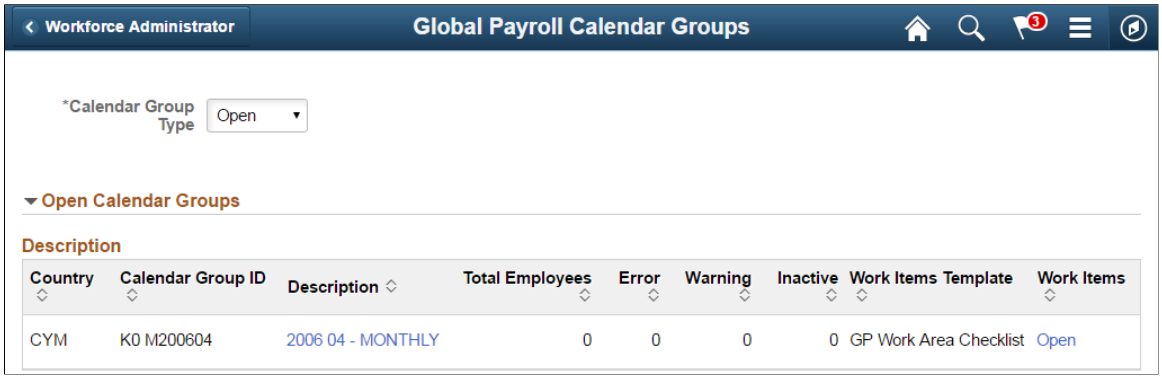
Use the My Calendar Groups page (GP_WC_CALGROUP_FL) to view and manage a list of calendar groups.

Navigation:

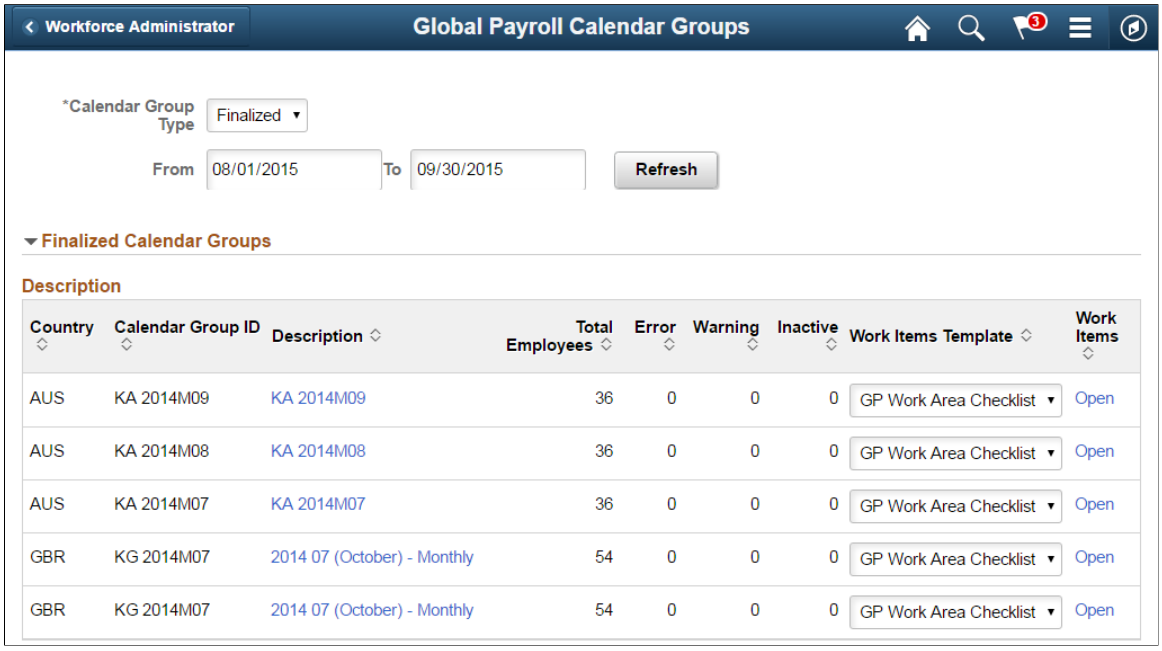
Click the Global Payroll Calendar Groups tile on the Workforce Administrator home page.

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This example illustrates the open calendar groups view of the My Calendar Groups page.



This example illustrates the finalized calendar groups view of the My Calendar Groups page.

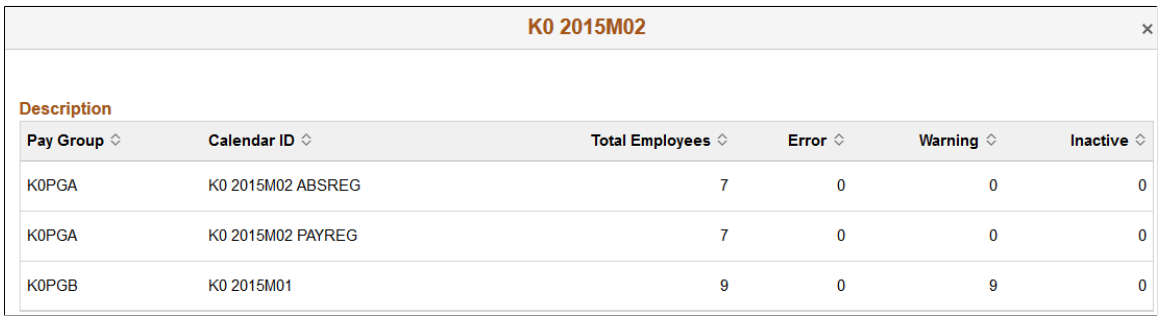


Field or Control	*Description*
Calendar Group Type	This page displays calendar groups associated with the pay groups to which the administrator has access. By default, the value of the **Calendar Group Type** field is *Open*, so that the page displays only open calendar groups. Select *Finalized* in this field to display all finalized calendar groups in the specified date range.

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Field or Control	*Description*
From and **To**	Enter the date range of finalized calendar groups that you want the page to display. By default, the page displays all calendar groups finalized in the past number of days specified in your work area settings. For more information on work area settings, see the documentation for the My GP Work Area Settings Page. **Note:** These fields appear on the page only when you select *Finalized* in the **Calendar Group Type** field.
Refresh	Click this button to update the list of displayed finalized calendar groups according to any changes you made in the **From** and **To** date range fields. **Note:** This field appears on the page only if you select *Finalized* in the **Calendar Group Type** field.
<Calendar Group>	Click this link in the **Description** column to view additional information about the calendar group including: • Pay groups • Calendar IDs • Total employees • Employees with an Error status • Employees with a Warning status • Employees with an Inactive status

This is an example of the <Calendar Group> Description page for the K0 2015M02 calendar group.



Pay Group	Calendar ID	Total Employees	Error	Warning	Inactive
K0PGA	K0 2015M02 ABSREG	7	0	0	0
K0PGA	K0 2015M02 PAYREG	7	0	0	0
K0PGB	K0 2015M01	9	0	9	0

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Field or Control	*Description*
Total Employees	On the My Calendar Groups page, this number is the sum of the individual calendar counts that are displayed in the <Calendar Group> Description page. The counts displayed next to each calendar represents the distinct number of payees processed for the calendar. Multiple segments and employment records for payees are not reflected in these counts.
Error and **Warning**	Displays the number of payees with a status of *Error* or *Warning*. The system derives these counts from the Payee Messages page (GP_MESSAGE_LOG).
Inactive	Displays the number of payees with a status of *Inactive*. The system derives this count from the GP_PYE_PRCS_STAT process.
Work Items Template	Select a template for the work items associated with this calendar group. **Note:** This field is available to edit only for new calendar runs for which work items have not yet been initiated. The default value for this field is the template selected on the My GP Work Area Settings Page.
Open	Click this link in the **Work Items** column to access the Payroll Work Items Page for the calendar group.

Global Payroll Work Items Tile

Use the Global Payroll Work Items tile (HC_GP_WC_WITEM_TI_FL_GBL) to access a list of work items for your default calendar group.

Navigation:

You can add the Global Payroll Work Items tile to a fluid home page.

This example illustrates the Global Payroll Work Items tile.



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Click this tile to access the Payroll Work Items Page page where you can view and manage the work items associated with your default pay group.

Note: If you have not yet defined your work area settings, this tile displays a message indicating that you need to define them. In this case, clicking the Global Payroll Work Items tile accesses the My GP Work Area Settings Page instead of the Payroll Work Items page.

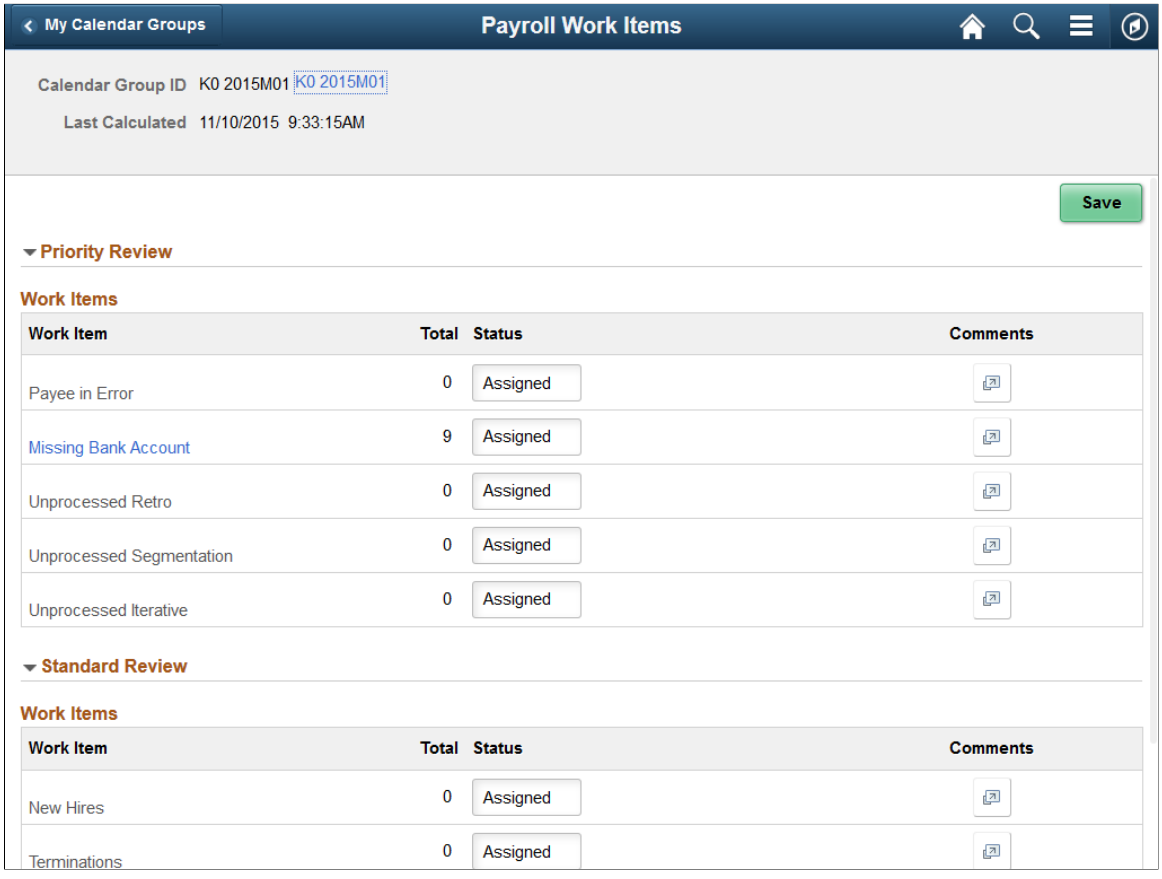
Payroll Work Items Page

Use the Payroll Work Items page (GP_WC_WORK_ITMS_FL) to view and manage a list of work items for a calendar group.

Navigation:

- Click the Open link in the Work Items column of the My Calendar Groups page.
- Click the Global Payroll Work Items tile on the Global Workforce Administrator fluid home page.

This example illustrates the fields and controls on the Payroll Work Items page.



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Field or Control	*Description*
<Calendar Group>	Click this link to view information about the calendar group including: • Country • Period range • Indication of whether the payroll data associated with the calendar was sent to the bank, PeopleSoft General Ledger, or PeopleSoft Time and Labor.

This is an example of the <Calendar Group> page for the K0 2015M02 calendar group.



Field or Control	*Description*
Work Item	This column lists the work items associated with the selected calendar group. Click this link in this column to access the <Work Item> Page for the work item. This link is disabled for a work item if one of the following is true: • The work item is not assigned to the Global Payroll administrator currently logged in. • The work item has a count of zero, so there is no data to view for it.
Total	Displays the number of payees associated with each work item. The system calculates these counts during the Identify and Calculate phases of the payroll process. You can also recalculate them manually using the Refresh Work Items Count Page.

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Field or Control	*Description*
Status	Select a status for a work item. Values are: • *Assigned* • *Completed* • *In Progress* • *Not Assigned* The default activity guide template that you select on the My GP Work Area Settings Pagedetermines the roles to which each work item is assigned. If a work item is assigned to your role, the **Status** field for it has the *Assigned* value when you first access the Payroll Work Items page. If a work item is not assigned to your role, it has the *Not Assigned* value and the associated Work Item link is not available to click. You can manually select the *In Progress* and *Completed* values in the Status field to help you track your work item progress.
Comments	Click the button in this column to enter comments for a work item.

<Work Item> Page

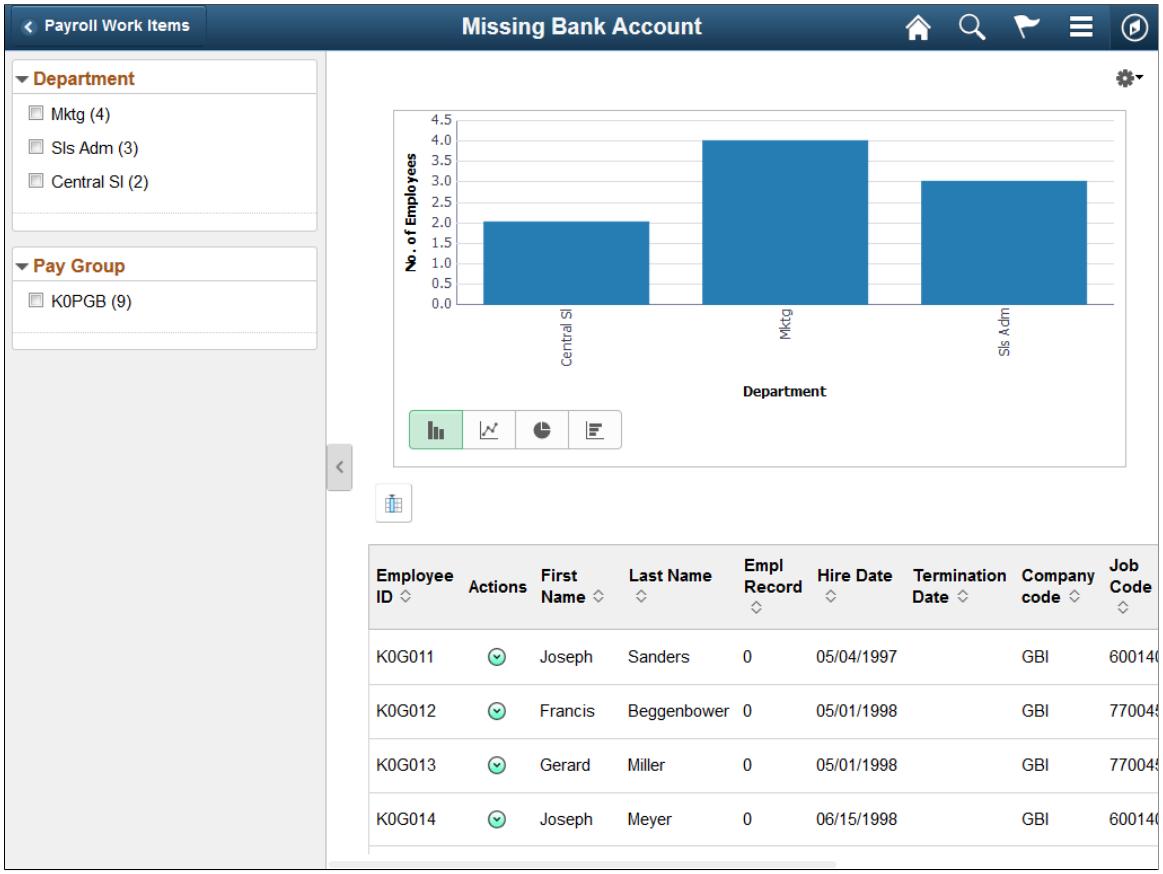
Use the <Work Item> page (PTPG_NUI_VWR) to analyze data for a payroll work item.

Navigation:

Click a work item link on the Payroll Work Items page.

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This example illustrates the fields and controls on the <Work Item> page.



This page displays the details for all the employees associated with a work item in a pivot grid.

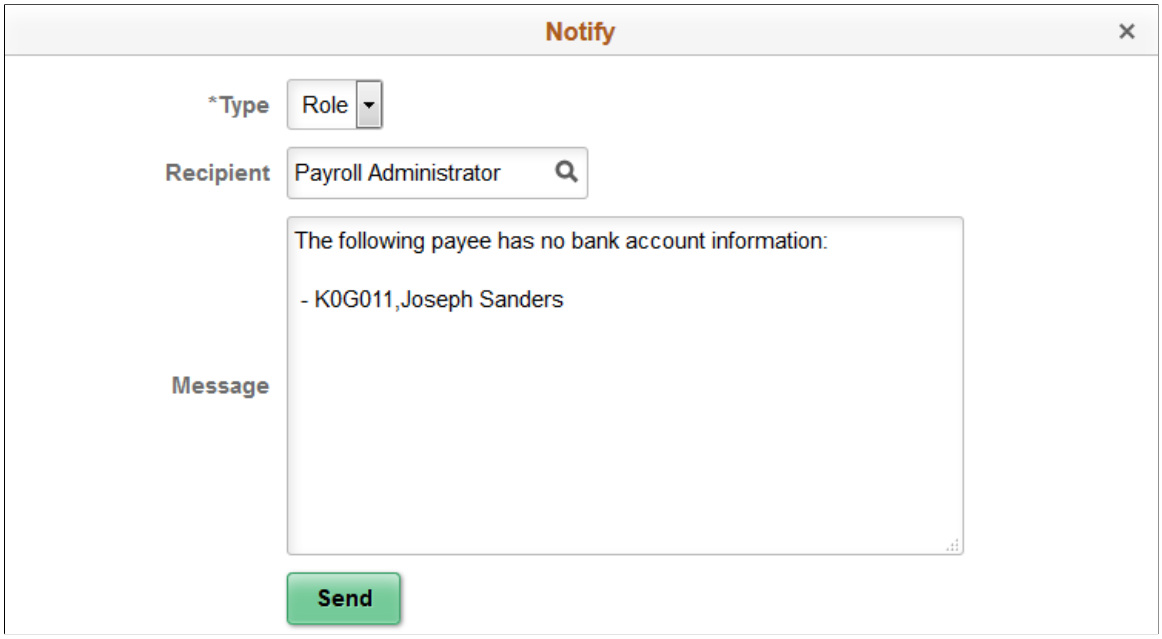
Field or Control	***Description***
	Click to open or close the filters pane. The facets available to filter the pivot grid data depend on the type of work item you are accessing.
	Click the icon to perform one of these actions: • View chart data as a whole, and update column and row values as needed. • Select the available filters to be used in the chart. • Export data to spreadsheets. • Edit chart options. See the *Viewing a Pivot Grid Model Using the Pivot Grid Viewer* topic in *PeopleTools: Pivot Grid* for more information on using the chart options.

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Field or Control	*Description*
	Click to perform related actions for multiple payees at once.
	Click to select a related action for the payee. The related actions available to select depend on the type of work item you are accessing and may include: • *Personal Information:* Click to access the “Biographical Details Page” (PeopleSoft Human Resources Administer Workforce). • *Job Data:* Click to access the “Work Location Page” (PeopleSoft Human Resources Administer Workforce). • *Maintain Bank Accounts:* Click to access the “Maintain Bank Accounts Page” (PeopleSoft Human Resources Administer Workforce). • *Specify Net Pay Elections:* Click to access the Specify Net Pay Elections Page. • *Update Contracts:* Click to access the Update Contracts component. For more information, see “Tracking Workforce Contracts” (PeopleSoft Human Resources Administer Workforce). • *Contract Data:* Click to access the Update Contracts component. For more information, see “Tracking Workforce Contracts” (PeopleSoft Human Resources Administer Workforce). • *Payee Messages:* Click to access the Payee Messages Page. • *Results by Calendar Group:* Click to access the Calendar Group Results page. For more information, see Viewing Results by Calendar Group. • *Review Triggers:* Click to access the Segmentation Page. • *Payee Status:* Click to access the Payee Status Page. • *One Time Positive Input:* Click to access the One Time (Positive Input) Page. • *Notify:* Click to open the Notify modal page where you can create a notification.

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This example illustrates the Notify page.

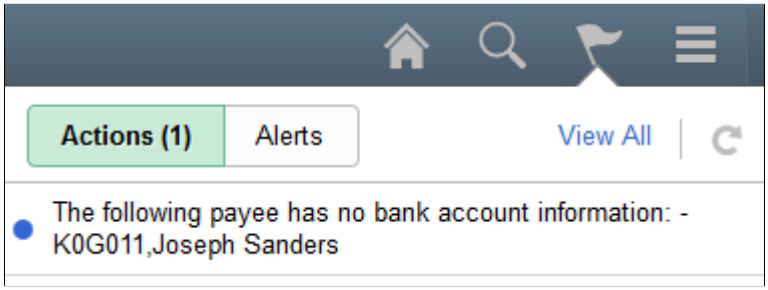


You can send this notification to a specific recipient, or to everyone with a specific role. The system populates the Message field with the employee ID and the name of the payee for which you selected the *Notify* related action.

Note: You can include multiple payees in a notification using bulk mode.

The notifications that you create with this page appear to recipients in the Notifications window of the PeopleSoft application.

This is an example of a notification generated using the Notify related action.



Field or Control	***Description***
	Click to display data in the chart type represented by the icon. Available chart types include vertical bar (default value), line, pie, and horizontal bar.

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Chapter 28

Using the PeopleSoft Fluid User Interface to Work with Global Payroll Analytics

Working with Global Payroll Analytics

Pages Used to Work with Global Payroll Analytics

Page Name	*Definition Name*	*Usage*
Configuration Settings Page	GP_ACTIVAT_SETTING	Enable the Workforce Administration features.
Payroll Analytics Set Up Page	GP_PA_ANL_SET	Define default threshold amounts for the Payroll Analytics page.
Global Payroll Analytics Tile	HC_GP_PA_LAND_FL	Access a set of pivot grids that enable you to analyze payroll results.
Global Payroll Analytics Page	GP_PA_PAY_PIVOT_FL	Analyze payroll results for gross pay, net pay, earnings, and deductions.

Understanding Global Payroll Analytics

Global Payroll Analytics comprises a robust set of pivot charts that enable payroll administrators to analyze payroll results so that they can quickly find and manage exceptions. Global Payroll Analytics consists of two main types of pivots: threshold and variance.

The threshold pivots display payroll results where certain values exceed a threshold. For example, you might want to view results for payees with gross pay over 10,000.00 USD.

The variance pivots display payroll results from two different pay periods, enabling you to compare previous and current values, looking for differences that exceed a certain amount. For example, you might want to look for payees whose salary increased or decreased by 10% or more from one period to the next.

For each type of pivot, you can view results for gross pay, net pay, earnings, or deductions.

The following video includes a demonstration of Global Payroll Variance Analytics.

Video: Image Highlights, PeopleSoft HCM Update Image 19: Global Payroll Variance Analytics

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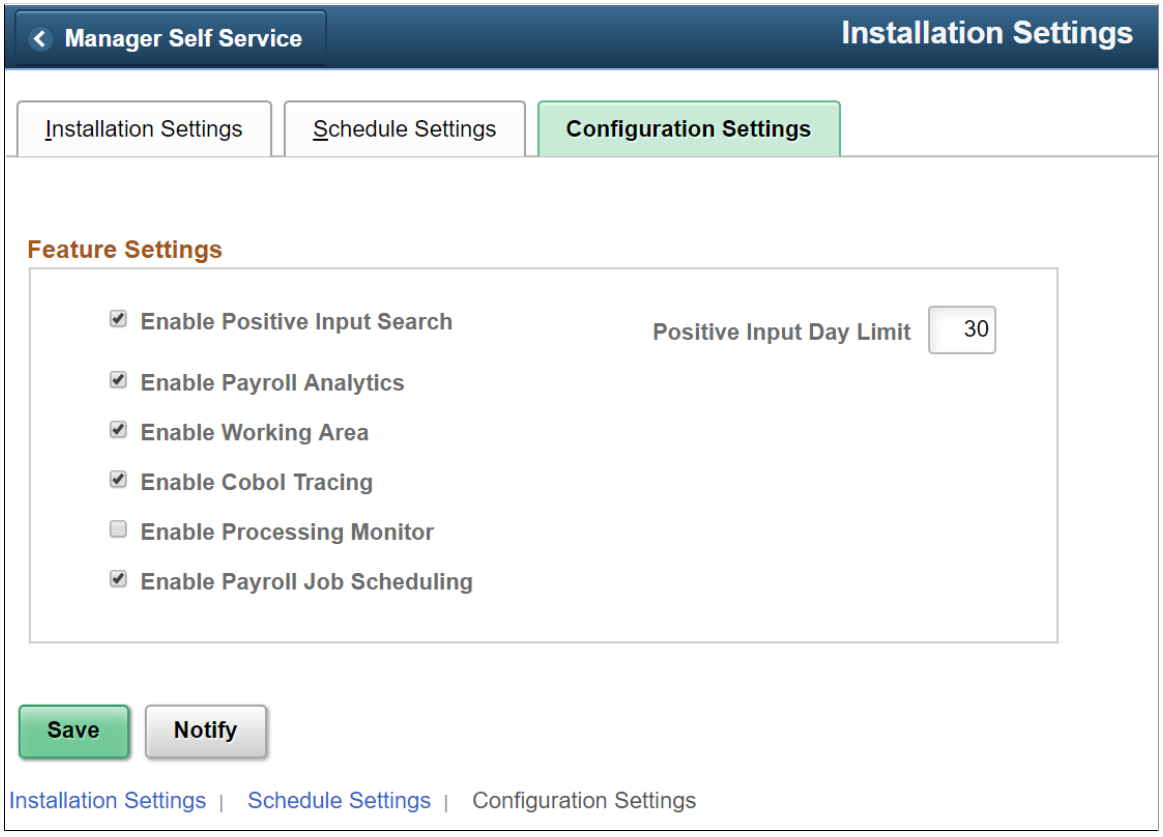
Configuration Settings Page

Use the Configuration Settings page (GP_ACTIVAT_SETTING) to enable Workforce Administration features.

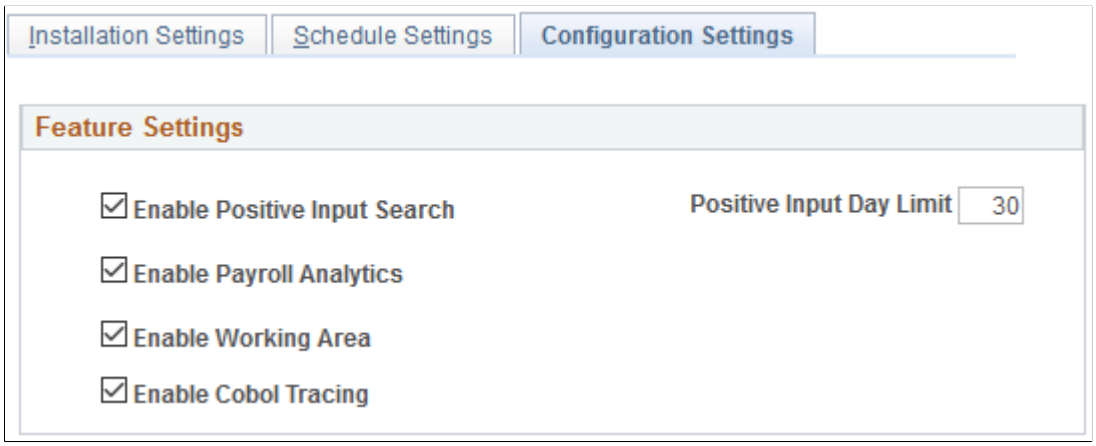
Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Installation Settings > Configuration Settings

This example illustrates the fields and controls on the Configuration Settings page.



This example illustrates the fields and controls on the Configuration Settings page.



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Field or Control	*Description*
Enable Payroll Analytics	Select to enable administrators to access to the Global Payroll Analytics Page.

Related Links

Configuration Settings Page

Payroll Analytics Set Up Page

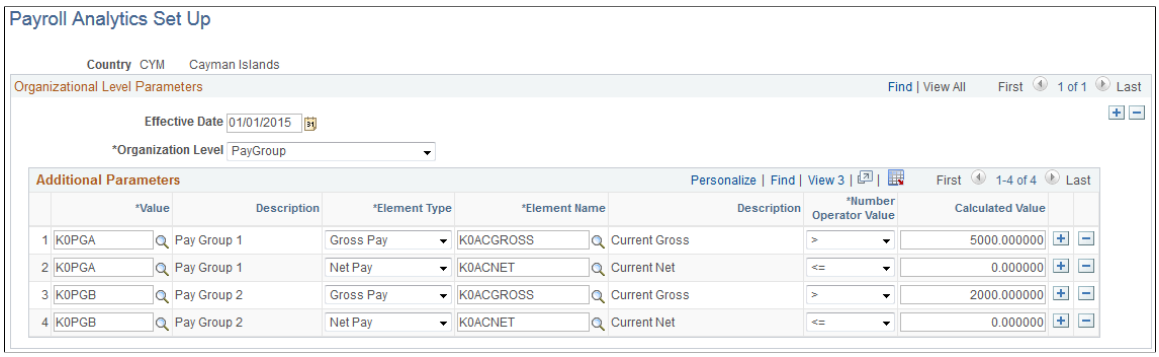
Use the Payroll Analytics Set Up page (GP_PA_ANL_SET) to define default threshold amounts for the Global Payroll Analytics page.

Important! This page is relevant only if your system is running PeopleTools 8.54. If your system is running PeopleTools 8.55 or higher, the Global Payroll Analytics page does not use default threshold amounts.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Payroll Analytics Setup

This example illustrates the fields and controls on the Payroll Analytics Set Up page.



You can use this page to set up country-specific, default threshold amounts for specific elements. This effectively establishes default search criteria for the Global Payroll Analytics page, which you can then refine from that page.

Note: You can define default threshold amounts for the gross pay and net pay threshold pivots only. They do not apply to the gross and net pay variance pivots, or any of the earnings and deductions pivots.

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Field or Control	*Description*
Organization Level	Select the level at which you want to define default threshold values. Available values are: • *Company* • *Country* • *Department* • *Paygroup*

Additional Parameters

Use the fields in this grid to create a set of default threshold values at the selected organization level. You can create more than one default threshold value for a specific organization level. For example, you can set a threshold for one pay group, and a different threshold for another pay group.

Field or Control	*Description*
Business Unit	Select the business unit that includes the department for which you want to set default threshold values. **Note:** This field is available only for the *Department* organization level.
Value	The value you select in this field corresponds to the organization level for which you are defining default threshold values. For example, if you select *Paygroup* in the **Organization Level** field, select a specific pay group in the **Value** field. **Note:** If you are defining default values at the country level, this field defaults to the country you already selected when you accessed the page.
Element Type	Select whether you are setting default threshold values for a *Gross Pay* or *Net Pay* element. **Note:** The list of elements available to select is restricted to the accumulators that are defined as Gross Pay and Net Pay elements on the Process List definitions.
Element Name	Select the specific element for which you are defining default threshold values.

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Field or Control	*Description*
Number Operator Value and **Amount**	Select an operand and a number value to set a default threshold value for the selected element.

Global Payroll Analytics Tile

Use the Global Payroll Analytics tile (HC_GP_PA_LAND_FL) to access a set of pivot grids that enable you to analyze payroll results.

Navigation:

You can add the delivered Global Payroll Analytics tile to a fluid home page.

This example illustrates the Global Payroll Analytics tile.



Click this tile to access the Global Payroll Analytics Page.

Global Payroll Analytics Page

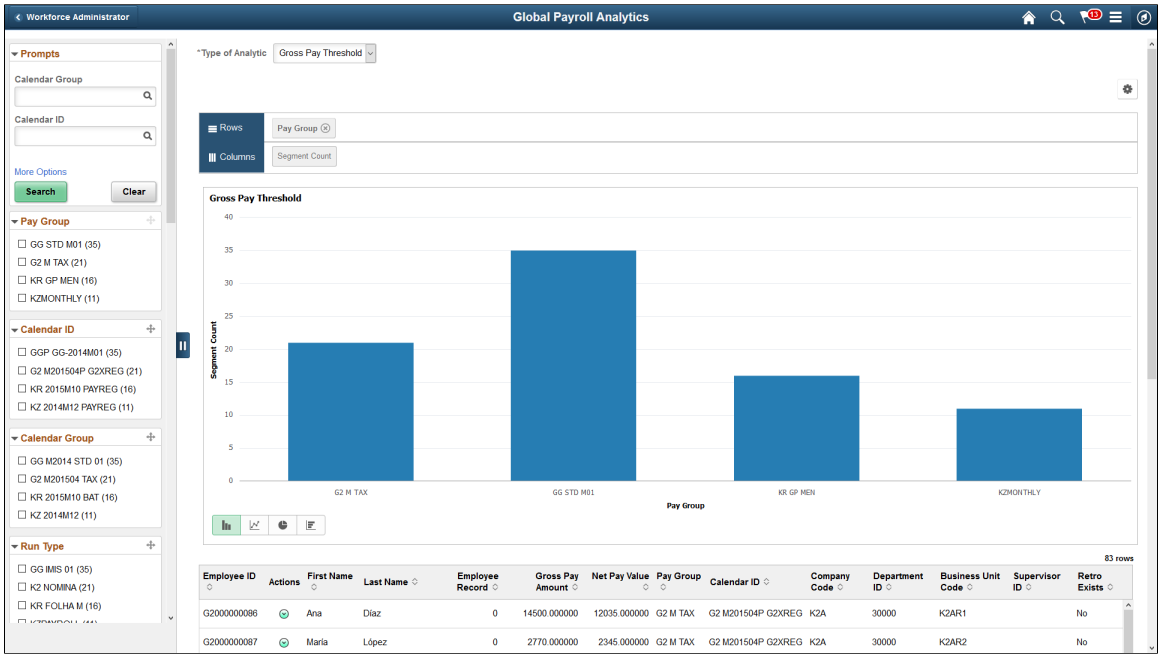
Use the Global Payroll Analytics page (GP_PA_PAY_PIVOT_FL) to analyze payroll results for gross pay, net pay, earnings, and deductions

Navigation:

Click the Global Payroll Analytics tile.

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This example illustrates the fields and controls on the Global Payroll Analytics page.



Note: This documentation discusses the version of this page that is available for systems running PeopleTools 8.55 or higher. The version of this page available for systems running PeopleTools 8.54 uses default threshold amounts and does not incorporate standard PeopleTools pivot grid search functionality.

For more information on generic pivot grid functionality, see the product documentation for *PeopleTools: Pivot Grid*.

Use the pivot grids available on this page to analyze your payroll results. The Gross Pay and Net Pay pivots display the segment count by pay group. The Earnings and Deductions pivots display occurrence count by pay group.

Field or Control	***Description***
Type of Analytic	Select the pivot you want to view on the page. Options are: • *Gross Pay Threshold* • *Gross Pay Variance* • *Net Pay Threshold* • *Net Pay Variance* • *Earnings Threshold* • *Earnings Variance* • *Deductions Threshold* • *Deductions Variance*

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Field or Control	*Description*
	Click the icon to perform one of these actions: • *View Grid:* Select to display a Pivot Grid view that presents the chart data in a full-page modal. You can select to slice and dice the data in the grid by dragging the facet dimensions from the left panel to the grid columns and rows. In addition, you can change prompts and facet values to analyze the data. • *Update Filters:* Select to display the Update Filters dialog box, which enables you to add or remove filters for a model. • *Chart Options:* Select to open the Chart Options dialog box, which enables you to change the chart layout, chart axis, filters, and so on. • *Export Data:* Select to export the underlying PSQuery data to Microsoft Excel. • *Save:* Select to save your personalization. • *Save As:* Select to open the Save As dialog box, which enables you to copy the current Pivot Grid model and save it as a different one. • *Sort Option:* Select to open the Sort Options dialog box. See the *Using the Options Menu* topic in *PeopleTools: Pivot Grid* for more information on using the chart options.
 (show filters)	Click to open or close the filters pane. The prompts and facets available depend on which pivot you are viewing. If you click the More Options and Show Operators links in the filters pane, you can filter the pivot grid based on amounts and units. For example, you might want to analyze only payees whose gross pay is equal to or greater than 2000 USD.

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Field or Control	*Description*
Detailed View or **Drilldown To**	Click a data element (for example, a bar, line, or pie wedge), to view more detail about that element. Detail options are: • *Detailed View:* Filters the data listed in the grid at the bottom of the page by the selected element. • *Drilldown To:* Displays the drilldown options that are available for the chart. Click a drilldown option to redraw the chart based on the type of data selected. For the Gross Pay Threshold, Gross Pay Variance, Net Pay Threshold, and Net Pay Variance pivots, *Department* is the only drilldown option. For the Earnings Threshold and Earnings Variance pivots, the drilldown options are *Department* and *Earning*. For the Deductions Threshold and Deductions Variance pivots, the drilldown options are *Department* and *Deduction*. **Note:** You can also pause, or hover, over an element to display its X and Y axes values.
	Click to select a related action for the payee. The related actions available may include: • *Results by Calendar Group:* Click to access the Calendar Group Results page. For more information, see Viewing Results by Calendar Group. • *Results by Calendar:* Click to access the Results by Calendar - Calendar Results Page. • *Payee Status:* Click to access the Payee Status Page. • *Payee Messages:* Click to access the Payee Messages Page. • *Positive Input:* Click to access the One Time (Positive Input) Page. • *Element Assignment:* Click to access the Element Assignment By Payee Page. • *Create and Maintain Absences:* Click to access the “Create and Maintain Absence Requests Page” (PeopleSoft Absence Management).
	Click to display data in the chart type represented by the icon. Available chart types include vertical bar (default value), line, pie, and horizontal bar.

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Viewing Global Payroll Insights

The Global Payroll Insights are divided into:

- Global Payroll Costs Analytics: It enables upper management of an organization to view and analyze payroll expenses related to their workforce using Insights visualizations.
- Global Payroll Operations Analytics: Provides Global Payroll Administrators a clear picture of the payroll status, open errors, payment methods, payroll frequencies etc.
- Global Payroll Trends Analytics: Helps Global Payroll Administrators to identify peaks and analyze fluctuation over time for Earnings and Deductions, off-cycle processes, payroll status, payroll frequency, etc. for their work areas.

These payroll visualizations are built on the PeopleSoft Insights platform, which relies on an underlying analytics engine and search engine. Global Payroll data that is visible on the dashboard comes from Global Payroll search indexes.

For information on Insights, see PeopleTools Search Technology, “Monitoring PeopleSoft Search Framework and OpenSearch” and “Working with Insights Dashboards for PeopleSoft Application Data” documentation.

These videos provide an overview of the Insights feature:

Video: Insights with PeopleSoft

Video: PeopleSoft HCM Insights

This topic lists common elements used in Insights visualizations, provides an overview of the deployment and access of the analytics for Global Payroll, and discusses how to review and analyze Global Payroll data using Insights visualizations.

Pages Used to View Insights Global Payroll Insight Analytics

Page Name	***Definition Name***	***Usage***
Global Payroll Insights Tile	HC_GP_PAYROLL_INSIGHT_LINK_FL	Access the Global Payroll Insights dashboard.
Global Payroll Insights Dashboard	HC_GP_PAYROLL_INSIGHT_LINK_FL	Access Insights Global Payroll Insights (Cost Analytics), Global Payroll Analytics, Global Payroll Operations, Global Payroll Trends, and Global Payroll Administration.
Global Payroll Cost Analytics Tile	HC_GP_PAYROLL_INSIGHT_FL	Access Global Payroll visualizations on the Global Payroll Insights (Cost Analytics) dashboard.

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Page Name	*Definition Name*	*Usage*
Global Payroll Insights (Cost Analytics) Dashboard	HC_GP_PAYROLL_INSIGHT_FL	To view Insights visualizations for Global Payroll based on the Global Payroll data index, and spot inconsistencies in time.
Global Payroll Operations Tile	HC_GP_OPERATIONS_FL	Access Global Payroll visualizations on the Global Payroll Operations dashboard.
Global Payroll Operations Dashboard	HC_GP_OPERATIONS_FL	To view Insights visualizations for Global Payroll operations.
Global Payroll Trends Tile	HC_GP_TRENDS_FL	Access Global Payroll visualizations on the Global Payroll Trends dashboard.
Global Payroll Trends Dashboard	HC_GP_TRENDS_FL	To view Insights visualizations for Global Payroll trends.

Understanding How to Deploy and Access Global Payroll Insight Analytics

Before users can access the Global Payroll data in PeopleSoft Insights, the following steps should be performed:

1. Deploy Global Payroll tiles and dashboards.
    - Global Payroll Insights Home
    - Global Payroll Insights
    - Global Payroll Operations
    - Global Payroll Operations Tile
    - Global Payroll Trends
    - Global Payroll Trends Tile

    (**PeopleTools** > **Search Framework** > **Administration** > **Deploy Dashboards to Insights**)
2. Deploy and build these payroll search indexes:
    - GP_KIB_ERN_DED_GN
    - GP_KIB_ED_GN_SRCH
    - GP_KIB_OPER_SRCH
    - GP_KIB_OP_TREND_SRCH

    (**PeopleTools** > **Search Framework** > **Administration** > **Deploy/Delete Object**)
3. Assign the below user role to administrators to access and view Global Payroll visualizations.

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- **GP Administrator,** which provides access to the Global Payroll Insights tile and dashboard.
- **Fluid Dashboard- ESS GP,** which provides access to Global Payroll data components, allowing users to view Global Payroll data presented on visualizations.

4. Add the following tiles:
   - Global Payroll Insights tile
   - Global Payroll Cost Analytics tile
   - Global Payroll Operations tile
   - Global Payroll Trends tile
5. Configure element categories (Earnings and Deductions) for your country.

   (**Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Element Category Configuration**
6. Define local currency in the Currency Conversion Setup page.

   Set Up HCM > **Common Definitions** > **Currency Conversion Setup**
7. Run the process to enable access.

   PeopleTools > **Security** > **Query Security** > **Query Access List Cache**
8. Select the Enable Access List Cache option and run the process.

Common Elements and Controls

This section lists the common elements and controls that are used in Insights.

Note: Filtering options apply to all visualizations, which allows users to drill down on all the charts at once.

Field or Control	*Description*
Open in Insights	This link appears only for users with role *Search Administrator*.

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Field or Control	*Description*
Filters search field,  (Change all filters), and + **Add filter**	Enter criteria to filter data on the visualizations. You can add filters in a number of ways: • Enter them manually in the Filters search field. • Use the + **Add filter** link to create filters using fields, operators and field values. • Select a chart item from a visualization. • Use the legend to add or exclude items (applicable to some visualizations). Added filters are displayed below the Filters search field for reference. For example, when you select a state from the map, the corresponding filter is automatically added to your filters list. When you click the donut chart item for *Bonus* in the Earnings by Category visualization, the system will prompt you to add the *Description: Bonus* and *Category: Earnings* filters since this item consists of more than one filter. Click the **Filters** link by the search field to hide or show a list of filters that have been applied to the analytics. A badge number appears to show the number of filters currently applied to the analytics. Click the **Change all filters** gear icon for a list of actions that can be performed on *all* filters, for example, disable them temporarily, delete them permanently, or invert inclusion (show data that does not meet filter criteria). Click a filter item for a list of similar actions that can be performed on it individually.
 (Calendar) or **Show dates**	Click to select a different time period for the analytics. You can enter it manually, or choose from commonly used date ranges provided the system as well as recently used selections. When a new period is selected, all visualizations are refreshed automatically to reflect that change. If you have selected a commonly used date range, for example, *This month*, or *Week to date*, click the **Show dates** link to view the approximate date period in relation to the current date. For example, the current date is November 1 and the selected date range is *Year to date*. Clicking the Show dates link displays ~ *10 months ago —> now*, which indicates that the selected date range started from approximately 10 months ago and ends on the current date.

When you pause over a visualization, the Options and Legend (if applicable) icons are displayed on the top right and bottom corners respectively. Use them to inspect the chart or table and view the details of that visualization, and toggle the legend display.

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Field or Control	*Description*
(Options)	Pause over the Options icon to select one of these options: • *Inspect*: Select this option to have a slide out page appear providing the details in a grid format. You can also download data from this page. • *Full screen* or *Minimize*: Select Full screen to have the page display only this visualization in full screen. Select Options, Minimize to return to the dashboard in Insights and display all visualizations.
(Toggle legend)	Click this icon to hide or display the legend for the chart, if available. You can click an item in the legend to change its color, or add it as a filter (if applicable).
Chart item (bar, pie slice, and so forth)	Hover over a chart item, such as a bar item or pie slice, to view a summary of details for that item. Select a chart item to add a filter for it to apply to all visualizations.

For more information on working with Insights and filters, see PeopleTools *Search Technology,* “Working with Insights Dashboards for PeopleSoft Application Data” documentation.

Global Payroll Insights Tile

Use the Global Payroll Insights tile to access the Global Payroll Insights dashboard.

Navigation:

The Global Payroll Insights tile is delivered as part of Workforce Administrator Home Page. You can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

This example illustrates the Global Payroll Insights tile.

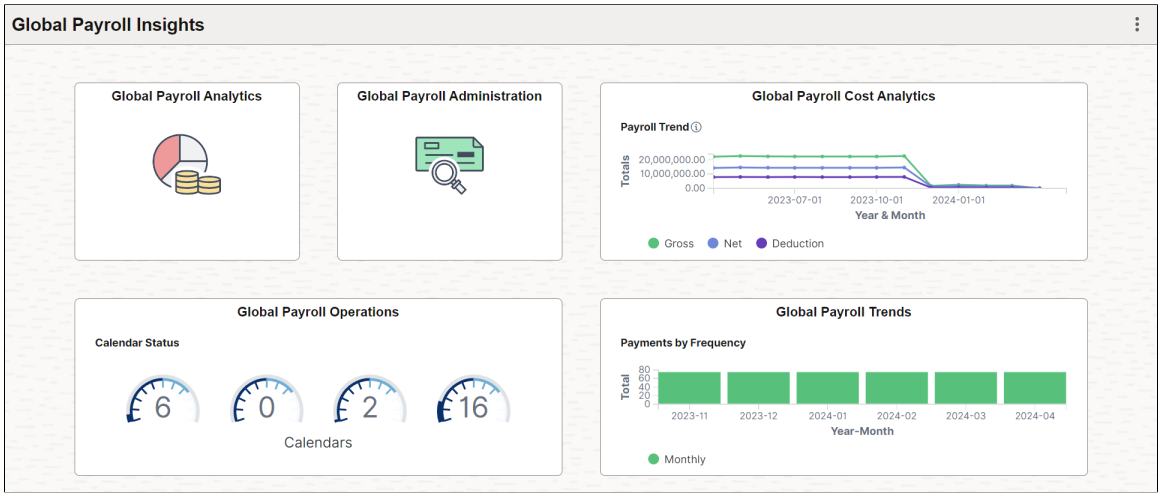


Global Payroll Insights Dashboard

Use the Global Payroll Insights Dashboard to access different Global Payroll tiles.

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This example illustrates the Global Payroll Insights dashboard.



You can access the following Global Payroll tiles from the Global Payroll Insights dashboard:

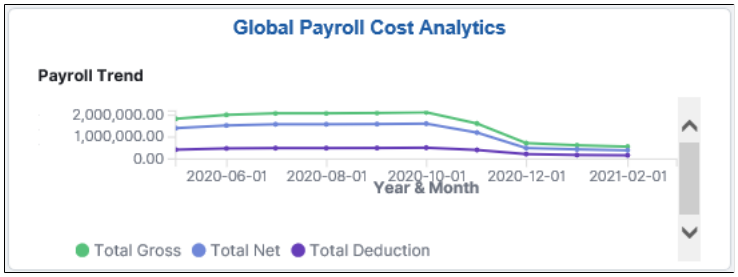
- Global Payroll Analytics
- Global Payroll Administration
- Global Payroll Cost Analytics
- Global Payroll Operations
- Global Payroll Trends

Global Payroll Cost Analytics Tile

Use the Global Payroll Cost Analytics tile to access Global Payroll visualizations on the Global Payroll Insights (Cost Analytics) dashboard.

The Global Payroll Cost Analytics tile is located on the Global Payroll Insights dashboard.

This example illustrates the Global Payroll Cost Analytics tile.



The Global Payroll Cost Analytics tile displays a portion of the Payroll Trend visualization, which is available on the Global Payroll Insights (Cost Analytics) dashboard.

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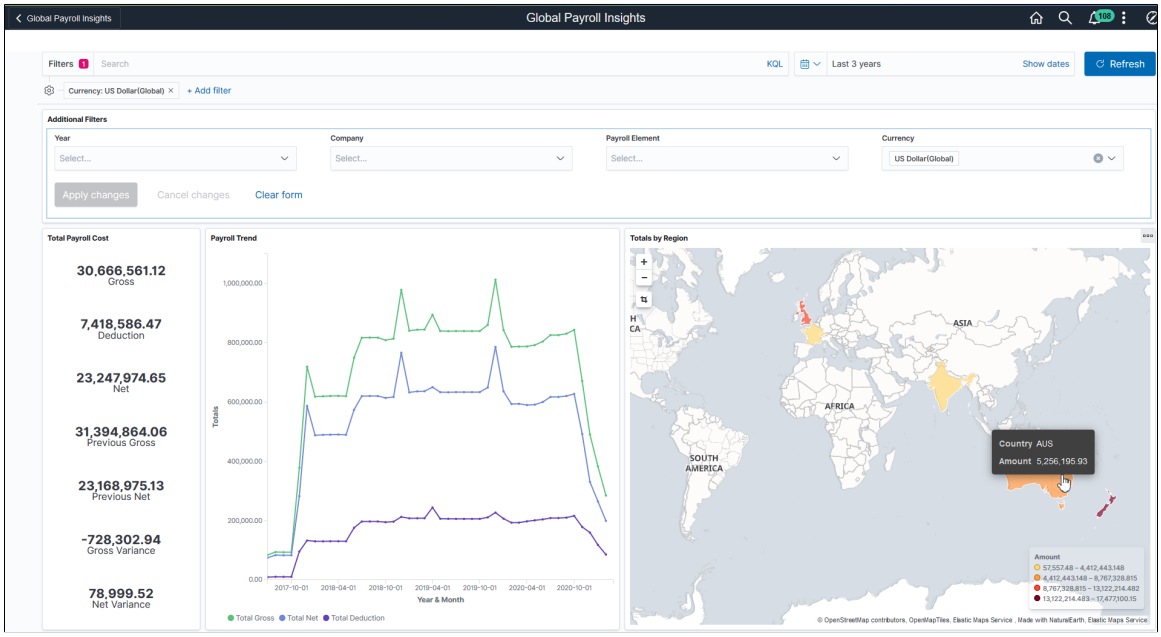
Global Payroll Insights (Cost Analytics) Dashboard

Use the Global Payroll Insights (Cost Analytics) dashboard to review and analyze Global Payroll data using Insights visualizations.

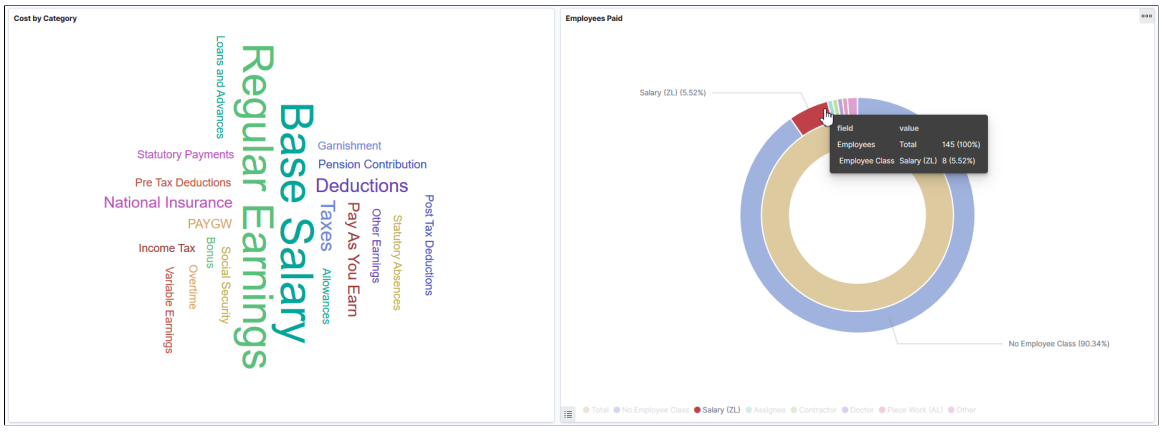
Navigation:

Click the Global Payroll Cost Analytics tile.

This example illustrates the fields and controls on the Global Payroll Insights (Cost Analytics) dashboard (1 of 3). This screenshot shows the popup menu details that appear when you pause over a chart item on a map visualization.

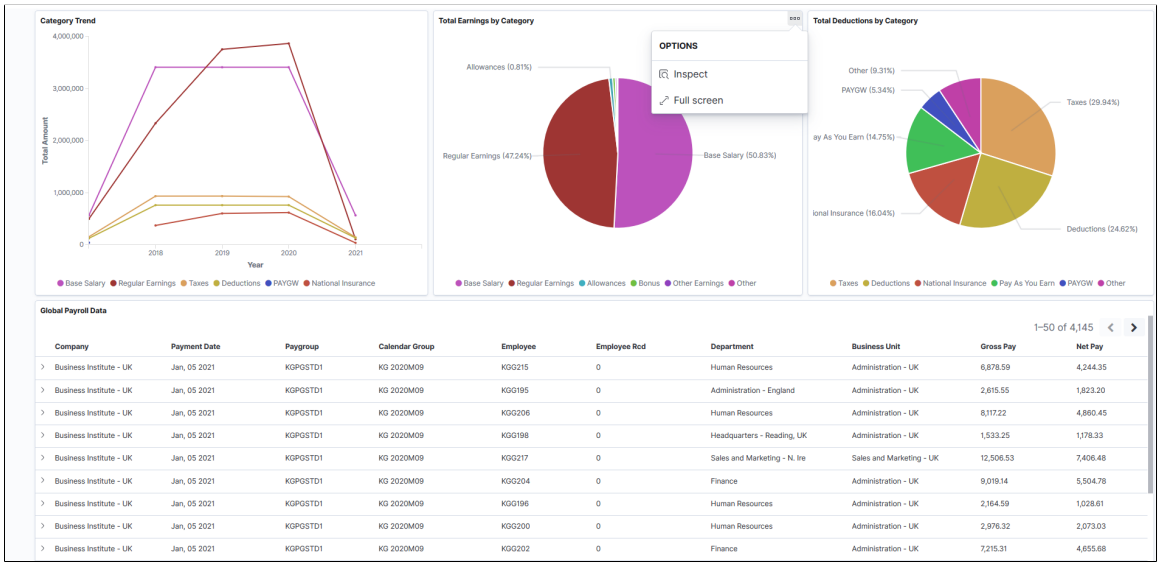


This example illustrates the fields and controls on the Global Payroll Insights (Cost Analytics) dashboard (2 of 3). The popup menu shows two pieces of information represented by the chart item that you pause over on a two level donut visualization.



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This example illustrates the fields and controls on the Global Payroll Insights (Cost Analytics) dashboard (3 of 3). The screenshot shows the Options pop-up that will display when you click the Options icon of a visualization.



Warning! Insights dashboards may not render properly if you access them using unsupported platforms.

Using the interactive visualizations that are available on the dashboard, you can see the breakdown of total payroll costs, and compare the trends of different breakdown components over a period of time. You can also view the distribution of payroll costs by country and category, total employees paid, category trends as well as the total earnings and deductions by category. When you select filters or chart items, or modify the date range, Insights dynamically updates all visualizations.

Note: If you want to see the updated data in Global Payroll Insights dashboard, you have to run the following indexes in the incremental mode, this process is also triggered by the Calculate Absence and Payroll process:

1. GP_KIB_ERN_DED_GN
2. GP_KIB_ED_GN_SRCH

The dashboard uses role-level security to display permitted data to the user. If you add or update any data, you need to run the above indexes again.

The Global Payroll Insights (Cost Analytics) dashboard delivers these visualizations:

- Total Payroll Cost
- Payroll Trend
- Totals by Region
- Cost by Category
- Employees Paid
- Category Trend

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- Total Earnings by Category
- Total Deductions by Category
- Global Payroll Data

See Common Elements and Controls

Additional Filters

Additional Filters allows you select filters based on below attributes:

- Year
- Company
- Payroll Element
- Currency: The currencies displayed in this field are configured using the Currency Conversion Setup page. You need to define local and global currencies in this setup page.

  The Insights dashboard displays the data only if the conversion rate is defined in the Currency Conversion Setup page. For details, see Defining Currency Conversion Setup.

  By default, the dashboard displays the visualizations in global currency (USD).

Total Payroll Cost

This visualization displays the total cost of payroll and its breakdown numbers. Listed numbers include:

- Gross
- Deduction
- Net
- Previous Gross
- Previous Net
- Gross Variance
- Net Variance

Payroll Trend

This line chart visualization presents the trend and highlight fluctuations in various payroll costs.

Pause over a point on a line to view the pay period and actuals of the corresponding payroll cost component.

Totals by Region

This map visualization represents total category costs by region. The darker the shade, the higher the payroll cost.

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Cost by Category

This tag cloud visualization displays terms of common payroll costs (that is, different earnings and deduction elements) that are incurred by the employer. The larger the term's font size, the higher the payroll cost.

The earnings and deduction elements displayed in this visualization are configured through the Element Category Configuration page. For details, see Defining Element Category Configuration.

Employees Paid

This donut chart visualization displays two levels of metrics. The inner ring represents total employee count and outer ring breaks down the total employee count by employee class.

The top 8 employee class with the highest count are shown.

Select *Other* to view the next 8 employee class, so on and so forth.

Category Trend

This line chart visualization presents fluctuation of the top categories cost over the time.

Total Earnings by Category

This pie chart visualization displays the breakdown of total earnings in percentage by earnings category. The top 5 earnings categories with the highest amount are shown.

Select *Other* to view the next 5 highest-amount earnings categories, so on and so forth.

Total Deductions by Category

This pie chart visualization displays the breakdown of total deductions in percentage by deduction category. The top 5 deduction categories with the highest amount are shown.

Select *Other* to view the next 5 highest-amount deduction categories, so on and so forth.

Global Payroll Data

This grid lists the Global Payroll data, which is presented in visualizations, in a tabular format.

Field or Control	***Description***
[Column-related actions]	Sort grid rows by column value in ascending or descending order.

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Field or Control	*Description*
(Filter for value) and (Filter out value)	These filter icons appear when you pause next to a field value. These icons are available for all column values in the grid, and provide a quick way to add filters to the analytics. Click the **Filter for value** (+ magnify glass) icon to add the shown field value as a filter to all visualizations. For example, if you click to filter for a business unit value, all visualizations will refresh to show payroll data that pertains to that business unit. Click the **Filter out value** (- magnify glass) icon to remove the shown field value from the filter process for all visualizations. For example, if you click to filter out a business unit value, visualizations will refresh to show payroll data for all except that business unit. Filters can be removed from the Filters area at the top of the page.

Global Payroll Operations Tile

Use the Global Payroll Operations tile to access Global Payroll visualizations on the Global Payroll Operations dashboard.

The Global Payroll Operations tile is located on the Global Payroll Insights dashboard.

This example illustrates the Global Payroll Operations tile.



The Global Payroll Operations tile displays a portion of the Calendar Status visualization, which is available on the Global Payroll Operations dashboard.

Global Payroll Operations Dashboard

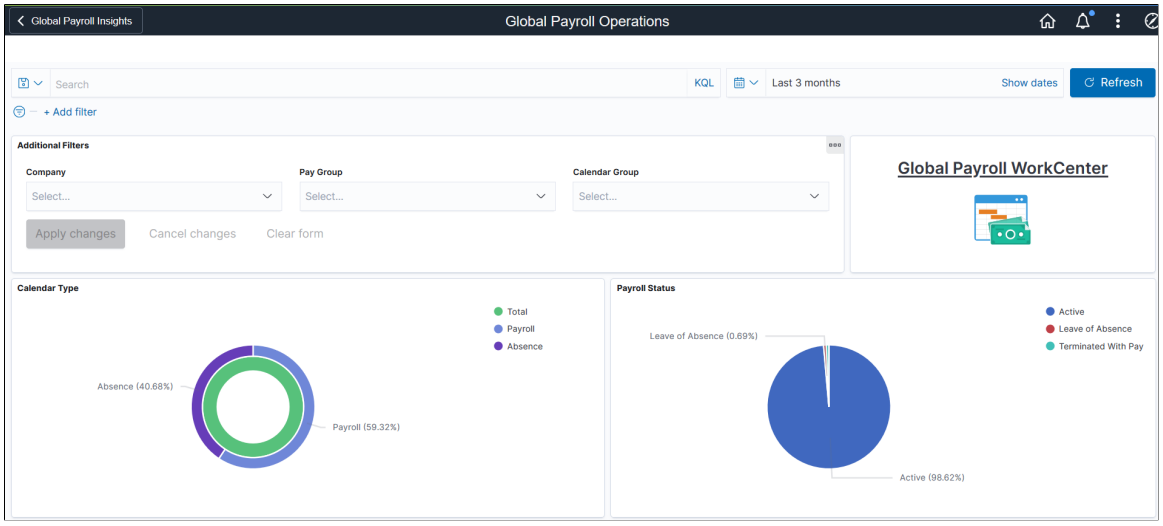
Use the Global Payroll Operations dashboard to review and analyze Global Payroll data using Insights visualizations.

Navigation:

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Click the Global Payroll Operations tile.

This example illustrates the fields and controls on the Global Payroll Operations dashboard (1 of 3).

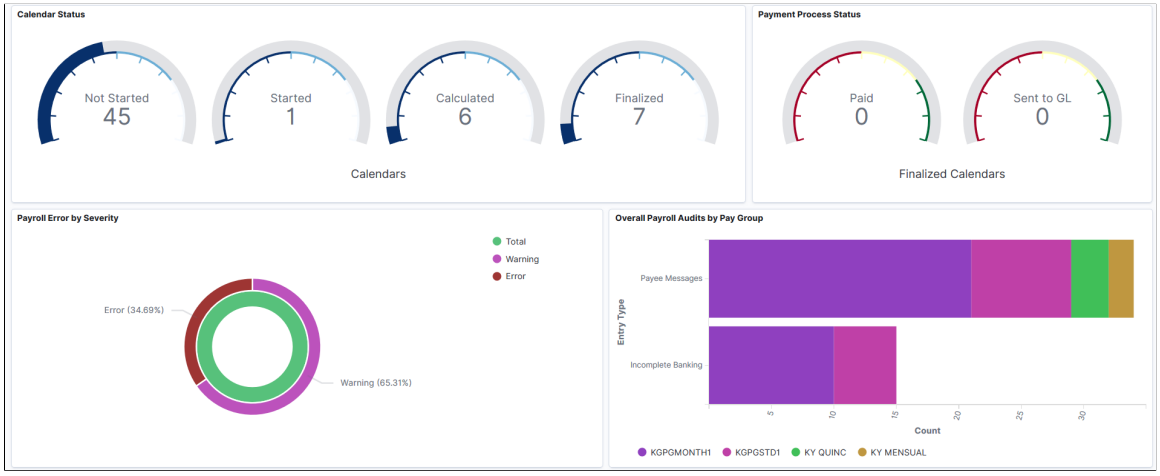


You can define the default date option for Global Time Filter used in Insights dashboard. For details, see Insights Option.

Insights time range global filter (applicable to the whole dashboard) will use calendar's payment date. The Global Time Filter settings are defined in the Installation Options page. For example If Payment Date is selected in the Installation Settings and the global filter value is selected as 'Last 3 months', this translates last 3 months of payroll transactions based on their calendar's payment date and the visualizations are displayed in the dashboard accordingly.

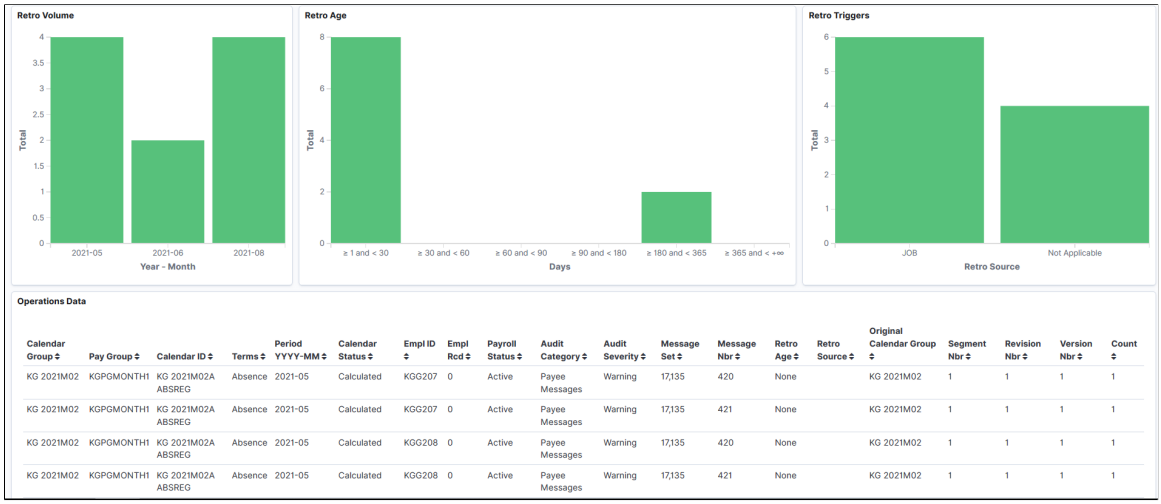
The Global Time Filter works similarly when users select Period Begin Date or Period End Date.

This example illustrates the fields and controls on the Global Payroll Operations dashboard (2 of 3).



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This example illustrates the fields and controls on the Global Payroll Operations dashboard (3 of 3).



Warning! Insights dashboards may not render properly if you access them using unsupported platforms.

Using the interactive visualizations that are available on the dashboard, you can identify potential risks on missing payment date due to errors or give an insight on how to improve payroll process, such as changing cut-off dates, reducing volume of off-cycle payrolls, avoiding retro activity calculation if there are additional payments in the period, they can also provide support to hire a payroll clerk if needed etc. When you select filters or chart items, or modify the date range, Insights dynamically updates all visualizations.

Note: If you want to see the updated data in Global Payroll Insights dashboard, you have to run the following indexes in the incremental mode:

- GP_KIB_OPER_SRCH_FULL
- GP_KIB_OPER_SRCH_INCR

If you add or update any data, you need to run the above indexes again.

The dashboard uses Work Area User Access security (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Work Area User Access) to display permitted data to the user.

The Global Payroll Operations dashboard delivers these visualizations:

- Calendar Type
- Payroll Status
- Calendar Status
- Payment Process Status
- Payroll Error by Severity
- Overall Payroll Audits by Pay Group
- Retro Volume

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- Retro Age
- Retro Triggers

Additional Filters

Used to filter the entire dashboard based on below attributes:

- Company
- Pay Group: Pay Groups are taken from the calendars being included in the dashboard.
- Calendar Group: The calendars that were processed together for an on-cycle run or the off-cycle configured using the Calendar Group page. For details, see Defining Calendar Groups.

Global Payroll WorkCenter

This markdown visualization displays detailed information concerning payroll transactions for all calendars (open and finalized), such as:

- Payroll Items
- Payee Data
- Prepare Payroll
- Process Payroll
- Review Payroll
- Post Payroll
- Result Queries
- Payroll Analytics
- Register

Note: This visualization is helpful only for customers who installed the Global Payroll WorkCenter feature. You can remove it from the dashboard if you are not using the WorkCenter.

Click the Global Payroll WorkCenter link. A new tab in the browser is displayed and the user will have access to the permitted data according to the personalized security.

With Global Payroll WorkCenter feature installed, the system administrators can activate the link directly in the Insights panel.

To activate the link for Global Payroll WorkCenter in the Insights panel, system administrators must know the application server address and the name of the database which is running PeopleSoft HCM. In addition to that, they must have a role of Search Administrator.

Steps to Manually Activate Global Payroll WorkCenter Using Insights Panel

- Navigate to Reporting Tools > Insights.
- Click Visualize.

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- Type ‘GP Insights Oper - GP WorkCenter’ in the Search box.
- Click on ‘GP Insights Oper - GP WorkCenter’ hyperlink of TSVB visualization type.
- On the Markdown window, replace all the occurrences of the application server by the one that is running PeopleSoft HCM.
- Replace all the occurrences of the database instance by the one that is running PeopleSoft HCM.
- Save the Markdown.

Calendar Type

This donut chart visualization displays two levels of metrics. The inner ring represents total calendars count and outer ring breaks down the total calendars count by calendar type: Absence and Payroll.

Payroll Status

This pie visualization represents the total number of payroll segments distributed by employee status.

The top 5 employee status with the highest count are shown.

Select Other to view the next 5 employee status, so on and so forth.

Calendar Status

This gauge visualization displays, at one glance, the number of all calendars distributed by calendar status. The larger the outer dark semicircle, the higher the number of calendars in that status. The available calendar statuses are:

- Not Started
- Started
- Calculated
- Finalized

Payment Process Status

This gauge chart visualization displays two types of metrics. The left gauge represents total calendar count in Paid status and right gauge represents total calendar count in Sent to GL (General Ledger) status.

Payroll Error by Severity

This donut chart visualization displays two levels of metrics. The inner ring represents total payroll processing messages count and outer ring breaks down the total payroll processing messages count by severity: Warning and Error.

Overall Payroll Audits by Pay Group

This horizontal bar chart visualization displays the breakdown of payroll processing messages distributed by Pay Group. The following 4 payroll processing messages are shown:

- Payee Messages

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- Incomplete Banking
- Active without Gross
- Inactive with Gross

Retro Volume

This vertical bar chart visualization displays the breakdown of retro entries by period (Year – Month). If no retro entries are found for a particular period, it is not displayed.

The top 5 period with the highest count are shown.

Select Other to view the next 5 period, so on and so forth.

Retro Age

This vertical bar chart visualization displays the breakdown of retro entries by period ranges in days. The following period ranges are shown, regardless there are retro entries for them or not:

- ≥ 1 and < 30
- ≥ 30 and < 60
- ≥ 60 and < 90
- ≥ 90 and < 180
- ≥ 180 and < 364
- ≥ 365 and $< +\infty$

Retro Triggers

This vertical bar chart visualization displays the breakdown of retro entries by source record from which the retro trigger is generated. If no source record is found in the retro entry (if the triggers are entered manually), ‘Not Applicable’ message is displayed.

The top 5 retro source with the highest count are shown.

Select Other to view the next 5 retro source, so on and so forth.

Operations Data

This data table visualization lists details of the Global Payroll data, which is presented in a tabular format.

Global Payroll Trends Tile

Use the Global Payroll Trends tile to access Global Payroll trends visualizations on the Global Payroll Trends dashboard.

Navigation:

Click the Global Payroll Trends tile.

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This example illustrates the Global Payroll Trends tile.



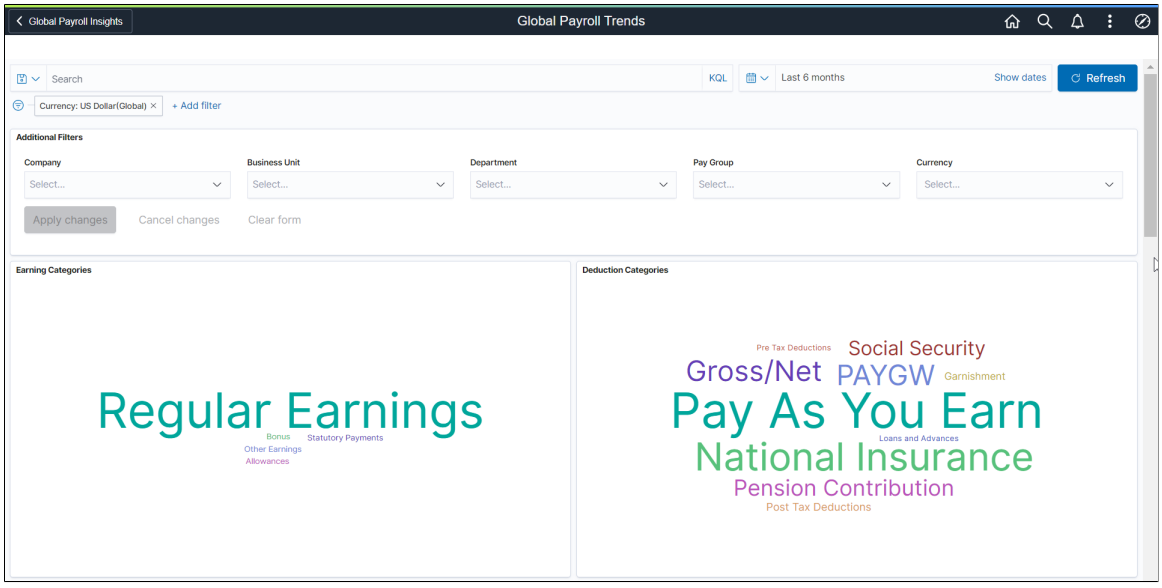
Global Payroll Trends Dashboard

Use the Global Payroll Trends Dashboard to view to view interactive visualizations for the work areas that you are responsible for. This dashboard helps you to identify peaks and analyze fluctuation over the time for Earnings and Deductions, off-cycles processes, payroll status, payroll frequency, and so on.

Navigation:

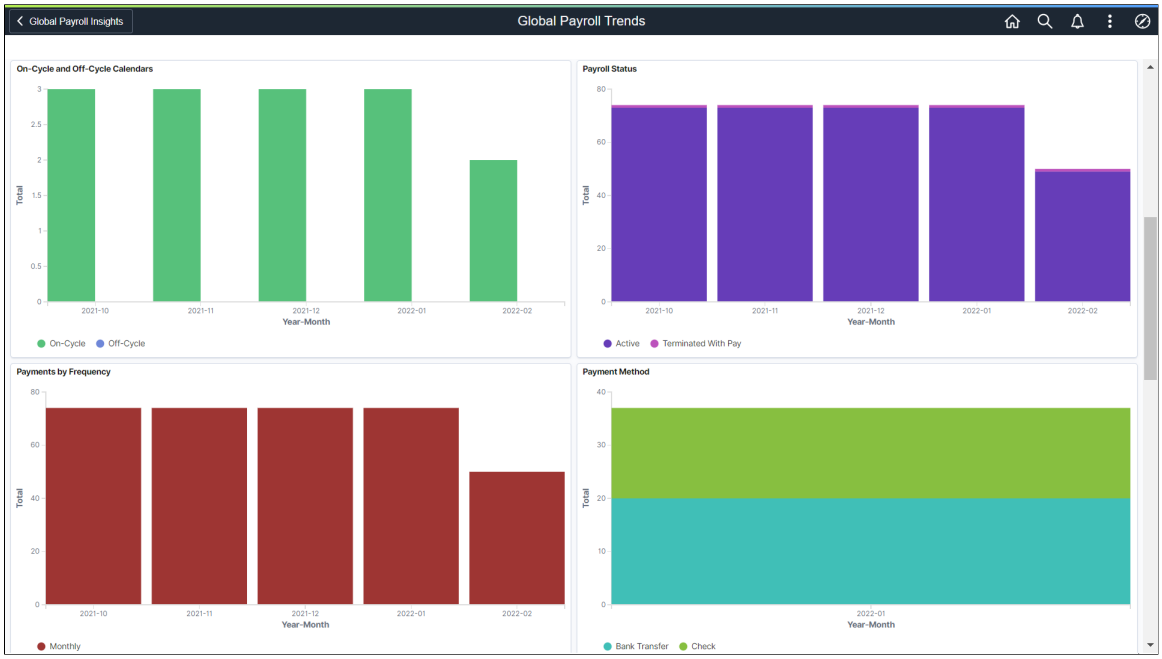
Click the Global Payroll Trends tile.

This example illustrates the fields and controls on the Global Payroll Trends dashboard (1 of 3).

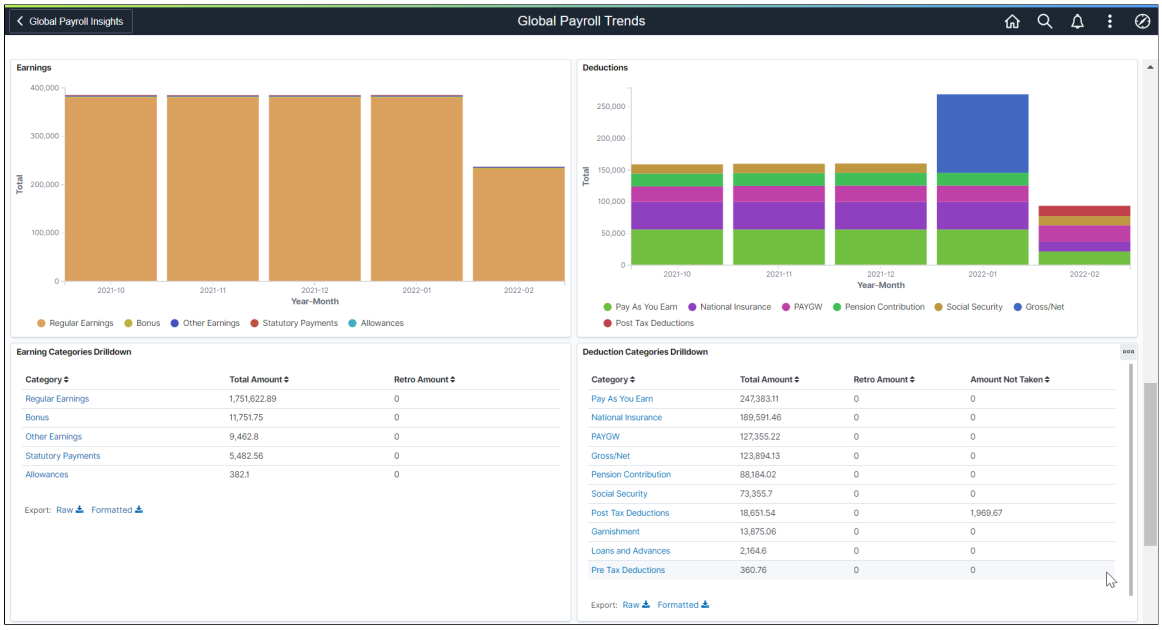


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This example illustrates the fields and controls on the Global Payroll Trends dashboard (2 of 3).



This example illustrates the fields and controls on the Global Payroll Trends dashboard (3 of 3).



Using the interactive visualizations that are available on the dashboard, you can see the breakdown of total payroll costs, and compare the trends of different breakdown components over a period of time. You can also view the earnings and deduction categories, on-cycle and off-cycle calendars, payroll status, payment method etc. When you select filters or chart items, or modify the date range, Insights dynamically updates all visualizations using the source from the index.

The Global Payroll Trends dashboard delivers these visualizations:

- Earning Categories

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- Deduction Categories
- On-Cycle and Off-Cycle Calendars
- Payroll Status
- Payments by Frequency
- Payment Method
- Earnings
- Deductions
- Earning Categories Drilldown
- Deduction Categories Drilldown

See Common Elements and Controls.

Additional Filters

Additional Filters allows you select filters based on below attributes:

- Company
- Business Unit
- Department
- Pay Group
- Currency

Earning and Deduction Categories

These tag clouds visualizations display the earnings and deductions categories such as Allowances, Gross Pay, Total Tax Withheld etc. These tag clouds help users to easily filter the entire dashboard by a specific category and understand the more expensive categories in Global Payroll application.

On-Cycle and Off-Cycle Calendars

This bar graph visualization displays the number of on-cycle and off-cycle calendars by a specific period of time.

Payroll Status

This visualization displays the total number of employees in different payroll statuses such as Active, Terminated with Pay etc.

Payments by Frequency

This chart displays the payslips for each payment frequency.

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Payment Method

This chart displays different payment methods over a period of time.

Earnings

This chart displays the earnings cost by Month and Category.

Deductions

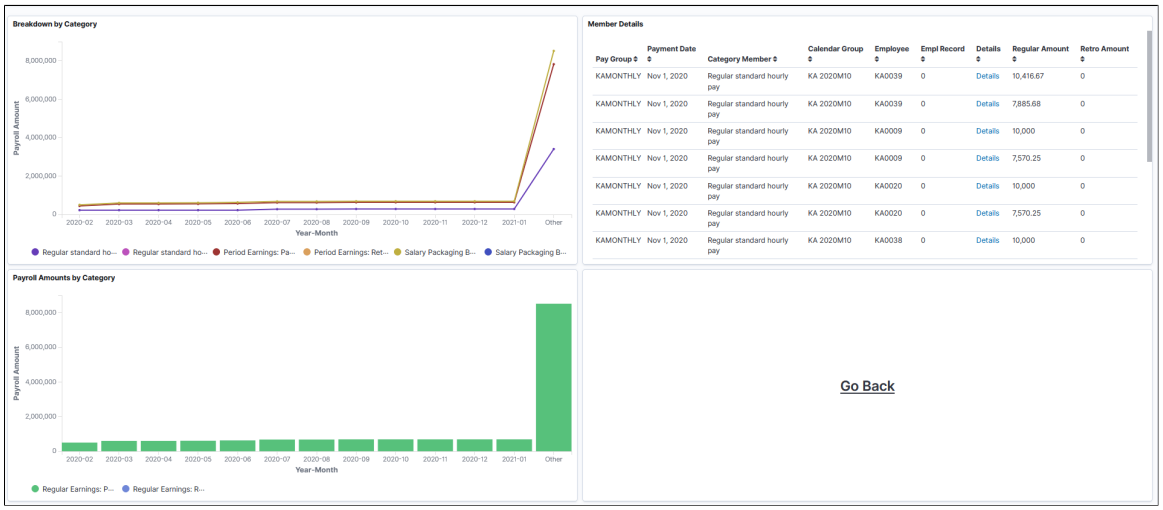
This chart displays the deductions cost by Month and Category.

Earnings Categories Drill Down

This visualization helps to identify the retro amounts. You can review category details such as members, calendars, amounts, employees, etc.

You can drilldown to analyze category members, retro amounts, employees contributing to the category by clicking on the category.

This example illustrates the breakdown information of regular earnings.



Click on the Details hyperlink to open the Results by Calendar Group for that specific row, or click Go Back button to return to the Global Payroll Trends dashboard.

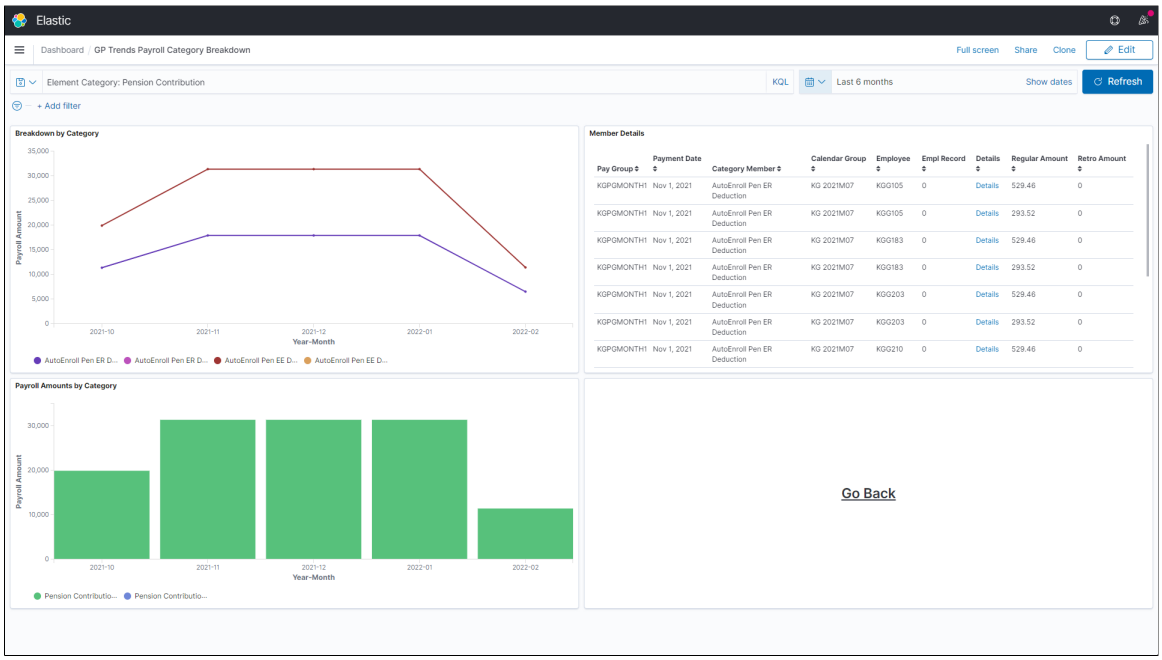
Deduction Categories Drill Down

This visualization helps to identify the retro amount. You can review category details such as members, calendars, amounts, employees, etc. It also helps you to track the amount not taken for deductions.

Click on the detail hyperlink to open the Results by Calendar Group for that specific row, or click Go Back button to return to the Global Payroll Trends dashboard.

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This example illustrates the breakdown information of pension contribution.



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Chapter 29

Global Payroll Assistant

Understanding Global Payroll Assistant

A chatbot is a computer program that maintains a conversation with a user in natural language, understands the intent of the user, and sends a response based on business rules and data of the organization.

With Tools 8.59, the chatbot skill services (such as Absence, Employee Directory, and so forth) are REST API enabled. For information on REST API, see “Understanding REST API Endpoints for PeopleSoft” (Enterprise Components).

Defining Chatbot Application Setup

To define chatbot using GP Core Chatbot Framework, use the HCB_BOT_APP_SETUP component.

Pages Used to Define Chatbot Application Setup

Page Name	*Definition Name*	*Usage*
Chatbot Application Setup Page	HCB_BOT_APP_SETUP	To configure chatbot using the GP Core Chatbot Framework.

Chatbot Application Setup Page

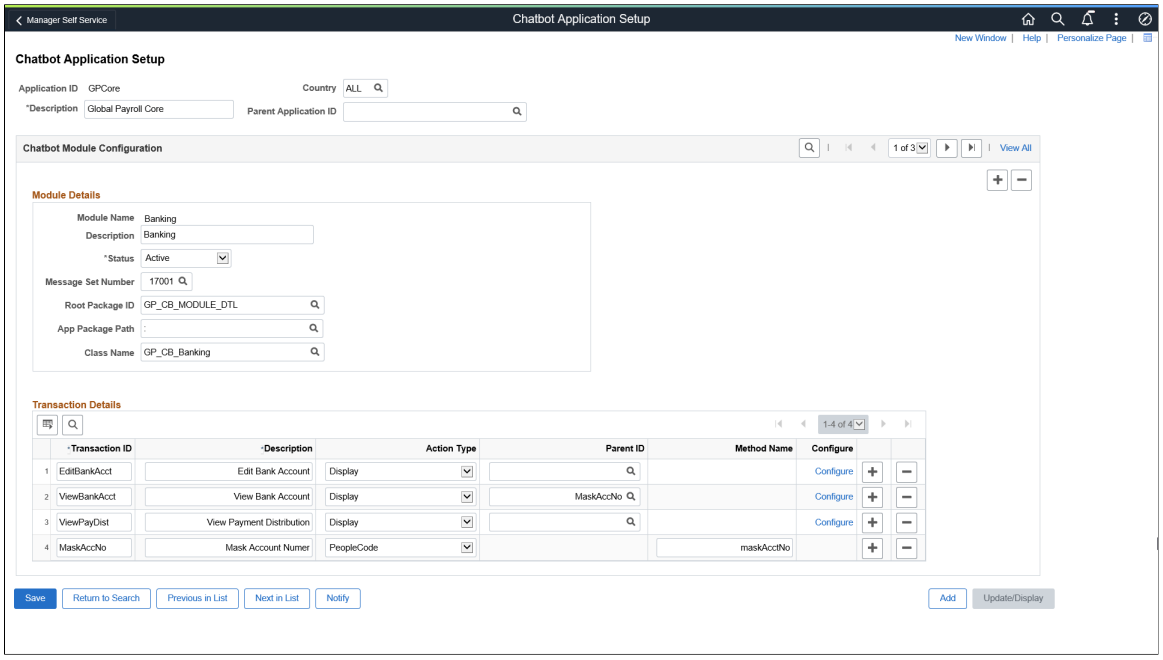
Use the Chatbot Application Setup page (HCB_BOT_APP_SETUP) to configure chatbot using the GP Core Chatbot Framework. This setup works in tandem with the Oracle Digital Assistant (ODA) Skill.

Navigation:

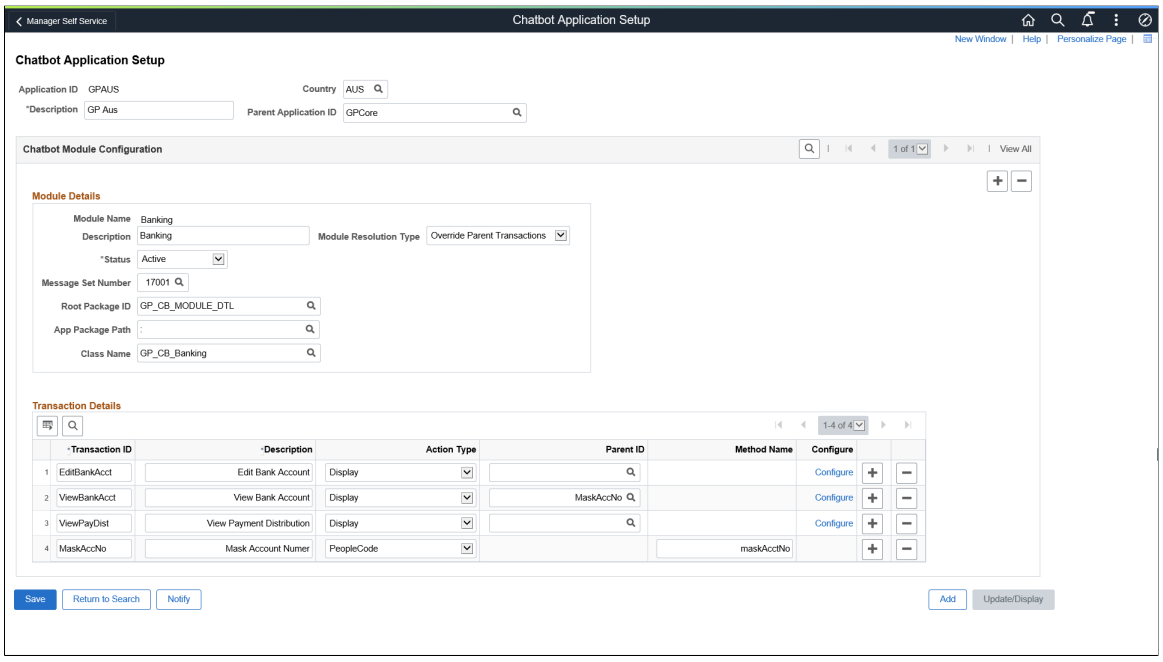
Setup HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Chatbot Setup** > **Chatbot Application Setup**

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This example illustrates the fields and controls on the Chatbot Application Setup page for GP Core.



This example illustrates the fields and controls on the Chatbot Application Setup page for a specific country. Here, GP Australia is shown as an example.



Field or Control	***Description***
Application ID	Unique ID of the application setup. This should be a meaningful ID that denotes the country; for example, GPUK, GPMEX, etc.

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Field or Control	*Description*
Country	Defines the country where the Application ID belongs.
Description	Meaningful description for the application ID. The description should be used to Identify the application.
Parent Application ID	Parent Application ID is primarily used to create an application ID which can inherit properties of another already existing application ID. For example, for an Application ID called GP Core, one or more country extensions can have this GP Core Application ID as their Parent Application. **Note:** It is recommended for all Country Extensions to use GP Core Application ID as the Parent Application ID. This allows to use the predefined setup for frequent use cases such as payslip, banking inquires and forms.

Chatbot Module Configuration Modal Window

The Chatbot Module Configuration modal window is used to configure different modules such as Banking, Payslips, Reports etc. You can create multiple modules. Each module can have multiple transactions associated with it. These transactions are reflected in different operations that can be configured for the chatbot.

Field or Control	*Description*
Module Name	Name of the module. **Note:** Child application always use the modules available in parent's application. For example if a new module is needed by any Country, GP Core will add it to the GP Core Application ID. The Child Application ID must define the modules that will be available for the user, otherwise the chatbot will not be able to resolve it even if it is active in the Parent Application ID.
Description	Meaningful description of the module.

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Field or Control	*Description*
Module Resolution Type	Select the required value from the Module Resolution Type. Values in the list are: • Custom Setup: Allows the user to define their own setup to meet the requirement. • Override Parent Transactions: User is able to modify parent transactions to include additional setup which are specific to their countries. • Use Parent Transactions: User can use the parent application setup as it is and they should be able to use it for their countries too.
Status	Specifies whether the module is active or not. Values in the list are: • Active: Module is active and can be used. Default value is 'Active'. • Inactive: Module is inactive.
Message Set Number	Specifies the message catalog to be used across the module. You can use only one message set for a module. All further message numbers for the module will refer to this message set number.
Root Package ID	Specifies the Application Package that the Application will use to create their own Functions. Each Child Application can have their own application package.
App Package Path	Path definition for application class access.
Class Name	Name of the class that will be used. All methods specified in the module will be assumed to be in this class.

Transaction Grid

The Transaction grid is used to define one or more transactions. A transaction represents an action that the chatbot can perform or an action needed to be performed before the Chatbot action. Transactions can be set up to be performed in an order by linking each transaction using the parent id field. The Parent Transaction will be executed first followed by the base calling transaction.

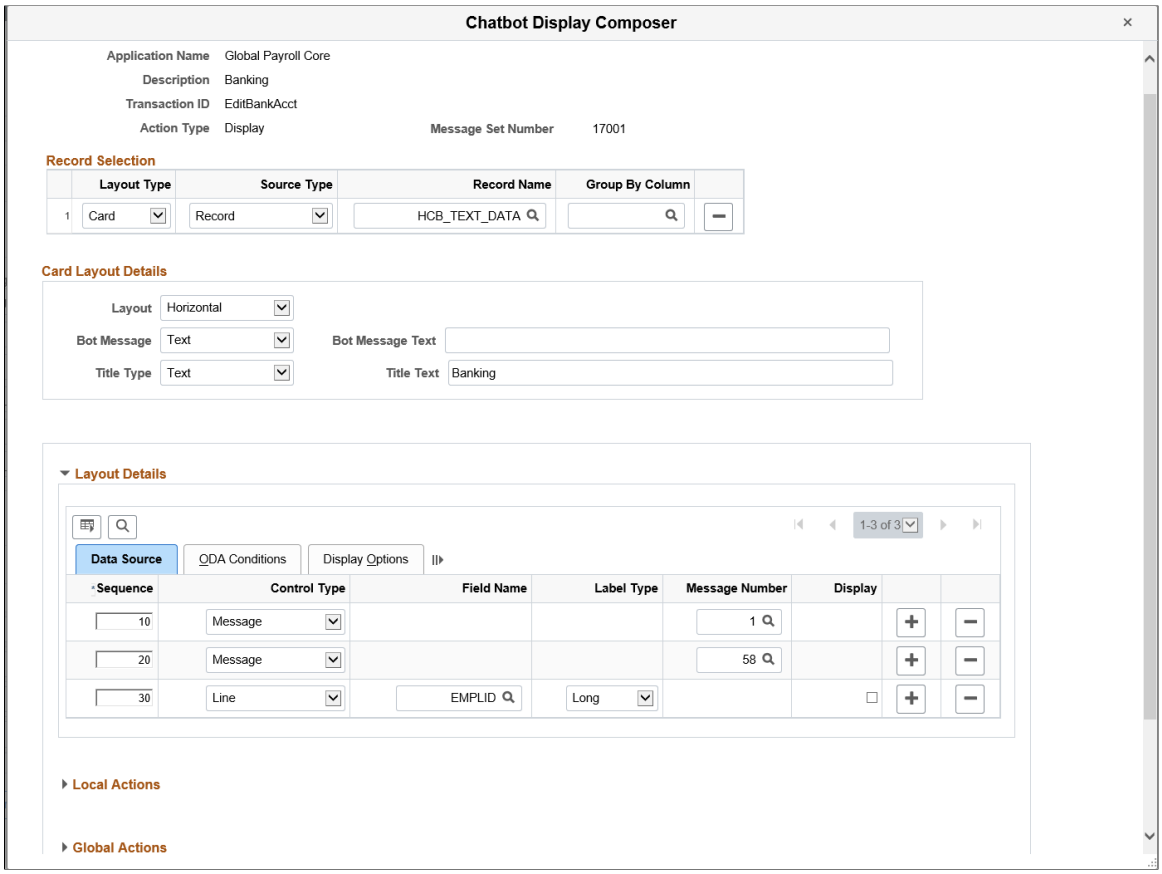
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Field or Control	*Description*
Transaction ID	Unique ID of the transaction. Transactions are of two types: • Transaction called by ODA: The transaction ID should be the same as referred by the ODA. • Transactions for pre-process and only Display: These transactions are not required to be configured on the ODA.
Description	Meaningful description of the transaction.
Action Type	Type of action performed by the transaction. Values in the list are: • Display: The Display action is used to control the display on the chatbot. You can dynamically configure the data and the format of the display on chatbot. • PeopleCode: The PeopleCode action is used to execute any PeopleCode method. The Method name specified should exist within the app class specified. **Note:** The field Parent ID and Configure button is not displayed when the PeopleCode action type is selected.
Parent ID	Unique ID of the parent transaction before executing the current transaction.

The Configure link opens the Chatbot Display Composer modal window as shown:

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This example illustrates the Chatbot Display Composer modal window.



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Field or Control	*Description*
Layout Type	The layout type to be used to display data on the chatbot. Values in the list are: • Card: The Card layout allows to create a Card display on the chatbot. When Card is selected, the page allows you to configure the content with the following sections: 1. Card Layout Details 2. Layout Details 3. Local Actions 4. Global Actions • List: The List layout allows to create a list display on the chatbot. When List is selected, the page allows you to configure the content with the following sections: 1. Layout Details 2. Local Actions 3. Global Actions
Source Type	Specifies from where the data will be extracted. Values in the list are: • Record: You can specify a record or a view. • PS Query: You can specify a PS Query. You can build custom PS Query as per business requirements. For details, see Building PS Query for Global Payroll Assistant section.
Record Name	This field is dependent on the Source Type field. If Source Type is Record, the field title becomes record name and displays only the record values. If Source Type is PS Query, the field title becomes query name and prompts only PS Query.
Group By Column	Used to group data based on the field specified. If Group By Column is selected then all results will be displayed in a single card otherwise they will be displayed in multiple cards.

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Card Layout Details Grid

This grid allows you to set certain properties for the card layout.

Field or Control	*Description*
Layout	Specifies the orientation of the field. Values in the list are: • Horizontal • Vertical
Bot Message	Allows the display of message in the top section of the card. You can configure the bot message in two ways: • Text: You can directly type the text message. • Message Catalog: Displays the message from the Message catalog. The message number will be from the defined message set number.
Title Type	To configure a title after the bot messages. Values in the list are: • Text: Used to provide the description as free text, that will be displayed when the bot responds as part of layout header. • Field: Used to map the field from a particular record, it will display the description based on the field properties. • Message Catalog: Used to display the description.

Layout Details Grid

Use the Layout Details grid to define the display of various lines on the chatbot. The Layout Details grid has the following tabs:

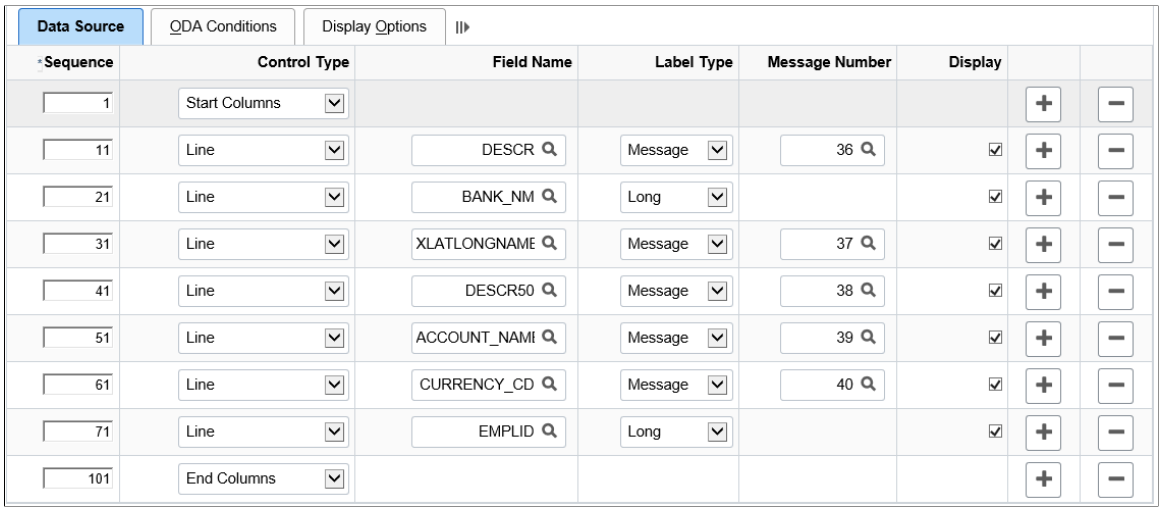
- Data Source
- ODA Conditions
- Display Options: Controls the display.

Data Source Tab

Use the Data Source tab to map control type to the field.

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This example illustrates the fields and controls on the Data Source tab.



Field or Control	*Description*
Sequence	Used to control the sequence of the fields.
Control Type	This allows the user to control what type of display it should be on the chatbot. Values in the list are: • Message: Allows the user to display a message using Message catalog. It enables the Message Number field. • Text: Allows you to set up Free Text, that can be displayed on the chatbot. • Line: Allows the setup of a data mapping, where a field value and label can be displayed. • Display Column: Allows to display the fields in a column format. • End Column: End column stops the column display.
Field Name	Prompts the field name from the record specified in the record selection.
Label Type	Label type to be displayed for the field. Label types can be Long, Short or Text.
Message Number	Allows the user to select the message number corresponding to the message set number of the Application setup. This field is enabled when the Message Catalog option is specified.

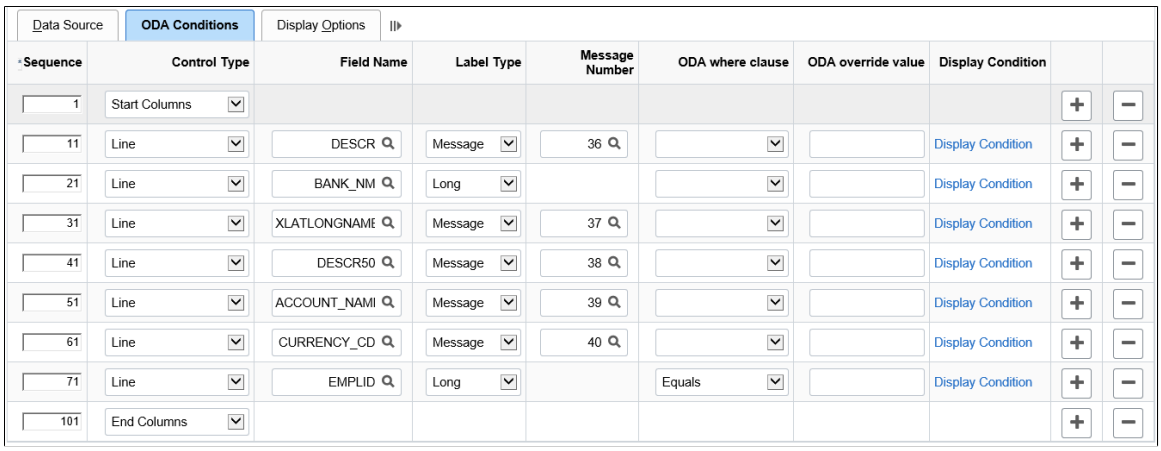
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Field or Control	*Description*
Display	Allows the user to control whether the line should be displayed or not.

ODA Conditions Tab

Use ODA Conditions tab to specify any conditions on the ODA.

This example illustrates the fields and controls on the ODA Conditions tab.

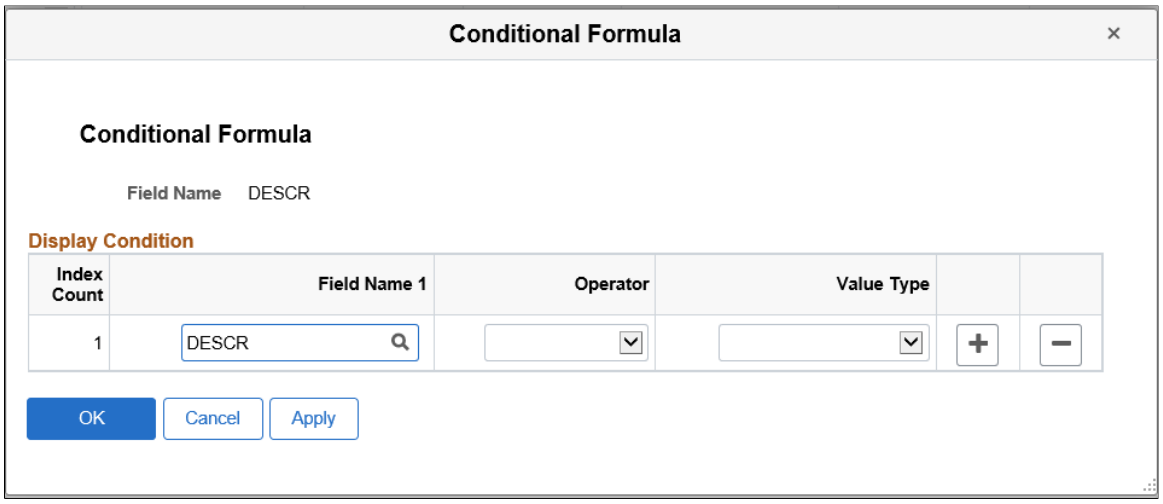


Field or Control	*Description*
ODA where clause	This field is used to select a 'where clause' operation. PeopleSoft extracts field information from the table selected with a 'where clause' condition and fetch data from ODA.
ODA override value	This field is used to override or hardcode a value to be considered as the where-condition in the query.
Display Condition	This link is used to control the display of information based on criteria.

The Display Condition link opens the Conditional Formula modal window as shown:

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This example illustrates the fields and controls on the Conditional Formula modal window.

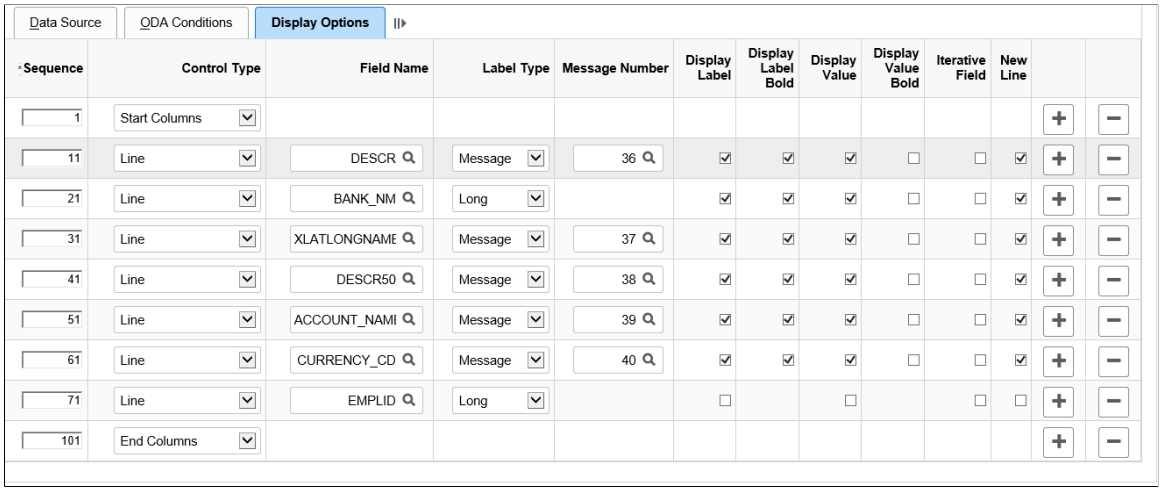


Field or Control	*Description*
Field Name1	The field for which the condition to be applied.
Operator	Operator used to define the condition.
Value Type	Type of data value associated with the field.

Display Options Tab

Use the Display Options tab to control the display.

This example illustrates the Display Options tab.



Field or Control	*Description*
Display Label	Select the check box if you need to display the field label.
Display Label Bold	Select this check box to make the field label bold.
Display Value	Select this check box to display the value of the field.
Display Value Bold	Select this check box to make the field value bold.
Iterative Field	This field is used to repeat the field till data is available. The Group By Field in the Record Selection is used for the iteration.
New Line	Select this check box to display the field on a new line.

Local Actions Grid

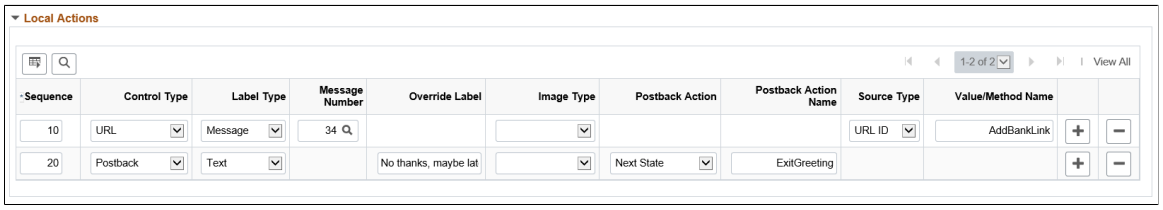
This section allows you to configure multiple buttons within a card or list.

A local action allows the following functions:

- Branch the dialog to other tasks or sub tasks.
- Branch the dialog to external links and pages.
- Trigger the navigation to a specific state in the dialog flow.

The local action also takes any required information from the current card to seed the next task or sub task, if required.

This example illustrates the fields and controls on the Local Actions grid.



Field or Control	*Description*
Sequence	Specifies the sequence number of the button. It is recommended to use 10, 20, 30, 40 as the sequence number so that it is easier to add rows in between.

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Field or Control	*Description*
Control Type	Defines the type of local action. • Call: The Call Control type allows you to set a phone number. Clicking this type of button will open a calling application. • Email: The Email Control type allows you to set an Email ID. Clicking this type of button will open an Email application. • Postback Action: The post back control type allows the chatbot to jump to a new state in the ODA or a Transaction on the setup. • URL: The URL Control type allows you to set a URL. Clicking this type of button will navigate to the URL specified. The URL can take its input from free text, URL id and field.
Label Type	Defines the label to be used for the local action button. Available values are: Text, Message, or Field.
Message Number	This field allows the user to select the Message number corresponding to the message set number of the Application setup. This field is enabled when the Message catalog option is specified.
Override Label	Text to be displayed for the local action.
Image Type	Allows the display of the image on the button. The image can be configured from a field or text.
Postback Action	The post back control type allows the chatbot to jump to a new state in the ODA or a Transaction on the setup.
Postback Action Name	Name of the post back action control type.
Source Type	Type of data source.
Value/Method Name	Value to be displayed or name of the method to be called to fetch the local action value.

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Global Actions Grid

This section allows you to configure multiple buttons outside the card or list.

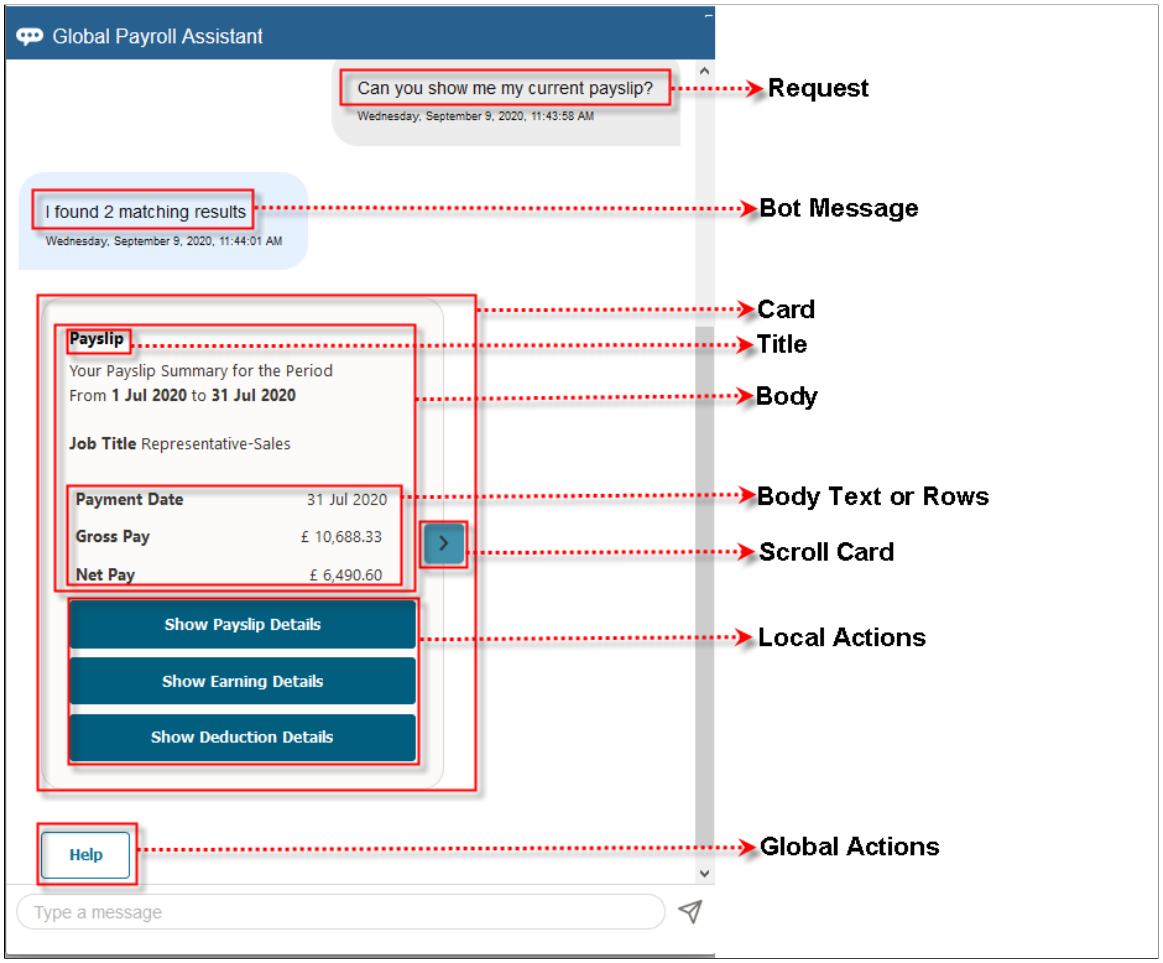
Note: The main difference between local and global actions, is that Global actions are generic and do not need information from the card in order to perform an action, even if it is applied to all the cards. The controls for the Global action are same as the controls for the Local action.

This example illustrates the fields and controls on the Global Actions grid.



Below image/visual representation illustrates the chatbot card layout, depict the control/section of the setup.

Chatbot Card Layout



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Building PS Query for Global Payroll Assistant

Global Payroll Assistant allows the users to build PS Query as per business requirements.

Prior to building a PS Query, you must take care of the following:

- Global Payroll Assistant requires that PS Query must be public.
- Global Payroll Assistant requires that PS Query must have EMPLID as part of their structure, it can be either in a subquery or a regular query, but it should be tied to top level records.

Note: If the PS Query has ‘Where’ condition or clause and EMPLID is not used, then Global Payroll Assistant displays confidential information or the said query can return multiple rows.

Currently, Global Payroll Assistant supports the following PS query options:

- Query
- Expressions
- Prompts
- Fields
- Criteria
- Having

For detailed information on each PS query option, refer to Global Payroll Chatbot Application Red Paper.

For more details on PS Query, refer PeopleTools: PeopleSoft Query Overview section.

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Chapter 30

Using the PeopleSoft Fluid User Interface to Manage Payroll as an Employee

Using the PeopleSoft Fluid User interface to Manage Payroll as an Employee

This topic discusses how employees use the PeopleSoft Fluid User Interface to manage their payroll related transactions.

For general information about fluid pages in PeopleSoft HCM, see “Understanding PeopleSoft Fluid User Interface Homepages” (Application Fundamentals).

Pages Used to Manage Payroll as an Employee in Fluid

Page Name	*Definition Name*	*Usage*
Global Payroll Tile	HC_GLOBAL_PAYROLL_ESS_FL (cref for the tile) GP_TILE_FL (page for dynamic data)	Access a collection of self-service Global Payroll transactions.
Global Payroll Dashboard	HC_GP_ESS_DASHBOARD (cref for the Global Payroll dashboard) HC_GP_ESS_DASHBOARD_LINK (cref for the Global Payroll dashboard link)	View dynamic data and perform payroll activities using tiles.
Fluid Navigation Collection for Global Payroll	N/A	Access various fluid Global Payroll pages and perform activities using navigation collection.

Global Payroll Tile

Use the Global Payroll tile to access a collection of self-service Global Payroll transactions.

Navigation:

The Global Payroll tile is delivered as part of the “Employee Self Service Homepage” (Application Fundamentals). You can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

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This example illustrates the Global Payroll tile for the desktop.



This example illustrates the Global Payroll tile for the smartphone.



Click the Global Payroll tile to access a collection of frequently-used Global Payroll transactions using one of these navigation methods based on user role:

- Tiles on the Global Payroll dashboard if you are a member of the *Fluid Dashboard- ESS GP* role.

  See Global Payroll Dashboard.

- Fluid navigation collection folders and links in the left panel if you are *not* a member of the *Fluid Dashboard- ESS GP* role.

  See Fluid Navigation Collection for Global Payroll.

Global Payroll Dashboard

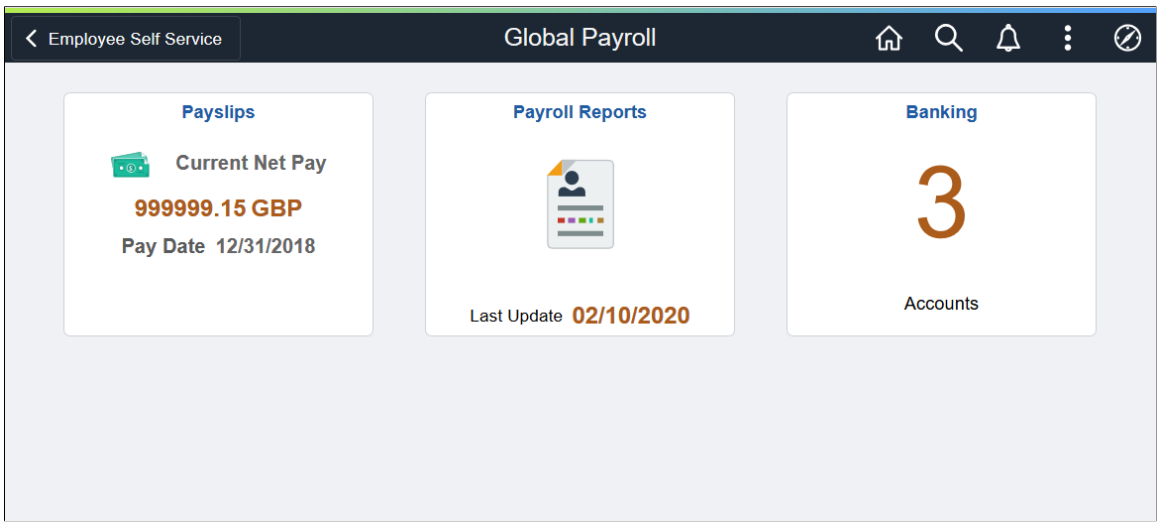
Use the Global Payroll dashboard to view dynamic data and perform payroll activities using tiles.

Navigation:

Click the Global Payroll tile. The Global Payroll dashboard is displayed if the logged-in user is a member of the *Fluid Dashboard- ESS GP* user role.

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This example illustrates the fields and controls on the Global Payroll Dashboard.



Video: Image Highlights, PeopleSoft HCM Update Image 34: Self-Service Navigation Updates

Each tile lists pertinent data of the corresponding Global Payroll transaction for quick reference. For example, the Payslips tile displays highlight information of the employee's most recent payslip.

Click the tile of a transaction to access the page to view more details about that transaction, and perform actions.

See Transactions Accessible From the Global Payroll Tile.

Fluid Navigation Collection for Global Payroll

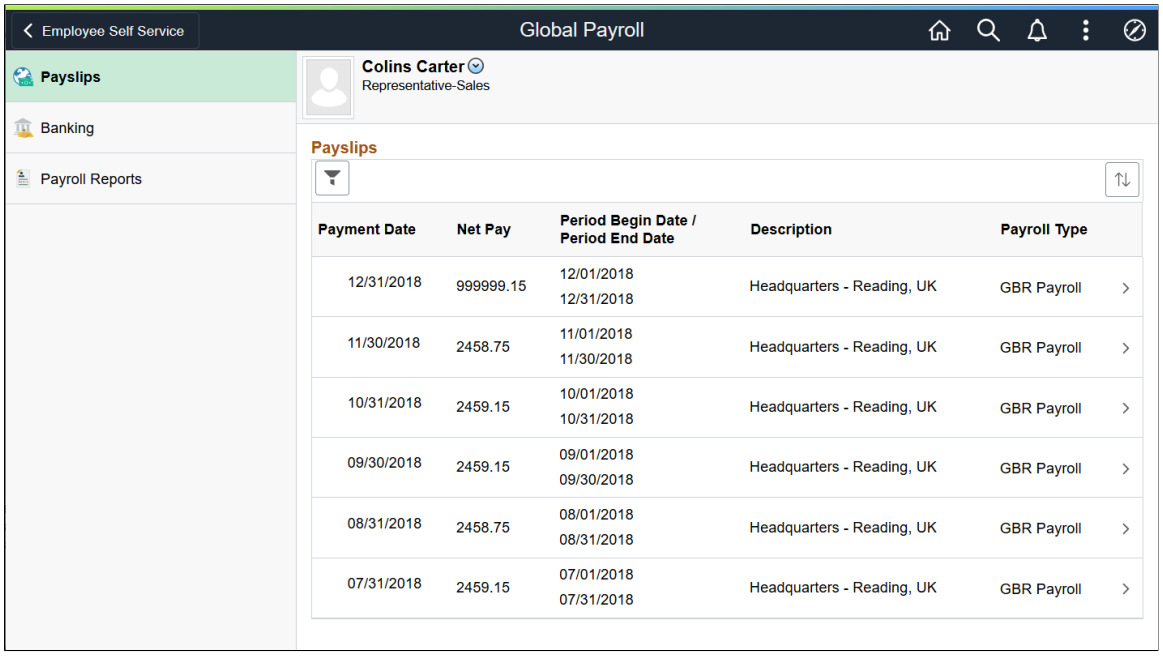
Use the fluid navigation collection in the left panel to access various fluid Global Payroll pages and perform activities.

Navigation:

Click the Global Payroll tile. The Global Payroll navigation collection is displayed if the logged-in user is a *not* member of the *Fluid Dashboard- ESS GP* user role.

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This example illustrates the Global Payroll application start page.



Click a navigation collection component in the left panel to access its transaction page in the right content area. By default, the system displays the transaction page of the first navigation collection component.

See Transactions Accessible From the Global Payroll Tile.

Transactions Accessible From the Global Payroll Tile

This table lists the transactions that are accessible from the Global Payroll tile using either tiles on the Global Payroll dashboard, or the Fluid navigation collection:

Dashboard Tile Name	***Navigation Collection Name***	***Reference***
Payslips	Payslips	See “Using the PeopleSoft Fluid User Interface to View Payslips” (PeopleSoft ePay).
Banking	Banking	See “Using the PeopleSoft Fluid User Interface for Self Service Banking” (PeopleSoft ePay).
Payroll Reports	Payroll Reports	See Using the PeopleSoft Fluid User Interface to View Payroll Reports.

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Chapter 31

Using the PeopleSoft Fluid Interface to Browse Elements

Browsing Elements

Pages Used to Browse Elements

Page Name	*Definition Name*	*Usage*
Search Country Page	GPSC_ELM_SRCH_FL	Select the country for which you want to browse elements.
Element Browser Page	GPSC_ELM_BRW_LFL	Browse element information for a selected country.
Element Compare Page	GPSC_ELM_CMP_SCF	Use to compare elements.

Understanding the Element Browser

The Global Payroll Element Browser enables you to browse elements by country. It presents consolidated details for each element including the relationships with other elements. You can use it to browse elements for Global Payroll Core, Absence Management, and all Global Payroll Country Extensions.

The Element Browser provides an easy way to navigate the elements associated with a particular country. In addition, it serves as a learning tool by providing quick access to detailed information on elements associated with a particular feature or country extension.

The following video includes a demonstration of the Element Browser.

Video: Image Highlights, PeopleSoft HCM Update Image 17: Element Browser for Global Payroll and Absence Management

Search Country Page

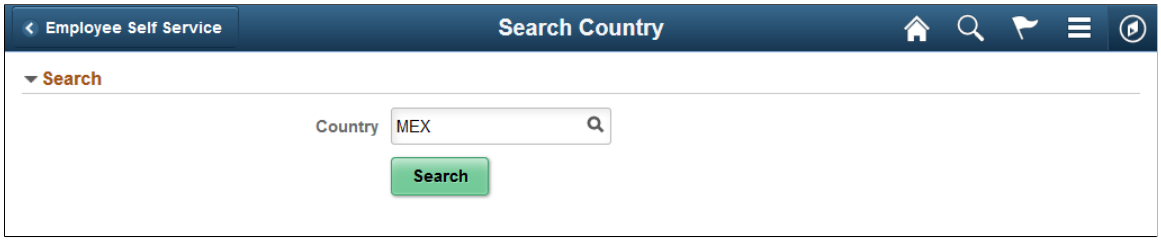
Use the Search Country page (GPSC_ELM_SRCH_FL) to select the country for which you want to browse elements.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Element Browser**

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This example illustrates the fields and controls on the Search Country page.



Field or Control	*Description*
Country	Enter a partial or complete country code on which you want to search. You can look up valid country codes using the prompt. **Note:** You can enter a country code of *ALL* to browse the elements, which is shared across multiple countries.
Search	Click to search for country codes that match the value you entered in the **Country** field. If you enter a full country code, clicking the Search button accesses the Element Browser Page for the elements associated with that country. If you enter only a partial country code, like the letter “M”, clicking the Search button displays a list of all the countries whose country codes include the value you entered. Click a country in the list to access the Element Browser Page for the elements associated with that country.

Element Browser Page

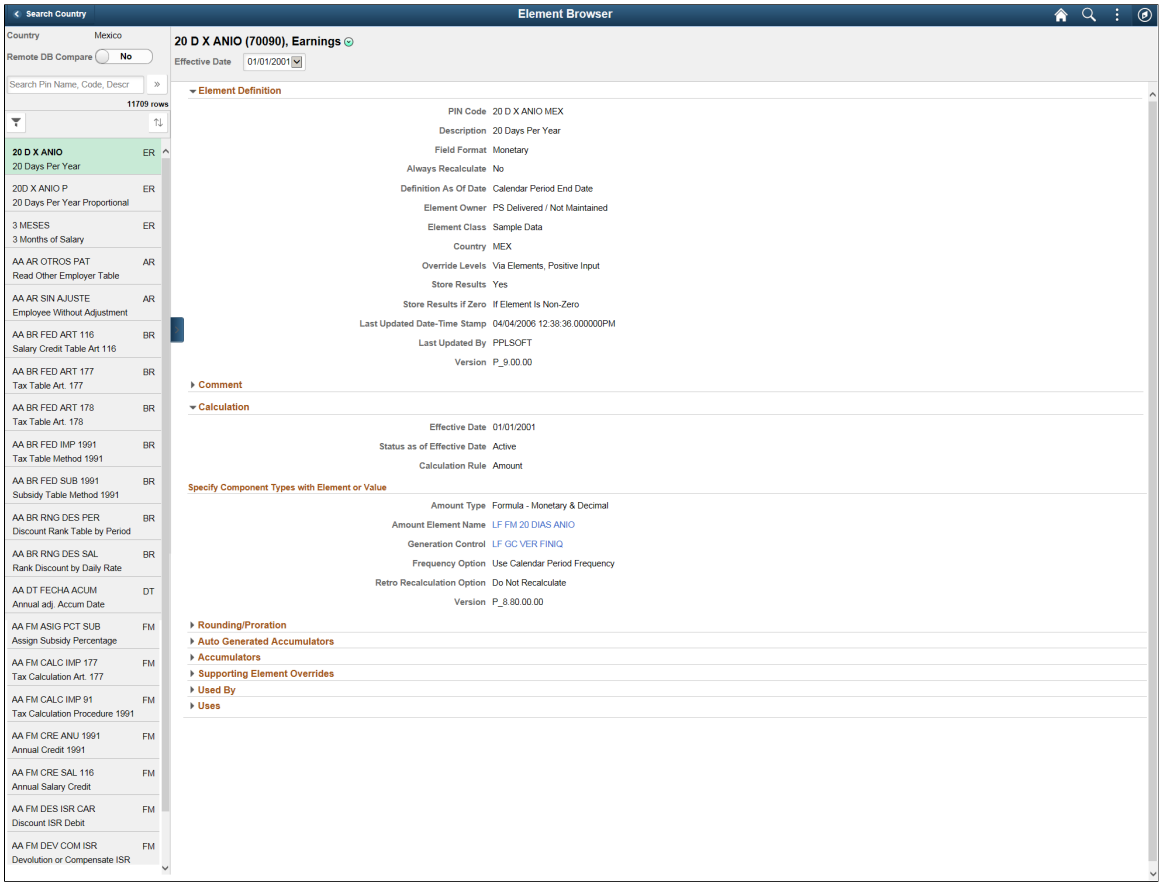
Use the Element Browser page (GPSC_ELM_BRW_LFL) to browse element information for a selected country.

Navigation:

- Click the Search button after entering a country code on the Search Country page.
- Click a country in the search results listed on the Search Country page.

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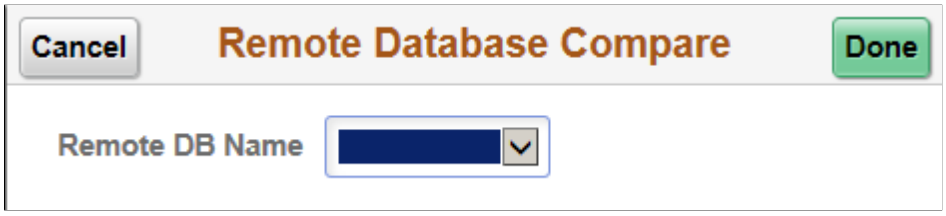
This example illustrates the fields and controls on the Element Browser page.



The collapsible left panel of this page displays a list of all the elements associated with the selected country. For each element, the panel displays the element name, element description, and the two letter code indicating the element type. You can scroll through this list to browse elements, but because there are typically thousands of elements associated with each country, it is faster to use the search, filter, and sorting options available in this panel to find the elements you are looking for.

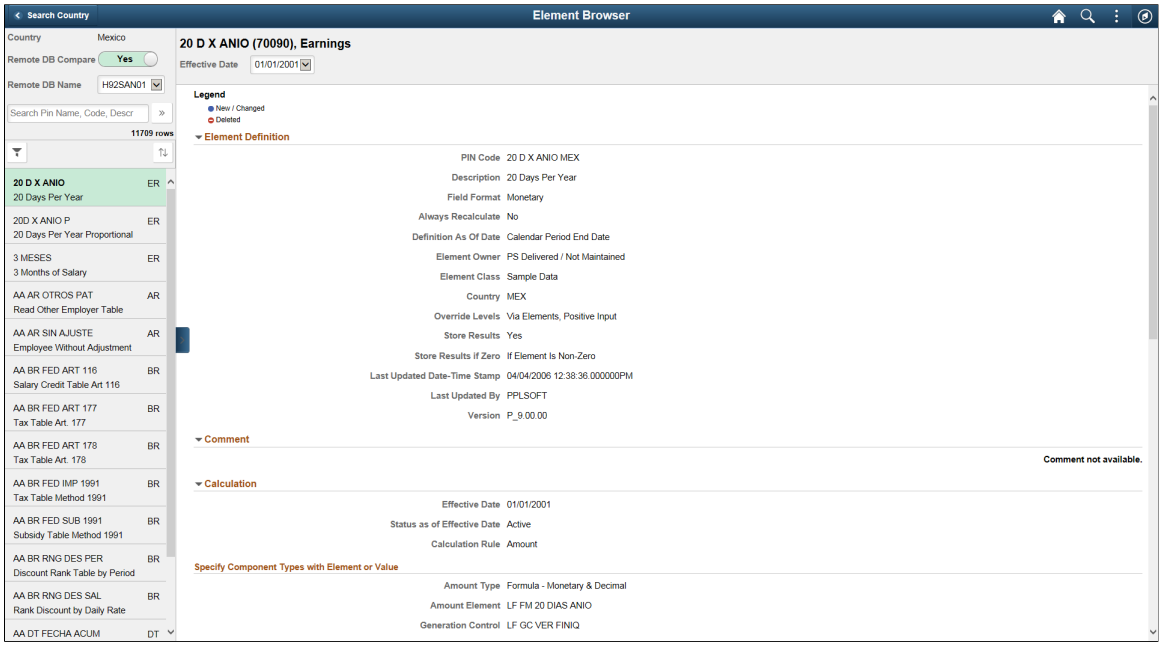
Field or Control	***Description***
Remote DB Compare	Use this field to compare the selected element with the same element in a remote database. Select ‘Yes’ if you want to compare. By default , ‘No’ is selected. On selecting the option as Yes, you will be prompted to enter the Remote DB Name.

This example illustrates the Remote Database Compare window.



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This example illustrates the Element Browser Page when you have selected a Remote DB Name.

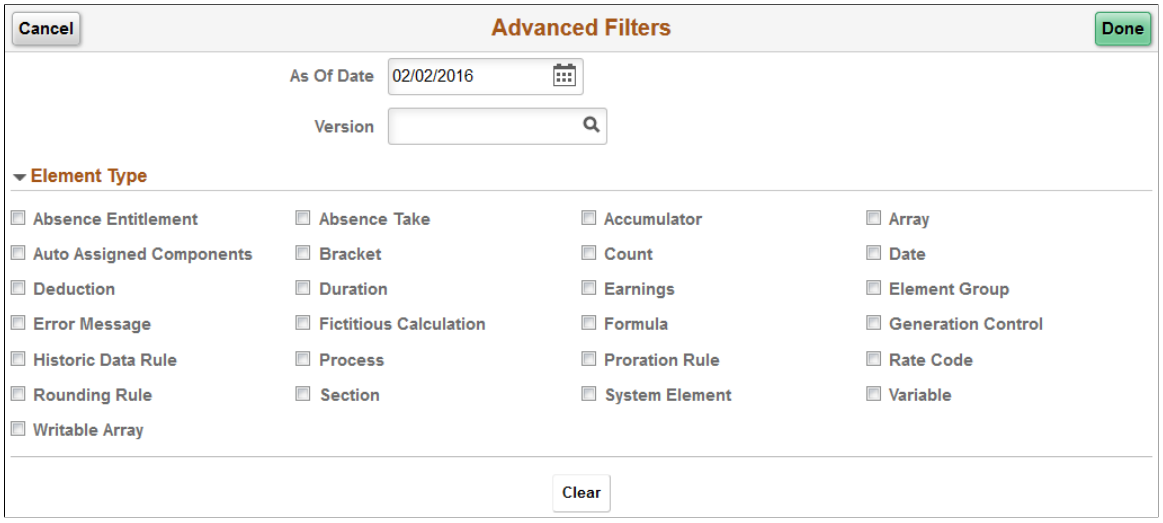


Select the Remote DB Compare option as ‘No’ to navigate back to Element Browser landing page.

Field or Control	***Description***
Search Pin Name, Code, Descr (search PIN name, code, description)	Enter a keyword here to search the list of elements by PIN name, PIN code, or description. Click the search button to display only the elements that are associated with the keyword you entered.
	Click to access the Advanced Filter page where you can filter the elements displayed in the left panel by: • **As Of Date:** This filter does not affect the list of elements in the left panel. Instead, the right panel displays element information associated with the effective date that is equal to or less than the date that you enter in this field. • **Version:** Enter a version to view only the elements with that version. This filter option is useful when looking for elements associated with a specific package or bundle. • **Element Type:** Select the element types you want to display in the left panel.

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This is an example of the Advanced Filters page for the Element Browser.



Field or Control	*Description*
	Click to sort the list of elements by: • PIN Code • Element Type • Description **Note:** By default, when you first access this page, the list of elements in the left panel are sorted by PIN Code.

The right panel of the page displays consolidated information for the element selected in the left panel. The header of the right panel displays the element name, PIN, and type in the format <Element Name> (<PIN>), <Element Type>

Field or Control	*Description*
Effective Date	Select the effective date for which you want to view information for the element.

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Field or Control	*Description*
Related Actions	Click to select a related action for the element. Values are: • **Edit:** Select to access the <Element> Name Page for the element in a separate window. You can use this page along with the other pages of its component to edit the details for the element. **Note:** To see the changes you made to the element, you need to click the element in the left panel of the Element Browser page to reload it. • **Rebuild Effdt Element Map** (rebuild effective date element map): Select to rebuild the element map after adding or deleting any related element members using the Edit related action. After selecting this related action, you need to click the element in the left panel to reload the element details. • Compare by Effective Date: Select to compare the selected effective-dated version of an element to another effective-dated version. **Note:** This related action option is enabled only for the effective dated elements and only if the element has more than one effective dated row. • **Compare with Another Element:** Select to access the Element Compare Page where you can select the method you want to use to compare elements.

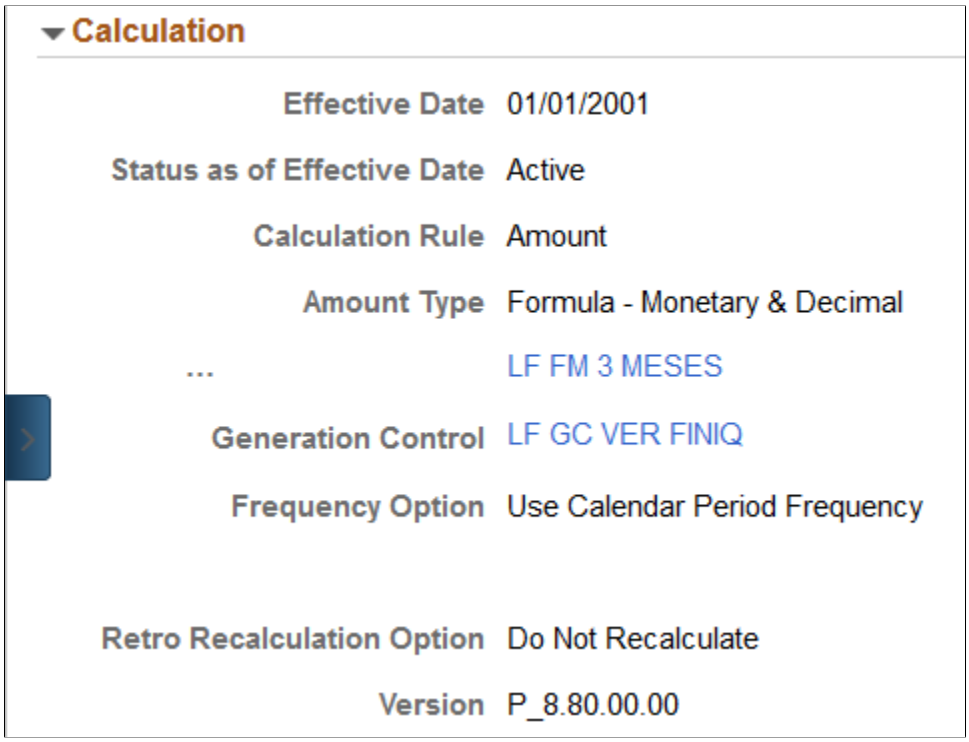
Note: The Element Definition and Comment sections of this page appear in this panel for every element. The other sections that appear in this panel are determined by the type of element being displayed. This documentation highlights the features of some of these sections.

Element Links and Hierarchy

Except for the Element Definition section, all sections of this panel display element names as hyperlinks. You can click an element name hyperlink to view that element in the right panel of the element browser. This enables you to quickly access information for related elements.

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This example illustrates element links displayed in the Calculation section of the Element Browser page.



As you browse through elements and click on several element links, you can go back to previously viewed elements using the element hierarchy displayed at the top of the right panel of the page. The Element Browser creates the element hierarchy by tracking the element links that you click. This navigational tool enables you to jump directly to any of the elements that you've viewed. The element hierarchy resets whenever you click the search button, apply a filter, or select a new element in the left panel of the page.

This example illustrates the element hierarchy displayed at the top of the right panel of the Element Browser page.



Element Definition

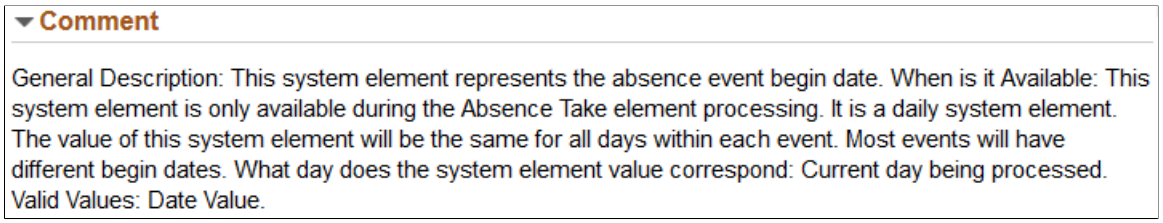
This section appears for all elements. It displays the basic information for an element in a collapsible group box. For more detailed information about the fields displayed in this section, see the documentation for the <Element> Name Page.

Comments

This section appears for all elements. It displays any comments entered for the element.

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This example illustrates the text that may appear in the Comment section for an element.



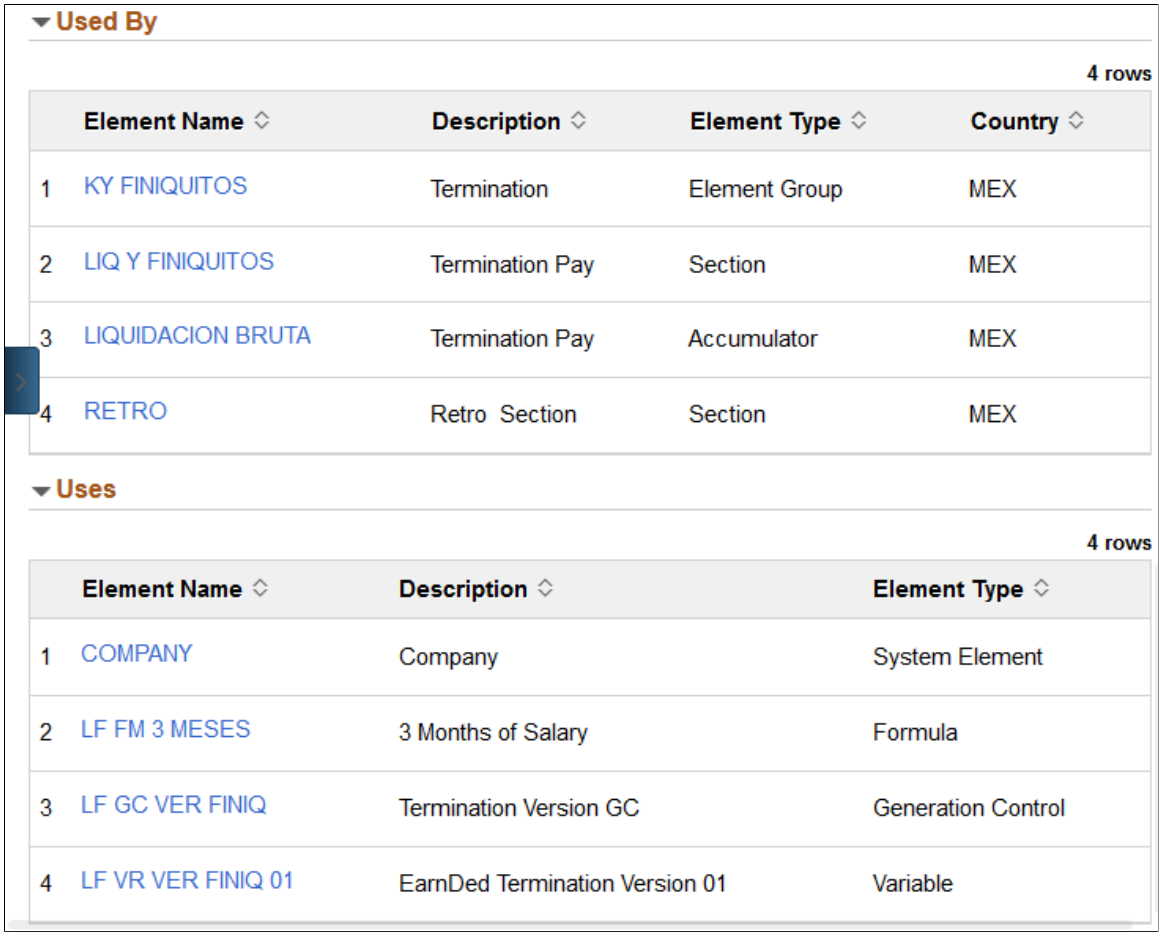
Used By and Uses

For many elements, the right panel includes the Used By and Uses sections, which enable you to quickly see the relationship that the element has with other elements.

The Used By section displays a list of all the elements that use the element you are currently viewing. The list includes elements from all countries. It enables you to quickly identify which elements will be impacted by any modifications to the element you are viewing.

The Uses section displays a list of all the elements that the element you are currently viewing uses.

This example illustrates the Used By and Uses sections of the right panel of the Element Browser page.



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Formula Text

This section enables you to view the formula text. The variables in this text are presented using a syntax that enables you to determine whether a pointer variable uses its value or the PIN (number).

Pointer variables are identified with the text PTR_Elementtype. For example, pointer for earning is identified as PTR_ER[CH_00_72].

Old values are identified by suffix [O]. For example, AC[SS AC BS CPNRM126S] [O].

Rounding rules are identified by suffix [Rounding rule]. For example, VR[SL VR SUPP1][GBR RR TRUNC 0DP].

Element Compare Page

Use the Element Compare page (GPSC_ELM_CMP_SCF) to select the method you want to use to compare elements.

Navigation:

Select the Compare with Another Element related action on the Element Browser page.

This example illustrates the fields and controls on the Element Compare page.

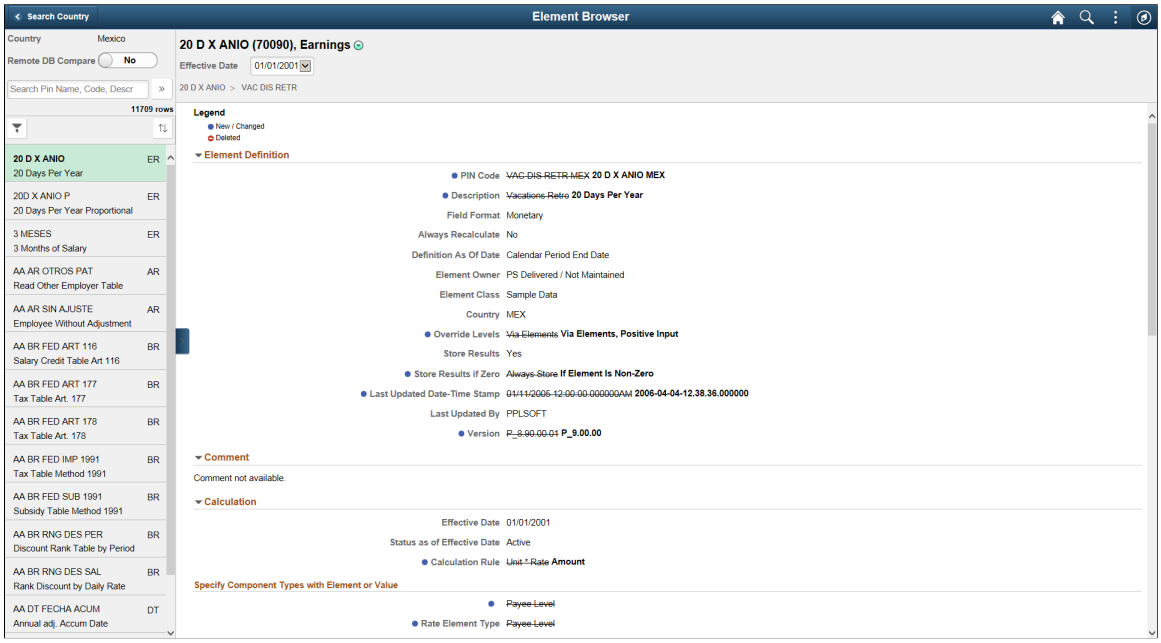


This page enables you to use the Element Browser to see a detailed comparison between two elements. When you select a compare option and click **Done**, the comparison view of the Element Browser page uses a combination of icons, strikethrough text, and bold text to indicate new, changed, and deleted values for the elements you are comparing.

Field or Control	***Description***
	This icon appears next to new or changed values for the elements you are comparing.
	This icon appears next to deleted values for the elements you are comparing.

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This example illustrates the Element Browser page using the Element Compare option.



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Chapter 32

Using the PeopleSoft Fluid User Interface to View Payroll Reports

Using the PeopleSoft Fluid User Interface to View Payroll Reports

With PeopleSoft Fluid User Interface, employees can view their legislative year-end reports and payroll reports using smart phones, tablet and personal computers.

When the employee clicks the Payroll Reports tile on the *Employee Self Service Home Page*, the Payroll Reports page opens where the employee can select the report to be generated. The reports listed are country specific and will be based on the security access of the logged in user.

This topic discusses how employees view payroll reports using Fluid.

Pages Used to View Payroll Reports Using the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Payroll Reports Tile		Add the Payroll Reports tile to the home screen to access the payroll reports page.
Payroll Reports Page	HCSC_SS_RPT_FLU	View the payroll reports available for the employee.

Payroll Reports Tile

Use the Payroll Reports tile to navigate to the payroll reports page.

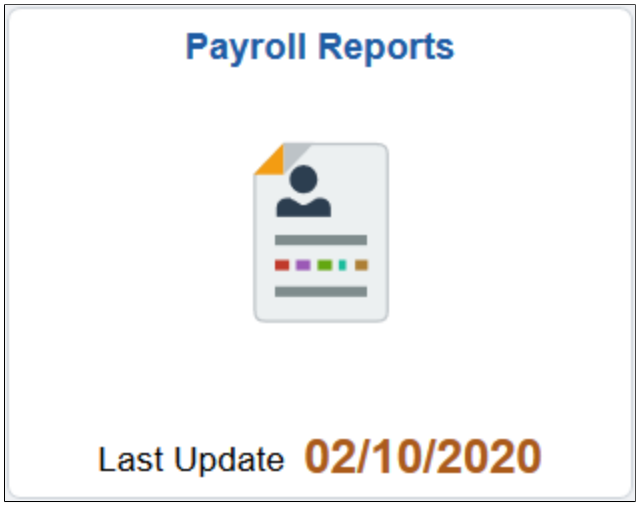
Navigation:

- The Payroll Reports tile is delivered as part of the “Employee Self Service Homepage” (Application Fundamentals), but the location can change if you change the delivered homepages or if employees personalize their homepages.
- Global Payroll Dashboard

Note: As an employee, you will receive notification on the Employee Self Service homepage when a new report is made available to you. Click the notification link to navigate directly to the mentioned report Input Parameter page.

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This example illustrates the Payroll Reports tile.



Click the Payroll Reports tile to access your payroll reports without using traditional menu navigations. You can view the last updated date on the tile. The date is updated whenever a new report is added or any update is made on the existing report by the Administrator.

Payroll Reports Page

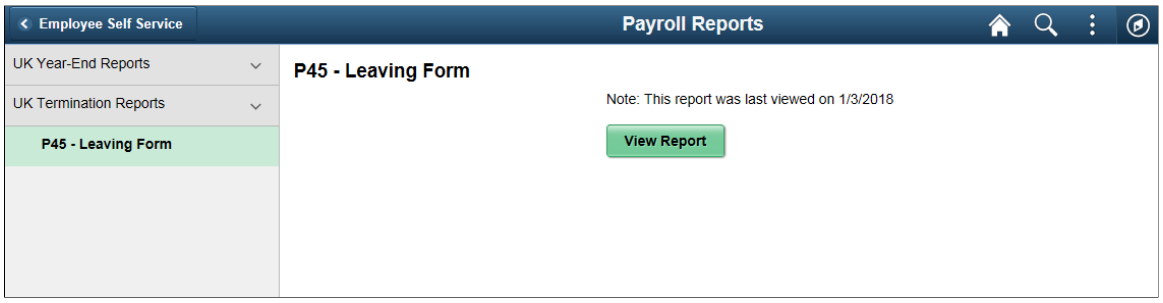
Use the Payroll Reports page (HCSC_SS_RPT_FLU) to view your legislative year-end reports and payroll reports. In this page you can see a list of reports available for the employee.

Note: The list of payroll reports are displayed based on the payee's country and relevant Report Group. Reports are listed in the sequence as specified on the setup. If a security query is defined, it will also be considered before making the reports visible to the employee.

Navigation:

- Click the Payroll Reports tile that is available on a fluid home page.
- Click the Payroll Reports tile from the Global Payroll Dashboard.
- Click *Payroll Reports* from the Fluid Navigation Collection for Global Payroll.

This example illustrates the Payroll Reports page for desktop, showing the parameters of a report being viewed.



The Payroll Reports page displays the list of reports according to the employee's country and employee's permissions to access the reports.

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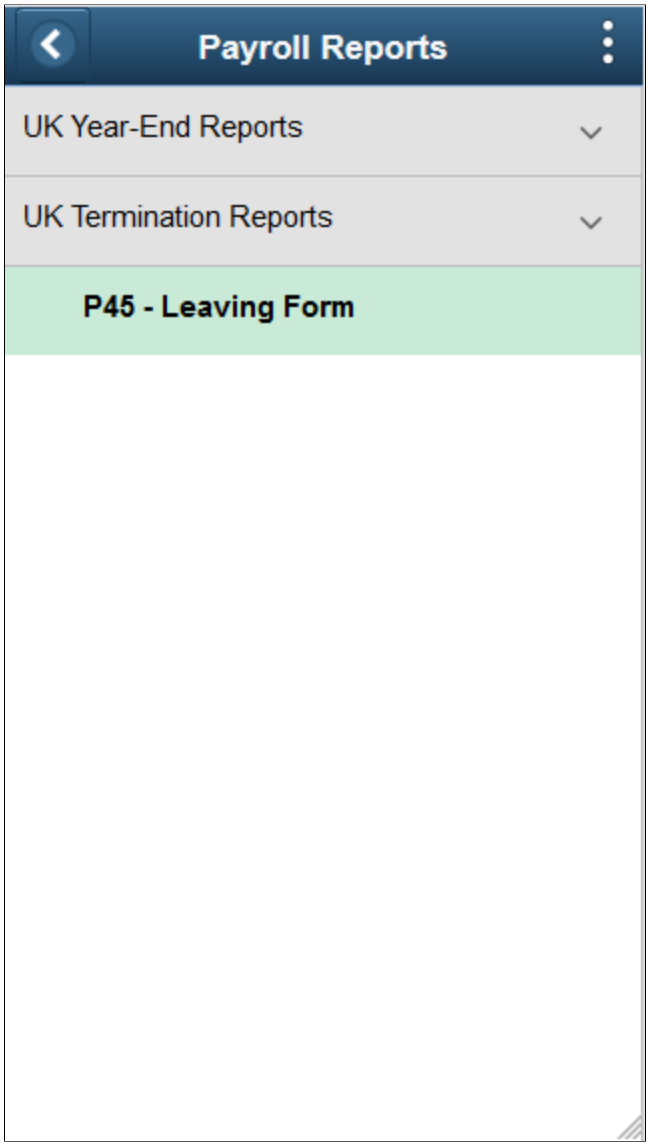
The left pane displays the Reports Groups and the reports available to the employee. By default, the first Report Group will be expanded and the first Report under that will be selected. The right pane displays the input parameters of the selected report.

To view the report, select the required report, and enter the input parameters for the report, if any. Once done, click **View Report** button.

Note: Input Parameters of the selected report are displayed based on the configuration in Employee Self Service Reporting Framework.

If you are using a Smartphone and click the Payroll Reports Tile, the Payroll Reports page opens with the list of reports available to the employee.

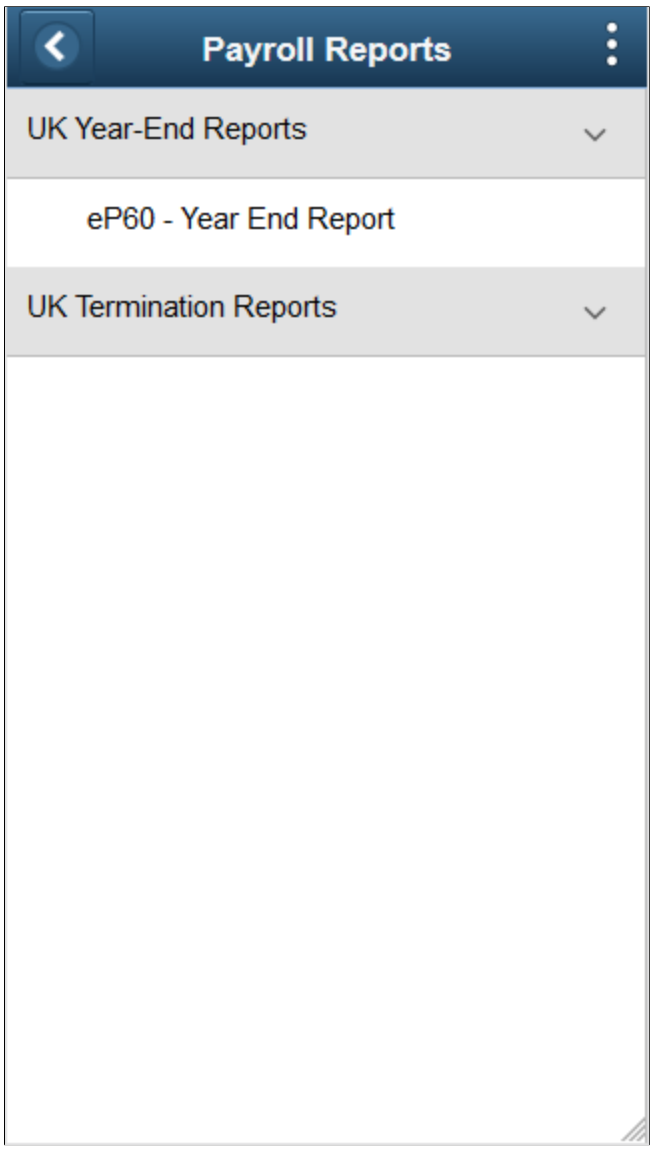
This example illustrates the Payroll Reports page for the smartphone.



In the Payroll Reports page, reports are listed under the respective Reports Group. You can expand or collapse the list.

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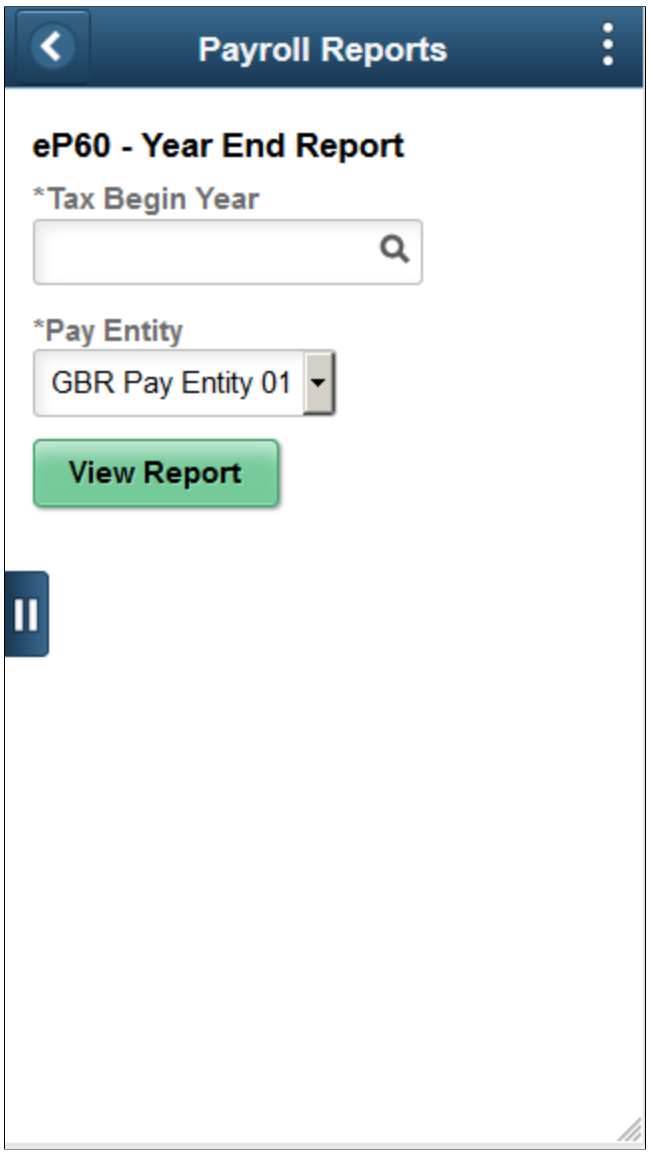
This example illustrates the Payroll Reports when the list is expanded.



Click the report you want to view and enter the required input parameters.

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This example illustrates the Payroll Reports when the report is selected.



Note: If there are any comments provided as part of the Employee Self Service Reporting Framework for the selected report, the same will be displayed on the top of the page. You can also view the last date on which the user viewed the report.
Once you have entered the parameters, click the **View Report** button to view, verify and download the report.
A new window opens up with the selected report in PDF format.

Related Links

“Understanding the Self-Service Reporting Framework” (Application Fundamentals)

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Chapter 33

Using Absence Analytics

Understanding Absence Analytics

PeopleSoft Global Payroll and Absence Management include a set of configurable pivot grids that provide you with robust tools to analyze your absence data. There are three ways that users can access these absence analytics pivot grids, depending on their role:

- Administrators can use the Absence Analytics Dashboard to access all eight delivered pivot grids.

  For more information on using the Absence Analytics Dashboard, see Defining the Absence Analytics Dashboard Content and Layout and Using the Absence Analytics Dashboard Pagelets.

- Managers can access the Absence Event Analysis, Absence Cost Analysis, Absence Liability & Trends, and Periodic Absence Rate pivot grids using the Absence Events Analysis pagelet on the Manager Dashboard.

  For more information, see the documentation for the “Absence Events Analysis Pagelet” (PeopleSoft eProfile Manager Desktop).

- Managers can access the Absence Event Analysis pivot grid using the PeopleSoft Fluid User Interface. For more information, see Using the PeopleSoft Fluid User Interface to Work with Absence Analytics as a Manager.

Video: PeopleSoft Absence Analytics

Preparing and Loading Absence Analytics Data

Before you can analyze absence data using the delivered absence analytics pivot grids, you must first prepare and load your absence data.

Pages Used to Prepare and Load Absence Analytics Data

Page Name	*Definition Name*	*Usage*
Refresh Employee Information Page	HGA_EMPREF_RUNCNTL	Update employee information with the most current data.
Load Absence Analytics Data Page	HGA_PG_RUNCNTL	Load absence analytics data for a specific date range.

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Refresh Employee Information Page

Use the Refresh Employee Information page (HGA_EMPREF_RUNCNTL) to update employee information with the most current data.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Refresh Absence Employee Info

Click Run on this page to initiate the Refresh Employee Info (HGA_EMP_REF) Application Engine process, which updates employee data with the most current data.

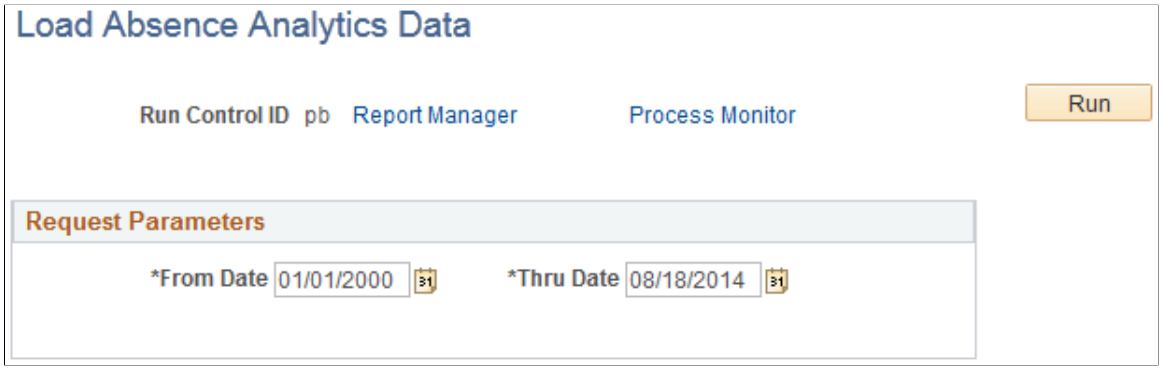
Load Absence Analytics Data Page

Use the Load Absence Analytics Data page (HGA_PG_RUNCNTL) to load absence analytics data for a specific date range.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Load Absence Analytics Data

This example illustrates the fields and controls on the Load Absence Analytics Data page.



Field or Control	*Description*
From Date and **Thru Date**	Enter the date range for which you want to load absence analytics data.

Click Run to initiate the Load Absence Analytics Data (HGA_INIPGDAT) Application Engine process. This process uses the ABSENCE PIVOTS report data definition to load absence analytics data for all open and finalized calendar groups that fall within the specified date range.

Note: The system loads absence analytics data for individual calendar groups as part of the absence and payroll calculation process (GP_PAYE). The Load Absence Analytics Data process enables you to load absence analytics data for multiple existing calendar groups.

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Related Links

Defining Report Data

Defining the Absence Analytics Dashboard Content and Layout

Pages Used to Define the Absence Analytics Dashboard Content and Layout

Page Name	*Definition Name*	*Usage*
Personalize Content: Absence Analytics Dashboard Page	PORTAL_HPCOMP	Specify which pagelets appear on the Absence Analytics Dashboard.
Defining the Absence Analytics Dashboard Content and Layout	PORTAL_HPLAYOUT	Define the layout of the pagelets on the Absence Analytics Dashboard.

Personalize Content: Absence Analytics Dashboard Page

Use the Personalize Content: Absence Analytics Dashboard page (PORTAL_HPCOMP) to specify which pagelets appear on the Absence Analytics Dashboard.

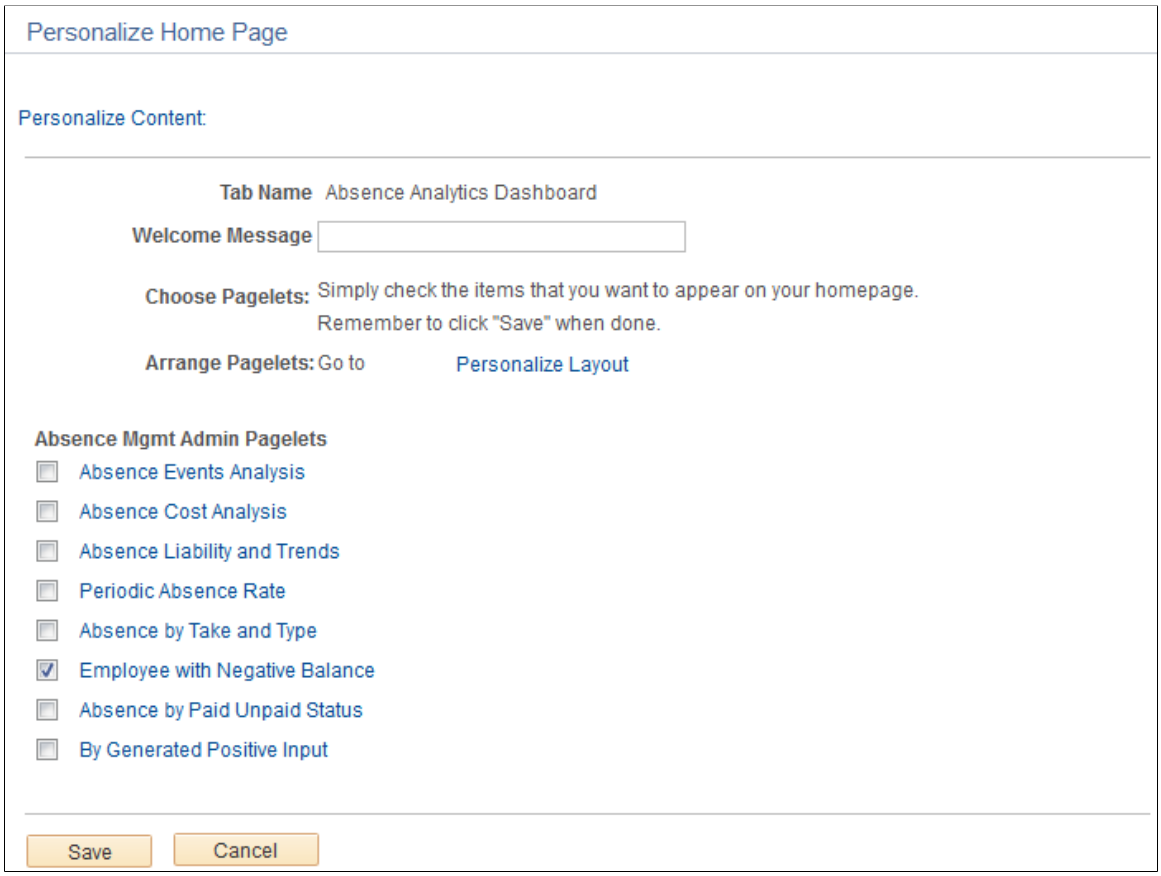
Navigation:

Global Payroll & Absence Mgmt > **Absence Analytics Dashboard**

Click the **Content** link on the Absence Analytics Dashboard page.

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This example illustrates the fields and controls on the Personalize Content: Absence Analytics Dashboard page.



Use this page to choose which pagelets you want to display in your Learning Home.

Field or Control	***Description***
Personalize Layout	Click to access the Defining the Absence Analytics Dashboard Content and Layout.
<pagelet name>	Click a pagelet name link to see a preview of the pagelet.

Personalize Layout: Absence Analytics Dashboard Page

Use the Personalize Layout: Absence Analytics Dashboard page (PORTAL_HPLAYOUT) to specify which pagelets appear on the Absence Analytics Dashboard.

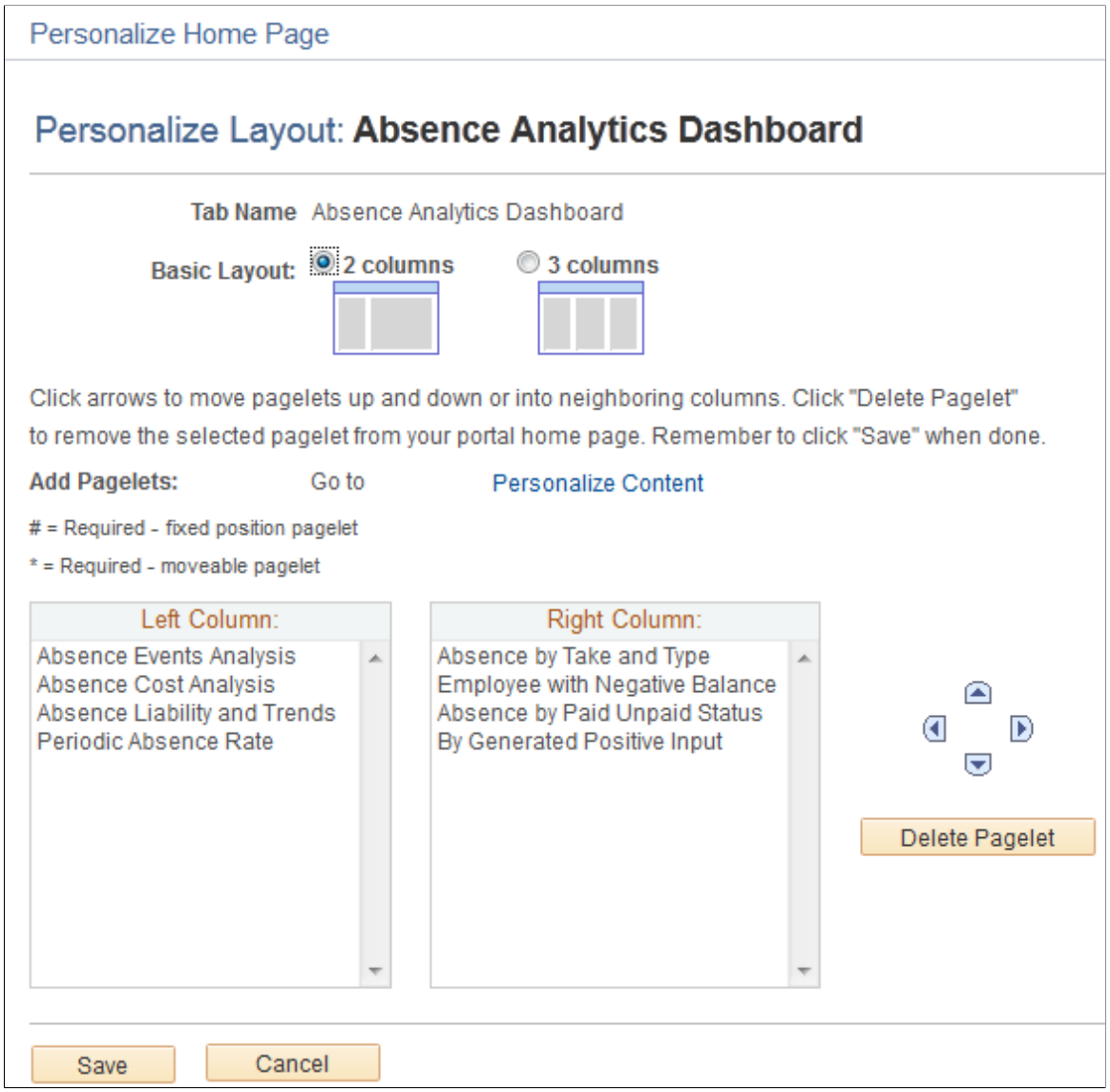
Navigation:

Global Payroll & Absence Mgmt > Absence Analytics Dashboard

Click the **Layout** link on the Absence Analytics Dashboard page.

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This example illustrates the fields and controls on the Personalize Layout: Absence Analytics Dashboard page.



Use this page to define the arrangement of the pagelets in your Learning Home.

Field or Control	***Description***
Personalize Content	Click to access the Personalize Content: Absence Analytics Dashboard Page.

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Using the Absence Analytics Dashboard Pagelets

Understanding the Absence Analytics Dashboard

The Absence Analytics Dashboard enables administrators to quickly analyze absence and payroll results using a variety of pivot grid pagelets. The user determines which pivot grid pagelets appear on the dashboard and how they are laid out on the page.

The system loads absence analytics data for individual calendar groups as part of the absence and payroll calculation process (GP_PAYE). You can also use the Load Absence Analytics Data Page to load absence analytics data for existing calendar groups within a given date range.

Accessing the Absence Analytics Dashboard

You can access the Absence Analytics Dashboard using the classic navigation, **Global Payroll & Absence Mgmt** > **Absence Analytics Dashboard**, or the Absence Analytics Dashboard Tile.

Delivered Learning Home Pagelets

The following pagelets are delivered for the Absence Analytics Dashboard.

Pagelet	***Usage***
Absence Cost Analysis Pagelet	Analyze the cost of reported absences by absence type, absence take, and absence reason.
Absence Events Analysis Pagelet	Analyze absence entries by status, absence type, absence take, and absence reason.
Absence Liability and Trends Pagelet	Analyze the absence liability for all absence entitlements by period begin date.
Periodic Absence Rate Pagelet	Analyze absence entries by employee engagement factors such as absence rate for a business entity as of a specific date, absence rate for a given period, total number of absence days, average absence duration, and average absence days.
Absence by Take and Type Pagelet	Analyze absence results by absence take and absence type.
Employee with Negative Balance Pagelet	Analyze absence results associated with negative balances.
Absence by Paid Unpaid Status Pagelet	Analyze absence results that include unpaid and partially paid absences.

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Pagelet	*Usage*
By Generated Positive Input Pagelet	Analyze absence results associated with generated positive input.

Common Elements Used in this Topic

Field or Control	*Description*
 **Pagelet Settings**	Click the **Page Settings** icon to access the pagelet settings. Values are: • *Minimize:* select to minimize a pagelet. • *Remove:* select to remove the pagelet from the Absence Analytics Dashboard. You can add it back using the Personalize Content: Absence Analytics Dashboard Page.
 **Refresh Pagelet**	Click the **Refresh Pagelet** icon to refresh the contents of the pagelet.
 **Options Menu**	Click to open the Options Menu and select an action to perform on the pivot grid or chart. Available actions are: • **Prompts:** Click to access the Datasource Prompts page to view or change the Query prompts used for the pivot grid. • **View Grid:** Click to view data in the grid format in a new modal window. You can change how data is presented in the grid by dragging and dropping segment data to a different axis. • **Export Data:** Click to export the underlying PSQuery data into a spreadsheet. • **Chart Options:** Click to open the User Charting Options page where you can change the chart layout, information displayed on chart axes, and filters. • **Save:** Click to save the current grid and chart layout as the default view of the current model.
Filters	Displays the filtering fields that are selected in the chart options. Users can use the available filters to change the data to be displayed in the pivot grid or chart.
 **Pivot Grid Chart Types**	Click to display data in the chart type represented by the icon. Available chart types include vertical bar, line, pie and horizontal bar.

For more information on pivot grid functionality, see the product documentation for *PeopleTools: Pivot Grid*.

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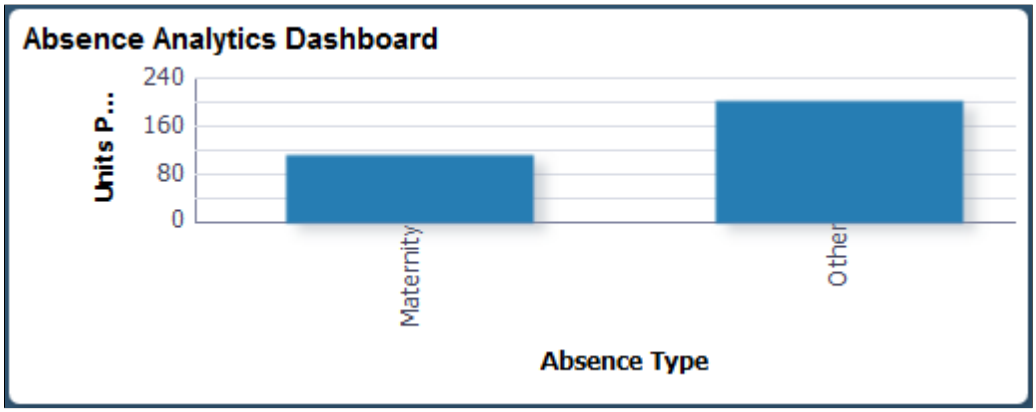
Absence Analytics Dashboard Tile

Use the Absence Analytics Dashboard tile (HC_GP_WC_ABS_ANLTC_FLU_GBL) to access the Absence Analytics Dashboard.

Navigation:

You can add the delivered Absence Analytics Dashboard tile to your fluid home pages.

This example illustrates the Absence Analytics Dashboard tile.



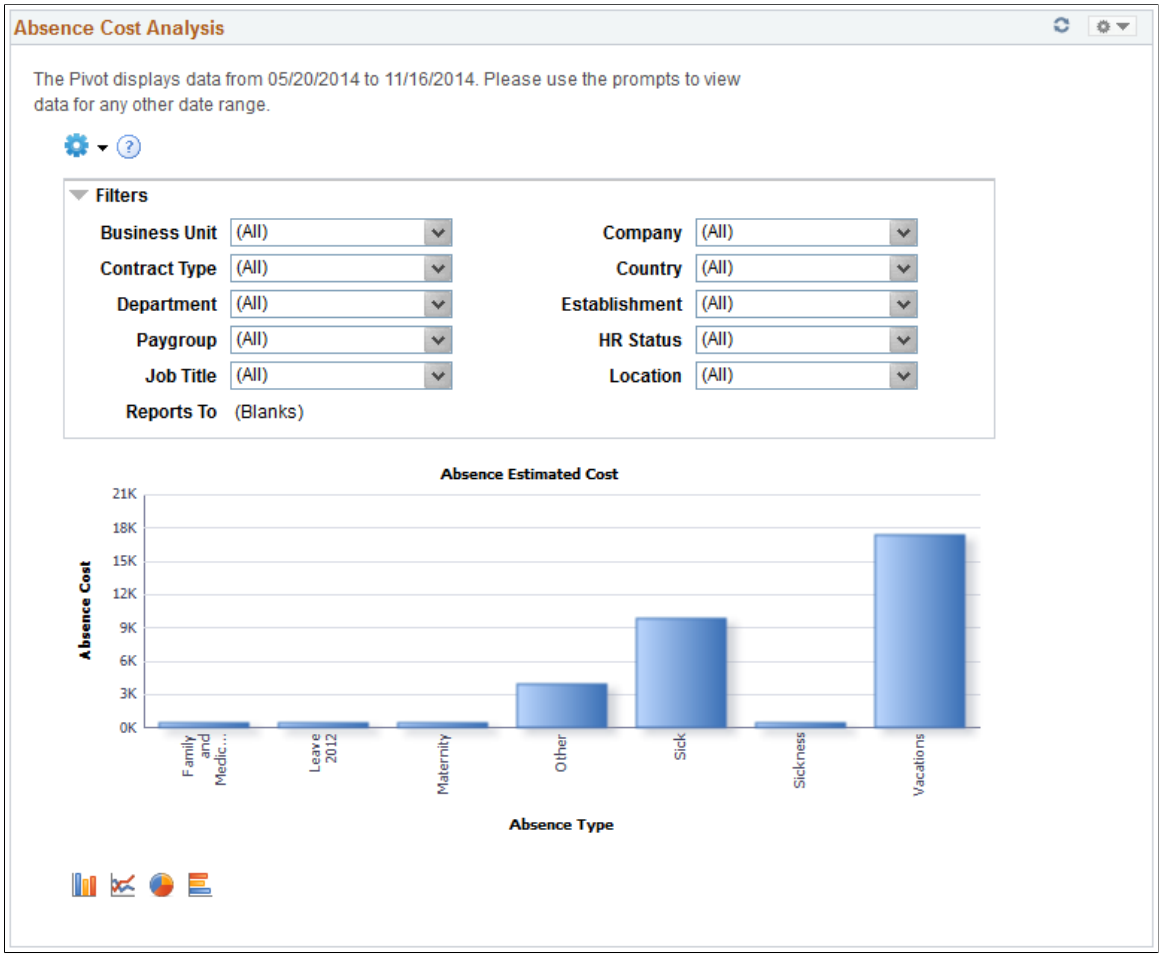
The tile displays a bar chart of the units per absence event by absence type. Click it to access the Absence Analytics dashboard in the classic user interface.

Absence Cost Analysis Pagelet

Use the Absence Cost Analysis pagelet to analyze the cost of reported absences by absence type, absence take, and absence reason.

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This example illustrates the fields and controls on the Absence Cost Analysis pagelet.



By default this pivot grid displays a bar chart of the total absence cost for the specified date range by absence type.

Examples of what administrators can use this pivot grid to determine are:

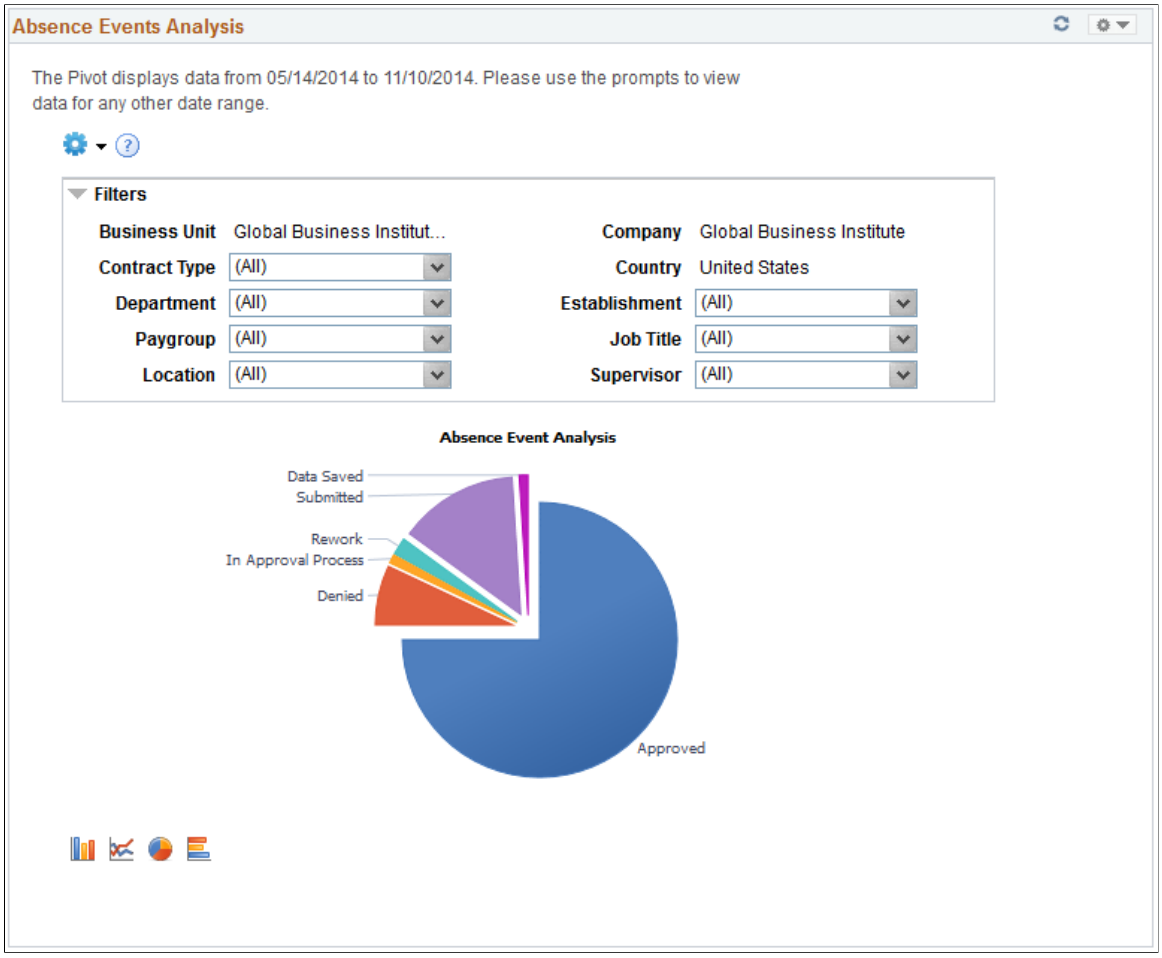
- The amount that paid employee absences have cost the company for a given date range.
- What costs were incurred by the company for a specific team across different locations.
- The variation in absence costs over different pay calendars for a given date range.

Absence Events Analysis Pagelet

Use the Absence Events Analysis pagelet to analyze absence entries by status, absence type, absence take, and absence reason.

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This example illustrates the fields and controls on the Absence Events Analysis pagelet.



By default, this pivot grid displays a pie chart of the absences for the administrator's company for the specified date range by approval status.

Note: When a manager accesses this pivot grid through the Manager Dashboard or through the PeopleSoft Fluid User Interface, it displays a bar chart of the absences by approval status for the employees who report to the manager.

Examples of what administrators can use this pivot grid to determine are:

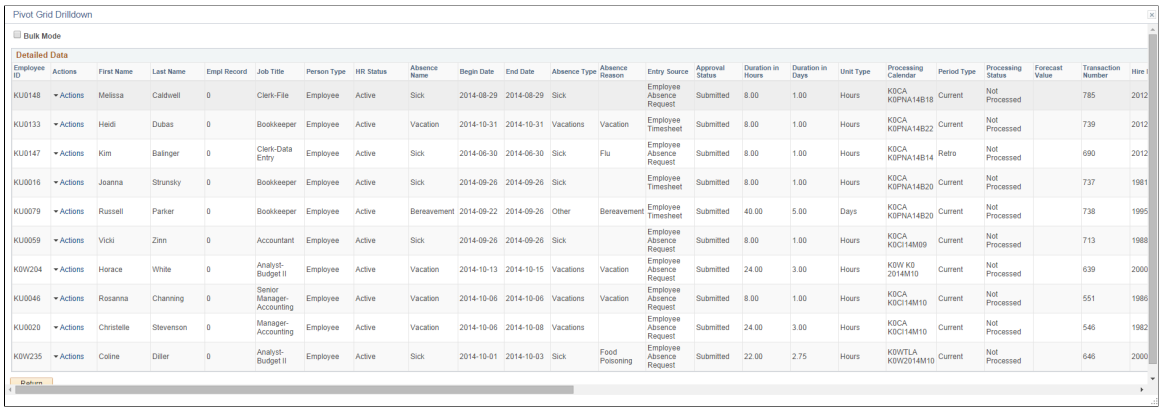
- The number of absences pending approval, and the employees with which they are associated.
- The number of absence requests entered for a given pay period.
- The types of absence requests that employees and direct reports are entering.
- Which employees reported absences with partial hours or partial days.
- The counts of absence entry composition by entry source.

Related Actions

You can click an area of the chart and select Detailed View to view the absence event data using the Pivot Grid Drilldown page.

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This example illustrates the fields and controls on the Pivot Grid Drilldown page.



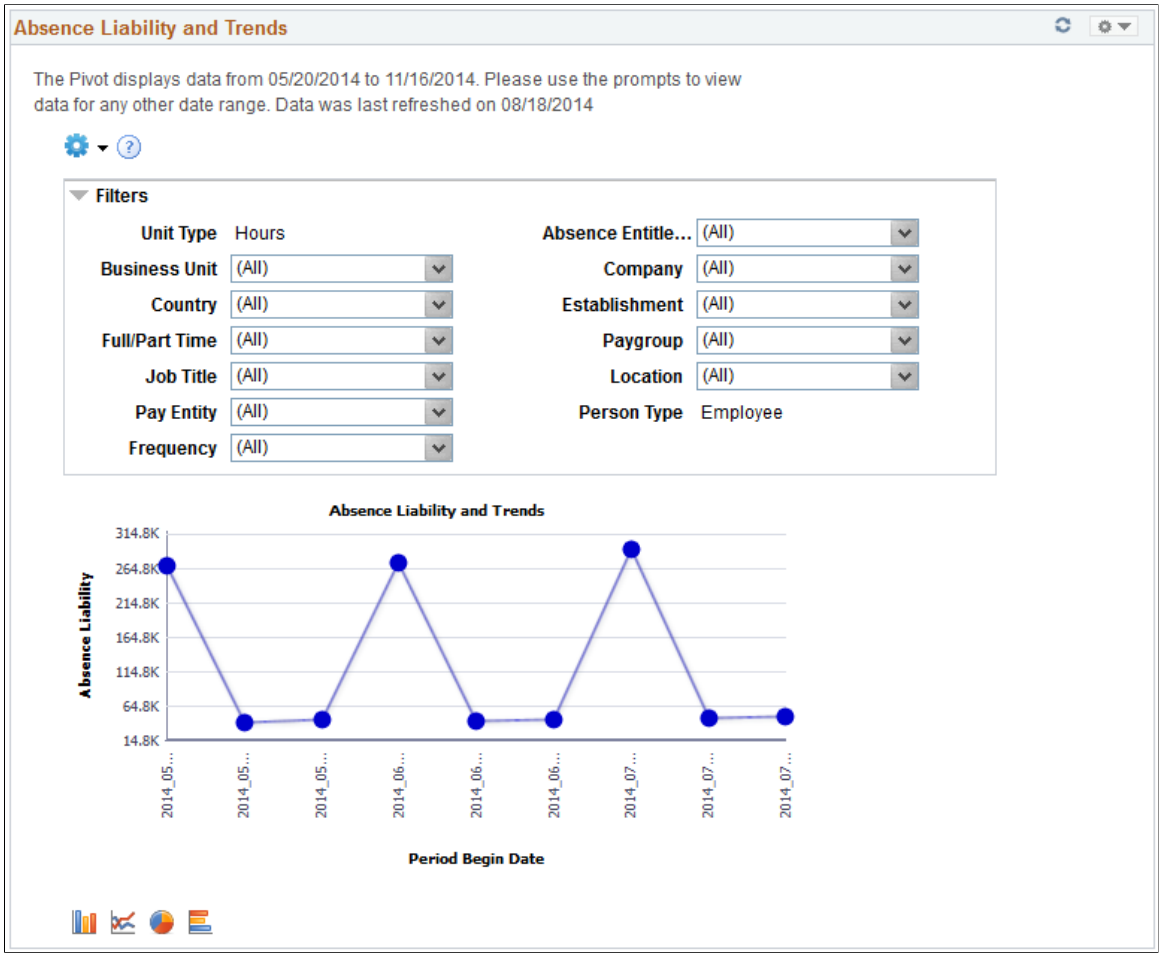
Field or Control	Description
Actions	Click to access the available related actions for the absence request. Valid values are: • *Notify Employee:* Click to access the Notify Employee page where you can send a message to the employee associated with the absence request as an announcement, an email, or both. • *Approve Absence:* Click to access the Approve Absence Requests page where you can approve, deny, or push back the absence request. • *Reassign Absence* Click to access the Reassign Absence Requests page where you can reassign an absence request to another approver. • *Notify Approver:* Click to access the Notify Approver page where you can send a message to the approver assigned to the absence request as an announcement, an email, or both. • *Notify Supervisor:* Click to access the Notify Supervisor page where you can send a message to the supervisor associated with the absence request as an announcement, an email, or both.

Absence Liability and Trends Pagelet

Use the Absence Liability and Trends pagelet to analyze the absence liability for all absence entitlements by period begin date.

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This example illustrates the fields and controls on the Absence Liability and Trends pagelet.



By default, this pivot grid displays a line chart of total absence liability for the specified date range by period begin date.

Examples of what administrators can use this pivot grid to determine are:

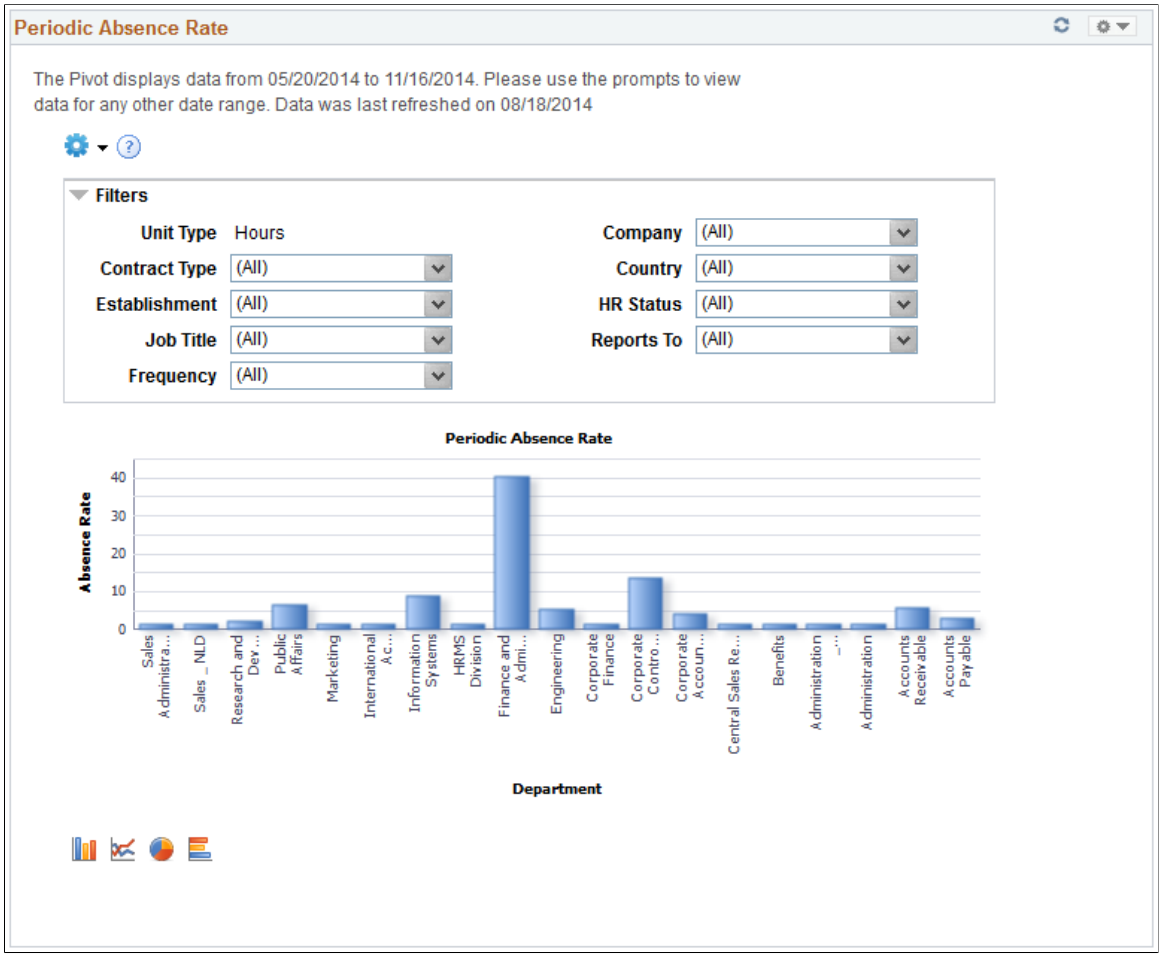
- The current liability for a given pay period.
- The current year-to-date absence liability for a specific business unit.
- The trends for reported absences and accrual balances for a given pay period.

Periodic Absence Rate Pagelet

Use the Periodic Absence Rate pagelet to analyze absence entries by employee engagement factors such as absence rate for a business entity as of a specific date, absence rate for a given period, total number of absence days, average absence duration, and average absence days.

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This example illustrates the fields and controls on the Periodic Absence Rate pagelet.



By default, this pivot grid displays a bar chart of the overall absence rate in hours for the specified date range by department. The absence rate is defined as the working time lost divided by the working time available, multiplied by 100.

Examples of what administrators can use this pivot grid to determine are:

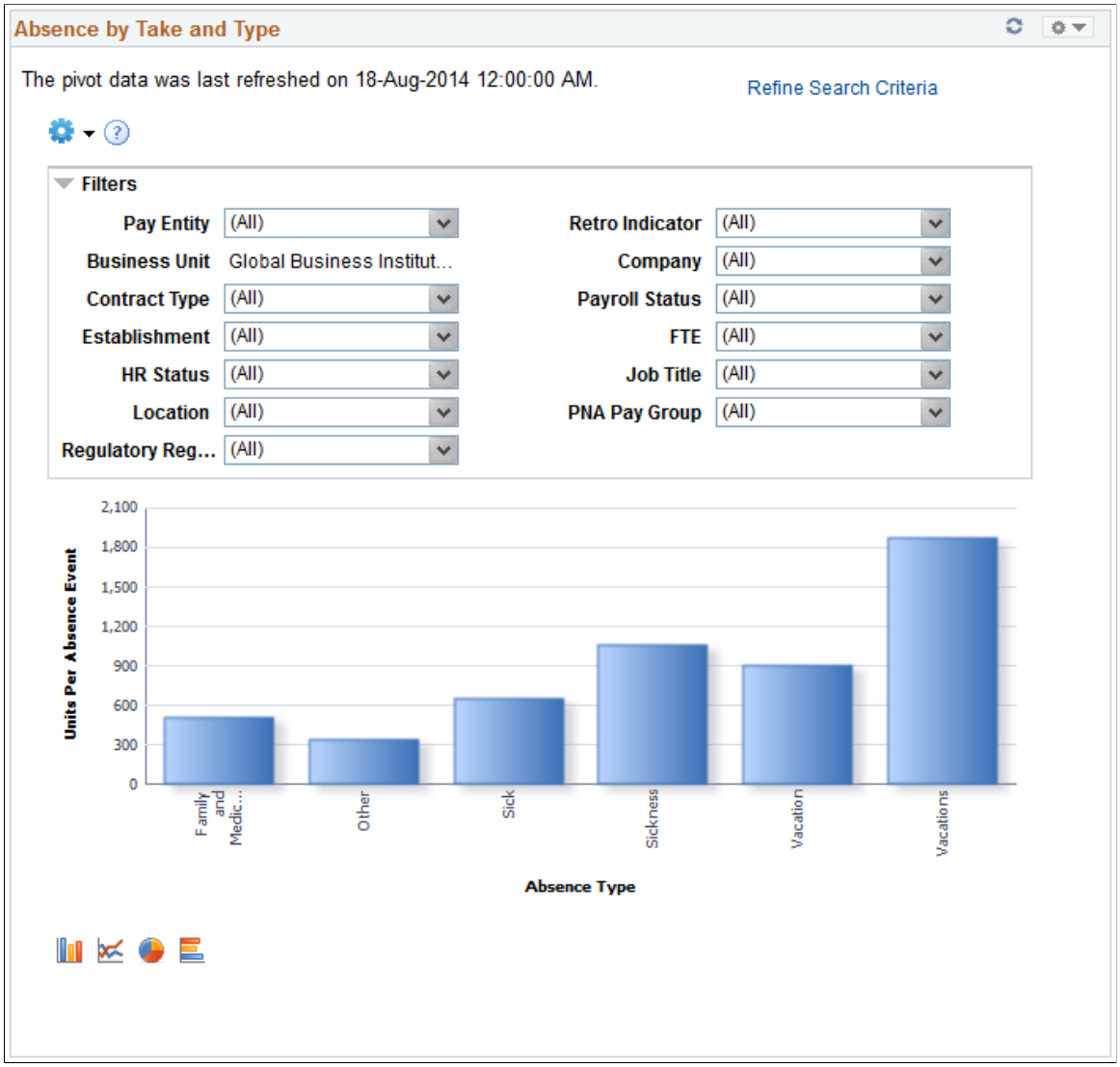
- The absence rate for a business unit for a given date range.
- The average absence rate across an organizational entity.

Absence by Take and Type Pagelet

Use the Absence by Take and Type pagelet to analyze absence results by absence take and absence type.

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This example illustrates the fields and controls on the Absence by Take and Type pagelet.



By default, this pivot grid displays a bar chart of the units per absence event by absence type.

Examples of what administrators can use this pivot grid to determine are:

- The amount of sick leave taken reported by a specific department.
- The amount of work-related absences for a specific calendar group.

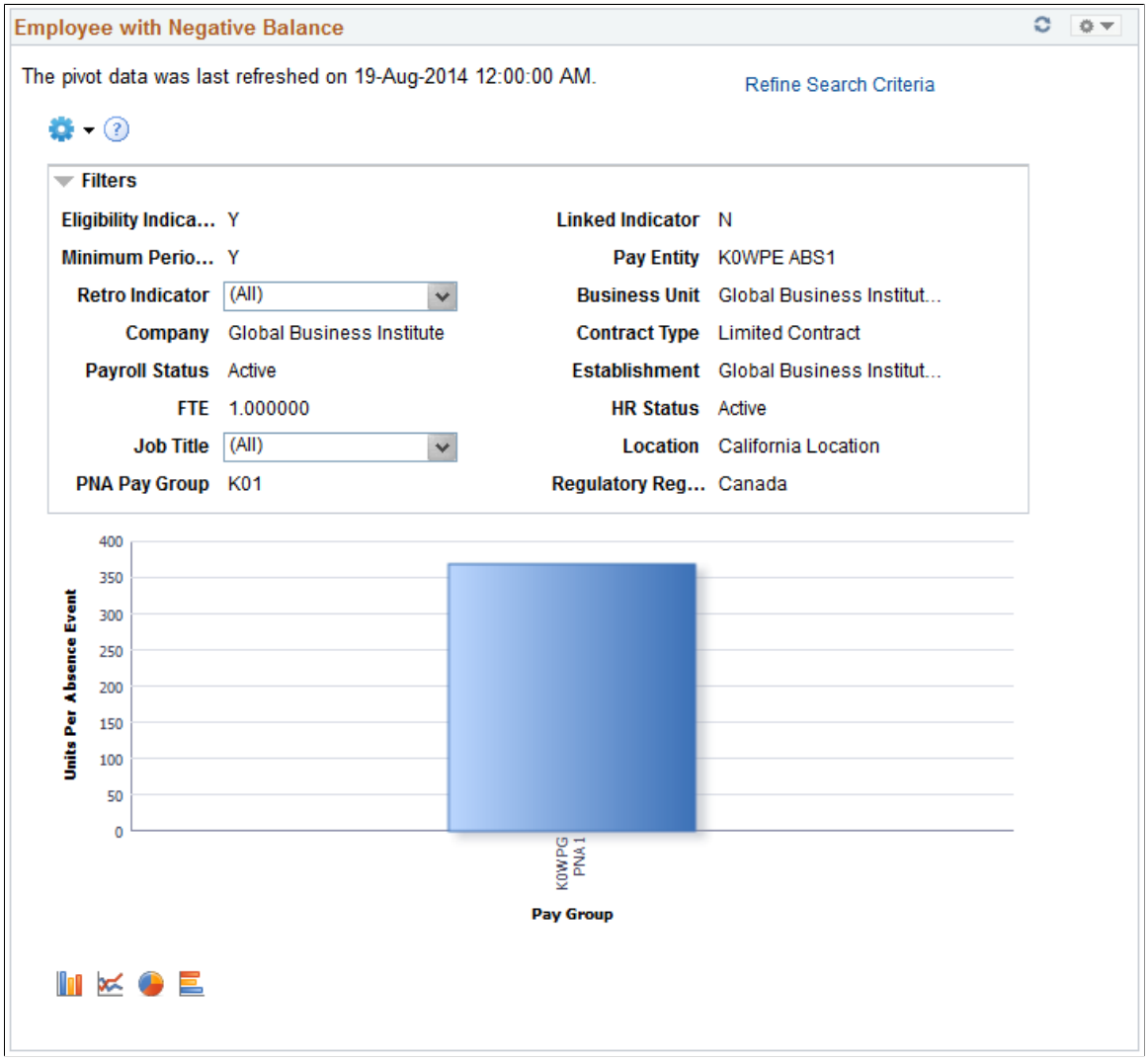
Field or Control	***Description***
Refine Search Criteria	By default, the pivot grid displays all the absence analytics data that you have loaded in your system. Click this link to access the Refine Search Criteria modal page, which enables you to analyze a smaller, refined set of data. After entering your search criteria, click **Run** to apply them. Click **Save Criteria and Run** if you want the system to apply these search criteria the next time you access the pivot grid.

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Employee with Negative Balance Pagelet

Use the Employee with Negative Balance pagelet to analyze absence results associated with negative balances.

This example illustrates the fields and controls on the Employee with Negative Balance pagelet.



By default, this pivot grid displays a bar chart of the units per absence event by pay group.

Examples of what administrators can use this pivot grid to determine are:

- The number of employees paid for absences using a negative balance limit.
- The amount of absences paid using a negative balance limit for a specific absence type.

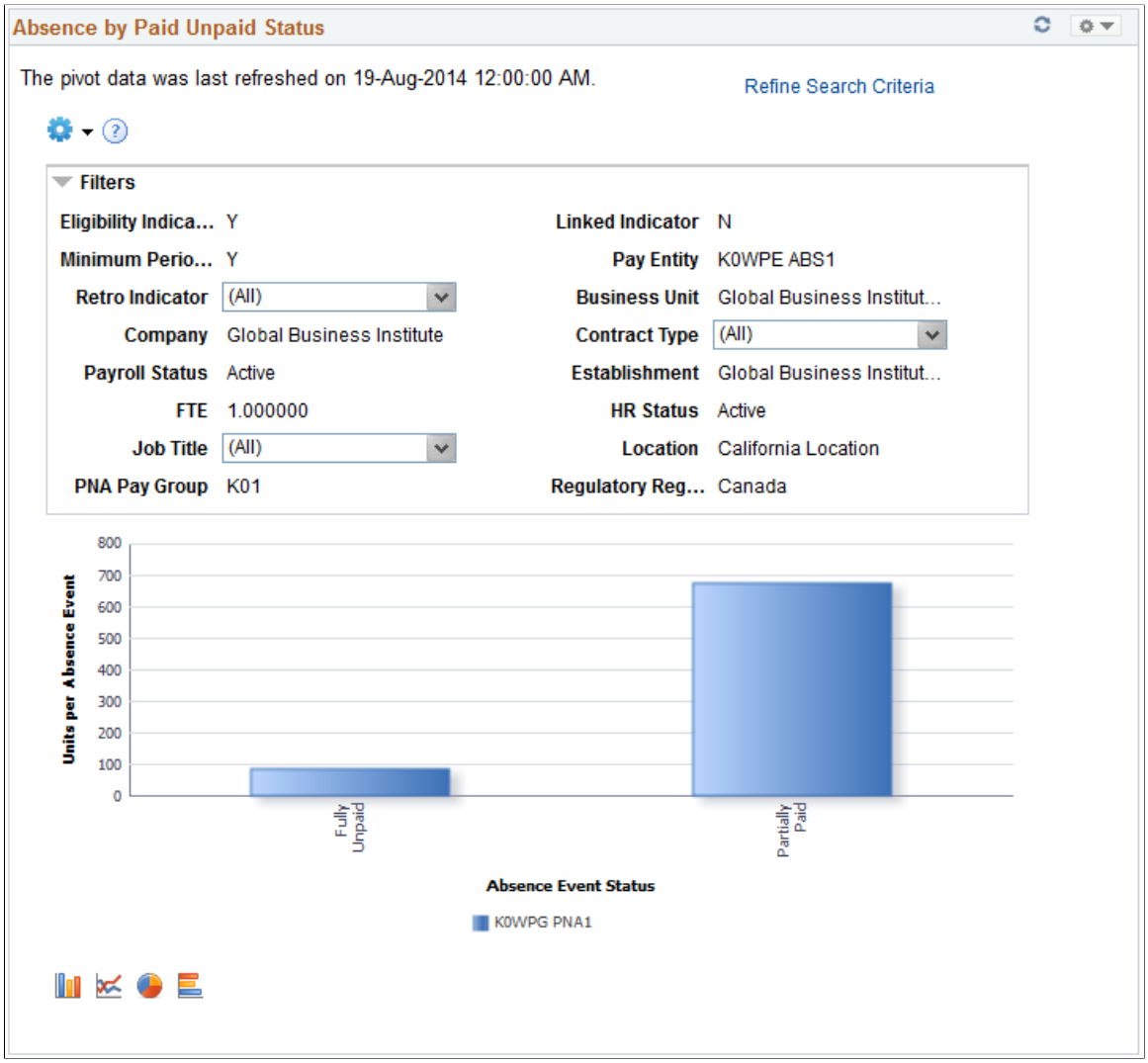
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Field or Control	*Description*
Refine Search Criteria	By default, the pivot grid displays all the absence analytics data that you have loaded in your system. Click this link to access the Refine Search Criteria modal page, which enables you to analyze a smaller, refined set of data. After entering your search criteria, click **Run** to apply them. Click **Save Criteria and Run** if you want the system to apply these search criteria the next time you access the pivot grid.

Absence by Paid Unpaid Status Pagelet

Use the Absence by Paid Unpaid Status pagelet to analyze absence results that include unpaid and partially paid absences.

This example illustrates the fields and controls on the Absence by Paid Unpaid Status pagelet.



By default, this pivot grid displays a bar chart of the units per absence event by absence event status and pay group.

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Examples of what administrators can use this pivot grid to determine are:

- Identify employees with absences that have an unpaid or partially paid status.
- View absence event status for a pay group by absence type.

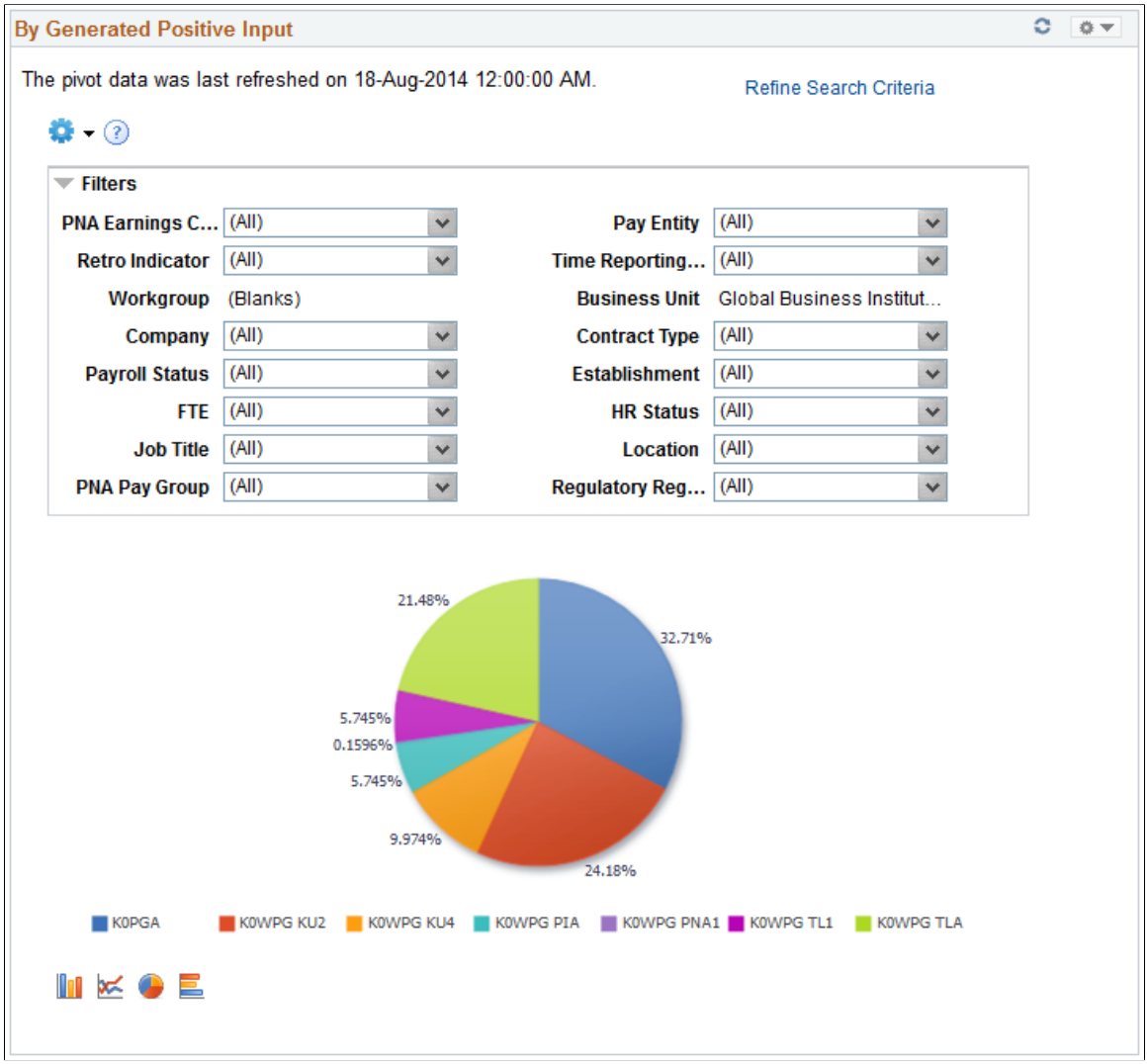
Field or Control	*Description*
Refine Search Criteria	By default, the pivot grid displays all the absence analytics data that you have loaded in your system. Click this link to access the Refine Search Criteria modal page, which enables you to analyze a smaller, refined set of data. After entering your search criteria, click **Run** to apply them. Click **Save Criteria and Run** if you want the system to apply these search criteria the next time you access the pivot grid.

By Generated Positive Input Pagelet

Use the By Generated Positive Input pagelet to Analyze absence results associated with generated positive input.

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This example illustrates the fields and controls on the By Generated Positive Input pagelet.



By default, this pivot grid displays a pie chart displaying the percentages of units per absence event by pay group.

Field or Control	***Description***
Refine Search Criteria	By default, the pivot grid displays all the absence analytics data that you have loaded in your system. Click this link to access the Refine Search Criteria modal page, which enables you to analyze a smaller, refined set of data. After entering your search criteria, click **Run** to apply them. Click **Save Criteria and Run** if you want the system to apply these search criteria the next time you access the pivot grid.

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Using the PeopleSoft Fluid User Interface to Work with Absence Analytics as a Manager

For general information about fluid pages in PeopleSoft HCM, see “Understanding PeopleSoft Fluid User Interface Homepages” (Application Fundamentals)

Pages Used to Work with Absence Analytics as a Manager Using the PeopleSoft Fluid Interface

Page Name	*Definition Name*	*Usage*
Absence Analytics Tile	HC_HGA_EVENT_ANLY_FL_GBL (this is the cref for the tile)	Tap to access the Absence Analytics page.
Absence Analytics Page	HGA_PG_LAUNCH_FL	Analyze absence entries by status, absence type, absence take, and absence reason.

Absence Analytics Tile

Use the Absence Analytics tile to access the Absence Analytics page.

Navigation:

Select **Fluid Home** under the main menu. On the page that appears, select *Manager Self Service.* The Absence Analytics tile is available on the Manager Self Service landing page.

As a manager, you can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

This example illustrates the Absence Analytics tile.



Tap the Absence Analytics tile to access the manager self-service absence analytic transaction easily without using traditional menu navigation.

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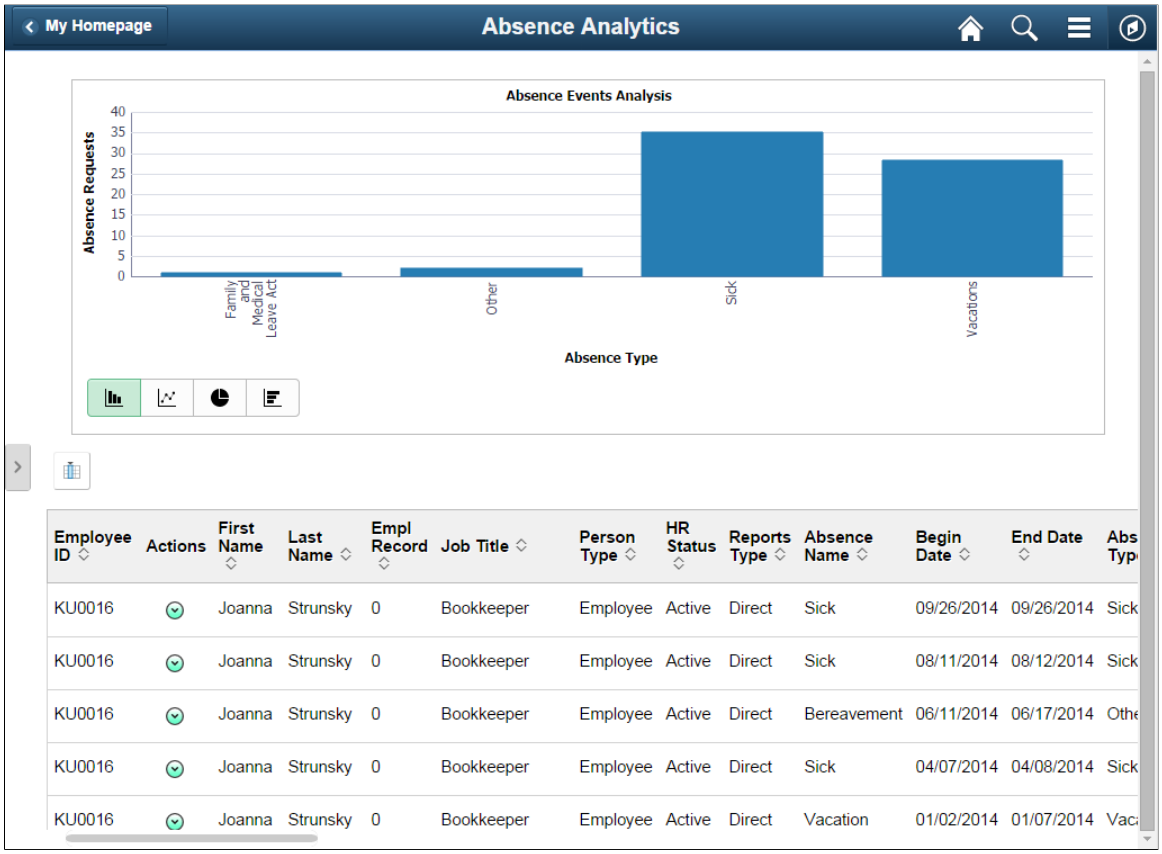
Absence Analytics Page

Use the Absence Analytics page (HGA_PG_LAUNCH_FL) to analyze absence entries by status, absence type, absence take, and absence reason.

Navigation:

Tap the Absence Analytics tile on the Manager Self-Service fluid home page.

This example illustrates the fields and controls on the Absence Analytics page.



This page includes the Absence Events Analysis pivot grid, which by default displays a bar chart of your employees' absence requests by absence type. The page also displays a detailed grid view of your employees' absence requests.

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Field or Control	*Description*
Actions	Tap the button in this column to access the available related actions for the absence request. Valid values are: • *Notify Employee:* Tap to access the Notify Employee page where you can send a message to the employee associated with the absence request as an announcement, an email, or both. • *Approve Absence:* Tap to access the Approve Absence Requests page where you can approve, deny, or push back the absence request. • *View Absence* Tap to access the Request Details page where you can view details for the absence request. • *Notify Approver:* Tap to access the Notify Approver page where you can send a message to the approver assigned to the absence request as an announcement, an email, or both. • *Notify Supervisor:* Tap to access the Notify Supervisor page where you can send a message to the supervisor associated with the absence request as an announcement, an email, or both.

Related Links

Absence Events Analysis Pagelet

“Understanding PeopleSoft Fluid User Interface Homepages” (Application Fundamentals)

“Using the Manager Self-Service Homepage” (Application Fundamentals)

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Chapter 34

Configuring Off Cycle Transactions

Understanding Off Cycle Configurations

Global Payroll enables you to configure the Off Cycle Request page. You can use the page as delivered, or modify it to create specific configuration defaults for each type of off cycle transaction. When you create these configurations, the amount of data and options that is presented on the Off Cycle Request page is greatly reduced.

The configuration definition enables you to control several aspects of an off cycle request. Using the Off Cycle Configuration page enables you to:

- Identify which off cycle transaction types are valid for your organization.
- Determine basic field level defaults for the request page, based on the type of off cycle transaction.
- Identify business reasons and configure the data that is required on the request page, based on the transaction type.

Note: To fully understand how to configure off cycle transactions, you should review the documentation for the request page first. Then, you will be able to understand the records that you will be configuring.

See Understanding Off Cycle Processing.

Types of Off-Cycle Transactions

Global Payroll supports four types of off cycle transactions:

- Manual payments

  You can record payments for items that you calculate and pay outside of the system, such as cash or check payments.

- Corrections

  These are transactions that correct the results of a finalized payroll. Examples include paying a new hire who was not included in the regular run, and reversing a bonus payment that was made to a payee in error.

- Unscheduled payments

  These are one time payments, such as a special bonus or expense reimbursement that fall outside of the on cycle process and for which calendars would not ordinarily be defined.

- Advances

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Advances are the processing of segments before they are normally scheduled, such as the early payment of wages due to termination, or the processing and pay of leave in advance.

Configuring Off Cycle Requests

Page Used to Configure the Off Cycle Requests

Page Name	*Definition Name*	*Usage*
Off Cycle Configuration Page	GP_OC_SETUP	Define Global Payroll configurations, specific to country and type of transaction, that configure the Off Cycle Request page.

Steps for Configuring Off Cycle Requests

You can configure off cycle requests for each type of transaction.

To configure the Off Cycle Request page:

1. Select and off-cycle transaction type to configure, by country.
2. If your organization needs reason codes associated with off cycle processing, enter the reason codes that are applicable to the transaction type being configured. Enter a default reason code if you want a specific reason code to be supplied on an off cycle request for the transaction type.
3. Enter each reason that can be used for this type of off-cycle transaction.
4. Select processing controls.

Additional configurations are required that are specific to the type of off cycle transaction selected. These include:

- For corrections, select the method of correction, which includes the correction type and retro method used.
- For manual payments and additional payments, select the calendar controls to allow entry of a begin and end date for the off cycle transaction.

Off Cycle Configuration Page

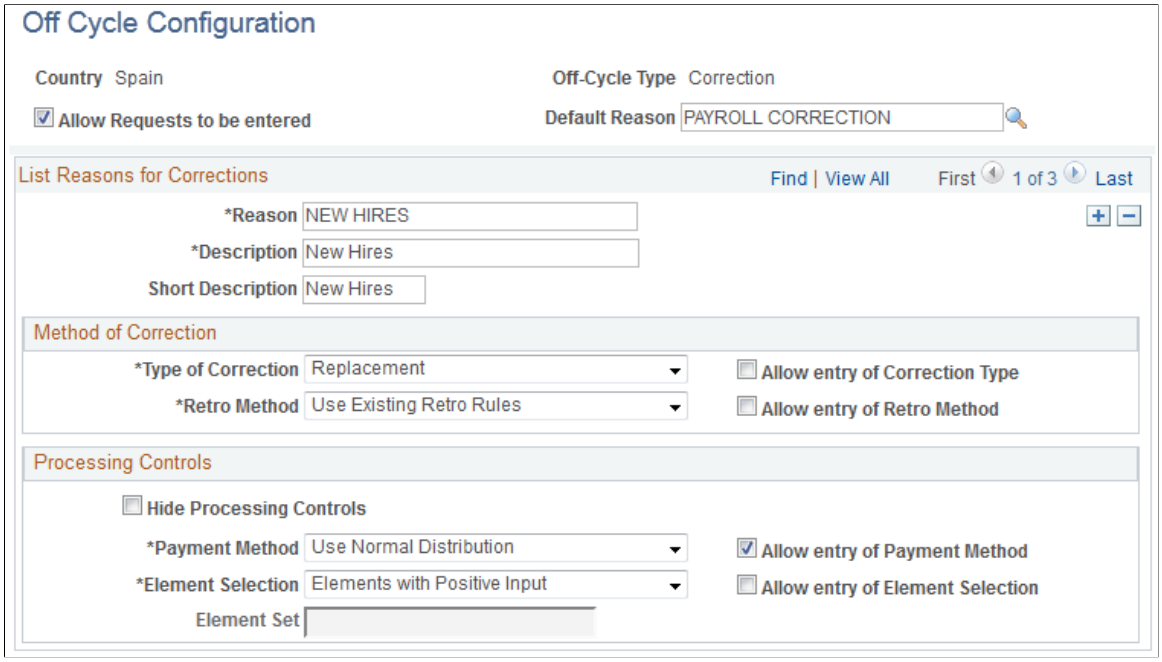
Use the Off Cycle Configuration page (GP_OC_SETUP) to define Global Payroll configurations, specific to country and type of transaction, that configure the Off Cycle Request page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Off Cycle Configuration** > **Off Cycle Configuration**

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This example illustrates the fields and controls on the Off Cycle Configuration page.



Off Cycle Configuration Field Summary

Each off cycle transaction type has different page characteristics. Some fields are common across transaction types while others are unique by transaction type. This table indicates what options are available by transaction type:

Field	*Manual Payments*	*Correction Payments*	*Additional Payments*	*Advance Payments*
Allow Requests to be entered	Yes	Yes	Yes	Yes
Default Reason	Yes	Yes	Yes	Yes
Reason	Yes	Yes	Yes	Yes
Description	Yes	Yes	Yes	Yes
Short Description	Yes	Yes	Yes	Yes

This table indicates what calendar control options are available by transaction type:

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Field	*Manual Payments*	*Correction Payments*	*Additional Payments*	*Advance Payments*
Hide Calendar Controls	Yes	N/A	Yes	N/A
Allow Entry of Begin Date	Yes	N/A	Yes	N/A
Allow Entry of End Date	Yes	N/A	Yes	N/A

This table indicates what processing control options are available by transaction type:

Field	*Manual Payments*	*Correction Payments*	*Additional Payments*	*Advance Payments*
Hide Processing Controls	Yes	Yes	Yes	N/A
Allow Entry of Payment Keys	Yes	N/A	Yes	N/A
Run Type	Yes	N/A	Yes	N/A
Allow Entry of Run Type	Yes	N/A	Yes	N/A
Payment Method	N/A	Yes	Yes	Yes
Allow Entry of Payment Method	N/A	Yes	Yes	Yes
Allow Partial Period Advances	N/A	N/A	N/A	Yes
Element Selection	Yes	Yes	Yes	N/A
Allow Entry of Element Selection	Yes	Yes	Yes	N/A

This table indicates what method of correction options are available by transaction type:

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Field	*Manual Payments*	*Correction Payments*	*Additional Payments*	*Advance Payments*
Type of Correction	N/A	Yes	N/A	N/A
Allow Entry of Correction Type	N/A	Yes	N/A	N/A
Retro Method	N/A	Yes	N/A	N/A
Allow Entry of Retro Method	N/A	Yes	N/A	N/A

Transaction Type and Reasons

Field or Control	*Description*
Country	Displays the country for which you are configuring the off cycle request page.
Off-Cycle Type	Select the off cycle transaction type for which you want to configure the request page. Values are *Additional payment, Advance, Correction,* and *Manual payment.*
Allow Requests to be entered	Select to allow off cycle requests to be entered for specific off cycle types for a specific country. The default is selected. If this check box is deselected, you will not be able to enter any off cycle requests for the type and country that is specified.
Default Reason	Enter a default reason that will populate the off cycle request. This reason can be overridden when the request is being created.

List Reasons for Additional Payments

This section is titled based on the Off Cycle Type that is entered. The titles are List Reasons for Additional Payments, List Reasons for Advance Payments, List Reasons for Corrections, and List Reasons for Manual Checks.

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Field or Control	*Description*
Reason	Enter all valid reasons for the off cycle type that can be entered on the Off Cycle Request page. These reasons will be the only ones that can be entered. When a new reason is added all the attributes selected are available on the Off Cycle request page.
Description	Enter a description for the reason.
Short Description	Enter a short description for the reason.

Calendar Controls

Field or Control	*Description*
Hide Calendar Controls	Select to hide all calendar controls on the Off Cycle Request page.
Allow entry of Begin Date	Select to allow a begin date to be entered for an off cycle request.
Allow entry of End Date	Select to allow an end date to be entered for an off cycle request.

Method of Correction

This section is available for entry only when the **Off Cycle Type** is *Correction.*

Field or Control	*Description*
Type of Correction	Select the types of correction that are valid. Values are: • *Forced Reversal* causes the payment or absence calendar to be reversed regardless of whether the system finds the payee still eligible for processing or not. • *Replacement* causes the system to recalculate or remove elements based on whether payee is eligible. This is the same as normal retroactive processing.
Allow entry of Correction Type	Select if you want the user of the off cycle request to be able to enter a correction type.

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Field or Control	*Description*
Retro Method	Select a retro method to use with the type of correction that is selected. Values are *Forced Corrective* and *Use Existing Retro Rules.*
Allow entry of Retro Method	Select if you want the user of the off cycle request to be able to enter a retro method.

Processing Controls

Field or Control	*Description*
Hide Processing Controls	Select to hide all processing controls on the Off Cycle Request page.
Allow entry of Payment Keys	Select if you want the user of the off cycle request to be able to enter payment keys.
Run Type	Enter the run type to use for this off cycle type.
Allow entry of Run Type	Select if you want the user of the off cycle request to be able to enter a run type.
Payment Method	Select the payment method to use for the off cycle type and reason. Values are *Cash, Check, Postal Order, Pay Primary Account Only,* and *Use Normal Distribution.*
Allow entry of Payment Method	Select if you want the user of the off cycle request to be able to enter a payment method.
Allow Partial Period Advances	This option is available only when the off cycle type is advance payment. Select if you will advance part of a pay period.
Element Selection	Select the element selection for the off cycle request. Values are *All, Elements with Positive Input,* and *Limited Element Set.*
Allow entry of Element Selection	Select if you want the user of the off cycle request to be able to enter an element selection.

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Field or Control	*Description*
Element Set	You can enter a value in this field when the **Element Selection** value is *Limited Element Set.* An element set defines (limits) the earnings and deductions found on the process list to process.

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Chapter 35

Managing Off Cycle Processing

Understanding Off Cycle Processing

This topic discusses:

- Differences between on cycle and off cycle runs.
- Types of off cycle transactions.
- Features of off cycle processing.
- Steps for entering off cycle requests.
- Processing and postprocessing steps.
- Off-cycle batch processing.
- System elements for developing off cycle rules.

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Common Elements Used in Off Cycle Processing

Field or Control	*Description*
Element Selection	The option that is selected determines the resolution of primary elements (earnings and deductions) on the process list. Values are: *All:* Select to have the system follow the same resolution as if this were an on cycle payroll process. *Elements with Positive Input:* Select to have the system resolve only those elements that are entered in positive input. **Note:** Regardless of which selection you make the system will always process positive input entries. *Limited Element Set:* Select to process only selected earning and deduction elements on the process list. Enter the element group to process. Use the Element Group component (GP_ELEMENT_GROUP) to define a limited element set. For example, to specify that the system also process an employer contribution when you enter positive input for a payee, you can create an element group that includes the elements for the employer contribution and select this element set when entering the payment instructions. Including an element in a limited element set does not override general eligibility rules. Limited element sets provide an additional filter that can further narrow the elements that get resolved. See Defining Element Groups.
Off Cycle Group	Identifies a set of off cycle transactions to process. The name of an off cycle group is user-defined. You can use any value.
Payment Date	The date that the system uses to determine: • The period for updating accumulators for those accumulators that are defined to accumulate based on payment date. • The element definitions to retrieve during processing for those elements that use payment date as the definition as of date.
Payment Method	Values are *Cash, Check, Postal Order, Use Normal Distribution,* and *Pay Primary Account Only.* This field applies to all transaction types except manual payments. The selected payment method determines the payment method that might be assigned through rules during the calculation process.

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Field or Control	*Description*
Period Begin Date and **Period End Date**	Dates the system use to determine: • The period for updating accumulators for those accumulators that are defined to accumulate based on period begin date or period end date. • The element definitions to retrieve during processing for those elements that use period begin date or period end date as the definition as of date. Manual payments, corrections, and additional payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar, the calendar that is being advanced; you cannot override these dates for advances.
Supporting Element Overrides	Click the **Supporting Element Overrides** button to access the Payee Calendar SOVR page, where you can override the value of a bracket, date, duration, formula, or variable element for a specific payee and calendar.
Target Period ID	Affects the period for which balance accumulators are updated. The target period provides the default values for the period begin date and period end date for all transaction types except advances. For advances, the target period determines the process begin date and process end date.

Differences Between On Cycle and Off Cycle Payrolls

On cycle processing refers to performing regularly scheduled runs. In Global Payroll, these are recurring runs for which a period, calendar, and calendar group have been predefined. A pay group with a monthly frequency has twelve regularly scheduled on cycle payrolls each year.

Off cycle payroll processing refers to processing payments and making corrections to finalized results outside of the normal payroll schedule. Off cycle transactions are typically made to correct prior payments or to make early termination payments that can't wait until the next scheduled on cycle payroll.

Note: Quarterly bonuses, commission payments, and other regularly recurring transactions that are processed less frequently than regular payroll runs often involve large groups of payees, and can be managed most efficiently as on cycle processes.

With the exceptions that are explained in this topic, the concepts that apply to on cycle processing also apply to off cycle processing: retroactivity, segmentation, calendars and calendar groups, running calculations, banking, and general ledger. The primary difference between on cycle and off cycle processing is the way in which you enter instructions for what and who to process.

Related Links

Understanding Payroll Processing

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Types of Off Cycle Transactions

Global Payroll supports four types of off cycle transactions:

- Manual payments

  You can record payments for items that you calculate and pay outside of the system, such as cash or check payments.

- Corrections

  These are transactions that correct the results of a finalized payroll. Examples include paying a new hire who was not included in the regular run and reversing a bonus payment that was made to a payee in error.

- Additional payments

  These are one time payments, such as a special bonus or expense reimbursement that fall outside of the on-cycle process and for which calendars would not ordinarily be defined.

- Advances

  Advances are the processing of segments before they are normally scheduled, such as the early payment of wages due to termination, or the processing and pay of leave in advance.

Features of Off Cycle Processing

With off cycle processing, you can:

- Override a payee's normal payment method.

  You can override the payment method that's defined for a payee on the Net Distribution page or that is defined through rules during the calculation process. For example, you can issue a check to a payee for a one time bonus, even though the payee's regular monthly salary is paid through a direct deposit.

  See Defining Payee Net Pay Elections.

- Limit which elements are resolved.

  For all off cycle transactions except advances, you can use two features to limit the primary elements (earnings and deductions) on the process list that the system resolves. The Element Selection section enables you to select which primary elements you want resolved, with the exception of any retroactive or positive input for those elements. You can select all elements, elements with positive input, or a limited set of primary elements to process.

- Override supporting elements.

  For all off cycle transactions except advances, you can override the values of brackets, dates, duration, formulas, and variables for a given payee and calendar. Advances will take these overrides from the calendar definitions of the calendars being advanced.

Steps for Entering Off Cycle Requests

You can enter multiple off cycle requests for the same pay group and target period.

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To enter requests for off cycle transactions:

1. Create an off cycle group using the Off Cycle On Demand (GP_ONDEMAND) component.

   An off cycle group is a group of payees and payments that are processed together. It identifies which off cycle transactions to process and the processing instructions, including who and what to pay (pay group) and when to pay it (target calendar ID). Its purpose is similar to a calendar in an on cycle process, except that you enter specific instructions for each payee. Name the off cycle group on the Off Cycle On Demand page.

2. Enter individual requests for payments.

   The Off Cycle On Demand component prevents you from performing off cycle steps out of order. You will enter a request by clicking either the **Create Request** or **Edit Request** button. If at least one request has been created, the button is labeled **Edit Request.**

   When the button is selected, you are transferred to the main request page, which includes the valid off cycle types for your organization. On this main page, you indicate the payee ID by type of transaction. Next, select the detail link and you are transferred to the individual detail page for the transaction type.

   Note: Use the Off Cycle Configuration page to configure the fields that are displayed on each detail page for each off cycle transaction. By configuring these pages, you can greatly reduce the fields and options that appear when creating an off cycle transaction.

   See Understanding Off Cycle Configurations.

3. Create a calendar group for the off cycle run.

   A calendar group for an off cycle run identifies the *off cycle groups* to process together (whereas a calendar group for an on cycle process identifies the *calendars* to process together). Use the same page to create all calendar groups, completing the fields that pertain to off cycle processing.

   You can create a calendar group for an off cycle run from the Off Cycle On Demand page of the Off Cycle On Demand component by clicking the **Create Calendar Group** button. When you create the Calendar Group through the dashboard, the system uses the name of the off cycle group (one of the keys) as the name of the calendar group. Also, the system populates the Calendar Group page with the other information required to generate the off cycle calendar group.

   Note: When processing a correction request, ensure retro triggers exist to recalculate the payments requested for correction.

Processing and Postprocessing Steps

To process requests for off cycle transactions:

1. Initiate the off cycle run.

   Use the Off Cycle On Demand page of the Off Cycle On Demand component to initiate off cycle runs by clicking the **Calculate** button. The calculation is performed as a remote call. The remote call causes the browser to remain on the Off Cycle On Demand page for the duration of the calculation process. Any pertinent messages are displayed upon completion. Each time the calculation is run,

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the system cancels the payees, identifies the payees that are eligible for calculation, and calculates all elements for the payees.

Note: Off cycle processing can also be run using the Calculate Absence and Payroll page as it would for an on cycle process.

When the calculation finishes, it opens the Payee Status page. From this page, you can access the Results by Calendar Group page as well as the Payee Messages page. The Payee Status page reflects whether the results are calculated. From this page, you can review:

- Payee Calculation Status.
- Payee Results.
- Payee Messages.

Note: When the calendar group is created, you can access the Payee Status page at any time by clicking the **View Status and Results** link.

2. When you review the processing results, you can choose to:
   - Cancel the calculation. Click the **Cancel** button on the Off Cycle On Demand page.
   - Calculate again due to changes made to the off cycle transactions. Click the **Calculate** button on the Off Cycle On Demand page.
   - Finalize the end the payroll calculation. Click the **Finalize** button on the Off Cycle On Demand page. Once this is done, move on to Step 3.
3. Run all post processes, such as Banking, General Ledger, Send Cost to TL, and reports.

   Each post processing step needs to be run with the same sequence as on cycle. You must initiate these steps using the same navigation as in an on cycle payroll.

Related Links

Entering Processing Instructions
Viewing Payee Status and Updating a Payee's Processing Instructions

Off Cycle Batch Processing

With off cycle processing, the system automatically suspends affected payees from other runs in which they are active so that they can be included in the off cycle process. (A payee can be active only in one run at a time.)

Here's what the system does when you submit an off cycle request:

- Checks whether the payee is associated with an open calendar group.
- If yes, suspends the payee in the calendar group so that the payee can be calculated immediately in the off cycle group.

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Note: If the Calculation status is set to Frozen, the system suspends the payee in the off cycle calendar group.

Transaction processing varies depending on the type of off cycle request being processed.

Manual Payments

With manual payments, batch validation checks whether the calculated gross-pay and net-pay accumulator amounts match the gross-pay and net-pay amounts input. A message is issued, and payee is placed in error if these calculated gross and net do not match the input gross and net amounts. The amounts must match to finalize the payroll.

During batch processing, the process list that is associated with the run type that was entered is used.

Here's what the system processes when manual payments are being processed:

- Earnings and deductions that are entered on the manual payment request:
    - Are only resolved if on the process list.
    - Are not checked for eligibility, including generation control.
    - Have pre and post process formulas are resolved; however any post-process formula attempts to modify the earning or deductions value will not be applied.
    - Do not have individual components resolved. But if the user adds a component, it is stored and added to any accumulator in which it belongs. For example, if units are entered as hours, the amount is not used to calculate an amount, just to update this unit balances.
- Other earnings and deductions will resolve dependent on the element selection. .
- Supporting elements are always resolved if they are on the process list.
- Both period and element segmentation triggers are ignored.
- Entries from PeopleSoft Time and Labor and the Manage Variable Compensation application of PeopleSoft HR are not picked up.

Corrections

Off cycle corrections are based on retroactive processing similar to the retroactive corrections that take place during on cycle runs:

- A trigger must exist on or before the pay period end date for the calendar that is being corrected or reversed.
- The type of correction is one of two choices to process:
    - Replacement: Replaces an existing payment that was paid incorrectly.
    - Forced Reversal: Reverses an existing payment that should not have been paid regardless of whether the payee is still eligible.

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- One of two types of retroactive methods are available to process:
  - Use Existing Retro Rules: Follows retroactive method based on the triggers and rule setup.
  - Forced Corrective: Corrective retroactive method is forced.
- For the calendar that is being corrected or reversed, the earnings and deductions resolve based on normal processing and eligibility.
- New calendars are created and will be processed. If delta's exist and are to be forwarded, these new off cycle calendars that are automatically generated will receive these deltas:
  - Earnings and deductions resolve depending on the presence of positive input that is entered in the off cycle request, as well as the element selection.
  - All supporting elements on process lists are resolved.
  - Segmentation triggers are ignored.
  - Entries from PeopleSoft Time and Labor and the Manage Variable Compensation application are not picked up.

Additional Payments

During batch processing, the process list that is associated with the run type that was entered is used.

- Earnings and deductions that are entered on the additional payments request follow on cycle batch processing logic:
  - They are resolved only if they are on the process list.
  - Eligibility is considered, including generation control.
  - Pre process and post process formulas are resolved.
  - Individual components are resolved, as needed.
- Earnings and deductions resolve depending on the presence of positive input that is entered in the off cycle request, as well as element selection.
- Supporting elements will always be resolved if they are on the process list.
- Both period and element segmentation triggers are ignored.
- Entries from PeopleSoft Time and Labor and the PeopleSoft Manage Variable Compensation application are not picked up.

Advances

For advances, calendar groups are processed with the applicable calendars. Batch processing follows the same logic as on cycle processing.

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System Elements for Developing Off Cycle Rules

The following table provides information about delivered system elements that are used during off cycle processing:

System Element	*Description*	*Values*
GP TX TYPE	Identifies the transaction type.	• R (Correction). • M (Manual Payment). • U (Additional Payment). • A (Advances). • Blank (on-cycle runs).
OFF CYCLE	Identifies whether calendar is off cycle or on cycle.	• Y (Yes) = off cycle calendar. • N (No) = on cycle calendar. (Any run with a defined calendar is considered on-cycle, including semi regular runs.)
GP CORR TYPE	Identifies the correction type.	• N (Normal Retro). • R (Replacement — Normal Retro). • V (Reversal - Normal Retro). • W (Reversal — Replacement).

Initiating Off Cycle Transactions

Pages Used to Initiate Off Cycle Transactions

Page Name	*Definition Name*	*Usage*
Off Cycle On Demand Page	GP_ONDEMAND	Access the pages to: • Create or edit an off cycle request. • Create or edit an off cycle calendar group. • Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.

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Page Name	*Definition Name*	*Usage*
Off Cycle Request Page	GP_OFFCYCLE_REQ	Access the detail pages of the off cycle transaction types for the employee IDs that are entered.

Understanding Preliminary Entry for Off-Cycle Transactions

You can create an off cycle request by accessing the Off Cycle On Demand page or the Off Cycle Requests page. Use the Off Cycle On Demand component (GP_ONDEMAND) to create an off cycle request, process the request, and view the results. Use the Off Cycle Requests component (GP_OFFCYCLE_REQ) to enter the employee ID for the applicable off cycle transaction type. After entering the employee ID on the Off Cycle Request page, you complete a separate page of the component to complete details for each transaction type that you intend to process.

If a payee has entries for more than one transaction type, the system processes the transactions in the following order: manual payments, corrections, additional payments, and advance payments. To process the transactions in any other order, set up separate off cycle groups and process the payments in separate runs.

Off Cycle On Demand Page

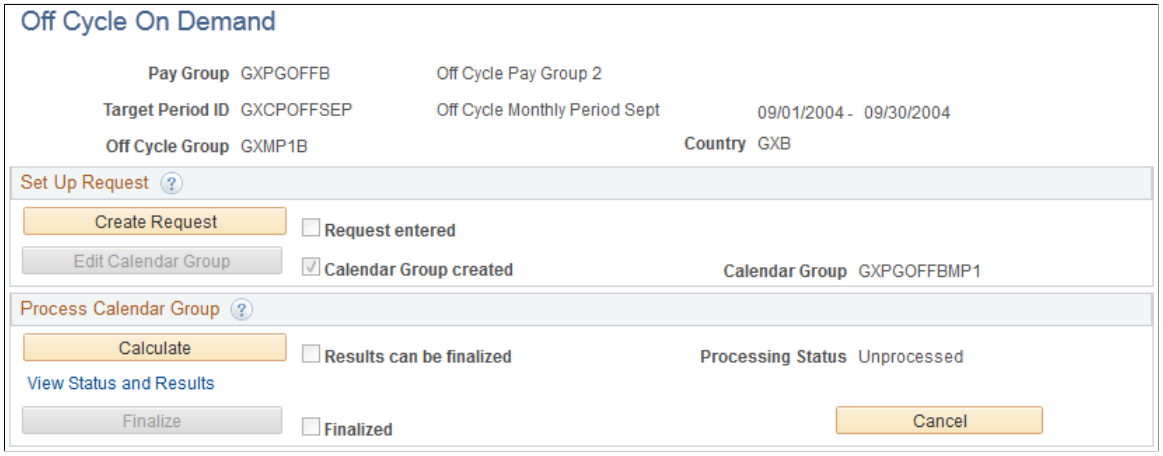
Use the Off Cycle On Demand page (GP_ONDEMAND) to:

- Create or edit an off cycle request.
- Create or edit an off cycle calendar group.
- Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Off Cycle** > **Off Cycle On Demand** > **Off Cycle On Demand**

This example illustrates the fields and controls on the Off Cycle On Demand page.



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Field or Control	*Description*
Create Request or **Edit Request**	Click to create a request on the Off Cycle Request page. When the request has been created, the button reads **Edit Request,** which you click to edit the off cycle request that is created.
Create Calendar Group or **Edit Calendar Group**	Click to access the Calendar Group page to create a calendar group for processing the off cycle transactions. When the calendar group has been created, the button reads **Edit Calendar Group,** which you click to edit the calendar group that is created. See Defining Calendar Groups.
Calculate	Click to calculate the off cycle transactions. The calculation is performed as a remote call. The remote call causes the browser to remain on the Off Cycle On Demand page for the duration of the calculation process. **Note:** The simplified approach of the **Calculate** push-button does not allow certain options like freezing calculations or running the process with element trace on. If this is desired, go to the Calculate Absence and Payroll page to process the off cycle calendar group. See Entering Processing Instructions.
View Status and Results	Click to access the Payee Status page. Use this page to view payees by process indicator, calculation status, or other criteria and specify the action that the system is to take. Also, you can access the Results by Calendar Group component (GP_RSLT_CAL_RUN) or Payee Messages component (GP_MESSAGE) by clicking the links on the Payee Status page. See Viewing Payee Status and Updating a Payee's Processing Instructions, Viewing Results by Calendar, Viewing Payee Messages.
Finalize	Click to finalize an off cycle run. This button is available only after the calendar group has been successfully calculated.
Cancel	Click to cancel an off cycle run. This option becomes available as soon as the off cycle group has been associated with a calendar group.

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Field or Control	*Description*
Request entered, **Calendar Group Created**, **Results can be finalized**, and **Finalized**	The check boxes to the right of the push buttons on the Off Cycle On Demand page are unavailable for entry. The system maintains these check boxes, which consists of milestones, that indicate how far along you are in the off cycle process. For example, if you have already created the request, completed your calendar group creation, and run a calculation once with no errors, the system selects several check boxes **(Request entered, Calendar Group Created,** and **Results can be finalized)** on the Off Cycle On Demand page, representing the steps you have already completed.

Off Cycle Request Page

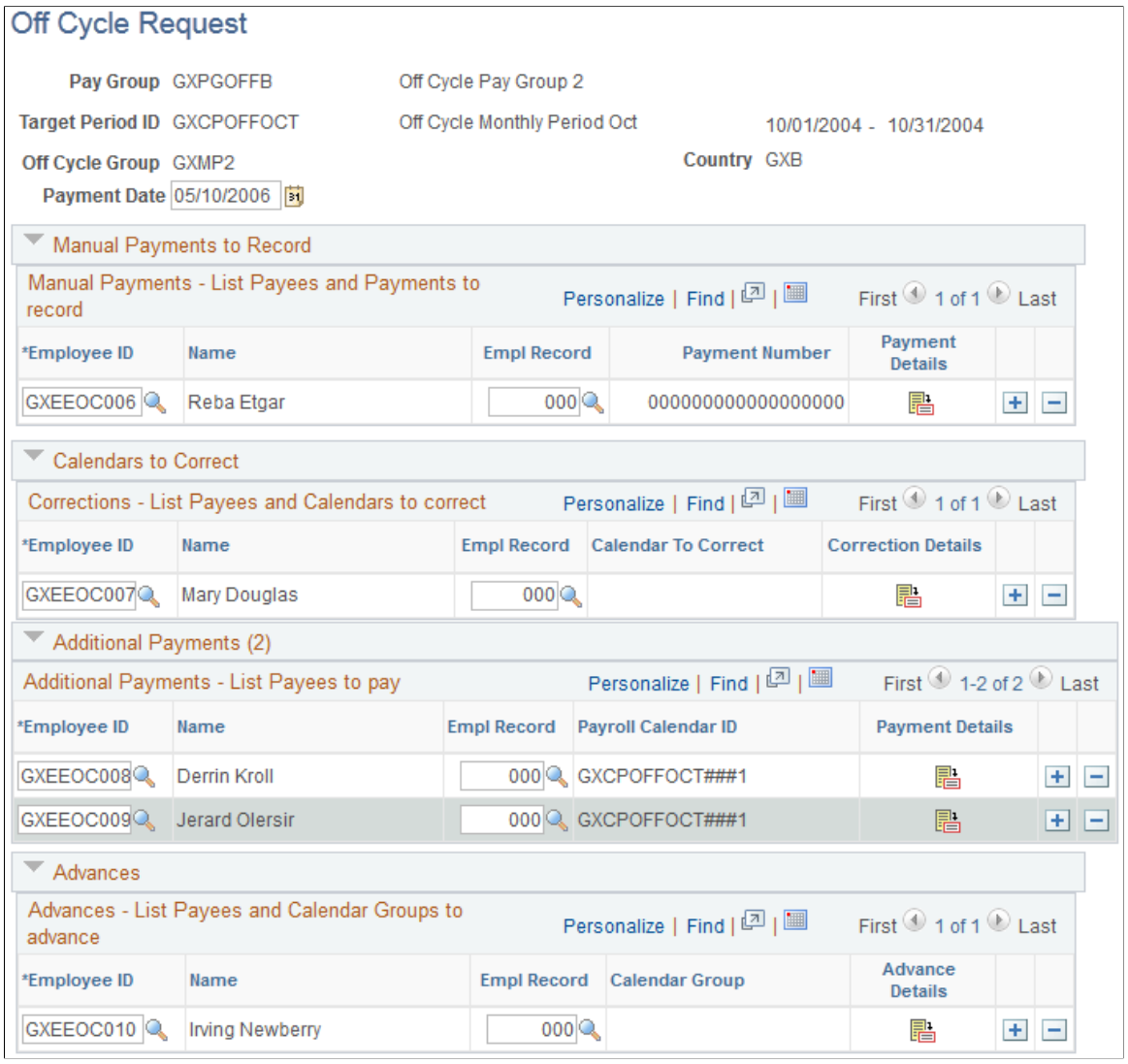
Use the Off Cycle Request page (GP_OFFCYCLE_REQ) to access the detail pages of the off cycle transaction types for the employee IDs that are entered.

Navigation:

- Click **Create Request** on the Off Cycle On Demand page.
- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Off Cycle** > **Off Cycle Request** > **Off Cycle Request**

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This example illustrates the fields and controls on the Off Cycle Request page.



Field or Control	*Description*
Employee ID	Enter the employee ID in the applicable off cycle transaction section. The section will limit itself to payees (and jobs) associated with the pay group that is associated with the off cycle group.
Empl Rcd Nbr(Employee Record Number)	Select the job for which you want to create the off cycle transaction.

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Field or Control	*Description*
Reason	Select the default reason code or the reason code that is applicable to the off cycle request being created. This field is available only if you have configured the off cycle transaction type to use reason codes. The configuration is completed on the Off Cycle Configuration page. **Note:** A reason code is only used if a configuration has been created for the transaction type. If you enter a reason code it means you have chosen a specific configuration. See Understanding Off Cycle Configurations.
Payment Details, Correction Details, or **Advance Details**	Click to access the Manual Payment Detail page, Correction Detail page, Additional Payment Detail page, or Advance Detail page, where you enter the details for the applicable off cycle transaction type.

Recording Manual Payments

Page Used to Enter Manual Payments

Page Name	*Definition Name*	*Usage*
Manual Payment Detail Page	GP_OFFCYCLE_M_SEC	Enter all manual payment details.

Understanding the Recording of Manual Payments

A manual payment is a payment that is prepared outside of the Global Payroll system. You might have a remote office with no access to Global Payroll that occasionally needs to write a manual payment to process a last-minute payroll adjustment. Or you might correct errors in system-produced paychecks by producing manual payments.

Because manual payments are created outside of the system, you must record them manually into Global Payroll to updating your employees' earnings, deductions, garnishments, and tax balances.

For example, employee 8101 was hired in a remote office on January 1. The clerk did not notify the central office of the new hire. So when the payroll was produced for the January run, the new employee did not receive a check. The payroll clerk therefore calculated and produced a manual payment to be processed in an off cycle run. He then forwarded the check information to the central office to be entered into the system.

Manual payments are processed in off cycle payroll runs.

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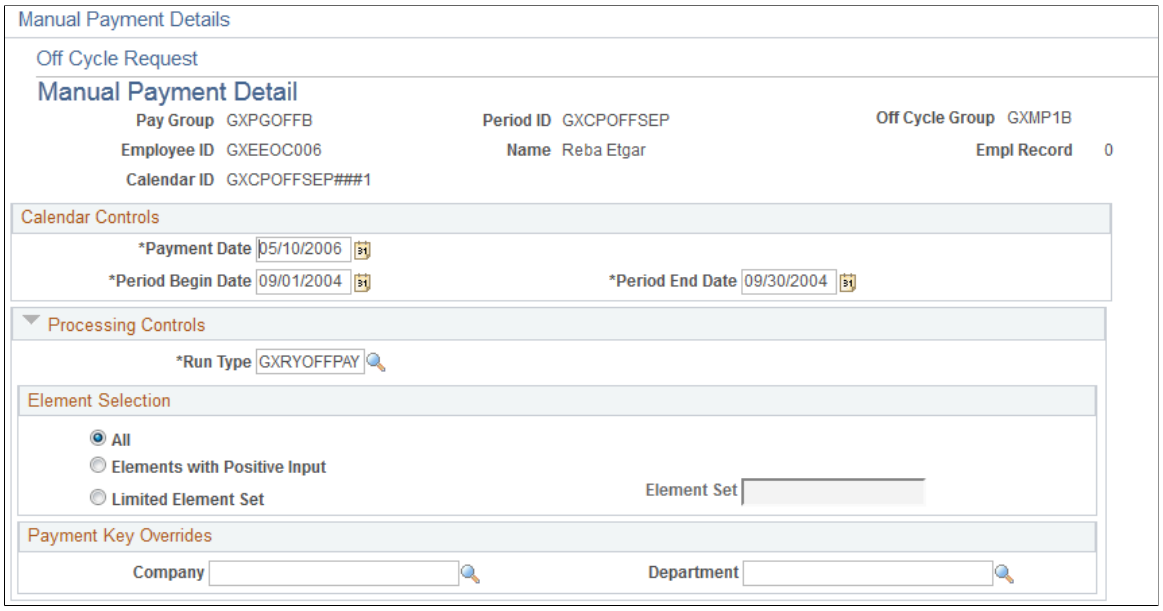
Manual Payment Detail Page

Use the Manual Payment Detail page (GP_OFFCYCLE_M_SEC) to enter all manual payment details.

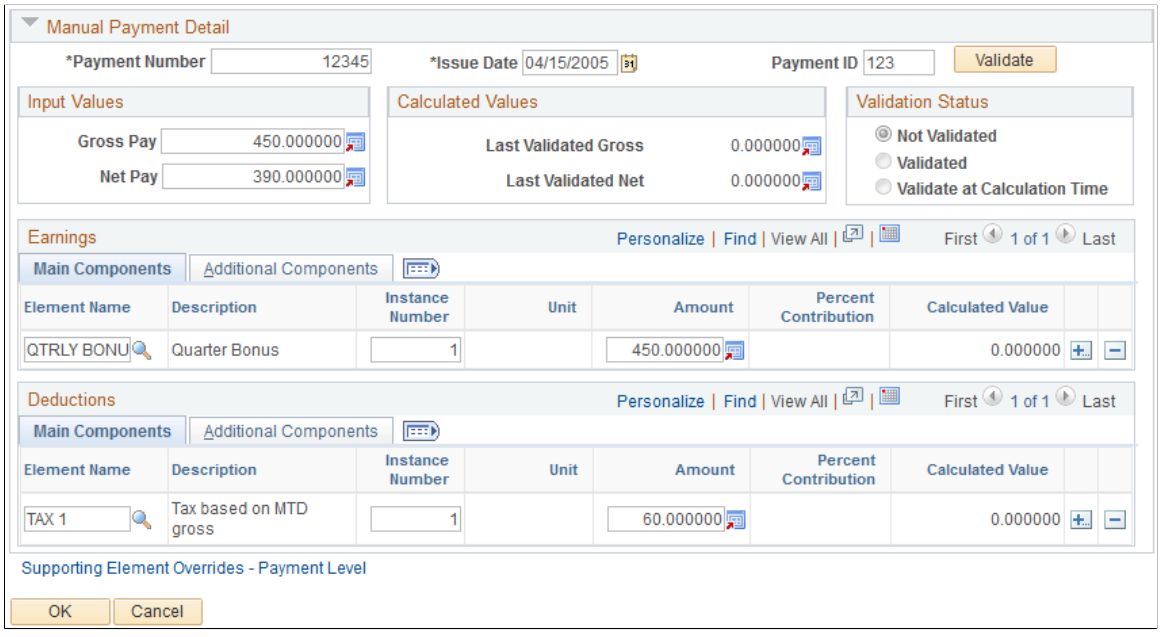
Navigation:

Click the **Payment Details** icon in the Manual Payments section of the Off Cycle Request page.

This example illustrates the fields and controls on the Manual Payment Detail page (1 of 2).



This example illustrates the fields and controls on the Manual Payment Detail page (2 of 2).



Note: The fields that are available for entry on this page depend on the configuration settings that were created for this type of off cycle transaction.
This page shot displays the page as it will be presented when no configuration exists.

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See Understanding Off Cycle Configurations.

Field or Control	*Description*
Payment Date	The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances). **Note:** Payment date, as noted previously, can be used to determine what period balances to update. It may be different from the issue date of the original payment.
Period Begin Date and **Period End Date**	Supplied from the target period ID. Dates the system use to determine: • The period for updating accumulators for those accumulators that are defined to accumulate based on period begin date or period end date. • The element definitions to retrieve during processing for those elements that use period begin date or period end date as the definition as of date. Manual payments, corrections, and additional payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar, the calendar that is being advanced; you cannot override these dates for advances.
Run Type	Enter a run type for the calendar, unless you are using reason codes and the reason selected configures the run type for you.

Element Selection

The fields in this section indicate the elements to process with the off cycle transaction. Select the desired option. For a manual payment the most logical choice is *Elements with Positive Input.*

Payment Key Overrides

The fields in this section display the payment keys that have been selected at the pay entity level. It will be visible only if payment keys are set up. The user can override the payment keys. If no payment keys are overridden, the system uses the payment keys values retrieved from the payees job information as of the period end date.

Note: If you override one payment key, you must override them all.

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Manual Payment Detail

Field or Control	*Description*
Payment Number	Enter the number that is associated with the payment number, cash receipt, check, or bank transfer for this manual payment.
Issue Date	Enter the date that the payment was issued and payable to the payee.
Payment ID	To include this payment in the payment reconciliation, add the payment ID that is applicable to the manual payment.
Gross Pay	Enter the gross pay of the manual payment.
Net Pay	Enter the net pay of the manual payment.
Calculated Values	The **Last Validated Gross** and **Last Validated Net** values are derived based on how the earnings or deductions, which are entered on the positive input details, are defined to contribute to the gross and net accumulators. Since an earning or deduction can accumulate less than 100 percent to an accumulator, the calculated gross and net may be different from the input values of **Gross Pay** and **Net Pay.**
Validate	After you enter all data for the page, click to validate the entries for the manual payment. The validation process verifies that the input gross and net amounts are equal to the calculated gross and net accumulator amounts to ensure that the amounts are entered correctly. If the values are not equal, the manual payment detail can be saved but not processed. The input gross and net pay must equal the calculated gross and net accumulators before a manual payment can be validated and then processed. The only exception is when you have a status of validate at calculation time.

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Field or Control	*Description*
Validation Status	When the validation process is run, the **Validation Status** is automatically updated. *Not Validated:* Indicates that the calculated gross and net accumulators do not match the entered gross and net, or that the payment was saved and not validated. *Validated:* Indicates that the calculated gross and net accumulators match the entered gross and net. *Validate at Calculation Time:* Indicates that the earnings or deductions contributed to the accumulator based on another element. Because the element needs to be resolved during calculation, the system is not be able to validate until the calculation.

Note: By entering all the earnings and deductions and then clicking the **Validate** button, you can use the page as a calculator to determine the gross and net for you, (and as such it can serve as a calculator when you issue the manual payment itself).

Earnings and Deductions Details

Field or Control	*Description*
Element Name	Enter all the earning and deduction elements that are used in this manual payment.

Field or Control	*Description*
Unit, Rate, Amount, Base, Percent, and **Currency Code**	Enter values in the applicable fields for each element of the manual payment.
Percent Contribution	Based on the element's definition, this displays the percent to add or subtract from the gross pay and net pay accumulators for this element. **Note:** If the element contributes based on another element, the element name appears. If the element contributes differently to gross and net, then ##### appears in this field. The system displays a message when the element contributes differently to gross and net, which reads # - Percent Contributions are different for Gross and Net.

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Field or Control	*Description*
Calculated Value	Displays the value this element contributes to the gross and / or net accumulator, after the validation process is run.

Field or Control	*Description*
Supporting Element Overrides	Click to access the Supporting Element Overrides page, where you can override values of supporting elements for a specific earning or deduction. If override details are entered, the **Details** check box will be selected.
Supporting Element Overrides - Payment Level	Click to access the Payee Calendar SOVR page, where you can override values of supporting elements for this manual payment. This override applies to all supporting elements processed.

Correcting or Reversing Finalized Results

With its built-in retroactive processing capabilities, Global Payroll generally handles corrections as a basic part of regular on cycle payrolls. With off cycle processing, you can quickly address the more critical exceptions.

Pages Used to Correct Payroll Results

Page Name	*Definition Name*	*Usage*
Correction Request Detail Page	GP_OFFCYCLE_C_SEC	Enter instructions for processing payroll corrections.
Positive Input Page	GP_PI_MNL_ERNDED	Enter positive input for the calendar with the corrections that are needed. Enter positive input for the target calendar. For a Reversal, regardless of the Retro mode, you normally would never use these PI links, because all you are doing is reversing out the entries that were already there. This page is also used to enter additional and advance payment instructions.

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Page Name	*Definition Name*	*Usage*
Absence Event Entry Page	GP_ABS_EVENT	Enter absence events that need correcting. This link is available only if PeopleSoft Absence Management is installed.
Payee Calendar SOVR Page	GP_PYE_CAL_SOVR	Enter or review supporting information for the element override. This page is also used to enter additional payment instructions.
Retro Page	GP_TRIGGER_RTO	Enter or review retroactive trigger information.

Understanding Payroll Result Corrections

Two types of corrections are available that can be processed. They are:

- Replacement
- Forced Reversal

Two types of retroactive methods can be processed. They are:

- Use Existing Retro Rules.
- Forced Corrective.

Example of a Normal Retroactive Correction and a Replacement Correction

After the April Payroll was complete, the payee recognized that their payment was incorrect. There was supposed to be a retro active pay increase, in January. The increase for SALARY was increased from 10,000.00 to 11,000.00. Instead of waiting until the end of May to be compensated, an off cycle correction payment will be made.

For a *replacement correction using existing retro rules,* the system handles the adjustment using the normal retroactive processing mode and processing set, as dictated by the existing triggers. Standard use and validation of retroactive rules apply (as if running on-cycle). This includes:

- The retroactive mode.
- The forwarding of elements.
- The recalculation of elements.

For a forwarding mode client, this example would develop like this:

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Calendar Processed	Version / Revision	Salary – Old	Year-to-Date Old	Salary – New	Delta to be Forwarded	Year-to-Date New
January (1st Trigger)	V1R2	10,000	10,000	11,000	1,000	10,000
February	V1R2	10,000	20,000	11,000	1,000	20,000
March	V1R2	10,000	30,000	11,000	1,000	30,000
April	V1R2	10,000	40,000	11,000	1,000	40,000
Off Cycle Target Calendar				4,000		44,000

For a *replacement correction using forced corrective retro,* the normal retroactive processing behavior is overruled from the calendar to correct forward. While the system still performs cross-validation of retroactive triggers (no method conflict among triggers is allowed), other rules are abandoned. With normal retroactive corrections:

- The retroactive mode is corrective (the system ignores for processing the retroactive events of the trigger).
- No elements are forwarded (the system ignores the retroactive processing set).
- All elements are recalculated (the system ignores the retroactive recalculate setting).

For a forwarding mode client, the example would develop like this (note the shift in retroactive mode):

Calendar Processed	Version / Revision	Salary – Old	Year-to-Date Old	Salary – New	Delta not to be Forwarded	Year-to-Date New
January (1st Trigger)	V1R2	10,000	10,000	11,000	1,000	11,000
February	V2R1	10,000	20,000	11,000	1,000	22,000
March	V2R1	10,000	30,000	11,000	1,000	33,000
April	V2R1	10,000	40,000	11,000	1,000	44,000
Off Cycle Target Calendar						

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Example of a Reversal – Both Modes

For example, the payee was processed with a status of *Leave of Absence With Pay* during the month of February. The status should have been *Leave of Absence Without Pay.* This time assume, that no changes occurred in January (despite the trigger on January 1st).

Original Check	***February***	***Reversing Entry***	***Off-Cycle***
Salary (E1)	10000	Salary	–10000
401K	1000	401K	–1000
FWT	2000	FWT	–2000
Union Dues	100	Union Dues	–100
Net Pay	6900	Net Pay	–6900

The *Forced Reversal* option will reverse the payment out element-by-element (or item-by-item) as illustrated in the example, and it will do so even if the payee status had not yet been updated in the HR database. If the necessary data corrections are *not* made, a subsequent retroactive process will reidentify and recalculate the reversed payment.

If the necessary corrections have been made — the payee status has been corrected in the HR database — the request for Replacement will also cause a reversal, but element-by-element the results may differ, because the system will apply the normal retro processing rules

For a *forced reversal using existing retro rules,* the retroactive processing mode that is dictated by the underlying triggers is respected, but the other rules are abandoned. All elements are recalculated (the system ignores the retroactive recalculate setting). For a forwarding client, this would result numbers like these (in terms of balances and target calendar calculations).

	1st Trigger				***Target Calendar***
	January	February	March	April	Off-Cycle
	v1r2	v1r2	v1r2	v1r2	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	–10000

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	1st Trigger				***Target Calendar***
Year-to-Date New	10000	20000	30000	40000	30000
Difference		10000			

For a corrective client, this would develop like this (regarding balances and target calendar calculations):

- No elements are forwarded (the system ignores the retroactive processing set).
- All elements are recalculated (the system ignores the retroactive recalculate setting).

	1st Trigger				***Target Calendar***
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	0
Year-to-Date New	10000	10000	20000	30000	
Difference		10000			

Forced reversals using forced corrective retro are similar to the standard replacement in that the normal retroactive behavior is overruled from the calendar to correct and forward. While the cross-validation of retroactive triggers still occurs (no method conflict among triggers is allowed), other rules are abandoned. With replacement reversal corrections:

- The retroactive mode is corrective (the system ignores the retroactive events of the trigger for processing).
- No elements are forwarded (the system ignores the retroactive processing set).
- All elements are recalculated (the system ignores the retroactive recalculate setting).

For a forwarding client, this would develop like this (regarding balances and target calendar calculations):

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	1st Trigger				*Target Calendar*
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	0
Year-to-Date New	10000	10000	20000	30000	30000
Difference		10000			

For a corrective client, no principal difference exists between a forced reversal using existing retro rules and a forced reversal using forced corrective retro.

Note: The preceding examples include March and April as closed payrolls that have taken place between the corrected payroll and the actual correction taking place to illustrate the difference between the nature of the normal retroactive process and the forced replacement process (particularly for normally forwarding clients). The majority of the cases are likely to be corrections to the very last period paid, in this case April, and the difference in the behavior is generally negligible.

Correction Request Detail Page

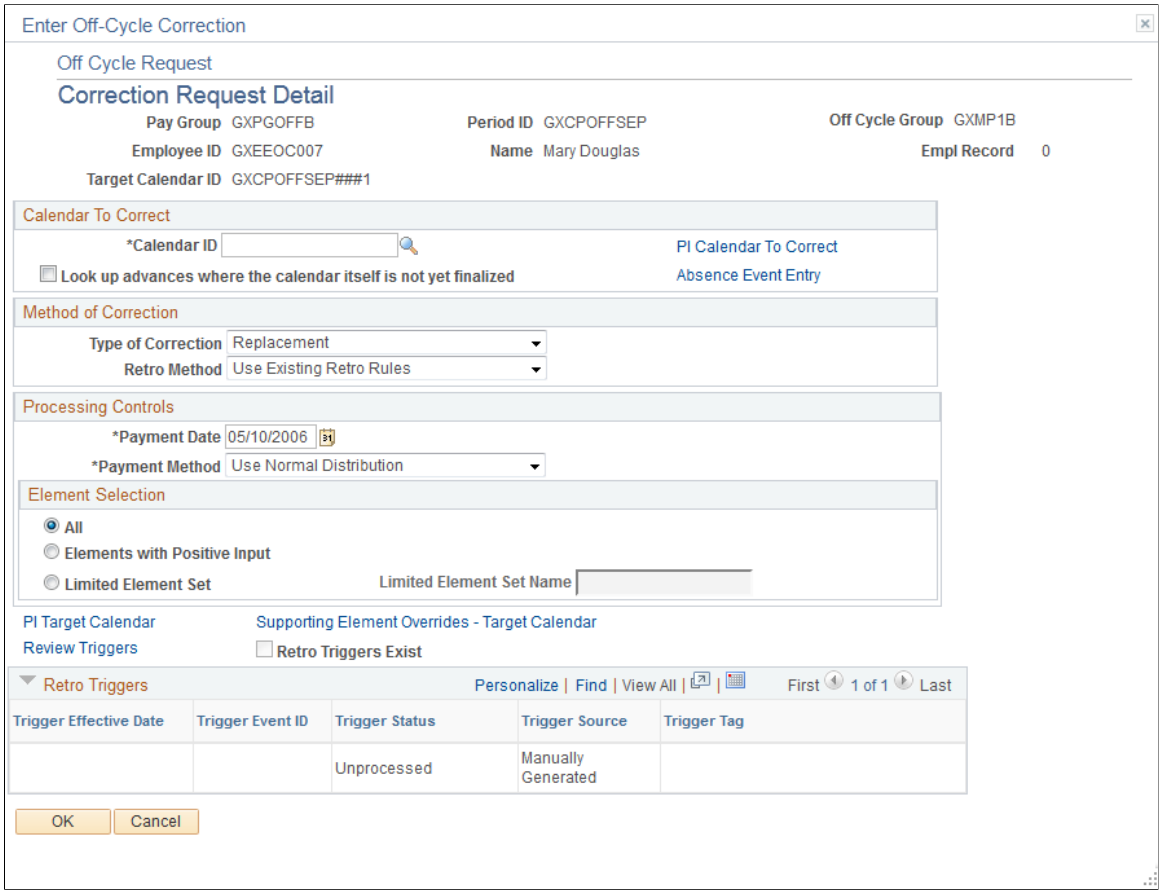
Use the Correction Request Detail page (GP_OFFCYCLE_C_SEC) to enter instructions for processing payroll corrections.

Navigation:

Click the **Correction Details** icon in the Calendars to Correct section of the Off Cycle Request page.

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This example illustrates the fields and controls on the Correction Request Detail page.



Note: The fields that are available for entry on this page depend on the configuration settings that were created for this type of off cycle transaction.
This page shot displays the page as it will be presented when no configuration exists.

See Understanding Off Cycle Configurations.

Field or Control	***Description***
Calendar ID	Select the calendar that needs a correction made to it.
Look up advances where the calendar itself is not yet finalized	Select this field in order to select and correct a calendar where the *on cycle* calendar itself has not yet been finalized, but the calendar has been processed for this payee already as an advance.
P.I. Calendar to Correct	Click to access the Positive Input page.
Absence Event Entry	Click to access the Absence Event Entry page.

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Field or Control	*Description*
Type of Correction	Enter the type of correction. Values are *Replacement* and *Forced Reversal.* **Note:** When processing reversals, you need to void the payment, which you can do using the Review Payments by Cal Group component after banking has been finalized; or for reconciliation purposes on the Manual Payment Reconciliation page. This is not an automatic process. See Understanding Banking, Manual Payment Reconciliation Page.
Retro Method	Enter the retro method to use for this correction type. Values are *Use Existing Retro Rules* and *Forced Corrective.*
Payment Date	The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).
Payment Method	Select the payment method for the correction.
Element Selection	Select the elements to process for this correction. **Note:** For a forced reversal correction, element selection is unavailable for entry.
P.I. Target Calendar	Click to access the Positive Input page.
Supporting Element Overrides – Target Calendar	Click to access the Payee Calendar SOVR page.
Review Triggers	Click to view, edit, and add retroactive triggers.
Retro Triggers Exist (retroactive triggers exist)	This system will select this check box if a trigger exists that falls on or before the period end date of the calendar to be corrected, and if the trigger represents the same country as the country associated with the pay group of the off cycle group. If the check box is deselected, you must manually create the trigger or make the correction to data that will cause the trigger to be generated.
Retro Triggers	Displays a list of retro triggers associated with the same country as the correction.

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Making Additional Payments

Pages Used to Make Additional Payments

Page Name	*Definition Name*	*Usage*
Additional Payment Detail Page	GP_OFFCYCLE_U_SEC	Enter instructions for processing additional payments.
Positive Input Page	GP_PI_MNL_ERNDED	Enter positive input for the target calendar.
Payee Calendar SOVR Page	GP_PYE_CAL_SOVR	Override the value of a bracket, date, duration, formula, or variable for a specific additional payment.

Understanding Additional Payments

Additional payments are one time payments that are processed outside of the normal processing cycle. Examples include a one time bonus, an award, expense reimbursement, or rent paid for an employee's housing. These transactions are similar to manual payments in many respects; however, additional payments are paid in the system, whereas manual payments are typically paid outside of the system, and are recorded in the system after payment has been made.

Items and amounts that are paid with an additional payment are typically entered as one time positive input.

Additional Payment Detail Page

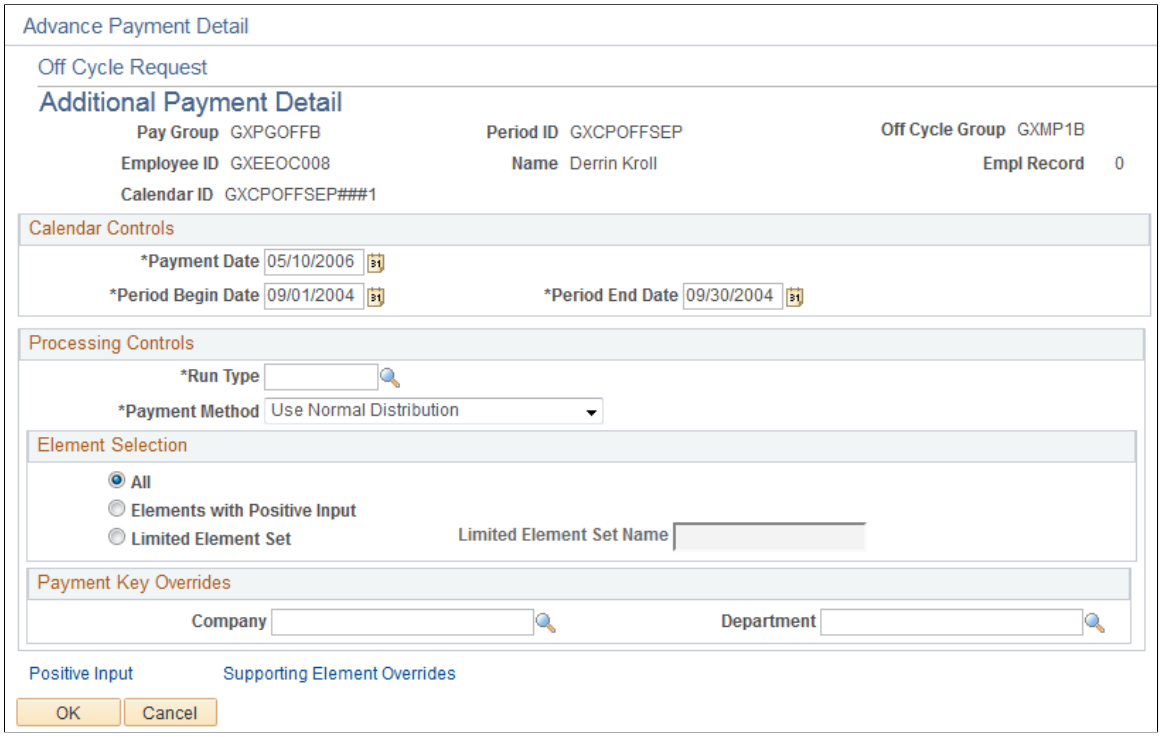
Use the Additional Payment Detail page (GP_OFFCYCLE_U_SEC) to enter instructions for processing additional payments.

Navigation:

Click the **Payment Details** icon in the Additional Payments section on the Additional Payment Detail page.

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This example illustrates the fields and controls on the Additional Payment Detail page.



Note: The fields that are available for entry on this page depend on the configuration settings that are created for this type of off cycle transaction.
This page shot displays the page as it will be presented when no configuration exists.

See Understanding Off Cycle Configurations.

Field or Control	***Description***
Calendar ID	The system generates a target calendar based on the target period ID. The calendar name consists of the target period ID plus a sequence number for the transaction. (You cannot access the calendar through the Calendar component; however, the system stores data for the calendar in the results table.)
Payment Date	The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).

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Field or Control	*Description*
Period Begin Date and **Period End Date**	Supplied from the target period ID. Dates the system use to determine: • The period for updating accumulators for those accumulators that are defined to accumulate based on period begin date or period end date. • The element definitions to retrieve during processing for those elements that use period begin date or period end date as the definition as of date. Manual payments, corrections, and additional payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar, the calendar that is being advanced; you cannot override these dates for advances.
Run Type	The run type identifies the process list to use during processing. If the elements to be resolved are not included in the process list that's associated with the selected source calendar, you can create a new process list and run type for the additional payment and select the new run type here.
Payment Method	Select the payment method for the additional payment.
Element Selection	Select the elements to process for this additional payment. **Note:** To prevent regular earnings and deductions from appearing on the additional payment, you will probably want to enter a **Limited Element Set** field value or enter all the elements to process on the Positive Input page, along with selecting the *Elements with Positive Input* option.
Payment Key Overrides	This section is identical to the Payment Keys Overrides section on the Manual Payment Detail page. You can override the values of any payment keys that have been defined for the pay entity that is associated with the pay group. See Recording Manual Payments.
Positive Input	Click to access the Positive Input page, where you can enter positive input for the target calendar.

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Field or Control	*Description*
Supporting Element Override	Click the detail button to access the Payee Calendar SOVR page, where you can override the value of a bracket, date, duration, formula, or variable for a specific additional payment.

Processing Advances

Pages Used to Process Advances

Page Name	*Definition Name*	*Usage*
Advance Request Detail Page	GP_OFFCYCLE_A_SEC	Enter instructions for processing an advance payment.
Adjust Absence Balances Page	GP_PI_MNL_AE	Adjust entitlement balances.
Positive Input Page	GP_PI_MNL_ERNDED	Override earnings and deductions.
Retro Page	GP_TRIGGER_RTO	Enter or review retroactive trigger information.
Absence Event Entry Page	GP_ABS_EVENT	Enter absence events that are related to the advance payment.
Payee Calendar Groups Page	GP_PYE_RUN	Enter override details for the payee calendar for the period that is being advanced.

Understanding Advances

Advance processing is the processing of on cycle calendars ahead of their regular schedule. Examples include payments for early termination and a full or partial period advance.

Note: The advance on cycle calendars are processed individually exactly as they would have been within their scheduled run. The only difference is the timing. For lump-sum payments, create an additional payment, not an advance payment.

In another topic, there is additional information about processing advances using on cycle processing.

See Entering Calendar Override Instructions for a Payee.

Note: It is recommended that you use either a calendar override or an off-cycle request for a given advance. If you use them in combination, it may cause problems with your payroll results.

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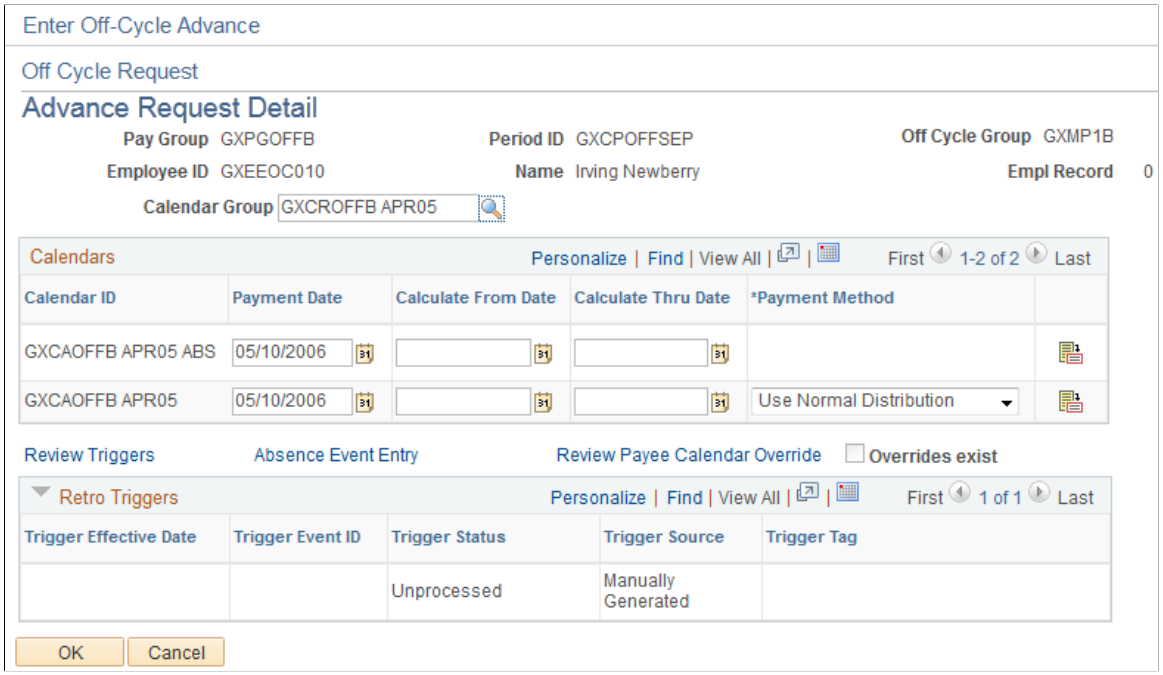
Advance Request Detail Page

Use the Advance Request Detail page (GP_OFFCYCLE_A_SEC) to enter instructions for processing an advance payment.

Navigation:

Click the **Advance Details** icon in the Advances section on the Advance Request Details page.

This example illustrates the fields and controls on the Advance Request Detail page.



Note: The fields that are available for entry on this page depend on the configuration settings that are created for this type of off cycle transaction.
This page shot displays the page as it will be presented when no configuration exists.

See Understanding Off Cycle Configurations.

Note: The system will not process more than one advance for the same calendar group and person within the same off cycle run. If you need to advance smaller fractions of the same pay period (such as the 1st through the 5th and the 10th through the 11th) at the same time, you must set up two different requests and process each in a separate run.
In addition, if two advances are set up for the same payee and calendar group in two different off cycle requests, and you attempt to process these together in the same run, the system issues a warning that informs you that the duplicate was discovered and that all but one request will be ignored. You can ignore the warning and proceed, or go back and modify the request before processing.

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List Payees and the Calendar Groups to Advance

Field or Control	*Description*
Calendar Group	Select the unfinalized calendar group that is associated with the pay group. In the **Calendars** grid, the system lists all calendars associated with the selected calendar group in their processing order.
Payment Date	The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).
Calculate From Date and **Calculate Thru Date**	To issue a payment for a partial period, enter the begin and/or end dates for the period of time to be paid. For example, for a monthly pay calendar to process from the 1st to the 15th you only need to enter the 15th as the end date, to process from the 16th to the end of the month the user only needs to enter 16th in the begin date. Entering dates here causes period segmentation to occur during the off cycle run, without the presence of a segmentation trigger. (Segmentation triggers would affect both on cycle and off-cycle transactions, which is not a desirable outcome. As an example, if you're paying a 10 day salary advance, you have no reason to segment a payee's bonus payment or absence data for the same period.) To avoid unintentional duplicate payments, whenever from and through dates are defined for a calendar, subsequent processes will review the segments to ensure that new segments do not cover the same period of time for the same calendar. This rule applies regardless of whether the run type allows duplicates for the calendar period.
Payment Method	You can override the default payment method for the payroll calendars.

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Field or Control	*Description*
Adjust Absence Balances or **Positive Input**	This button is used to access either the Adjust Absence Balances page or the Positive Input page. The page accessed depends on whether the calendar in the list is an absence calendar or a payroll calendar. If it is an absence calendar, click to access the Adjust Absence Balances page, where you can adjust entitlement balances. If it is a payroll calendar, click to access the Positive Input page, where you can override earnings and deductions.
Review Triggers	Click the link to access the Retro page to review, add, or delete triggers.
Absence Event Entry	Click to access the Absence Event Entry page to enter absence events that are associated with this advanced payment.
Review Payee Calendar Override	Click to access the Payee Calendar Override (GP_PYE_RUN) component. You can view or modify overrides here. The system respects all payee calendar overrides when processing the advance payment, including overrides to prevent the processing of calendars. See Recording Manual Payments.
Overrides Exist	This indicator will be turned on if payee calendar overrides exist for the calendar group.

Processing and Viewing Results for Off Cycle Transactions

The Off Cycle On Demand component is used to create a request and create a calendar, as well as to process and view off cycle requests. On the Off Cycle On Demand page, you can calculate a run, view results, and finalize or cancel the process. Every time you calculate a run, the system first cancels all results then identifies and calculates the off cycle request. Therefore iterative trigger set up is not needed, as long as you run the calculation process from the On Demand page. If you use the Calculate Absence and Payroll Run Control page to calculate your off cycle requests, iterative triggers are necessary to cause a re-identification and recalculation if you select the **Calculate** option without selecting the **Recalculate All** option.

Retroactive and segmentation triggers still need to be created for off cycle transactions. The system will not create triggers unless you have set up the proper trigger definitions for each country. The records for which you should create trigger definitions are GP_OFFCYCL_M_VW, GP_OFFCYCL_C_VW, GP_OFFCYCL_U_VW, and GP_OFFCYCL_A_VW. These correspond to manual payments, corrections, additional payments, and advances, respectively.

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See Setting Up Trigger Definitions.

When you are processing from this page, a remote call is made to calculate, finalize, or cancel the run, depending on the button that you click. This causes the process to run while remaining on the Off Cycle On Demand page. It will not redirect you to the Calculate Absence and Payroll page. If you want to run the process with a resolution chain, streams, or process lists, you will have to run it using the Calculate Absence and Payroll page, the same page from which you run the on cycle payroll processes. When you have run the calculation process successfully from the Off Cycle On Demand page, the system will automatically transfer you to the Payee Status page, upon completion of calculation or finalize. When the you run cancel, instead of redirecting you to the Payee Status page, a message appears that confirms the cancel process ran successfully.

Note: More detail on processing and viewing payroll is in the payroll processing topic and the topic on viewing and finalizing payroll results.

Related Links

Understanding Payroll Processing
Viewing Payee Status and Updating a Payee's Processing Instructions
Viewing Results by Calendar
Viewing Payee Messages

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Chapter 36

Entering and Processing Absences

Understanding Absence Entry

When a payee is absent from work at a normally scheduled work time, you record the absence take, the begin and end dates, and other details that you want to track, which is termed as Absence Entry.

Enter, Maintain and Approve Absence

Important! It is recommended that administrators use Create and Maintain Absence Requests Page as their primary location for updating and approving absences.

If the administrator is taking action on an event which is initiated in Employee or Manager Self Service, use *Create and Maintain Absence Requests page* to maintain the integrity of Approval Workflow.

Using Absence Event Entry Page, the Payroll administrators can create, maintain, and approve events for single payees.

Payees and managers can use self service pages to enter requests for absences; managers can also approve requests through the self service pages.

If you are using PeopleSoft Time and Labor with your Absence Management, you can access the Absence Management Self-Service pages through the Time and Labors' Timesheet page.

Absence Event Entry Steps for the Create and Maintain Absence Request Page

1. Access the Create and Maintain Absence Request page.
2. Select the employee ID of the payee for whom you want to enter an absence event.
3. Enter the begin and end dates of the absence event.
4. Select the absence name and reason.
5. If applicable, enter the partial hours that the payee was absent and the original begin date of the absence.
6. If applicable, enter any user field or override information for the absence event.
7. Repeat steps 2 through 6 for any additional payees.
8. If the Forecasting process is required for the takes that you entered, select the applicable entries and click the Forecast button.

Absence Event Entry Steps for the Absence Event Entry Page

Following are the steps for entering an absence event:

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1. Access the Absence Event Entry page for the payee.
2. Select the absence take element and enter the begin and end dates of the absence.
3. If applicable, enter the partial hours that the payee was absent and the original begin date of the absence.
4. Click the Details link to access the Absence Event Input Detail page, where you can enter other details that are related to the absence, if applicable.
5. If the Forecasting process is required for the take that you entered, return to the Absence Event Entry page and follow the procedures for forecasting entitlement during absence entry. You receive a warning message if you try to save absence entries for the take without first running the Forecasting process.

See Forecasting Absence Entitlement Balance During Absence Entry.

Entering Maintaining and Approving Absence Events

Pages Used to Enter, Maintain, and Approve Absence Events

Page Name	*Definition Name*	*Usage*
Create and Maintain Absence Requests Page	HGA_MANAGE	Create, maintain, and approve absences for one or more payees.
Maintain Attachments Page	HR_ATT_DD_HDR	Maintain absence attachments.
Absence Details Page	GP_ABS_SS_REQUEST	Enter and update details for an absence request.
Approve Absence Requests Page	HGA_MANAGE	Approve multiple absence requests.
Absence Event Entry Page	GP_ABS_EVENT	Enter, update, and void absences. Start the Absence Forecasting process.
Absence Event Input Detail Page	GP_ABS_EVENT_SEC	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Create and Maintain Absence Requests Page

Use the Create and Maintain Absence Requests page (HGA_MANAGE) to create, maintain, and approve absences for one or more payees.

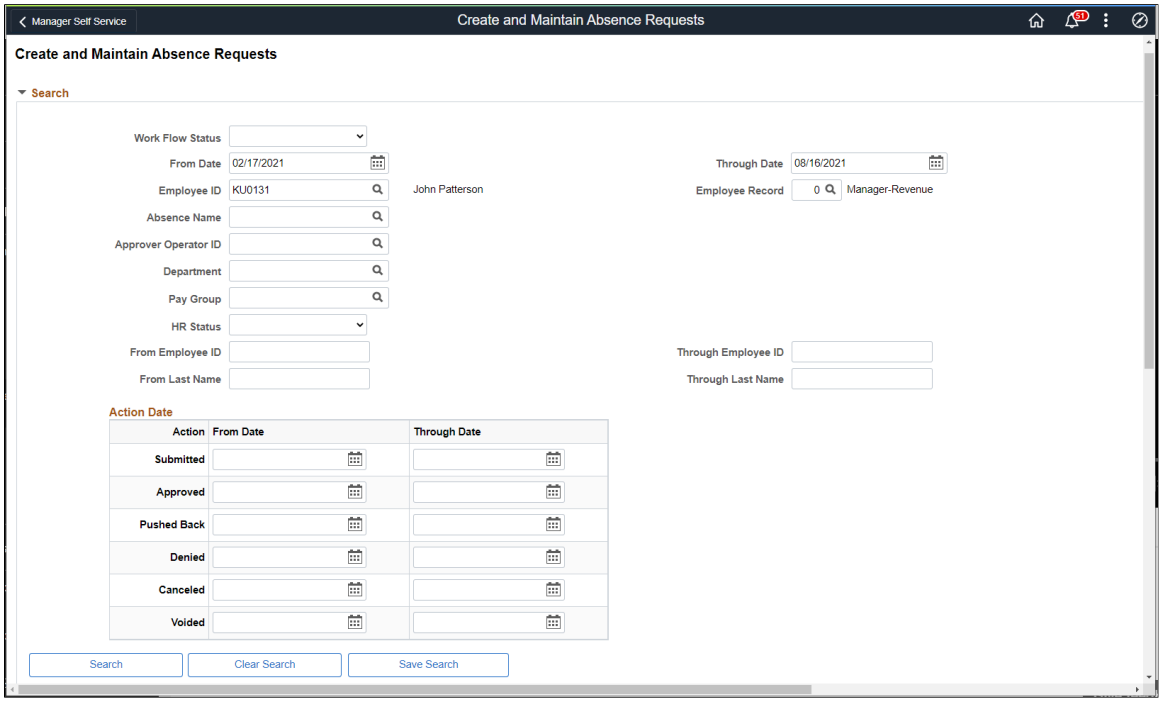
Video: Creating and Maintaining Absences

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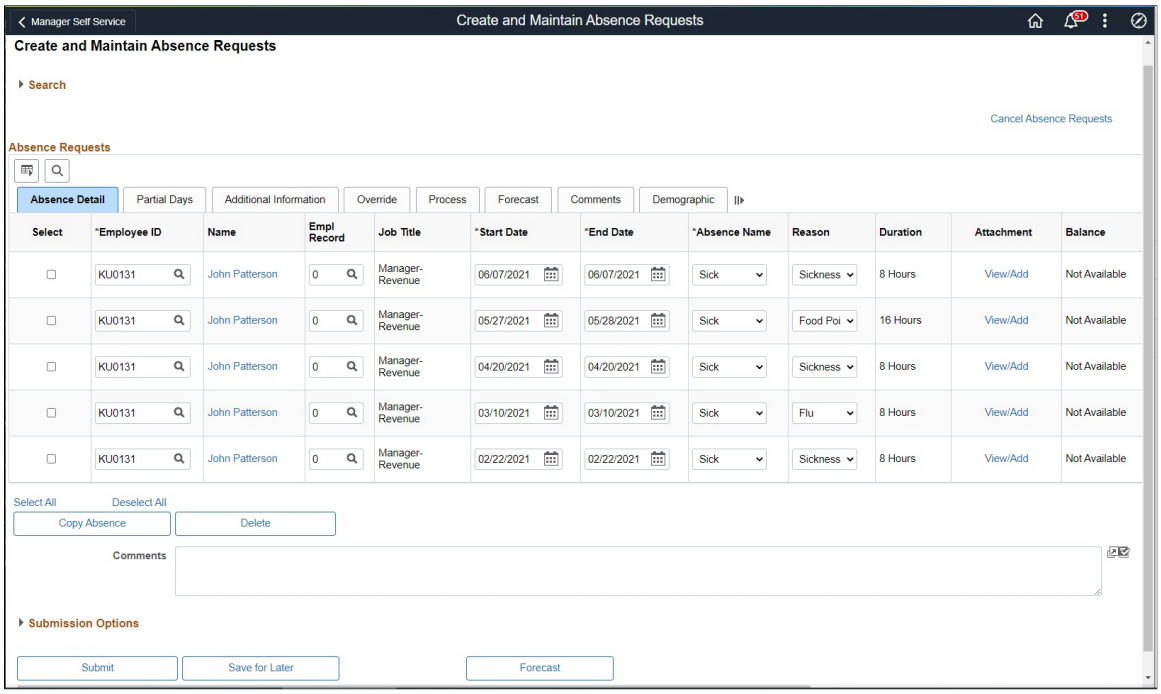
Navigation:

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences

This example illustrates the fields and controls on the Create and Maintain Absence Requests page.

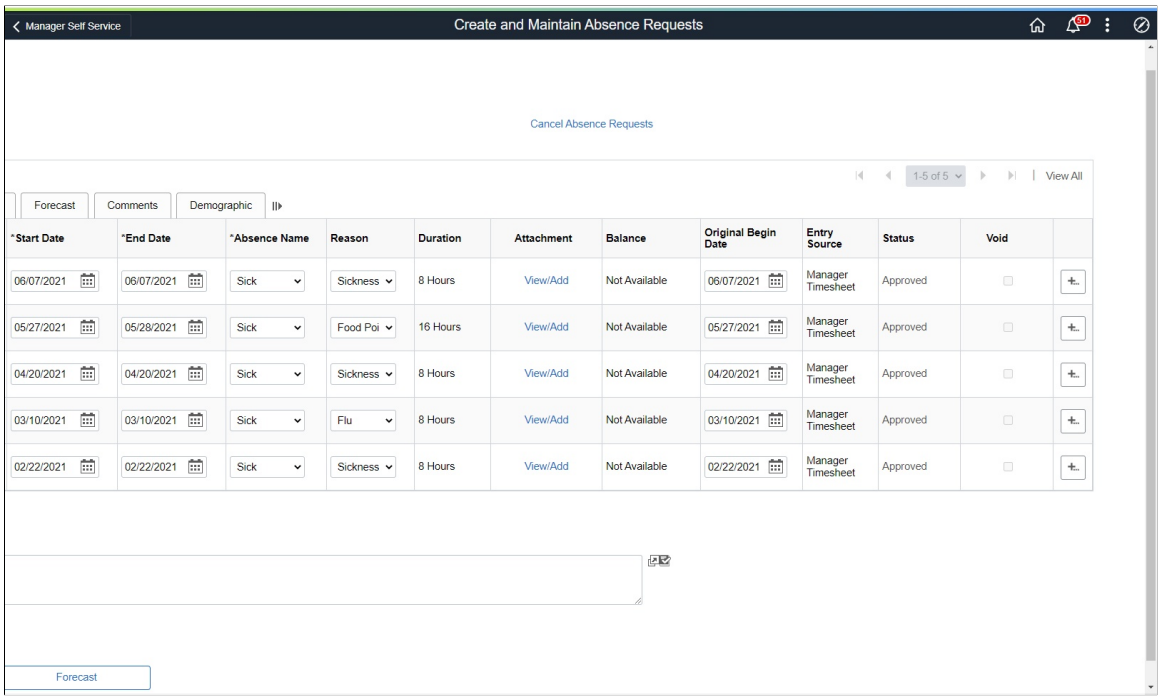


This example illustrates the fields and controls on the Create and Maintain Absence Requests page.



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This example illustrates the fields and controls on the Create and Maintain Absence Requests page (3 of 3). You can find definitions for the fields and controls later on this page.



Search

Use this group box to search for absence requests based on specific criteria.

Field or Control	*Description*
Work Flow Status	Enter a value to search for absence requests with a specific work flow status. Values are: *Saved, Submitted, Approved, Denied, Push Back, Cancelled,* and *Voided.* Leave this field blank to search for absence requests of all statuses.
From Date and **Through Date**	Enter a date range for which you want to search for absence requests. The system returns absence requests with start dates and end dates that fall within the date range that you enter. You can leave either field blank to create an open ended date range. For example, if you leave the **From Date** field blank and enter *12/31/2014* in the **Through Date** field, the system searches for all absences requested on or before 12/31/2014. The default dates are based on the values entered in the Days Before Current Date and Days After Current Date fields on the Installation Settings Page.

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Field or Control	*Description*
Employee ID and **Employee Record**	Enter values in these fields to search for absence requests for specific employee IDs and employee record numbers.
Absence Name	Enter a value to search for absence requests associated with a specific absence name.
Approver's Operator ID	Enter a value to search for absence requests associated with a specific approver.
Department	Enter a value to search for absence requests associated with a specific department.
Pay Group	Enter a value to search for absence requests associated with a specific pay group.
HR Status	Enter a value to search for absence requests associated with a specific HR status.
From Employee ID and **Through Employee ID**	Enter values in these fields to search for absence requests associated with a range of employee IDs.
From Last Name and **To Last Name**	Enter values in these fields to search for absence requests associated with a range of last names.
Action Date	Use the fields in this group box to search for absence requests using a combination of absence action and date range. For example, if you enter a **From Date** of *01/01/2013* and a **Through Date** of *12/31/2013* for the **Submitted** action, the system searches for all absence requests that were submitted between 01/01/2013 and 12/31/2013.

Absence Detail Tab

Use this tab to enter or update basic details for an absence request.

Field or Control	*Description*
Employee ID	Enter the ID of the employee for which you are adding an absence request. You can use the prompt to search for the employee.

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Field or Control	*Description*
Name	The system displays the name of the employee you select in the **Employee ID** field. Once you all of the required fields for the absence request, the Name field becomes a link. Click the link to access the Absence Details Page, where you can enter additional details for the absence request.
Empl Record	Enter the employee record for the employee.
Start Date and **End Date**	Enter the date range for the absence request.
Absence Name	Select the type of absence being requested. Only absence types for which the selected employee is eligible are available for selection.
Absence Reason	Select a reason for the absence request. The values available for selection depend on the value you select in the **Absence Name** field.
Duration	The system calculates and displays the duration depending on the values you enter in the **Start Date** and **End Date** fields.
Attachment	Shows the **View/Add** link to open Maintain Attachments Page. The following video provides an overview of Attachment Uptake for Administrators. Video: Image Highlights, PeopleSoft HCM Update Image 29: Absence Request - Attachment Uptake for Administrators
Balance	The system calculates and displays the balance depending on the values you enter in the **Start Date** and **End Date** fields.
Original Begin Date	Enter a date in this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. (The **Link Absence** and **By Original Begin Date** options are selected on the take element's Period page.) If this absence is related to another absence, enter the begin date of the original absence. Example: A payee is out sick for the following periods of time:

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Absence Type	*Reason (not entered online)*	*Absence Begin Date*	*Absence End Date*	*Original Begin Date*
Sick	Sprained wrist	May 15	May 16	May 15
Sick	Flu	June 1	June 5	June 1
Sick	Wrist didn't heal properly	June 10	June 10	May 15

Entering the same original begin date for the first and third absence events tells the system that the absences are related. If you defined the take element to link absences, the system checks to see if the current absence occurred within the time frame allowed for linking. If it did, the two events are linked.

The default value for **Original Begin Date** is the begin date. Changing the begin date here does not update the original begin date.

Field or Control	*Description*
Status	Displays the current status of the absence request. Click to view the Approval Monitor where you can view additional details regarding the approval of the request, and add additional approvers.
Void	Select to void the absence request. When this check box is selected and you click Save for Later for the absence request, the system changes its **Status** to *Voided*. In addition, the system generates an email notification informing the employee that the absence request has been withdrawn. Deselect to remove the *Voided* status from the absence request. When this check box is deselected and you click Save for Later for the absence request, the system changes its **Status** to *Saved*. In addition, the system generates an email notification informing the employee that the absence request has been reinstated. Both notifications include a link to the Absence Request History Page where the employee can view the status of the request. **Note:** If the specific absence take is setup (on the Country Take page) such that it may be cancelled via self service, then the void box is not usable/editable. This means that if there are cancellation rules and approval definitions setup on the Country Take, the void check box will be greyed out.

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Field or Control	*Description*
Copy Absence	Select an absence request and click this button to insert one or more absence requests with identical information. When you click this button, the system prompts you to enter the number of copies you want to insert.
Delete	Select one or more absence requests and click this button to delete them from the grid. **Note:** If Generate Absence Payable Time is enabled for your system and you delete an absence request for which payable time has been loaded into Payroll for North America, you receive a warning message. If you confirm the deletion, the next time the TL_GENPT PS Job runs, the Time Administration process deletes the generated payable time associated with the deleted absence request. For more information, see “Generate Absence Payable Time Page” (PeopleSoft Time and Labor)
Comments	Any comments you enter in this field are added to the selected absence requests when you click the **Submit** or **Save for Later** buttons.

Submission Options

Field or Control	*Description*
Override Forecast Eligibility	Select to make the system ignore forecasting requirements when you submit absence requests.

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Field or Control	*Description*
Submit Option	Specify how the system uses the Approval Framework to route the approval of the absence requests that you submit. Values are: • *Approve Automatically*: Select to approve submitted absence requests automatically. **Note:** If the user accessing this page has a role that was entered in the Role not allowed Approve Automatically field on the Installation Settings page, this value is not available for the user to select. • *Route to An Operator ID*: Select to route submitted absence requests to a specific approver that you enter in the **Operator Id** field. **Note:** If the user accessing this page has a role that was entered in the Role not allowed Approve Automatically field on the Installation Settings page, the user cannot select her own operator ID. • *Route To A Role*: Select to route submitted absence requests to a specific role that you enter in the **Role Name** field. **Note:** If the user accessing this page has a role that was entered in the Role not allowed Approve Automatically field on the Installation Settings page, the user cannot select her own role. • *Use Absence Name Default*: Select to route submitted absence requests according to the Approval Process ID and Approval Definition ID defined for the absence take on the Configure Country Take Setup - Absences Page.
Submit	Click to submit the absence requests that you select in the grid. The system submits the absences for approval according to the **Submit Option** you selected.
Save for Later	Click to save and validate all of the absence requests that you select in the grid without submitting them for approval. **Note:** If you select the Hide Save For Later Button check box on the Installation Settings page, this field does not appear.

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Field or Control	*Description*
Forecast	Click to execute the forecasting process for the absence requests that you select in the grid. **Note:** If you select the Hide Forecast Button check box on the Installation Settings page, this field does not appear.

Partial Days Tab

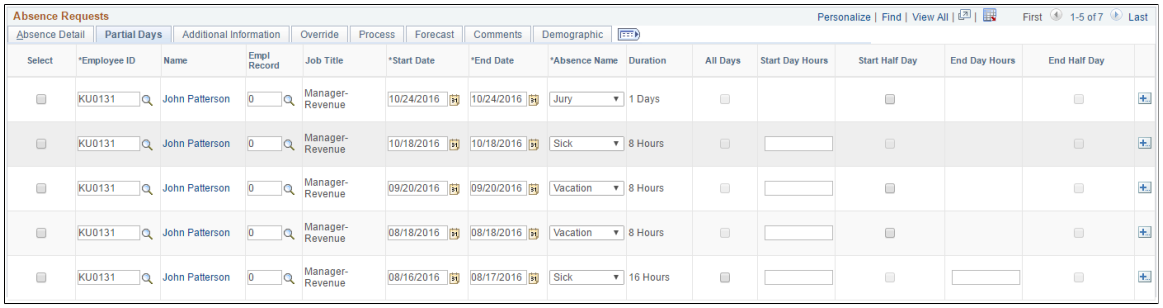
Use this tab to enter partial day information for an absence request.

Note: The fields that are available on this tab for an absence request depend on the selections you make for the Allow Partial Days and Partial Days Option fields on the Country Take - Absences page for the associated absence take.

Field or Control	*Description*
All Days	Select to indicate that all of the days in the date range of the absence request are partial days. Enter the number of partial day hours in the **Start Day Hours** field, or select the **Start Half Day** check box to indicate that all of the days were half days.
Start Day Hours	Enter the number of hours of the partial day absence for the first day in the date range for the absence request. When you enter a value in this field, the **Start Half Day** field becomes unavailable.
Start Half Day	Select to indicate that the first day of the date range of the absence request is a half day. When you select this check box, the **Start Day Hours** field becomes unavailable.
End Day Hours	Enter the number of hours of the partial day absence for the last day in the date range for the absence request. When you enter a value in this field, the **End Half Day** field becomes unavailable.
End Half Day	Select to indicate that the last day of the date range of the absence request is a half day. When you select this check box, the **End Day Hours** field becomes unavailable.

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This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Partial Days tab.

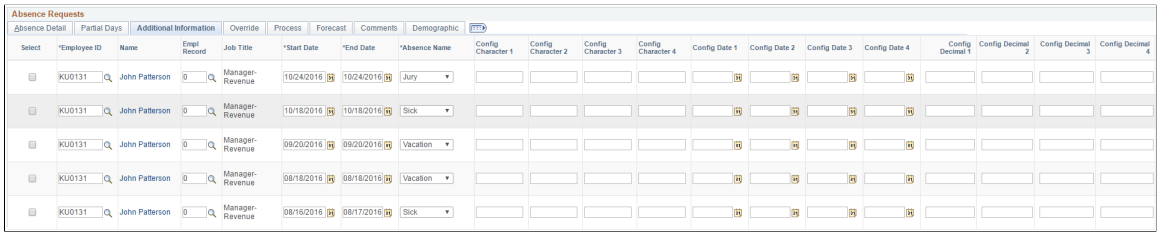


Additional Information Tab

Use this tab to enter user field data for absence requests.

Note: You can also enter this information using the Absence Details Page, where the additional fields are labeled according to the setup on the Configure Country Take Setup - User Fields Page.

This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Additional Information tab.

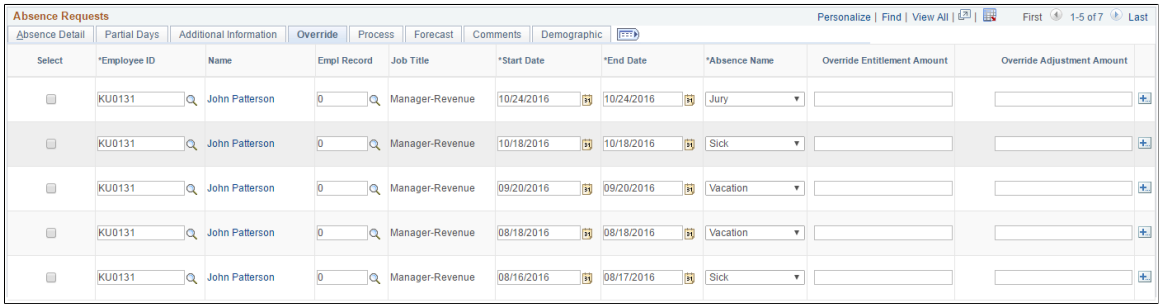


Override Tab

Use the tab to override the entitlement or adjustment amounts of absence requests.

You can also enter this information using the Absence Details Page.

This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Override tab.



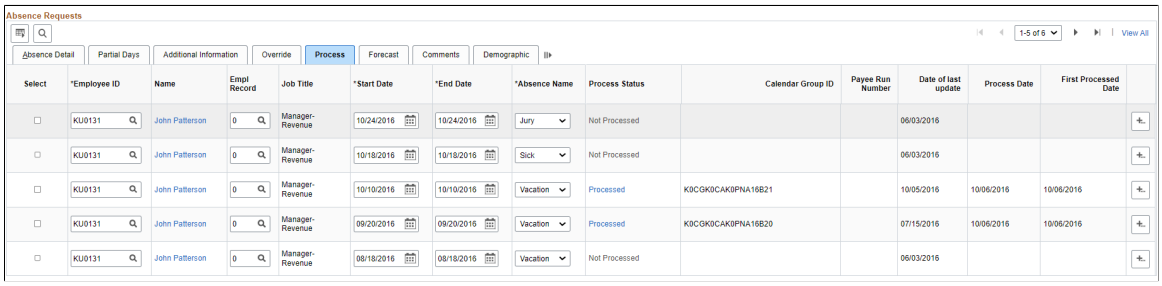
Process Tab

Use this tab to view processing data for absence requests.

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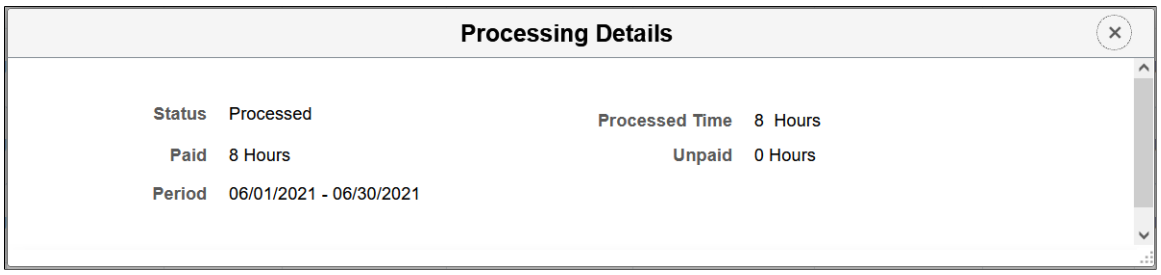
Field or Control	*Description*
Process Status	Displays the status of the absence event as it relates to processing in payroll. Valid values are *Not Processed*, *Processed*, and *Partially Processed*. The processing status is displayed by default for administrators.
Calendar Group ID	Displays the calendar group for which the absence take was processed.
Process Date	This field displays the most recent processing date for this absence event.
First Processed Date	The value in this field represents the original processing date for the absence event. The **Process Date** and **First Processed Date** fields show different processing dates, in the case of retroactive processing.

This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Process tab.



Use the **Processed** hyperlink to view the complete processing details.

This example illustrates the fields and controls on the Processing Details Modal.

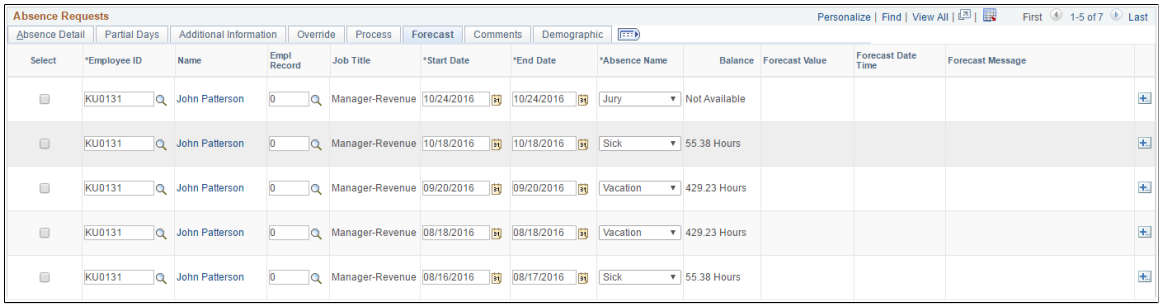


Forecast Tab

Use this tab to view forecasting data.

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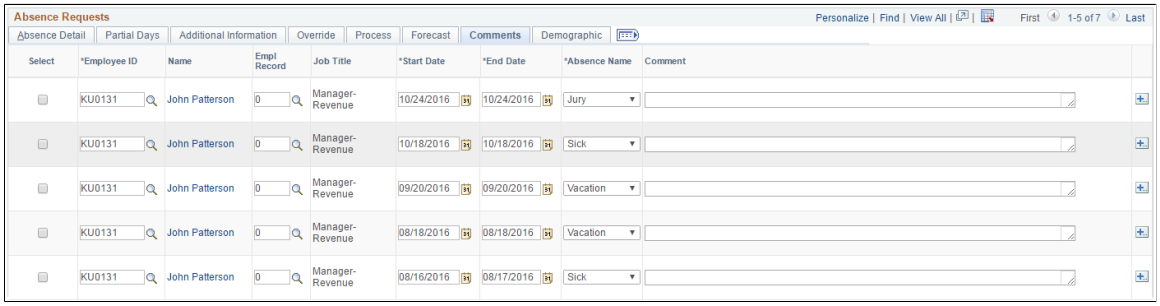
This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Forecast tab.



Comments Tab

Use the Comments tab to enter comments for absence requests. When you enter a comment, it applies only to the absence request on the same row.

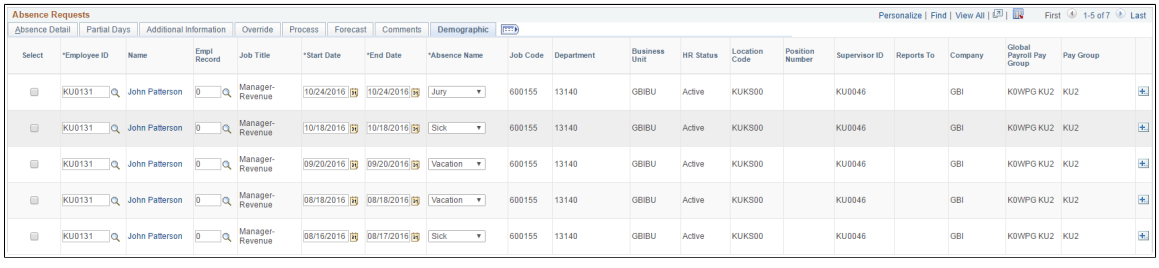
This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Comments tab.



Demographic Tab

Use the Demographic tab to view demographic data for absence requests.

This example illustrates the fields and controls on the Create and Maintain Absence Requests page: Demographic tab.

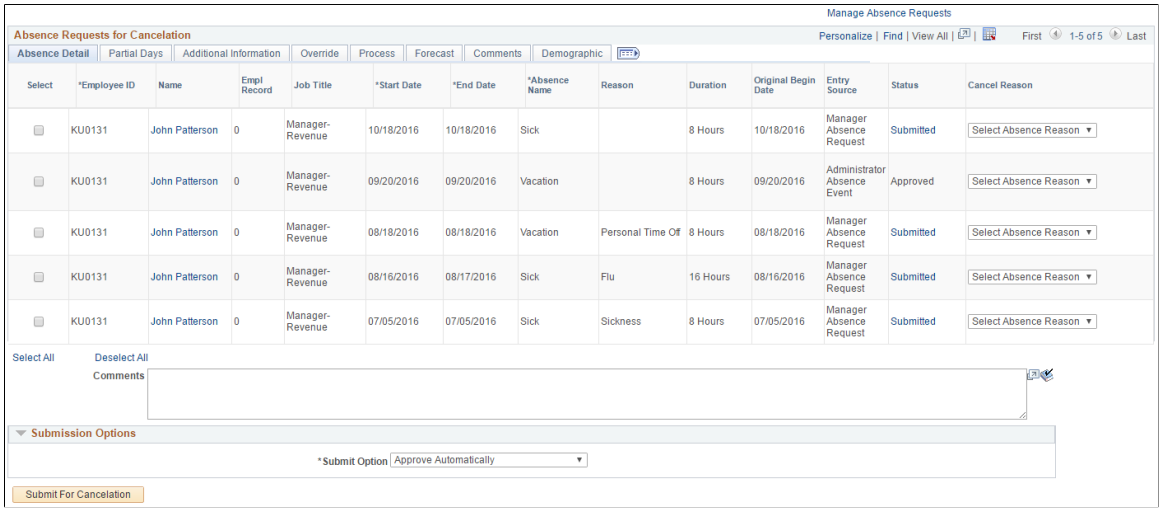


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Canceling Absences

Field or Control	*Description*
Cancel Absence Requests	Click to replace the Absence Requests grid with the Absence Requests for Cancelation grid. This grid displays the same list of absences, but includes fields that enable you to cancel them.

This example illustrates the fields and controls for the Absence Requests for Cancelation grid.



Field or Control	*Description*
Cancel Reason	Select a reason for canceling the absence request.
Submit for Cancelation	Click to submit the cancellation of the absence requests that you select in the grid. The system submits the cancellations for approval according to the **Submit Option** you selected.

Maintain Attachments Page

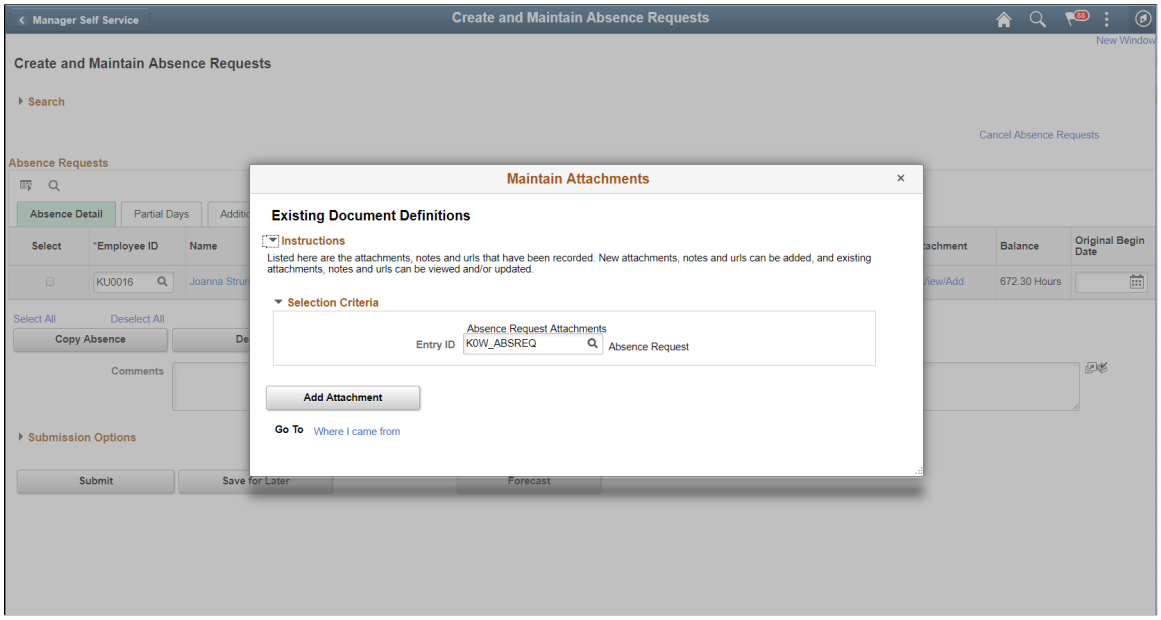
This page is used to maintain absence documents.

Navigation:

Select **View/Add** link under Attachment in Create and Maintain Absence Requests Page

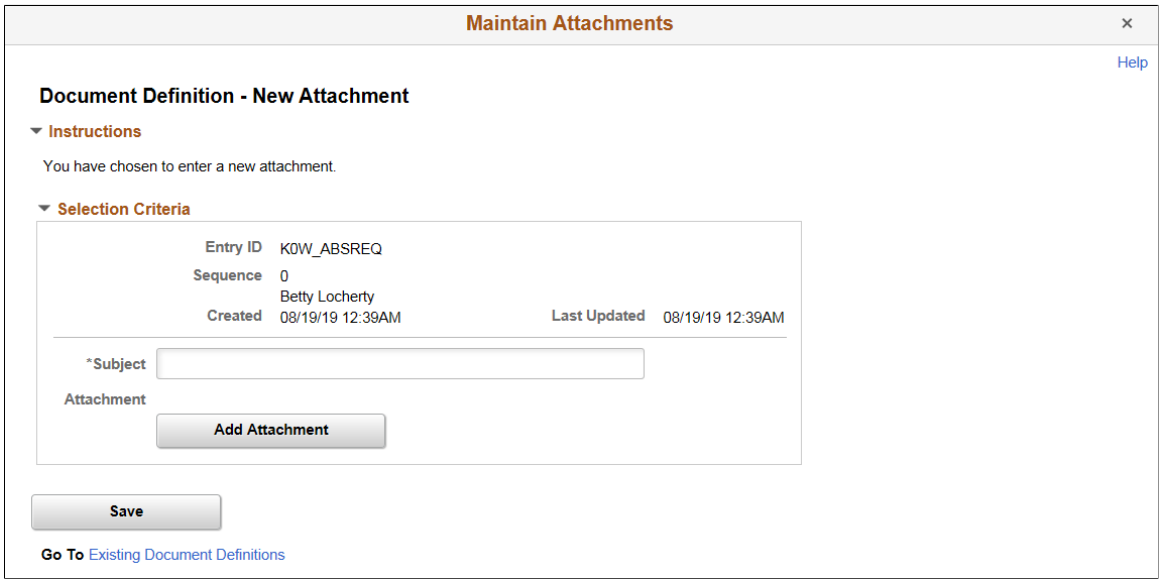
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This example illustrates the Maintain Attachments Modal.



Click **Add Attachment** button.

This example illustrates the fields and controls of Maintain Attachments Modal.



Field or Control	***Description***
Subject	Enter a subject name before adding the attachment.
Add Attachment	Click the Add Attachment button to browse and upload the required file.

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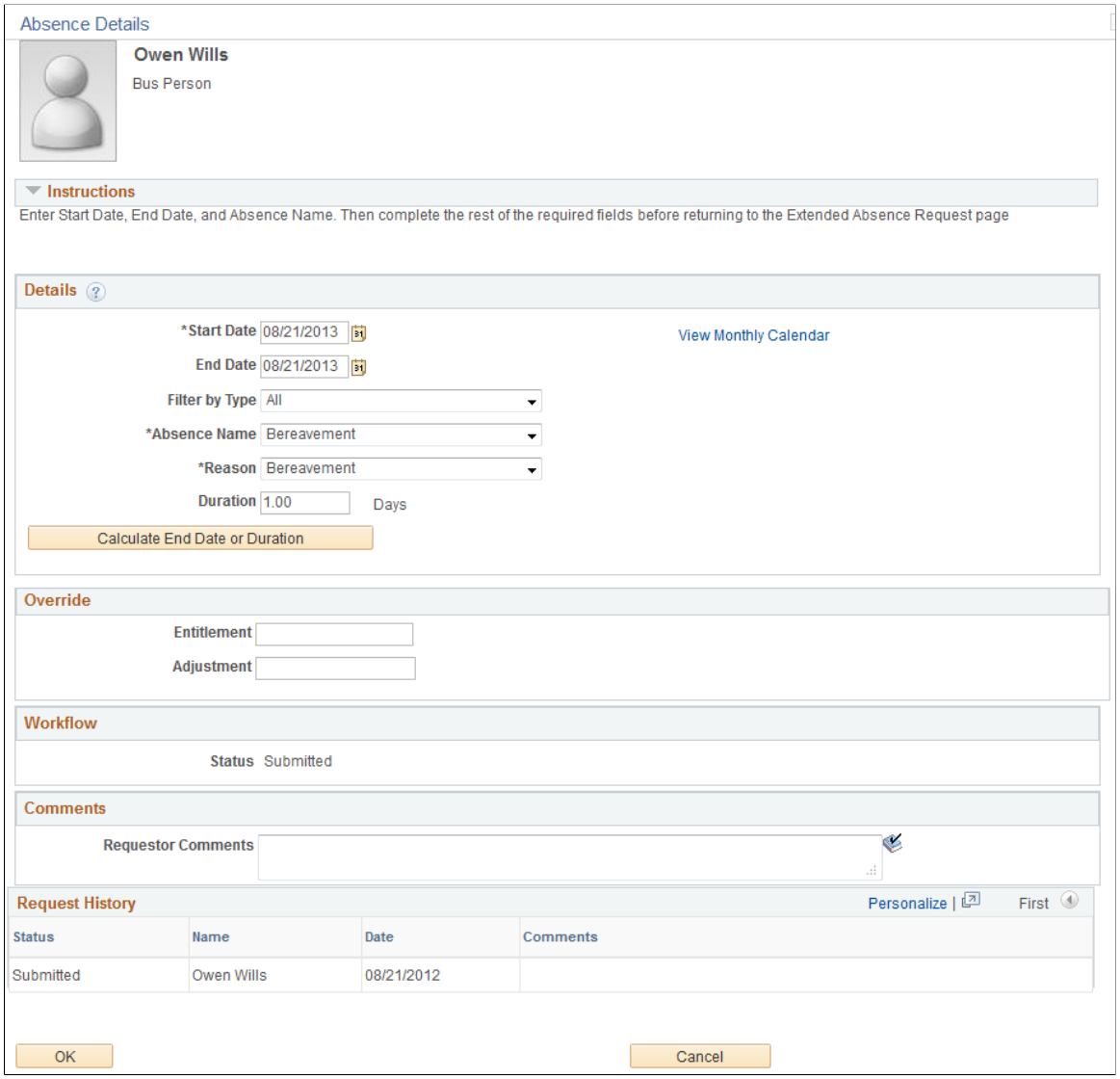
Absence Details Page

Use the Absence Details page (GP_ABS_SS_REQUEST) to enter and update details for an absence request.

Navigation:

Click the **Name** link on the Create and Maintain Absence Requests page.

This example illustrates the fields and controls on the Absence Details page.



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Absence Detail

Field or Control	*Description*
Start Date	Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.
End Date	Select the last day of the absence event. If you leave this field empty and the **Calculate End Date** option on the Configure Country Take Setup - Date Rules Page is selected, the system automatically determines the end date based on the begin date, duration, and partial days options.
Original Start Date	Select the original start date of the absence event. Enter a date if the absence has legal or payment implications based on the original start date of the absence. This field is visible when **Display Original Begin Date** is selected on the Configure Country Take Setup - Absences Page. For example, an employee has a leg injury. He reports an absence from January 3, 2005 to January 7, 2005. The employee starts to feel better and returns to work. Later, he has a relapse and has to take two more days of absence starting on January 17, 2005 to January 18, 2005. The original begin date for the second absence should be January 3, 2005. The system can link the two events and treat the event as a single one in terms of eligibility or a minimum waiting period. **Note:** Careful consideration is needed when enabling this field in self-service. Incorrect data entered in this field might lead to incorrect eligibility calculations and payment for one or more events.
Filter by Type	Select the absence type. The selection you make in this field will limit or filter the selections available in the **Absence Name** field.

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Field or Control	*Description*
Absence Name	Select the absence name from the available options. The options available depend on the selection in the **Filter by Type** field, the absence takes that are enabled in the Country Take setup, and the elements for which the employee is eligible. After you select entries in the above fields, the system refreshes the page with additional fields. **Note:** If you decide to change the Absence Name previously selected, the system will display a warning that all your existing absence data will be lost. See Element EligibilityElement Resolution.
Reason	Select a reason from the available options. The reasons available depend on your selections in the previous fields. Absence reasons are linked to the Absence Name (Take) through the Absence Take Type. See Defining Absence Types and Reasons.

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Field or Control	*Description*
Partial Days	Specify which days of the absence event are partial days. If the **Calculate End Date or Duration** option is enabled on the Absence (setup) page, and the **Unit Type** is *Hours*, the system does consider any partial hours or half-day entries that are entered in this group box when it calculates the end date or duration. For example, an employee has a work schedule of 8 hours per day from Monday through Friday. The employee reports an absence from Monday, January 8, 2007 through Wednesday, January 10, 2007. Then employee takes a half day off on Monday and full days off for the rest of the absence. Example 1: The Country Take set up is defined as follows: • **Unit Type** = *Hours.* • **Allow Partial Days** = Selected. • **Partial Days** = *Partial Hours.* With these settings, to correctly enter the absence data the employee should report: • **Start Date** = *January 8, 2007.* • **End Date** = *January 10, 2007.* • **Partial Days** = *Start Day Only.* • **Start Day Hours** = *4.* Example 2: The Country Take set up is defined as follows: • **Unit Type** = *Hours.* • **Allow Partial Days** = Selected. • **Partial Days** = *Half Days.* With these settings, to correctly enter the absence data the employee should report: • **Start Date** = *January 8, 2007.* • **End Date** = *January 10, 2007.* • **Partial Days** = *Start Day Only.* • **Start Day is Half Day** = Selected.

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Field or Control	*Description*
	Note: Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas. The available options in the **Partial Days** field when the absence is calculated in days include: • *All Days* • *End Day Only* • *None* • *Start Day Only* • *Start and End Days*
Start Day Hours, End Day Hours, and **All Day Hours**	Enter the number of hours the payee was absent for the first day of the absence, the last day of the absence, or all days of the absence, respectively.
All Days are Half Days, Start Day is Half Day, and **End Day is Half Day**	Select to specify which days of the absence event are half days. **Important!** These fields are not available unless the Country Take enables you to specify partial days on the Request Absence page.
Duration	Enter Duration by days or hours. You do not have to enter Duration if the Calculate Duration is enabled on the Absence (setup) page. The system calculates the duration of the absence in hours or days when you click the **Calculate Duration** button. The behavior of this field depends on the settings on the Absence (setup) page. The value is automatically calculated if the **Calculate End Date** option is selected. • If the absence is measured in days or hours, the system automatically calculates the duration when you enter the begin date and end date. • If you want to calculate the end date based on a duration, then the system calculates the end date when you enter the begin date and duration and you click the **Calculate End Date** button.

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Field or Control	*Description*
Calculate End Date or Duration	Click this button to have the system calculate the end date of an absence event based on the entries in the **Start Date** and **Duration** fields, or to calculate the **Duration** based on entries in the **Start Date** and **End Date** fields. **Note:** If you selected to calculate end date and duration in the Country Take - Date Rules page, then you had to indicate which field to recalculate when both fields contain values. Hence if the user entered values for duration and end date and clicks Calculate End Date or Duration button, one of the fields will be recalculated.
Forecast Balance	Click this button to run the online absence forecasting process for the type of absence take selected for this absence request. This button will appear only for those absence names that require forecasting. After the forecasting process is completed, the page will display the *Forecast Returned Value* and *Status* and a link **View Forecast Details** to access the list of the forecast balance details. **Note:** The system does not automatically save your absence request before initiating the Forecasting process. Although the system prompts you to save before leaving the page, it is not necessary to save your forecast information before or after the Forecasting process.
Save for Later	This option allows the employee to save the absence event information for later review and editing, and does not generate workflow for the approvals process.
Submit	This option saves the information and generates the workflow approval process that routes the request to one or more managers whose roles are defined in workflow to enable them to approve, deny, or push back the absence request to the previous approval level with comments. The push back is often used by approvers to suggest absence request revision or to obtain additional information.
Cancel	This option is available only for requests that have been saved for later or that were pushed back from the approver. Depending on the Country Take setup, when you click **Cancel** the application either physically deletes the request from request and workflow records, or sets the status of the request to cancelled.

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Additional Information

Use these fields to enter user field data for the absence request. The fields that appear in this group box depend on how Absence Management is configured during the implementation process.

Override

Use these fields override the entitlement or adjustment amounts for the absence request.

Workflow

This group box displays the current approval status of the absence request.

Comments

The **Requestor Comments** field enables the employee to enter free form text related to the absence request that becomes part of the record and is visible throughout the approval process. Comments display on the Absence Details page.

Request History

This group box displays the history of all actions taken for the absence request.

Approve Absence Requests Page

Use the Approve Absence Requests page (HGA_MANAGE) to approve multiple absence requests.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Maintain Absences** > **Approve Absence Requests**

Search

The search criteria for this page are identical to the criteria that you use for the Create and Maintain Absence Requests Page, with one exception: **Work Flow Status**.

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Field or Control	*Description*
Work Flow Status	Enter a value to search for absence requests based on work flow status. Values are: • *Approved:* Select to search for absence requests that you approved. • *Denied:* Select to search for absence requests that you denied. • *My Pendings:* Select to search for absence requests that are pending your approval. • *Pushed Back:* Select to search for absence requests that you pushed back.

Absence Requests

The tabs in this section of the page display the same information as the tabs in the Absence Request section of the Create and Maintain Absence Requests Page, but you cannot edit the fields.

Field or Control	*Description*
Approver Comments	Any comments you enter in this field are added to the selected absence requests when you click the **Approve, Deny,** or **Push Back** buttons.

Approval Options

Field or Control	*Description*
Override Forecast Eligibility	Select to make the system ignore forecasting requirements when you approve, deny, or push back absence requests.
Approve	Click to approve the selected absence requests.
Deny	Click to deny the selected absence requests.
Push Back	Click to push back the selected absence requests.
Forecast	Click to initiate the forecasting process for the selected absence requests.

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Note: As an administrator, you can view any document uploaded along with an Absence Request in the *Approve Absence Requests* page.

Absence Event Entry Page

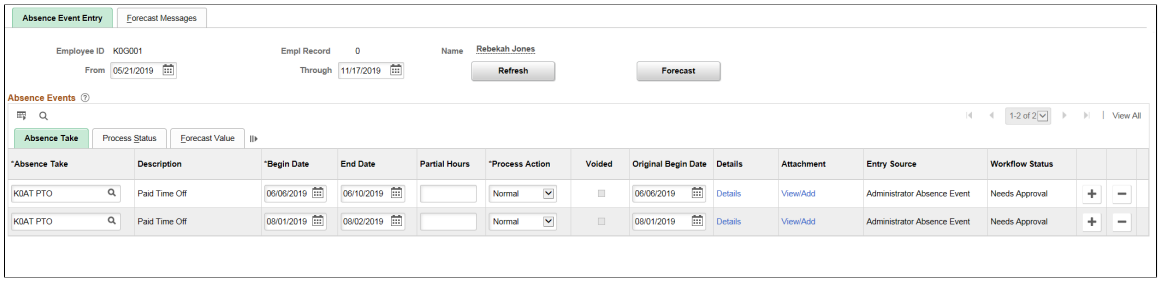
Use the Absence Event Entry page (GP_ABS_EVENT) to enter, update, and void absences.

Start the Absence Forecasting process.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event > Absence Event Entry

This example illustrates the fields and controls on the Absence Event Entry page.



To enter a new absence, insert a row and complete the fields described below. To make changes to a row, delete the row and add a new one.

Note: If you enter absences with overlapping dates, and your absence rules do not allow you to enter more than one absence for the same day, an error message appears when you try to save the events. If you've elected to use the automatic priority processing feature and have assigned a priority number to your absence take elements, the system determines which take element has priority for the date in question and offers the option of executing priority processing. You define absence priority rules on the Absence Take - Priority page.

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Absence Take

Field or Control	*Description*
From and Through	The user can display absence request that fall within a specified date range by entering dates in the From: and Through: fields. If the From, Through or both dates is left blank, the system will initialize the search based on the default dates. The **From** and **Through** date range is determined by the Default History Date Range values entered on the History Grid page of the Country component. If the Default History Date Range has not been set up the system uses the current date minus 90 days for the **From** field and the current date plus 90 days for the **Through** field. See Defining Self Service Absence Rules by Country.
Refresh	Click the Refresh button after entering, changing, or removing dates in the From: and Through: fields. **Note:** If you do not click Refresh after changing the From or Through fields you will get an error message that tells you that you must click the Refresh button. You are able to proceed with absence entries once the Refresh button has been clicked.
Absence Take Element	Select the Absence Take element that corresponds to the payee's absence. (You can select from all absence take elements that are defined by your organization, not just those for which the payee is eligible.)
Begin Date and **End Date**	Enter the begin and end dates of the absence. If there's a break in the absence, enter each event separately. For example, if a payee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event. The system uses the Take definition that is in effect on the begin date that you specify.

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Field or Control	*Description*
Partial Hours	For absences of less than a full day, enter the number of hours that the payee was absent. If the payee was absent for more than one day (the begin and end dates are different), the system assumes that the partial hours apply only to the first day of the absence. To specify otherwise, click the **Details** link to access the Absence Event Input Detail page.
Process Action	For a new absence event, the default is *Normal.* Select *Void* to void an absence that has already gone through the Take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the **Voided** check box is automatically selected during the next Take process. During retroactive processing, a new version of the results is calculated without the voided event. Positive input is not generated from the voided event, and the results for earning/deduction have deltas.
Voided	Selected if you voided the event and ran the take process. This field can also be selected if you're using the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.
Original Begin Date	Enter a date in this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. (The **Link Absence** and **By Original Begin Date** options are selected on the take element's Period page.) If this absence is related to another absence, enter the begin date of the original absence. Example: A payee is out sick for the following periods of time:

Absence Type	*Reason (not entered online)*	*Absence Begin Date*	*Absence End Date*	*Original Begin Date*
Sick	Sprained wrist	May 15	May 16	May 15

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Absence Type	*Reason (not entered online)*	*Absence Begin Date*	*Absence End Date*	*Original Begin Date*
Sick	Flu	June 1	June 5	June 1
Sick	Wrist didn't heal properly	June 10	June 10	May 15

Field or Control	*Description*
	Entering the same original begin date for the first and third absence events tells the system that the absences are related. If you defined the take element to link absences, the system checks to see if the current absence occurred within the time frame allowed for linking. If it did, the two events are linked. The default value for **Original Begin Date** is the begin date. Changing the begin date here does not update the original begin date.
Details	Click to display the Absence Event Input Detail page, where you can enter additional information about the absence.
Attachment	Shows the **View/Add** link to open Maintain Attachments Page. The following video provides an overview of Attachment Uptake for Administrators. Video: Image Highlights, PeopleSoft HCM Update Image 29: Absence Request - Attachment Uptake for Administrators
Entry Source	Displays the origin of absence event. The values are: *Administrator, Time & Labor, Third Party, Employee Self Service, Manager Self Service, Employee Timesheet,* and *Manager Timesheet.*
Work Flow Status	Displays the current workflow status of the employee extended absence, manager extended absence, administrator extended absence, and absence event. The values are: *Saved, Needs Approval, Pushed Back, Denied, Approved,* and *Cancelled*.
Forecast	After entering absence events, click this button to start the Forecasting process. To use this button, absence forecasting must be enabled for one or more take elements.

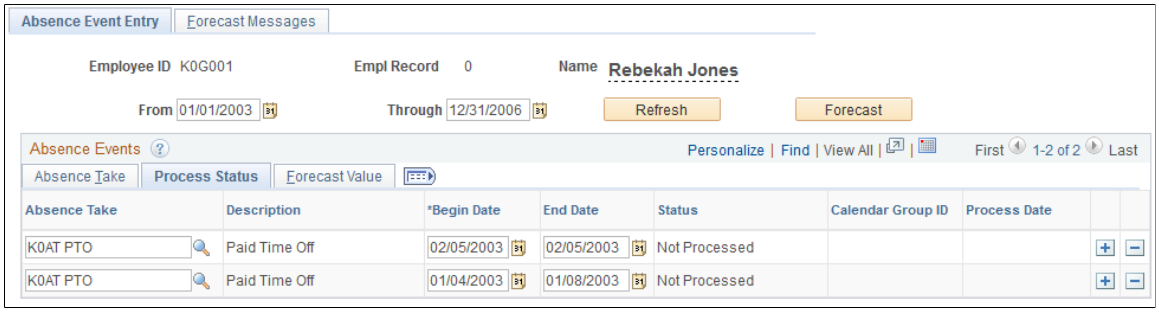
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Process Status

Select the Process Status tab.

This tab displays information on the status of the absence event process and is meant for use by administrators.

This example illustrates the fields and controls on the Absence Event Entry page - Process Status tab.

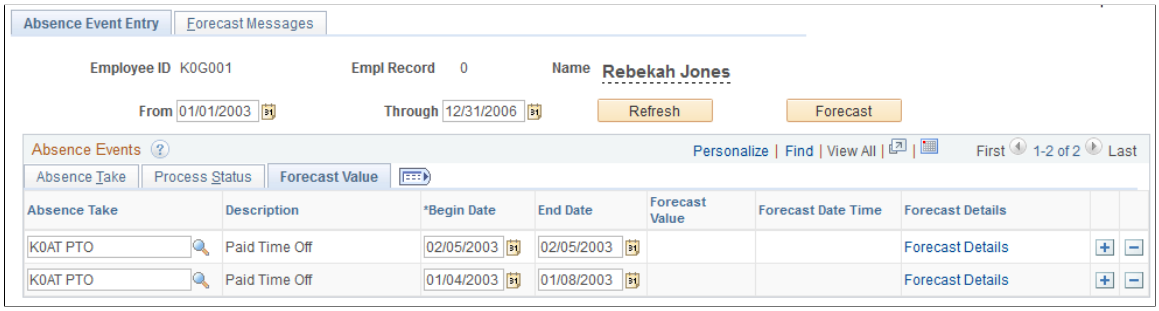


Field or Control	*Description*
Status	Displays the status of the absence event as it relates to processing in payroll. Valid values are *Not Proc.* (Not Processed), *Processed*, and *Finalized*. **Note:** Absence events with a status of *Finalized* will be set to *Processed* if the absence event has been retroactively processed during an on cycle or off cycle calculation

Forecast Value

Select the Forecast Value tab.

This example illustrates the fields and controls on the Absence Event Entry page - Forecast Value tab.



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Field or Control	*Description*
Forecast Value	The alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take − Forecasting page. (For example, your forecast element might return a value of *Eligible* or *Not Eligible.*
Forecast Date Time	The last date and time that the Forecasting process was run for the take element.
Forecast Details	Select the link to display the Absence Forecast Results page.

Deleting Absence Event Rows

The Delete row button will be available or grayed out based on the **Payroll Status** and the **Delete Option** selected on the Event Entry page. When the **Delete Option** selected is *All Events Except Processed* the Delete row button is disabled on all processed rows and finalized rows. When the **Delete Option** selected is *All Event Except Finalized* the Delete row button is disabled on all finalized rows.

A warning is issued when you select to delete an absence event and you have selected the Delete Option of All Events Except Finalized. The warning message states, ”Are you sure you want to delete the Event %1 Begin Date %2 End Date %3?” The explanation attached to this message states, “This absence event has already been processed. If you delete this event you might have to reprocess the absence to correct the results.”

See Defining Self Service Absence Rules by Country.

Note: If Generate Absence Payable Time is enabled for your system and you delete an absence event for which payable time has been loaded into Payroll for North America, you receive a warning message. If you confirm the deletion, the next time the TL_GENPT PS Job runs, the Time Administration process deletes the generated payable time associated with the deleted absence event.
For more information, see “Generate Absence Payable Time Page” (PeopleSoft Time and Labor)

Absence Event Input Detail Page

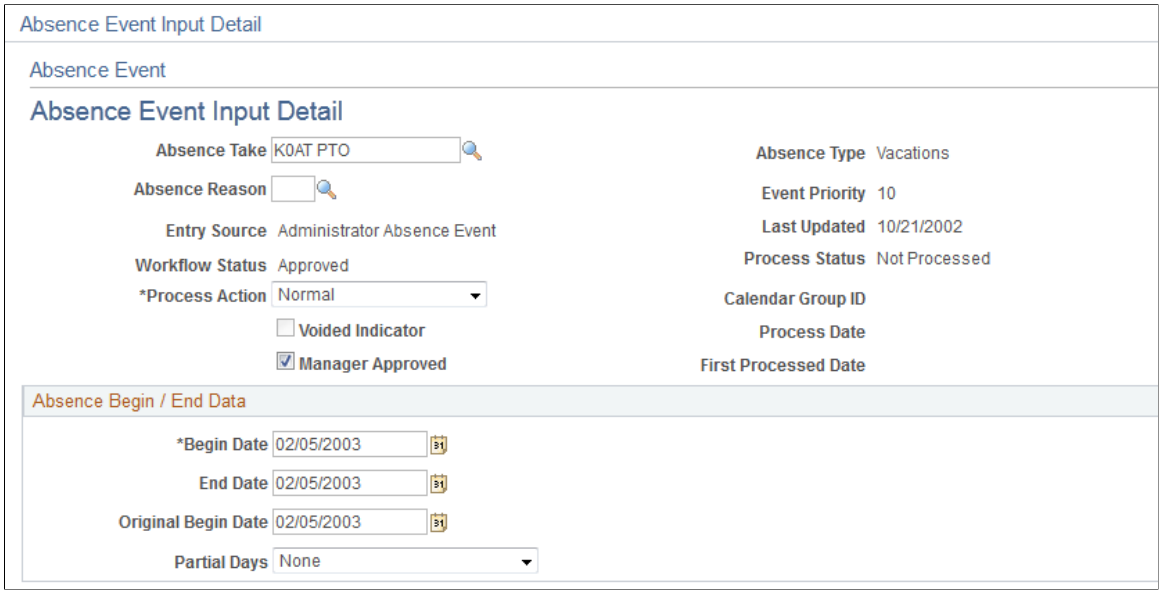
Use the Absence Event Input Detail page (GP_ABS_EVENT_SEC) to enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Navigation:

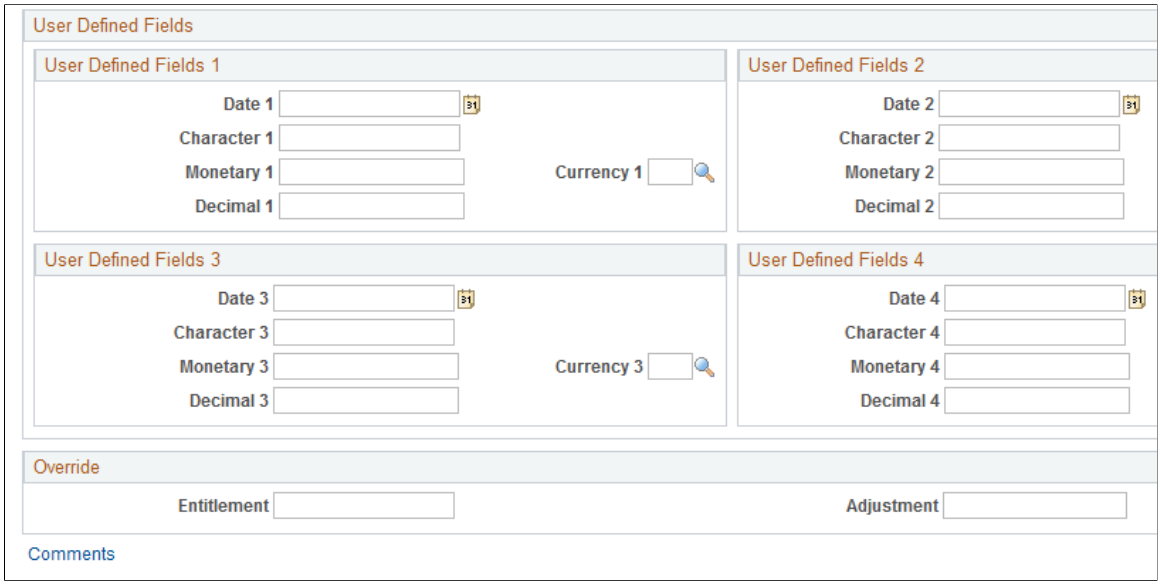
Click the **Details** link on the Absence Event Entry page.

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This example illustrates the fields and controls on the Absence Event Input Detail page (1 of 2).



This example illustrates the fields and controls on the Absence Event Input Detail page (2 of 2).



Field or Control	*Description*
Absence Take	Displays the take element that you selected on the Absence Event Entry page.
Absence Type	The absence type for the Take element is displayed.
Absence Reason	You can select an absence reason from those that were in effect as of the absence begin date. You define absence reasons on the Absence Types page and link an absence type to a take element on the Take - Calculation page.

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Field or Control	*Description*
Event Priority	Displays the priority number of the take element if one was assigned on the Absence Take - Priority page. If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lower the number, the higher the priority.
Entry Source	Identifies the source of the absence, employee extended absence, manager extended absence, and administrator extended absence data. Values are: *Admin:* The absence event entry was created using the Absence Event Entry page. This is the default for new entries using the Absence Event Entry page. *Third Party Time and Labor:* The absence event entry was created using a third-party interface. *Employee Self Service:* The absence event entry was created using the Absence Self Service Employee request page. *Manager Self Service:* The absence event entry was created using the Absence Self Service Manager request page. *Employee Timesheet:* The absence event entry was created using Employee Timesheet page *Manager Timesheet:* The absence event entry was created using Manager Timesheet page.
Manager Approved	Select to have the absence processed when you run the take process. This check box is selected, by default, if you defined the absence take element (on the Absence Take - Calculation page) as not requiring manager approval.
Last Updated	This date appears after you save your entry.
Workflow Status	Displays the current workflow status of the absence take.
Process Status	Displays the status of the absence event as it relates to processing in payroll. Valid values are *Not Processed*, *Processed*, and *Finalized*.
Calendar Group ID	Displays the calendar group for which the absence take was processed.
Process Date	This field displays the most recent processing date for this absence event.

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Field or Control	*Description*
First Processed Date	The value in this field represents the original processing date for the absence event. The **Process Date** and **First Processed Date** fields show different processing dates, in the case of retroactive processing.

Absence Begin / End Data

Field or Control	*Description*
Begin Date, End Date, and **Original Begin Date**	These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

Data that you enter in the following fields is used in absence calculations only if the data is referenced by your absence formulas.

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Field or Control	*Description*
Partial Days	Specify which days of the absence event are partial days. If the **Calculate End Date or Duration** option is enabled on the Absence (setup) page, and the **Unit Type** is *Hours*, the system does consider any partial hours or half-day entries that are entered in this group box when it calculates the end date or duration. For example, an employee has a work schedule of 8 hours per day from Monday through Friday. The employee reports an absence from Monday, January 8, 2007 through Wednesday, January 10, 2007. Then employee takes a half day off on Monday and full days off for the rest of the absence. Example 1: The Country Take set up is defined as follows: • **Unit Type** = *Hours.* • **Allow Partial Days** = Selected. • **Partial Days** = *Partial Hours.* With these settings, to correctly enter the absence data the employee should report: • **Start Date** = *January 8, 2007.* • **End Date** = *January 10, 2007.* • **Partial Days** = *Start Day Only.* • **Start Day Hours** = *4.* Example 2: The Country Take set up is defined as follows: • **Unit Type** = *Hours.* • **Allow Partial Days** = Selected. • **Partial Days** = *Half Days.* With these settings, to correctly enter the absence data the employee should report: • **Start Date** = *January 8, 2007.* • **End Date** = *January 10, 2007.* • **Partial Days** = *Start Day Only.* • **Start Day is Half Day** = Selected.

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Field or Control	*Description*
	Warning! If the absence unit type is defined in days in the Country Take setup, we do not recommend using partial days options. **Note:** Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas. The available options in the **Partial Days** field when the absence is calculated in days include: • *All Days* • *End Day Only* • *None* • *Start Day Only* • *Start and End Days*
Start Day Hours, End Day Hours, and **All Day Hours**	Enter the number of hours the payee was absent for the first day of the absence, the last day of the absence, or all days of the absence, respectively.
Start Day is Half Day, End Day is Half Day, and **All Days are Half Days**	Select if the payee was absent exactly half a day.

User Defined Fields

You can enter data in up to 16 user-defined fields. When you run the Take process, the system writes the data to the daily records, so that it's available to the count formulas.

A system element in the GP_ABS_EVENT record corresponds to each user-defined field. The naming conventions are:

- EVT CONFIG1(2, 3, 4) DT for date values.
- EVT CONFIG1(2, 3, 4) DC for decimal values.
- EVT CONFIG1(2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Definition of abbreviations: Event configurable 1(2,3,4) date/decimal/character/monetary

For example, employees take 100 percent or 80 percent pay for sick time. If they take 100 percent, they lose a day of vacation for each set of five sick days that they take. You enter *100* or *80* in one of the decimal fields to specify the employee's choice and use a formula that counts the number of vacation days that the employee loses in each case.

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Note: Values entered in the user defined fields can be overwritten during the Take process, depending on your take rules.

Note: The user-defined fields on this page are not related to the user-defined fields that appear on the Absence Take - Calculation page.

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the payee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page.

Important! Use the same type of units as those that are used to define the entitlement element.

Field or Control	*Description*
Entitlement	To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.
Adjustment	To adjust the entitlement balance, enter the number of units in this field. (That number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.

Related Links

Defining Absence Take Elements
Absence Takes - User Defined Result Fields Page

Forecasting Absence Entitlement Balance During Absence Entry

Pages Used to Forecast Absence Entitlement Balances

Page Name	*Definition Name*	*Usage*
Absence Forecast Results Page	GP_ABS_EVT_FCS_SEC	Review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.
Forecast Messages Page	GP_ABS_FCST_MSG	Review the messages that are generated during the Forecasting process.

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Page Name	*Definition Name*	*Usage*
Forecast Message Detail Page	GP_ABS_FCS_MSG_SEC	Review the text of a selected error or warning message.

Understanding Absence Entitlement Balance Forecasting

Use the Absence Forecasting process to evaluate the impact of an absence event. To use this feature, you must have defined the forecasting rules that are applicable to your organization and enabled the absence forecasting feature.

Absence Forecasting Steps

Following are the steps for using absence forecasting:

1. Enter a payee's actual or anticipated absence events on the Absence Event Entry page.
2. Click the **Forecast** button to start the process.

   Note: The system does not automatically save your absence request before initiating the Forecasting process. Although the system prompts you to save before leaving the page, it is not necessary to save your forecast information before or after the Forecasting process.

3. If applicable, check the Forecast Messages page to see if errors or warnings were generated during the process.
4. Correct errors and rerun the process.

   Each time you run the Forecasting process, the system overwrites the previous forecast data.
5. View the results by clicking the **Forecast Details** link on the Absence Event Entry page.

Forecasting and Retroactivity

In absence forecasting the forecasting period will include those calendars that should be reprocessed due to the presence of an unprocessed retro trigger. The absence event change must create a retro trigger in order for the forecasting period to include a finalized calendar whose period includes the effective date of the trigger.

Example of Absence Forecasting with Retro

An employee has an absence entitlement balance of 16 hours once the September run is finalized. During October's run the employee is absent for 24 hours, October 17 – October 19. Because there is not enough entitlement to cover this absence, a portion of the absence will go unpaid. The rules as defined for this absence will mark this event as Ineligible.

If the end date is changed to October 18, there will be enough entitlement and the event will be marked as Eligible. The change to the event will create a retro trigger and therefore the October calendar will be processed again during forecasting.

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Note: The absence event change must create a retro trigger in order for the forecasting period to include a finalized calendar whose period includes the effective date of the trigger. In addition, the earliest retro trigger (not limited to retro triggers from the absence event) that satisfies the retro limit is selected to determine which template calendar is the starting point for retro processing. The calendar period end date must be greater than or equal to the minimum effective date of the retro triggers that are greater than or equal to the retro limit date.

Related Links

Absences and Retroactive Processing

Online Forecasting and Balance Inquiry Processes

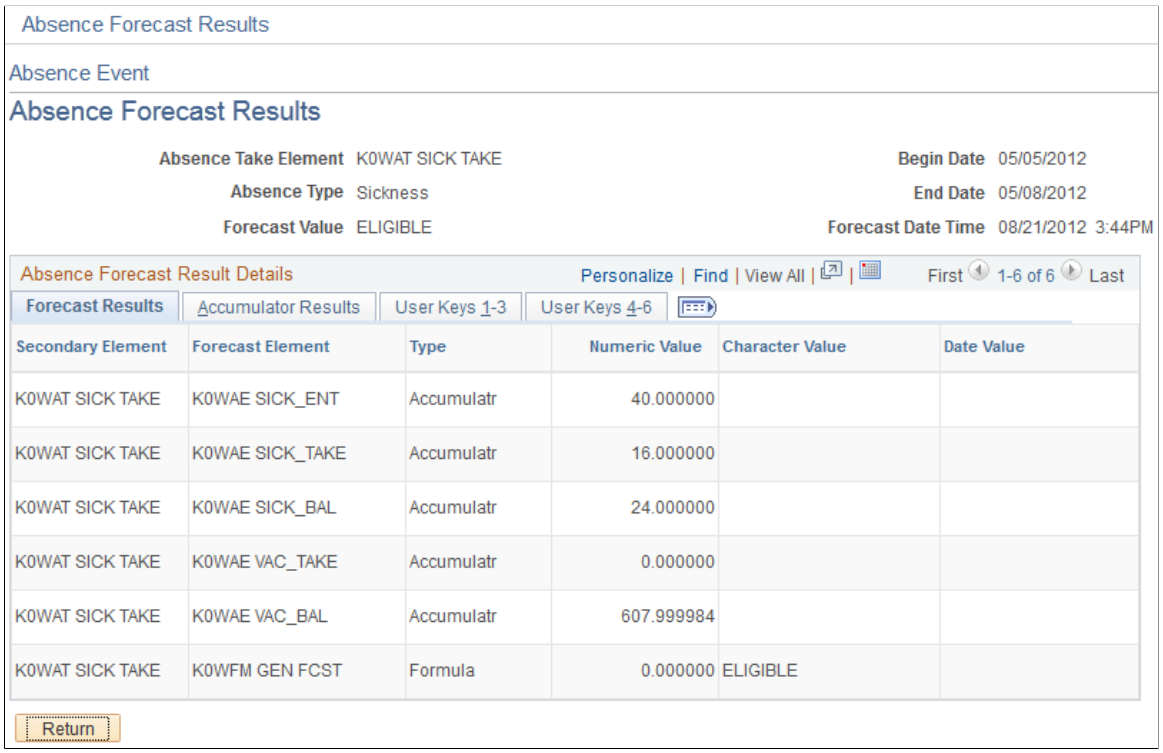
Absence Forecast Results Page

Use the Absence Forecast Results page (GP_ABS_EVT_FCS_SEC) to review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.

Navigation:

Click the **Forecast Details** link on the Forecast Value tab on the Absence Event Entry page.

This example illustrates the fields and controls on the Absence Forecast Results page.



Forecast Results

This tab displays the forecasted value for each element that appears on the Absence Take - Forecasting page, along with related take elements.

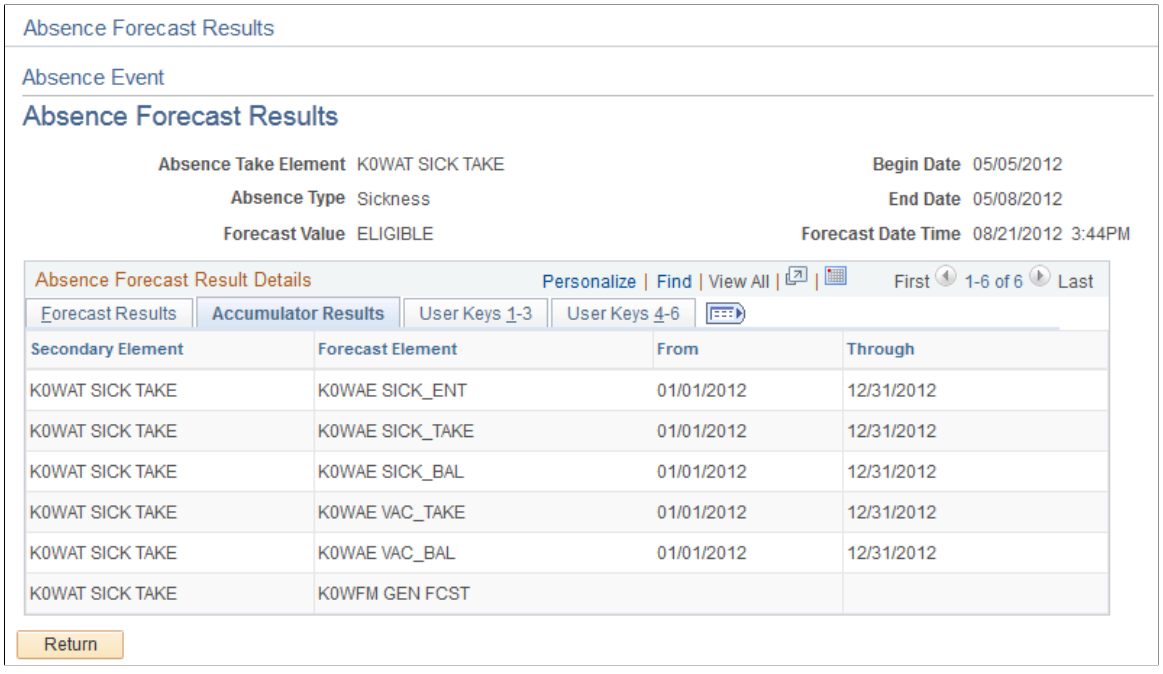
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Field or Control	*Description*
Secondary Element	Displays the name of the take element that the results pertain to. This can be the take element listed on the Absence Take - Forecasting page, a redirected take element, or a "mapped to" take element that's associated with that take. **Note:** You identify redirected take elements on the Take - Negative Balance page and "mapped to" elements on the Absence Take - Day Formula page. Redirected take element can be redirected to other take elements. For example, if A redirects to B, which redirects to C, then C can appear in this field.
Forecast Element Name and **Type**	Displays the name of the element for which a value has been forecast, followed by its type. A value displays for each element listed on the Take - Balance Inquiry page.

Accumulator Results

Select the Accumulator Results tab.

This example illustrates the fields and controls on the Absence Forecast Results page: Accumulator Results tab.



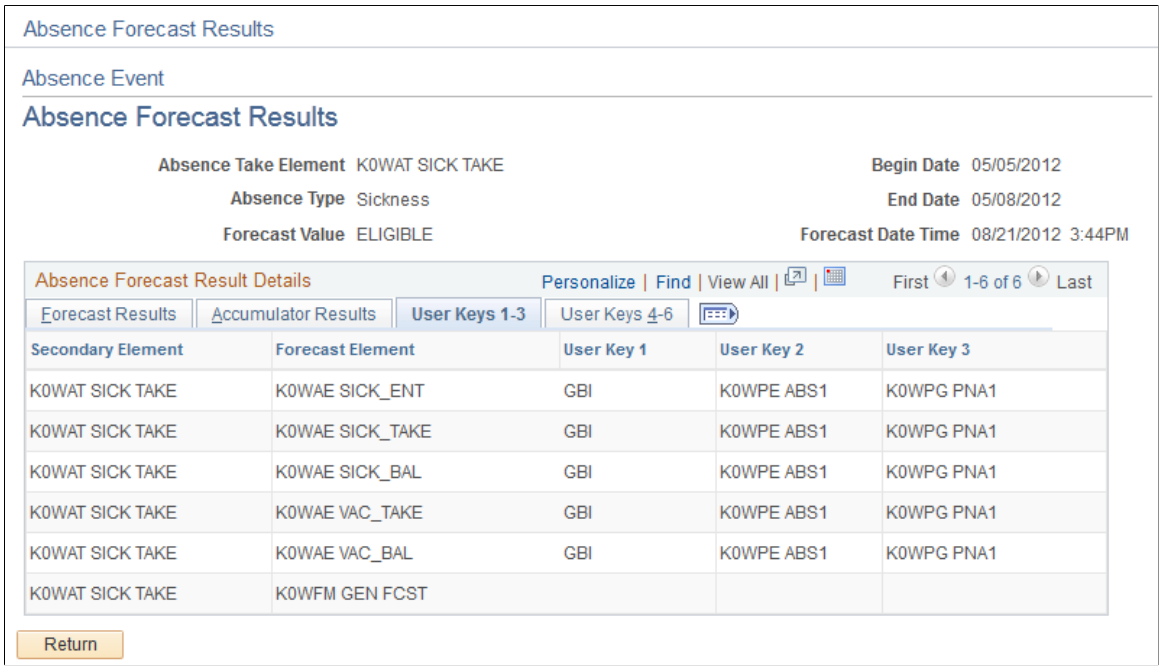
The begin and end dates of the accumulation period are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

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User Keys

Select the User Keys tab.

This example illustrates the fields and controls on the Absence Forecast Results page: User Keys tab.



The values of the accumulator's user keys are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

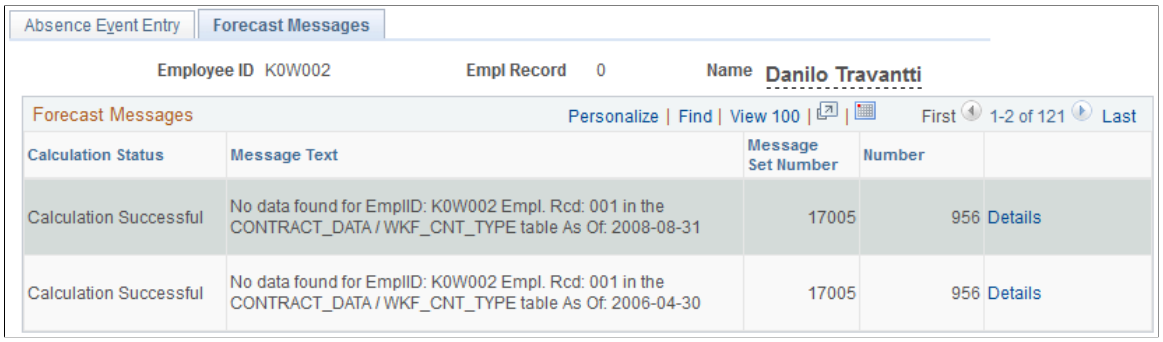
Forecast Messages Page

Use the Forecast Messages page (GP_ABS_FCST_MSG) to review the messages that are generated during the Forecasting process.

Navigation:

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event > Forecast Messages

This example illustrates the fields and controls on the Forecast Messages page.



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Field or Control	*Description*
Calculation Status	Identifies the phase of processing during which the error or warning occurred.
Message Text	Displays the abbreviated text of the message and other information about the message.

Related Links

Status Codes and Process Indicators

Viewing Current Absence Entitlement Balances and Running the Absence Entitlement Balance Inquiry Process

Use the Balance Inquiry feature to view a payee's current entitlement balance for a take. You can also run the Balance Inquiry process to return the values of the elements that are specified on the Absence Take - Balance Inquiry page. Typically, one of these elements returns the absence balance for the take. Values are displayed as of the date that you specify.

Pages Used to Start the Balance Inquiry Process and View Balances

Page Name	*Definition Name*	*Usage*
Current Balance Page	GP_ABS_CUR_BAL	View a payee's current entitlement balances.
Forecast Balance Page	GP_ABS_FCST_BAL	Starts the Balance Inquiry process and view the results.

Related Links

Status Codes and Process Indicators

Current Balance Page

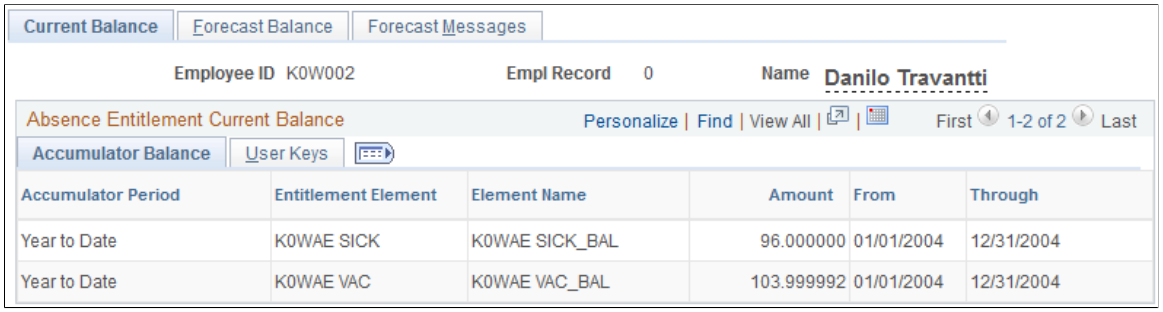
Use the Current Balance page (GP_ABS_CUR_BAL) to view a payee's current entitlement balances.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Maintain Absences** > **Review Absence Balances** > **Current Balance**

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This example illustrates the fields and controls on the Current Balance page.



Accumulator Balance Tab

For the period of time defined by the **From** and **Through** dates this tab displays the payee's entitlement balances as of the most recent run of the Entitlement process for the payee.

User Keys Tab

This tab displays the value that was entered for each user key defined on the Entitlement Accumulators page.

Related Links

Absence Entitlements - Auto Generated Accumulators Page

Forecast Balance Page

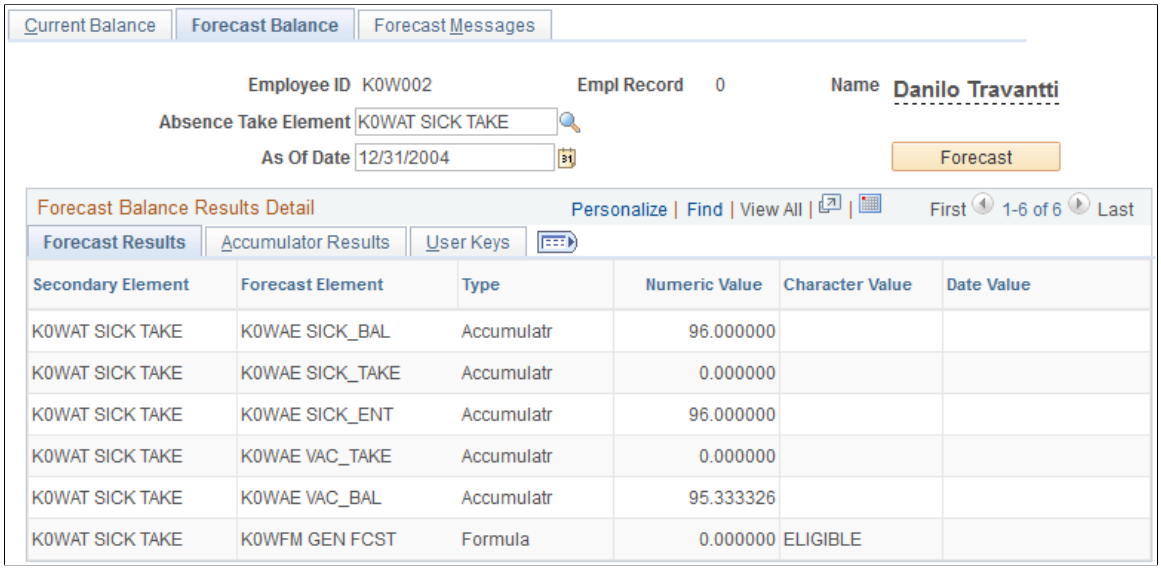
Use the Forecast Balance page (GP_ABS_FCST_BAL) to starts the Balance Inquiry process and view the results.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Maintain Absences** > **Review Absence Balances** > **Forecast Balance**

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This example illustrates the fields and controls on the Forecast Balance page.



Following are the steps for running the Balance Inquiry process:

1. Select the take element and the **As of Date** for which you want to display forecasted results.
2. Click the **Forecast** button.
3. View the results in the Forecast Balance Results Detail group box.

   The tabs in this group box are identical to the tabs on the Absence Forecast Results page.

Related Links

Absence Forecast Results Page

Adjusting and Overriding Entitlement Balances

You can adjust or override a payee's entitlement balance in several ways.

Pages Used to Adjust Entitlements

Page Name	*Definition Name*	*Usage*
Absences Page	GP_PI_MNL_AE	Adjust a payee's frequency-based entitlement for a single calendar period. Before you can enter an adjustment, you must set up the corresponding absence calendar.

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Page Name	*Definition Name*	*Usage*
Assign Entitlements and Takes Page	GP_ABS_OVRD	Redefine a frequency-based entitlement rule for a payee for a specified period of time. Specify whether a take or frequency-based entitlement element is processed for a payee.

Absences Page

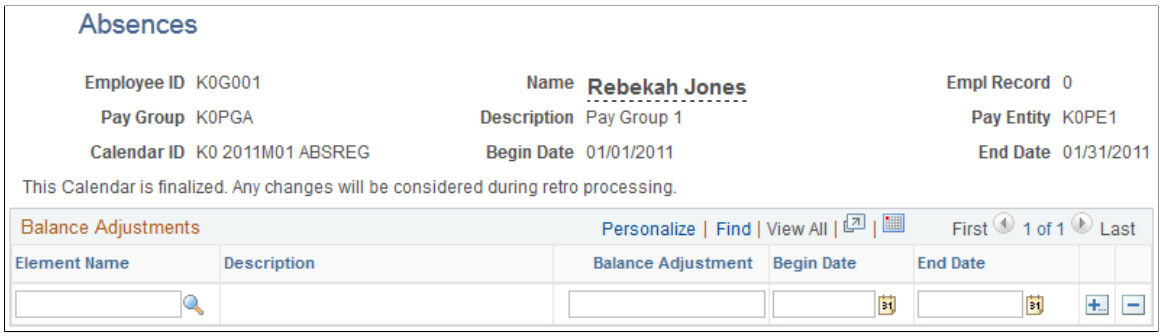
Use the Absences page (GP_PI_MNL_AE) to adjust a payee's frequency-based entitlement for a single calendar period.

Before you can enter an adjustment, you must set up the corresponding absence calendar.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Adjust Balances** > **Absences**

This example illustrates the fields and controls on the Absences page.



The Absence Entitlement process follows the instructions you enter on this page.

Note: You can also enter one time adjustments to a per-absence entitlement when entering an absence event.

Note: You cannot adjust or delete entitlement elements inserted through the Leave Donations process on this page. Use the Adjust Leave Program Balances page to adjust leave donation balances.

Balance Adjustments

Enter each adjustment that applies to this payee for the selected absence calendar. You cannot enter more than one adjustment for the same element.

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Field or Control	*Description*
Element Name	Select the entitlement element for which you want to enter an adjustment. The prompt table displays only frequency-based entitlement elements that are defined for positive input overrides on the Element Name page.
Balance Adjustment	Enter the adjustment units. You can enter a positive or negative number. The amount is added to or subtracted from the beginning entitlement balance when you run the Entitlement process. Generation control for the adjustment is ignored.
Begin Date and **End Date**	These dates determine in which segment the adjustment is made, if the calendar period is segmented. • If you leave the **Begin Date** field blank, the system assumes that the date is the same as the Begin Date on the Calendar - Definition page. The system does not use the begin date for processing. • If the **End Date** differs from the **Calendar End Date,** and the calendar period is segmented, the end date determines the segment or slice to which the adjustment is assigned.

Related Links

“Entering Maintaining and Approving Absence Events” (PeopleSoft Absence Management)
“Adjust Leave Program Balances Page” (PeopleSoft Absence Management)

Assign Entitlements and Takes Page

Use the Assign Entitlements and Takes page (GP_ABS_OVRD) to redefine a frequency-based entitlement rule for a payee for a specified period of time.

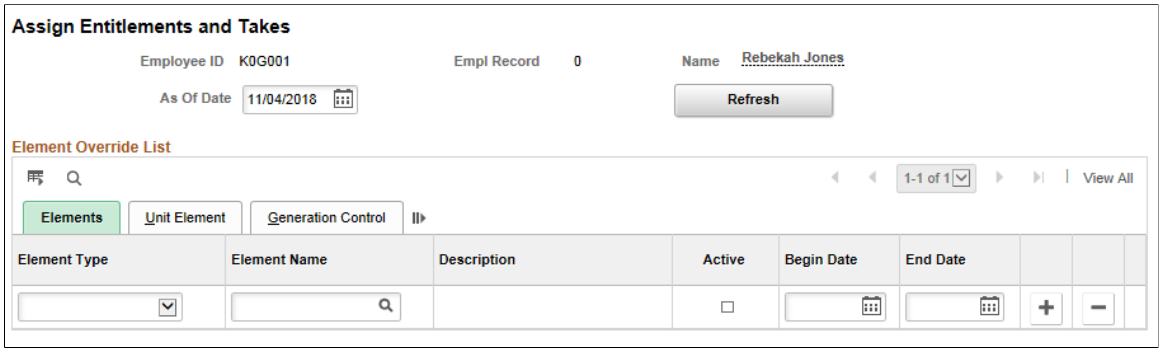
Specify whether a take or frequency-based entitlement element is processed for a payee.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Maintain Absences** > **Assign Entitlements and Takes**

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This example illustrates the fields and controls on the Assign Entitlements and Takes page.



To override a per-absence entitlement rule, use the Absence Event Entry page.

Note: To override an entitlement or take element, the Payee override option must be selected on the Element Name (GP_PIN) page.

Field or Control	*Description*
As of Date	This date tells the system which effective-dated row to be used when retrieving the data. By default, system date is populated here. On clicking the Refresh button, the rows that have 'Begin Date' less than the selected 'As of Date' are displayed. **Note:** You can also make adjustment of entitlement for prior date when entitlement was active but currently inactive. For example enter As Of Date – 01/01/2016 and select the required Element name. You can view the element, even if it is inactive as of current date.

Elements

Field or Control	*Description*
Element Type	Specify the type of element to override: *Absence Entitlement* or *Absence Take.*
Element Name	Select the name of the element to override. Only elements that allow payee overrides are listed; the system does not check payee eligibility. If you selected *Absence Entitlement* as the entry type, you can select a frequency-based entitlement element only.
Active	Selected by default. Deselect if you don't want the system to resolve this absence element for the payee.

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Field or Control	*Description*
Begin Date and **End Date**	Enter the date that the override instructions become effective and the last date to which the override instructions apply.

Unit Element

Field or Control	*Description*
Unit Element Type	To change the supporting element that is used to calculate the entitlement units, select *Accumulator, Bracket, Formula, Numeric, Payee Level, System Element,* or *Variable.* If you select *Numeric,* enter the value in the **Entitlement Unit** field. For all other element types, select the element name in the *Element Name - Unit* field.
Frequency and **Frequency ID**	Specify the frequency for the system to apply when granting the entitlement. Values are *Pay Period* and *Other.* If you select *Other,* select the frequency in the **Frequency ID** field; for example, *Monthly.*

Generation Control

Field or Control	*Description*
Generation Control Option	You can override the generation control condition that is defined for the take or entitlement element on the Element Name page. You can enter instructions here even if you didn't specify generation control details at the element level. Values are: *None:* System ignores the generation controls that you originally defined at the calculation rule level. *Specify:* Enter a generation control value in the field to the right. *Element* (the default): System uses the generation control that was defined when the element was set up.

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Reviewing Daily Absence Records

The following table lists the pages that display the results of a batch absence process:

Process	*Tables Populated*	*Inquiry Pages and Display*
Take	GP_RSLT_ABS (Daily absence rows)	Absence Data pages. Daily data that is generated by the Take process.
	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Absence page. Balances adjustments made to frequency based entitlement elements that are processed for the absence calendar.
	GP_RSLT_ABS	Results by Calendar - Calendar Results: Absence Data. Also Results by Calendar Group - Calendar Results: Absence Data. The absence type, reason, and forecast value.
	GP_GEN_PI_DATA	Generated positive input from the take process is stored in this table. (Note: This is the principal table that Absence Management uses to provide information to the payroll system.)
Entitlement	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PIN	Supporting Elements page. Entitlement units with supporting elements.
Payroll (for target calendar)	GP_RSLT_ERN_DED	Element Assignment By Payee page. Earnings and deductions that are applicable to the payee, including absences.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Payroll page. How the positive input that was generated for earnings and deductions during the Take process was resolved.

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Process	*Tables Populated*	*Inquiry Pages and Display*
	GP_RSLT_PI_SOVR	Supporting Element Overrides page. The supporting elements that were used when the positive input (created by the Take process) was resolved.

Related Links

Viewing Positive Input Results
Viewing Daily Results of the Absence Take Process

Running the Absence Entitlement and Take Processes

In this topic, we discuss:

- The Absence Entitlement and Absence Take processes.
- Absences and Segmentation.
- Absences and Retroactive Processing.

Absence Entitlement and Absence Take Processes

Absence processing is done by the following processes:

- Entitlement process

  This process updates frequency-based entitlements for payees and makes entitlement available. For example, if entitlement is granted monthly, you run the entitlement process once a month, even if you run weekly payrolls. You do not run this process for per-absence entitlements because they are updated by the Take process. You can run the Entitlement process before or after the Take process.

- Take process

  During this process, the system looks at each daily record and determines the amount of time that should be paid or unpaid, according to your absence rules. It converts paid and unpaid units to positive input and adjusts entitlement balances.

After running the Entitlement and Take processes, you run the payroll process to compensate payees for paid absences.

This diagram illustrates the absence processing cycle.



Following are the steps to prepare for running the Entitlement and Take processes:

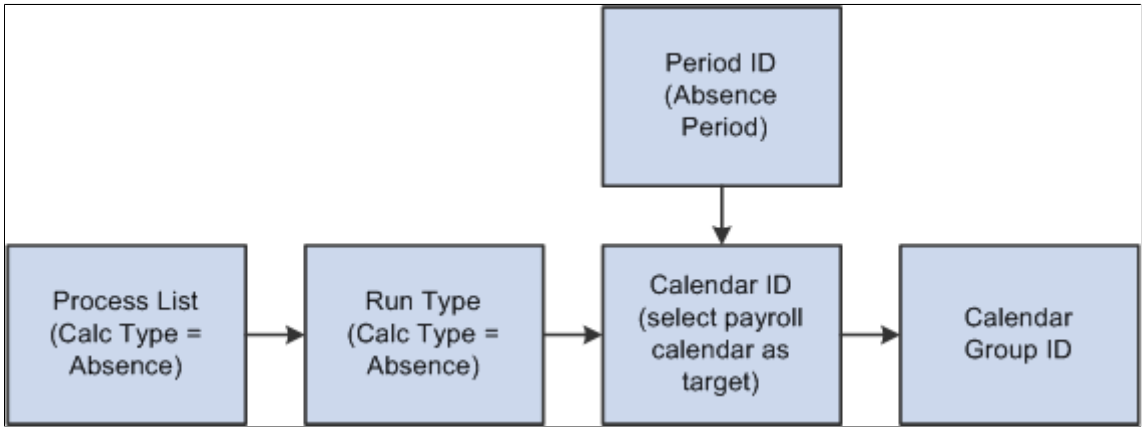
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1. Create one or more absence process lists to define the absence take elements or frequency-based entitlement elements that are to be resolved during processing.
2. Associate the process list with a run type.
3. Create a calendar for the absence processing period.
4. Attach the calendar to a calendar group ID.

   You can attach an absence calendar and a pay calendar to the same calendar group ID.

Typically, you create process lists and attach them to run types when you implement Global Payroll. Then perform the remaining tasks on a regular basis.

This diagram illustrates the preparation steps for absence processing.



Useful Features of Process Lists

Useful features of process lists include:

- The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.
- You can run the entitlement and take processes together or separately.
- More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.
- The system can process absence takes according to their sequence on the process list or in chronological order. To process absences in chronological order, you include take elements in an absence take topic of a process list.

Guidelines for Creating Process Lists

Here are guidelines for creating process lists:

- When setting up process lists, select *Absence* as the Calculation Type on the Process Lists - Definition page.

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- You can place entitlement and take elements on the same or different process lists.
- Do not include per-absence entitlement elements in a process list.

  An entitlement of this type is resolved by the Take process each time that an absence occurs.
- Consider the order in which you add elements to the process list.

  Place the entitlement elements before the take elements.
- If any take elements are mapped so that the system generates the same take for both elements simultaneously, place the source element before the "mapped to" element. Otherwise, the mapped element is not resolved. (You can map elements using the Mapped To field on the Absence Take - Day Formula page.)
- To have absence events processed in chronological order, add the take elements to an absence take section of the process list.

Guidelines for Creating Absence Calendars

Here are guidelines for creating absence calendars:

- Take and Entitlement processes must be associated with a pay calendar.

  Select the pay calendar as the target calendar when you create the calendar for the Take and Entitlement processes.
- The absence period can be the same as or different from the pay period.
- You can run some or all processes during the same run by attaching the appropriate calendars to the same calendar run ID.
- You can run the Entitlement and Take processes in any order; typically you run Entitlement first.

  Timing can affect entitlement balances, as shown in this example:

  Payees are entitled to 20 hours of vacation per month. In January, a payee takes 15 hours of vacation. The payee has no carryover from the prior year, so as of 1 January, the entitlement balance is 0.

  - If you run the absence Entitlement process first, the employee receives the monthly entitlement of 20 hours. When you run the Take process, the system subtracts 15 hours, leaving an entitlement balance of 5 hours.
  - If you run the Take process first, the employee has a negative entitlement balance of 15 hours. When you run the Entitlement process, the balance becomes 5 hours. If your organization doesn't allow a negative balance, the payee might have to take the 15 hours as unpaid time or have the 15 hours deducted from the entitlement that is associated with another absence take. Only when the entitlement process is run does the payee receive the full 20 hours.

Running the Entitlement or Take Process

After defining the Calendar Run ID, you're ready to start the process. Complete the Calculate Absence and Payroll page and use PeopleSoft Process Scheduler to start the process.

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Related Links

Understanding Processing Elements
Understanding Payroll Processing

Absences and Segmentation

When you run the Take process, the system assigns an instance number to each event, based on the following rules:

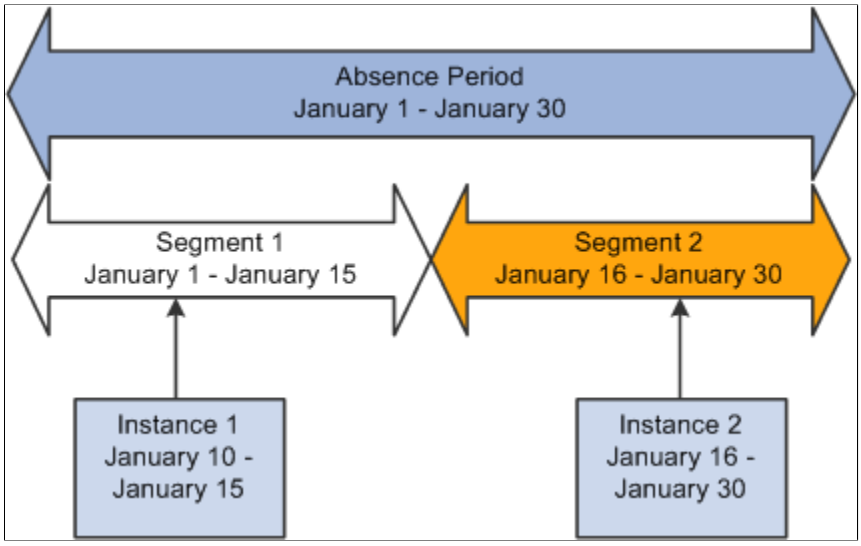
- If **Multiple Instances** is selected on the Absence Take - Calculation page, the system assigns a separate instance number to each like event that falls within the same absence period.
- If **Multiple Instances** is not selected, the system assigns the same instance number to all like events that fall within the same absence period.

When the earning or deduction element that is associated with the take element is segmented, the Take process creates multiple instances, regardless of whether you selected **Multiple Instances.** Multiple instances are also created if the percent defined for the take element changes. (Percent is defined on the Generate Positive Input Member List on the Absence Take - Day Formula page.)

Example

Payee A is absent from January 10 to 17. The earning element is segmented as shown below. The event is divided into the two instances.

This diagram illustrates how the system divides an event into multiple instances due to segmentation.



Absences and Retroactive Processing

This topic describes how absences work with retroactive processing.

Setting Up Triggers for Absence Events

Triggers are the mechanism that Global Payroll uses to detect changes to data that result in some type of system action. We recommend that you create retroactive and iterative triggers so that the system

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recognizes the online changes that users make to absence events through the Absence Event Entry page (the GP_ABS_EVENT record). Then iterative or retroactive processing is triggered whenever you add, delete, or update events.

Retro Processing Method

Retroactive processing of absence calendars is carried out using the Corrective retroactive method. Deltas are not generated.

Retroactive processing creates a new version of the generated positive input results and new versions of the daily absence data (GP_RSLT_ABS). For example, if an absence event occurs from 1 to 5 January (when it was originally processed), the event is represented by five rows of data in the daily record, each named Version1. If you change the end date to 7 January, 7 rows appear in Version 2 of the results.

Related Links

Understanding Triggers

Reporting Absence Data

Page Used to Create an Absence Results Report

Page Name	*Definition Name*	*Usage*
Absence Results Register Page	GP_GPSQR01_PNL	Create a report containing individual results of a payroll calculation for earnings, deductions, and/or accumulators.

Absence Results Register Page

Use the Absence Results Register page (GP_GPSQR01_PNL) to create a report containing individual results of a payroll calculation for earnings, deductions, and/or accumulators.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Reports** > **Absence Results Register** > **Absence Results Register**

Field or Control	*Description*
Language	Determines the language that is used during translations and the formatting for dates and numbers.

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Field or Control	*Description*
Calendar Group	Select the calendar group of the absence run for which you want to generate a report. **Note:** You can select calendar groups only when at least one calendar is Absence (versus Payroll).
Generate Report For	*Entire Calendar Group:* Select to generate a report for all pay groups and payees that are associated with the calendar group ID. *Selected Pay Groups:* Select to generate a report for specific pay groups that associated with the calendar group ID. The **Pay Group** field becomes available for entry. Pay groups associated with absence runs or payroll runs, but not both, are available for selection, depending on the report. *Selected Payees:* Select to generate a report for specific payees. The **EmplID** field becomes available for entry.
Order Payees By	Select to sort payees by employee ID or name.

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Chapter 37

Setting Up Self-Service Absence Transactions

Understanding Self Service Setup Tasks

Payees and managers can use web-based browser pages, referred to as self service pages, to enter online requests for absences, view current and future absence balances, and run the Absence Forecasting process. Managers and administrators can also use self service pages to approve, deny, or push back absence requests.

Requests that are entered through the self service pages are treated as actual absences once they are approved, and are included in the Absence Take process.

This section lists prerequisites and common elements and provides an overview of the high-level setup tasks for self service absence transactions.

Prerequisite for Self-Service Setup Tasks

Before you can define take rules for self service absence transactions, you must specify which absence take types are eligible for self service use. On the Absence Take Types page for a given absence type, select the Allow Request in Self Service check box. This enables you to define self service rules for any take element with that absence type.

See Defining Absence Types and Reasons.

Common Elements Used for Self-Service Setup Tasks

Field or Control	*Description*
Status	When you create a new country-specific or Take-specific rule for absence self service, the rule's default status is Active. Changing the status of a rule to Inactive can impact absence requests that have been entered but not yet approved. Before changing the status of a rule to Inactive, consider how this action will affect already submitted requests.

Setup Tasks for Self Service Absence Transactions

The setup tasks for absence self service are as follows:

1. Define self service rules for each country.

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Country-specific rules apply to all take elements for a given country. They control some of the field displays on the self service pages, and determine who can use the online Forecasting and Balance Inquiry processes. You can define a different set of self service rules for each country.

2. Define self service rules for each take element.

   For each take element that you want to make available to self service users, you define an additional set of rules. These rules specify whether partial-day absences are allowed, approval requirements for absence requests, how to display forecasting results, and other usage rules.

3. Select the entitlement balances to display in the forecasting results.

   If you enable self service users to run the online Forecasting process or Absence Inquiry process, specify which entitlement balances to display to self service users.

4. (Optional) Modify fields labels and page text, as needed.

   The Text Catalog stores the text that appears on the self service pages, including field labels, button names, links, page instructions, and warnings. You can modify this text by editing entries in the Text Catalog.

Note: The sequence of steps 2 and 3 can be reversed.

Defining Self Service Absence Rules by Country

To define country-specific rules for using the absence self service pages, use the Country Configuration (GP_ABS_SS_CNTRY) component.

Video: Image Highlights, PeopleSoft HCM Update Image 43: Absence Balance and Forecast Enhancements

Pages Used to Define Self Service Absence Rules by Country

Page Name	*Definition Name*	*Usage*
Entitlement Grid Page	GP_ABS_SS_CNTRY1	Select the entitlement fields that appear on the View Absence Balances page.
History Grid Page	GP_ABS_SS_CNTRY2	Select the history fields that appear on the View Absence Requests page.
Forecasting Grid Page	GP_ABS_SS_CNTRY3	Select forecasting options and fields to display on the View Forecasting Details page.
Balances Page	GP_BAL_ELIG_SS	Enter balance elements and select display options on the View Absence Entitlement Balance page.

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Page Name	*Definition Name*	*Usage*
Event Entry Page	GP_ABS_EVT_ENTRY	Select deletion options to allow absent entries to be deleted on the Absence Event Entry page.

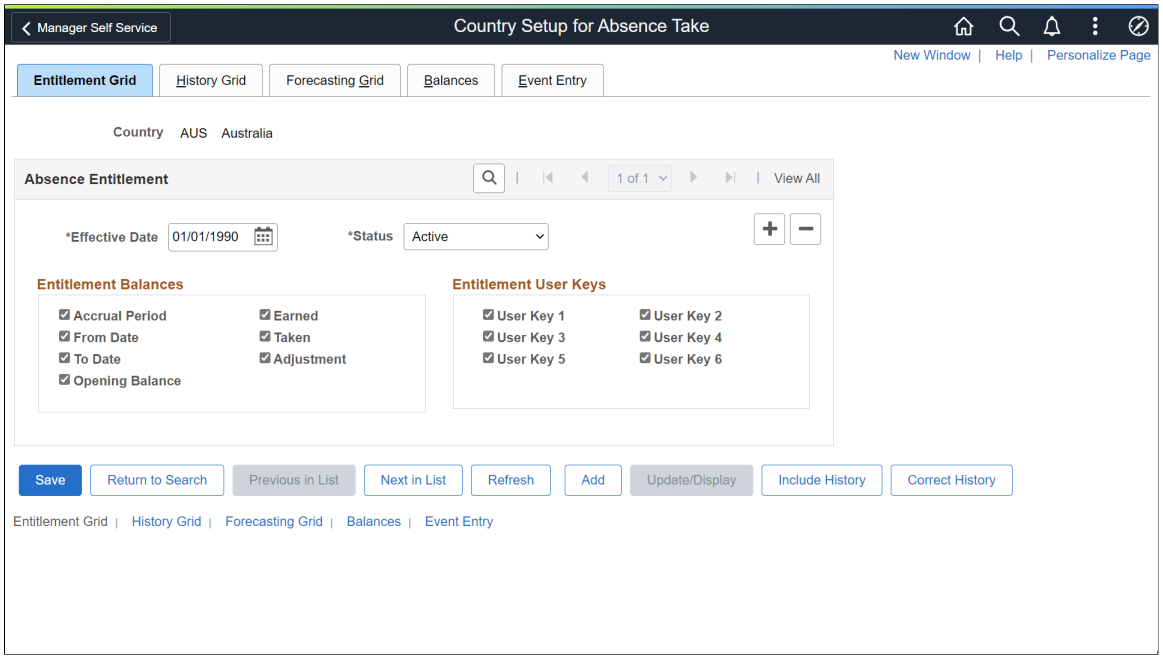
Entitlement Grid Page

Use the Entitlement Grid page (GP_ABS_SS_CNTRY1) to select the entitlement fields that appear on the View Absence Balances page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Country Setup for Absence Take** > **Entitlement Grid**

This example illustrates the fields and controls on the Entitlement Grid page.



The fields on this page control what appears on the View Absence Balances page.

Field or Control	*Description*
Accrual Period	Select to have the system display the accumulator period for each entitlement balance, for example, *year-to-date* or *month-to-date*. (Define the period for an entitlement accumulator on the Accumulator Periods for Element <element name> page. Select the entitlement accumulators on the Balances page.)
From Date and **To Date**	Select to display the begin and end dates of the accrual period.

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Field or Control	*Description*
Opening Balance	Select to display the balance details such as opening, accrued, taken, adjustment and closing balances.
Earned	
Taken	
Adjustment	
User Key 1...6	Select to display the values of up to six user keys that are associated with the entitlement accumulator. (Define user key values on an entitlement element's Auto Generated Accumulators page.)

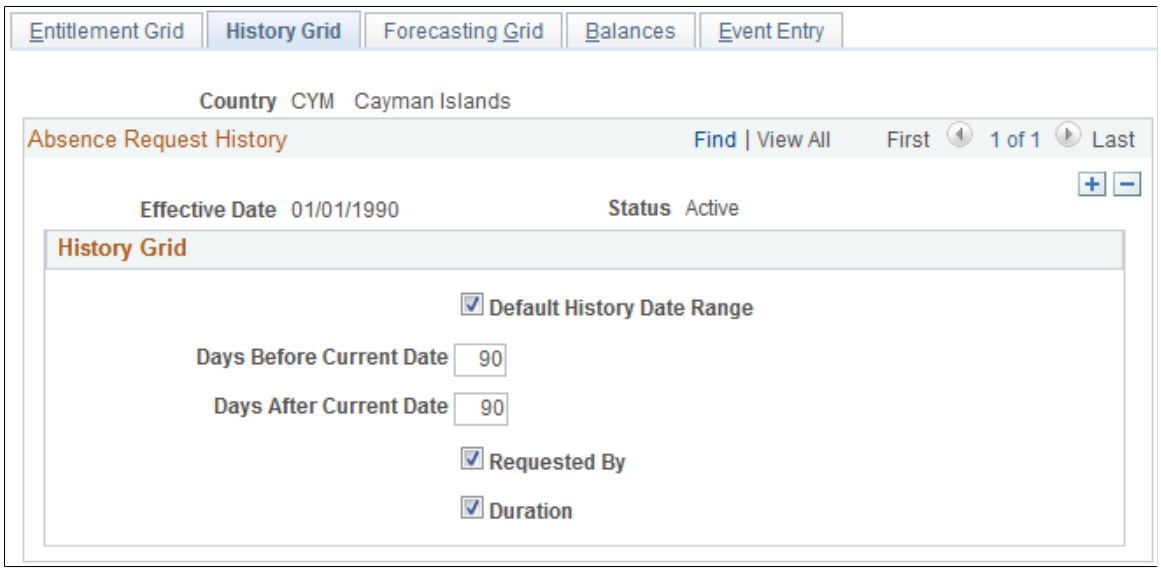
History Grid Page

Use the History Grid page (GP_ABS_SS_CNTRY2) to select the history fields that appear on the View Absence Requests page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Country Setup for Absence Take** > **History Grid**

This example illustrates the fields and controls on the History Grid page.



The fields on this page control what appears on the View Absence Requests page.

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Field or Control	*Description*
Default History Date Range	Select to define the default date range for displaying historical absence events. When you select this check box, the system displays 90 days before the current date and 90 days after the current date. **Note:** Users can select dates outside of this date range by editing the **From** and **Through** fields on the View Absence Requests page.
Days Before Current Date and Days After Current Date	Use these fields to modify the default date range for displaying historical absence events.
Requested By	Select to display a column that identifies who (which role) submitted each request: the employer, administrator, or manager. Names are not displayed. This field is selected by default.
Duration	Select to display the duration of the absence event. This field is selected by default.

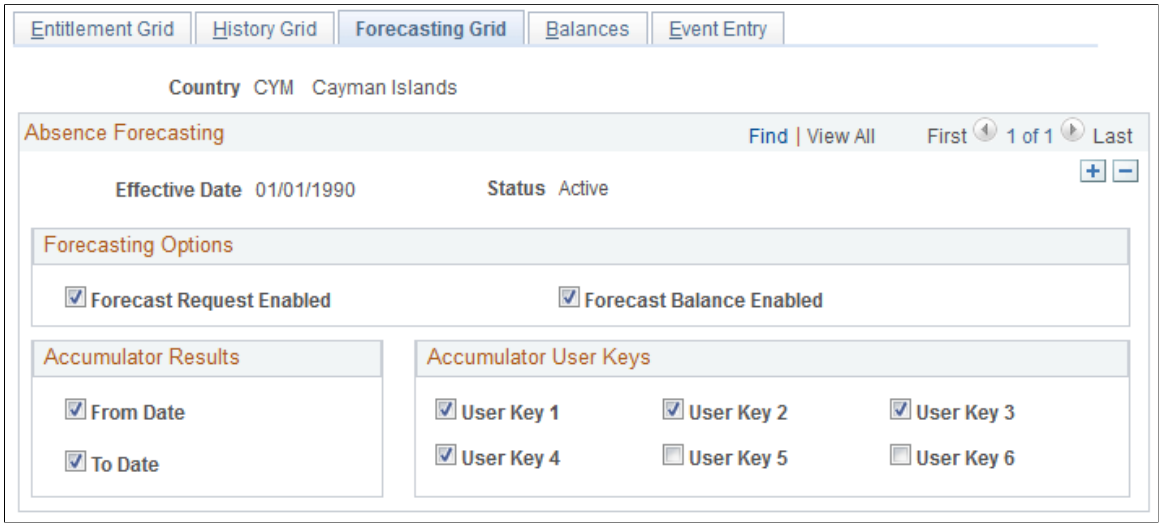
Forecasting Grid Page

Use the Forecasting Grid page (GP_ABS_SS_CNTRY3) to select forecasting options and fields to display on the View Forecasting Details page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Country Setup for Absence Take** > **Forecasting Grid**

This example illustrates the fields and controls on the Forecasting Grid page.



All check boxes on this page are selected by default.

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Field or Control	*Description*
Forecast Request Enabled	Select to enable self service users to run the online Absence Forecasting process. This causes a Forecast Balance button to appear on the Employee - Request Absence page and Manager - Request Absence page. For self service users to run the forecasting process for a given absence take element, the country take rule for that take element must also allow forecasting. (The Allow Forecasting check box must be selected on the take element's Forecasting Messages page.)

Field or Control	*Description*
Forecast Balance Enabled	Select to enable self service users to run the online Balance Inquiry process. This causes a View Forecast Balances link to appear on the Request Absence pages and the View Absence Balances pages.
From Date and To Date	Select to have the forecasting results display the From Date and the To Date for the forecasted period.
User Key 1...6	Select to display the values of the user keys that are defined for the forecasted entitlement element's accumulator.

Balances Page

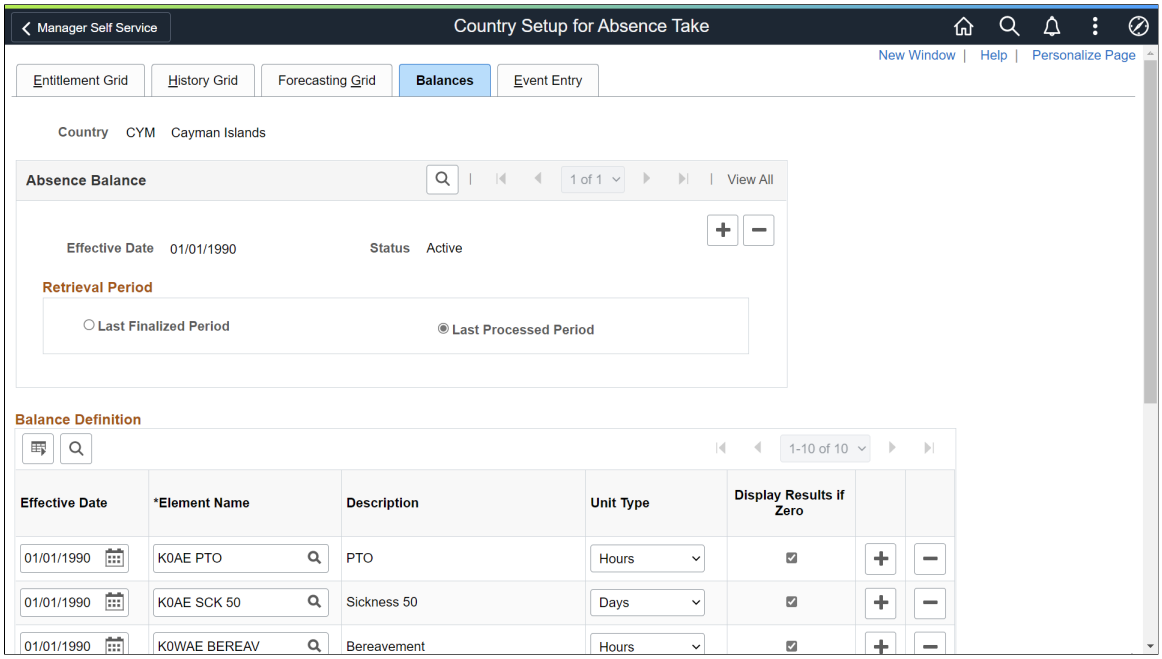
Use the Balances page (GP_BAL_ELIG_SS) to enter balance elements and select display options on the View Absence Entitlement Balance page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Country Setup for Absence Take** > **Balances**

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This example illustrates the fields and controls on the Balances page.



The fields on this page control what appears on the View Absence Entitlement Balances page in the Self Service component.

Field or Control	***Description***
Last Finalized Period	Select this field to show the balances as of your last finalized calendar.
Last Processed Period	Select this field to show the balances as of your last processed or calculated calendar.
Effective Date	The date that the balance accumulator will appear on the View Absence Entitlement Balances page.
Element Name	Select the accumulator element for the entitlement balance you want to display.
Unit Type	Select *Days* or *Hours* as the units to display on the self service pages. These are units that users see when viewing absence entitlement balances. **Note:** The selected unit type should match the unit type defined for the take element.
Display Results if Zero	Select to display the element on the View Absence Entitlement Balances page when there is no balance for that accumulator. The system displays the balances as of the most recent run of the Entitlement process for the employee.

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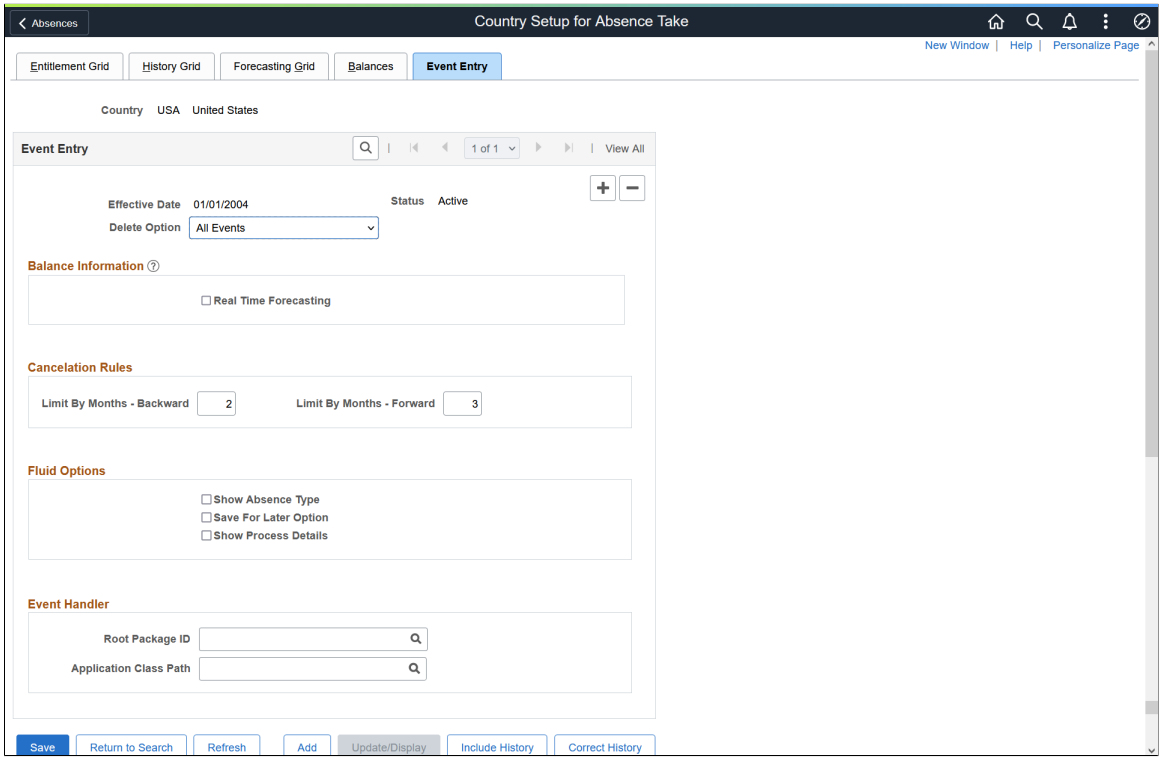
Event Entry Page

Use the Event Entry page (GP_ABS_EVT_ENTRY) to select deletion options to allow absent entries to be deleted on the Absence Event Entry page.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Country Setup for Absence Take > Event Entry

This example illustrates the fields and controls on the Event Entry page.



The fields on this page control real time balance calculation, deletion, cancellation, and Fluid options for absence requests.

Field or Control	***Description***
Delete Option	Select a value to determine which absence events can be deleted on the Absence Event Entry page. Valid values are *All Events*, *All Events Except Finalized*, and *All Events Except Processed*. The delete button is disabled on the Absence Event Entry page for all rows that do not meet the criteria indicated by the **Delete Option**.

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Balance Information

Field or Control	*Description*
Real Time Forecasting	Select this option to enable real time calculation of balances as of today. When you request a leave of absence, the system calculates your current balance as of today and recalculates it based on the number of hours or days you are requesting.

Cancelation Rules

Field or Control	*Description*
Limit By Months - Backward and **Limit By Months - Forward**	Define the range of months before and after the current date in which submitted absence requests must fall to be eligible for cancellation. For example, let us say that the **Limit By Months - Backward** is set to 2 and the **Limit by Months - Forward** is set to 3. In this case, on March 18 users would be able to cancel absence requests submitted for January 1 through June 30.

Fluid Options

Field or Control	*Description*
Show Absence Type	Select to display the type of absence for absence requests submitted using the PeopleSoft Fluid user interface.
Save for Later Option	Select to provide a Save for Later button for users submitting absence requests using the PeopleSoft Fluid user interface.
Show Process Details	Select to allow the employees to view the absence process details in the **View Request Page** from Self Service. **Note:** By default, this option is not enabled.

Event Handler

While approving or cancelling absences, you can define an app package and class and execute any country specific logic using these options. The context of the absence event is set by absence code while calling the country extension event handler.

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Field or Control	*Description*
Root Package ID	Search and select root package ID, for approving or canceling absence.
Application Class Path	Search and select the application class path.

Note: The Country Specific app class needs to extend the core app class *HGA_COUNTRY_SPECIFIC:CountrySpecific* and implement the method *ExecuteCECode()* in their app class.
The record object for *GP_ABS_SS_DAT* and Action are passed as context and will be available for the country extension event handler app class.
This helps country extension code to identify the absence event and execute any country specific logic.

Related Links

Entering Maintaining and Approving Absence Events

Defining Self Service Absence Rules by Take Element

To define Take-specific self service absence rules, use the Configure Country Take Setup (GP_ABS_BAL_SS_DEF) component.

Pages Used to Define Self Service Absence Rules by Take Element

Page Name	*Definition Name*	*Usage*
Configure Country Take Setup - Absences Page	GP_ABS_ELIG_SS	For a given Take element and country, define absence units (days or hours), who can submit and approve requests, what happens to cancelled requests, and whether to allow partial-day absences. You can also specify whether to display the absence reason and entitlement balances.
Configure Country Take Setup - Date Rules Page	GP_ABS_ELIG2_SS	Define rules for entering absence dates, such as whether absences can begin or end on a holiday or off-day and whether to have the system calculate an absence's end date or duration.
Configure Country Take Setup - User Fields Page	GP_ABS_ELIG3_SS	Define user fields.

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Page Name	*Definition Name*	*Usage*
Configure Country Take Setup - Forecasting Messages Page	GP_ABS_ELIG4_SS	Define forecasting rules.
View Messages Page	GP_ABS_ELIG42_SEC	View the default messages that are returned by the online forecasting process.
Customize Messages Page	GP_ABS_ELIG4_SEC	Customize the messages that are returned by the online forecasting process.
Configure Country Take Setup - Configurations Page	GP_ABS_ELIG5_SS	Link configurable section templates to extended absence components and define access to the templates.

Understanding PeopleSoft Delivered Approval Process IDs and Approval Framework Events

Approval Process IDs determine how absence request submissions, approvals, denials, and requests for rework are routed among approvers, requesters, and absence administrators. Self service absence transactions that require action by a user appear in both user worklists and emails. The content of the email message is defined using the Generic Template pages in the PeopleTools Workflow Notifications component. Which email template is used depends on the user's role (approver, requester, or administrator), and the approval framework event.

PeopleSoft Absence Management delivers the following Approval Process IDs:

- AbsenceManagement
- AM_Extended_Abs

Email Notification Templates for Absence Management Self Service Transactions

The following table lists the email template names that are used for each role based on the approval framework event:

Approval Framework Event	*Requester Templates*	*Approver Templates*	*Administrator Templates*	*Absence Request Action Button*
Launch	GP_ABS_SS_SUB			Submit
Approve		GP_ABS_SS_APPR_READY		Submit
OnApprove	GP_ABS_SS_APPR	GP_ABS_SS_APPR		Approve

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Approval Framework Event	*Requester Templates*	*Approver Templates*	*Administrator Templates*	*Absence Request Action Button*
OnDeny	GP_ABS_SS_DNY	GP_ABS_SS_DNY		Deny
Back		GP_ABS_SS_WRK		Needs Rework (Used when there are multiple levels of approval. For example, when Approver 2 pushes back to Approver 1.)
Terminate	GP_ABS_SS_WRK			Needs Rework
Error			GP_ABS_SS_ERR	NONE

Note: Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of all notifications in one central location.
Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.
Notifications delivered with HCM Image 47 or later must use Notification Composer.
For more information about Notification Composer Framework, see “Understanding Notification Composer” (Enterprise Components).

See the product documentation for *PeopleTools: Workflow Technology*.

Understanding Absence Duration and End Date Calculations

Depending on the rules that you define, the system can automatically calculate the duration of an absence event or its end date when a user enters an absence request. Calculation occurs when the user clicks a button on the Request Absence page.

The following factors can affect the calculation of an absence duration or end date:

- Partial-day absences.

  Users can indicate whether partial-day absences apply to the first day of the absence event, all days, the last day, or the first day and the last day.

- Absence Take formulas.

  If the formulas that your organization has defined for absence Take processing do not recognize partial hours, users can enter partial-day absences, but they are not used in calculations.

- Holidays and off days.

  Specify to allow absence to start or end on a holiday or off day. Also, determine the calculation rule on the end date and/or duration.

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- Unit type.

  If the unit type defined for the absence (in the Unit Type field on the Absence page) is days, partial hours recorded for an absence event are ignored by the duration and end date calculations.

Calculations for Absences with a Unit Type of Hours

When the unit type defined for the absence is hours, the system calculates the end date and duration of an absence event as follows:

- End Date

  To calculate the end date, the system applies the hours entered in the **Duration** field to the scheduled hours, day by day, starting with the begin date. Partial hours and half-days are taken into account. If there's a negative balance when the end date is reached (that is, scheduled hours for the end date exceed any remaining duration hours) the partial hours for the end date are adjusted to reflect the difference of hours.

  An error is generated if the **Apply to All Days** check box is selected and the duration hours cannot be evenly divided by the partial hours or is not a sum of all scheduled hours divided by two, if half day is selected.

- Duration

  The system adds the scheduled hours for the requested absence dates and adjusts the sum for partial or 1/2 day absences.

Example 1: Calculating End Date

Assume an employee works eight hours each day from Monday to Friday. Saturday and Sunday are off days (zero hour). The employee entered an absence request with a begin date of Wed, January 07 and a duration of 24 hours. The absence take is defined in hours. The following table shows the system-calculated duration for various scenarios:

Start Date	*Duration*	*Start Date Partial Hours*	*1/2 Day Begin Date*	*All Days*	*End Date Partial Hours*	*1/2 Day End Date*	*End Date*	*Comments*
01/07/2004	24	0	N	N	0	N	01/09/2004	8 hrs/ Wed, Thu, Fri
01/07/2004	24	3	N	N	5	N	01/12/2004	3 hrs/ Wed (bgn day); 8hrs/2days; 0 hr/ Sat, Sun; 5hrs/ Mon (end day)

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Start Date	Duration	Start Date Partial Hours	1/2 Day Begin Date	All Days	End Date Partial Hours	1/2 Day End Date	End Date	Comments
01/07/2004	24	0	Y	N	4	N	01/12/2004	4 hrs/Wed (bgn day); 8hrs/2days; 0 hr/Sat, Sun; 4hrs/ Mon (end day)
01/07/2004	24	0	N	Y / All Days Hrs: 4 Hrs	0	N	01/14/2004	4 hrs/Wed, Thu, Fri; 0 hr/Sat, Sun, 4hrs/Mon, Tue, Wed
01/07/2004	24	0	N	Y/ All Days are Half Days	0	N	01/14/2004	4 hrs/ Wed, Thu, Fri; 0 hr/ Sat, Sun, 4hrs/ Mon, Tue, Wed
01/07/2004	24	0	N	Y / All Days Hrs: 5 Hrs	0	N	Error	24 not divisible by 5
01/07/2004	5	5	N	N	0	N	01/07/2004	24 not divisible by 5

Example 2: Calculating Duration

Assume an employee works eight hours each day from Monday to Friday. Saturday and Sunday are off days (zero hour). The employee enters an absence request and provides the begin date and the end date. The absence take is defined in hours. The following table shows the system-calculated duration for various scenarios.

Start Date	End Date	State Date Partial Hours	1/2 Day Begin Date	All Days	End Date Partial Hours	1/2 Day End Date	Duration	Comments
01/05/2004	01/08/2004	0	N	N	0	N	32	8 hrs/ Mon, Tue, Wed, Thu

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Start Date	*End Date*	*State Date Partial Hours*	*1/2 Day Begin Date*	*All Days*	*End Date Partial Hours*	*1/2 Day End Date*	*Duration*	*Comments*
01/05/2004	01/08/2004	3	N	N	0	N	27	3 hrs/ Mon; 8hrs/ Tue, Wed, Thu
01/05/2004	01/08/2004	0	N	N	3	N	27	8hrs/ Mon, Tue, Wed; 3hrs/ Thu
01/05/2004	01/08/2004	3	N	N	3	N	22	3 hrs/ Mon; 8hrs/ Tue, Wed; 3hrs/ Thu
01/05/2004	01/08/2004	0	N	Y/All Days Hrs: 3 Hrs	0	N	12	3 hrs/ Mon, Tue, Wed, Thu
01/05/2004	01/08/2004	0	Y	N	0	N	28	4 hrs/ Mon; 8hrs/ Tue, Wed, Thu
01/05/2004	01/08/2004	0	N	N	0	Y	28	8hrs/ Mon, Tue, Wed; 4 hrs/ Thu
01/05/2004	01/08/2004	0	Y	N	0	Y	24	4 hrs/ Mon; 8hrs/ Tue, Wed; 4 hrs/ Thu
01/05/2004	01/08/2004	0	N	Y/All Days are Half Days	0	N	16	4 hrs/ Mon, Tue, Wed, Thu
01/05/2004	01/10/2004	0	N	N	0	Y	40	8hrs/ Mon, Tue, Wed, Thu, Fri; 0hr/ Sat

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Start Date	*End Date*	*State Date Partial Hours*	*1/2 Day Begin Date*	*All Days*	*End Date Partial Hours*	*1/2 Day End Date*	*Duration*	*Comments*
01/04/2004	01/08/2004	0	Y	N	0	N	32	0hrs/ Sun; 8hrs/ Mon, Tue, Wed, Thu
01/04/2004	01/10/2004	0	N	Y/All Days are Half Days	0	N	20	0hrs/ Sun; 4hrs/ Mon, Tue, Wed, Thu; 0hr/ Sat

Understanding Forecasting Messages

If you enable self service users to run the online Forecasting process, you can define the message to display at the end of that process. Use the Text Catalog to define the text for up to three messages: a success message, a warning message, and an error message. The entitlement element's forecasting formula specifies the conditions for issuing each message. You will map the value that's returned for each condition to the corresponding message that you define in the Text Catalog.

To define forecasting messages:

1. Use the Text Catalog to define a status message, a description, or both for each possible Forecasting outcome: success, warning, and error.
2. Use the Customize Messages page to map each message type (success, warning, error) to the value returned by the forecasting formula and to specify which text to display from the text catalog.

See Viewing or Modifying Text on Self Service Absence Pages.

Configure Country Take Setup - Absences Page

Use the Configure Country Take Setup - Absences page (GP_ABS_ELIG_SS) to for a given Take element and country, define absence units (days or hours), who can submit and approve requests, what happens to cancelled requests, and whether to allow partial-day absences.

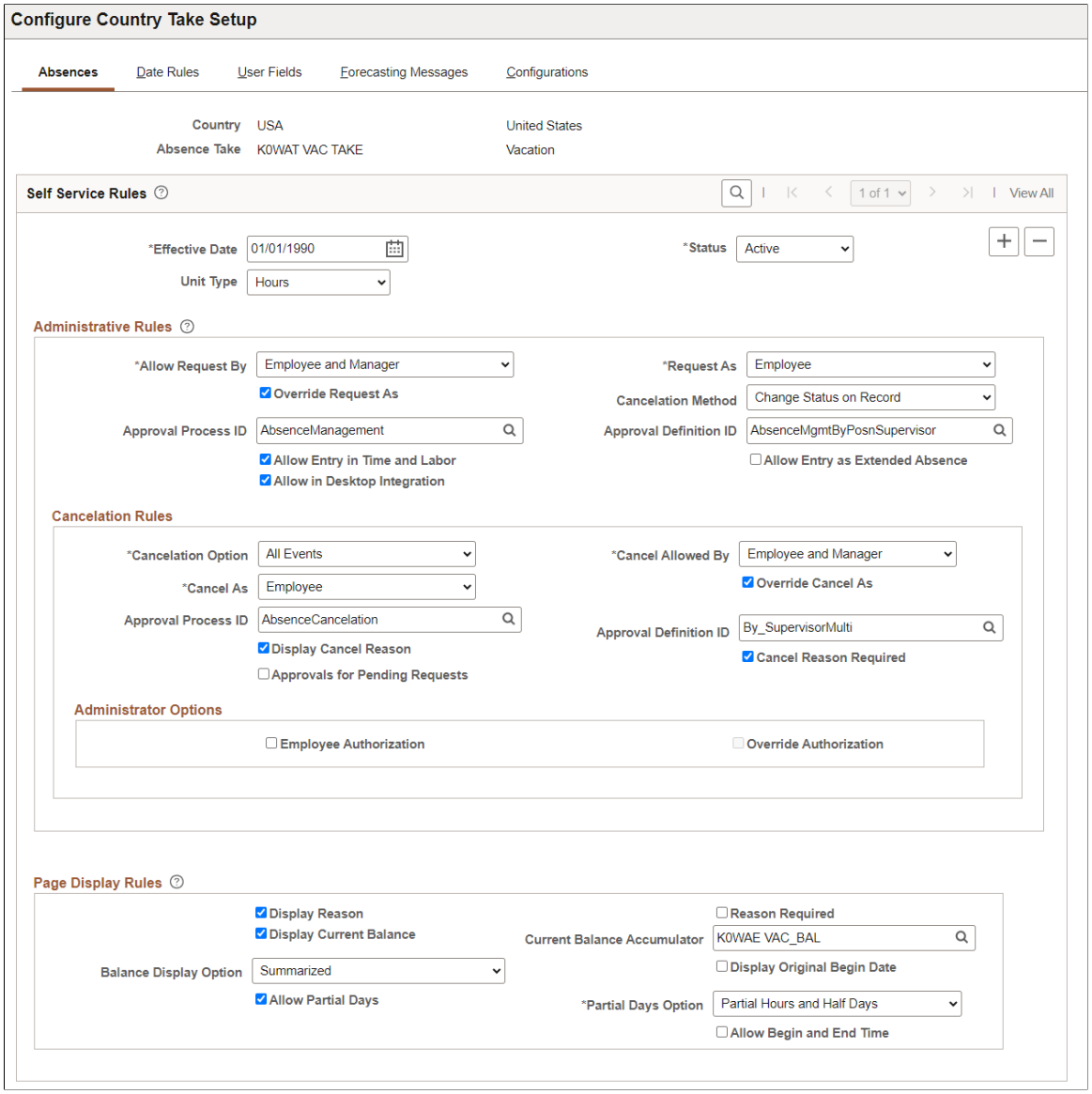
You can also specify whether to display the absence reason and entitlement balances.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Configure Country Take Setup** > **Absences**

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This example illustrates the fields and controls on the Configure Country Take Setup - Absences page.



Self Service Rules

Field or Control	*Description*
Unit Type	Select *Days* or *Hours* as the units to display on the self service pages. These are units that users enter when requesting time off. **Note:** The selected unit type should match the unit type defined for the Take element.

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Administrative Rules

Field or Control	*Description*
Allow Request By	Specify who can request absences for this Take element through the self service pages. Values are: *Employee*, *Employee and Manager* (default), and *Manager*.
Request As	Specify whether this Take element can be requested as an Employee, Manager, or is Not Applicable in the manager self service page.
Override Request As	Specify whether the Request As option selected can be overridden on the manager self service page.
Approval Process ID	Select the approval Process ID to use for the Country and absence take element. Approval Process ID refers to the technical definitions that control the execution of the approval process and its integration with the Approval Workflow Engine. In addition notifications (emails and worklist) are defined within Approval Process ID. See “Understanding the Approval Process” (PeopleSoft Global Payroll).
Approval Definition ID	Select the ID that corresponds to this type of approval, based on how you set up the approval framework. PeopleSoft delivers one approval Definition ID that is used for six delivered Process IDs. The selection of Definition ID for the self service Take elements at the country level depends on how the company has set up Direct Reports. This field is optional. You can also set up Administrative Rules without entering a value in this field. If you define an absence Take without a Definition ID, the system does not use the approval framework when employees or managers select this Take element on absence self service pages. See “Understanding the Approval Process” (PeopleSoft Global Payroll). **Note:** If your absence request does not require approval, then leave **Approval Process ID** and **Approval Definition ID** blank. The absence request will be automatically approved once the user submits it.

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Field or Control	*Description*
Cancelation Option	Specify what happens when an absence request is cancelled. Options are: *Change Status on Record:* (Default) Select to have the system change the status of the request to Cancelled. When a request's status is set to Canceled, you can no longer access the request. *Delete from Database:* Select to have the system delete the request from the database.
Allow Entry in Time and Labor	Select to allow absence event entry on the Timesheets page in PeopleSoft Time and Labor. You cannot select both the **Allow Entry in Time and Labor** field and the **Allow Entry as Extended Absence** field.
Allow Entry as Extended Absence	Select to enable users to choose this absence take as an extended absence. You cannot select both the **Allow Entry in Time and Labor** field and the **Allow Entry as Extended Absence** field.
Allow in Desktop Integration	This option is no longer supported.

Cancelation Rules

Field or Control	*Description*
Cancelation Option	Specify which type of absence events can be canceled. Options are: • *All Events* • *All Events Except Finalized* • *All Events Except Processed* • *Not Used*
Cancelation Allowed by	Specify who can request absence cancelations for this take element through self-service pages. Options are: • *Employee* • *Employee and Manager*: This is the default value for the field. • *Manager*

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Field or Control	*Description*
Cancel As	For absence cancelation requests submitted using manager self-service pages, define who this take can be requested as. Values are: • Employee • Manager • Not Applicable
Override Cancel As	Select whether the Cancel As value can be overridden on manager self-service pages.
Approval Process ID	Select the approval Process ID to use for the Country and absence take element. Approval Process ID refers to the technical definitions that control the execution of the approval process and its integration with the Approval Workflow Engine. In addition notifications (emails and worklist) are defined within Approval Process ID. See “Understanding the Approval Process” (PeopleSoft Global Payroll).
Approval Definition ID	Select the ID that corresponds to this type of approval, based on how you set up the approval framework. PeopleSoft delivers one approval Definition ID that is used for six delivered Process IDs. The selection of Definition ID for the self service Take elements at the country level depends on how the company has set up Direct Reports. This field is optional. You can also set up Administrative Rules without entering a value in this field. If you define an absence Take without a Definition ID, the system does not use the approval framework when employees or managers select this Take element on absence self service pages. See “Understanding the Approval Process” (PeopleSoft Global Payroll). **Note:** If your absence request does not require approval, then leave **Approval Process ID** and **Approval Definition ID** blank. The absence request will be automatically approved once the user submits it.

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Field or Control	*Description*
Display Cancel Reason	Select to display the **Cancel Reason** field on the self-service pages. You define cancel reasons for specific absence take types. If you select this check box, the Cancel Reason Required check box becomes available.
Cancel Reason Required	Select this check box to make it mandatory for users to select a cancel reason when canceling absence requests that use this take.
Approvals for Pending Requests	With this check box deselected, employees do not need approval when they cancel pending absence requests. If you select this check box, requests to cancel pending absence requests require manager approval.

Administration Options

Field or Control	*Description*
Employee Authorization	Enabled if employee approval is required for these absences when admin submits the cancelation request.
Override Authorization	Enabled if administrator needs to override employee authorization while cancelation.

Page Display Rules

Field or Control	*Description*
Display Reason	Select to enable self service users to specify the reason for the absence. This check box is selected by default.
Reason Required	Select to require that users enter the reason for the absence.
Display Current Balance	Select to display the balance for the absence entitlement element, as of the last finalized absence run on the Request Absence page. The balance will not reflect the number of units that the user is requesting. This check box is not selected by default.

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Field or Control	*Description*
Current Balance Accumulator	If you selected the Display Current Balance check box, select the accumulator element that stores the current balance for this absence Take element.
Balance Display Option	Indicate which value you want the system to display as the current balance, when there are multiple instances of the accumulator with different user keys. Select one of the following options: *Not Summarized* (default). Consider using this option when your rules for displaying the current balance are very complex. Create an accumulator that summarizes the value of the element contributors. The system will display the value of the most current instance of the accumulator. *Summarized.* Select this option to have the system display the sum of the values of the multiple instances.
Display Original Begin Date	Select to display the Original Start Date field on the Request Absence page.
Allow Partial Days	This check box works with the Partial Days Option field. Select it to indicate whether partial day absences are allowed. Do not select the check box if partial days or hours are not allowed.
Partial Days Option	This field becomes available when you select the **Allow Partial Days** check box. Options are: • *Half Days*: With this option, users can select a check box to enter a request for a half-day absence. The system determines the number of hours absent by looking at the user's schedule. • *Partial Hours*: With this option, users can request a partial-day absence by entering the number of absent hours. This is the default option. • *Partial Hours and Half Days*: With this option, users can request a partial-day absence by selecting a check box for a half-day absence or by entering the number of hours. • *None* is the default value when the **Allow Partial Days** check box is not selected.

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Field or Control	*Description*
Allow Begin and End Time	Select to display the absence begin time and end time on the Manage Absences page for the selected absence take. This field is enabled only if the **Partial Days Option** is *Half Days*, *Partial Hours*, or *Partial Hours and Half Days*. This check box is not selected by default. See Manage Absences Page.

In the following example, the Summarized option would return a value of 20 for the KOAE PTO accumulator.

Accumulator	*From*	*To*	*User Key 1*	*User Key 2*	*Value*
KOAE PTO	January 1, 2000	December 31, 2000	CIA A	Pay group A	5
KOAE PTO	January 1, 2001	December 31, 2001	CIA A	Pay group A	8
KOAE PTO	January 1, 2002	July 31, 2002	CIA B	Pay group B	4
KOAE PTO	August 1, 2002	December 31, 2002	CIA B	Pay group B	2
KOAE PTO	January 1, 2003	December 31, 2003	CIA B	Pay group XYZ	1

Related Links

“Target Information Page” (Application Fundamentals)

Configure Country Take Setup - Date Rules Page

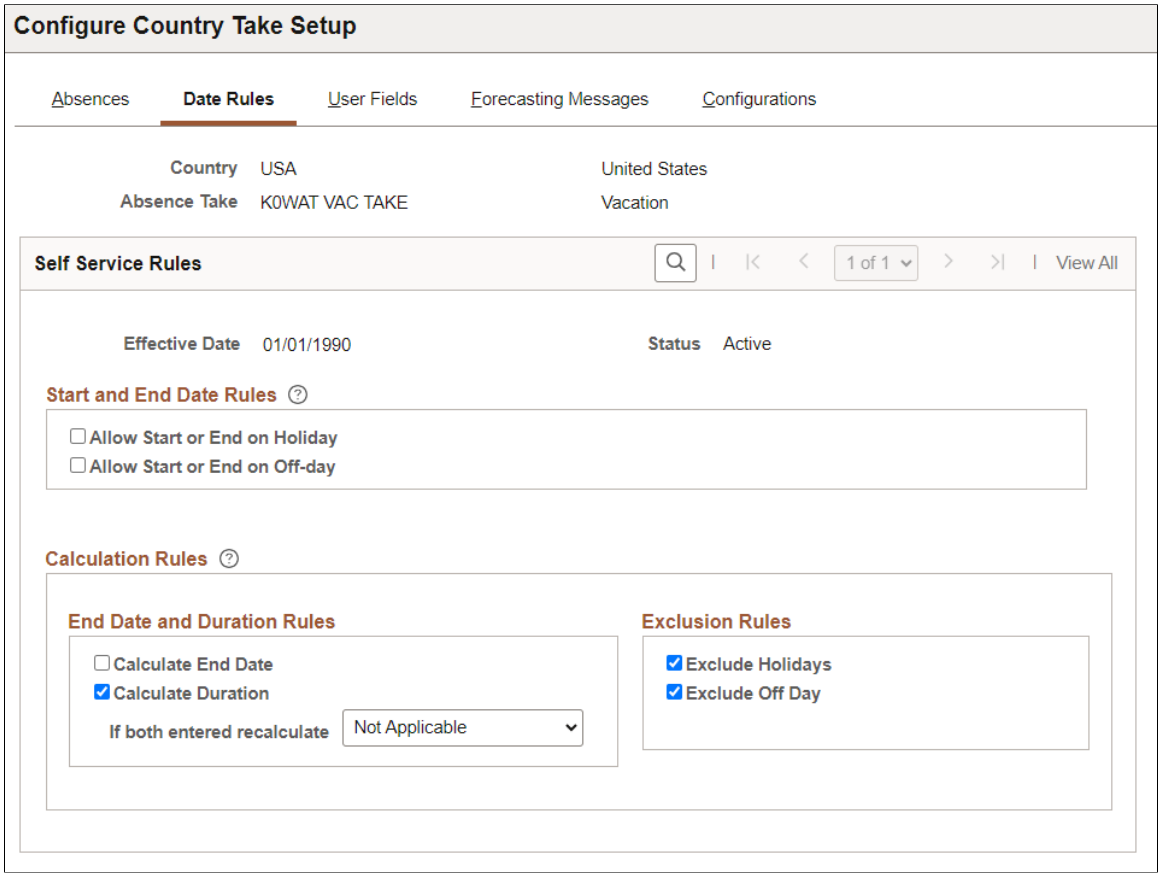
Use the Configure Country Take Setup - Date Rules page (GP_ABS_ELIG2_SS) to define rules for entering absence dates, such as whether absences can begin or end on a holiday or off-day and whether to have the system calculate an absence's end date or duration.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Configure Country Take Setup** > **Date Rules**

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This example illustrates the fields and controls on the Configure Country Take Setup - Date Rules page.



Start and End Date Rules

Field or Control	*Description*
Allow Start or End on Holiday	Select if the start or end date of the request can fall on a holiday. This field is selected by default.
Allow Start or End on Off-day	Select if the start or end date of the request can fall on a day the employee is not scheduled to work. This field is selected by default.

Calculation Rules

The option that you select here causes a Calculate End Date button, a Calculate Duration button, or a Calculate End Date or Duration button to appear on the Request Absence page.

See Understanding Absence Duration and End Date Calculations.

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Field or Control	*Description*
Calculate End Date	Select to have the Calculate End Date button appear. When entering an absence request, the user must enter the absence begin date and duration. Clicking the Calculate End Date button causes the system to calculate and display the end date. This is the default selection.
Calculate Duration	Select to have the Calculate Duration button appear. When entering an absence request, the user must enter the absence begin and end dates. Clicking the Calculate Duration button causes the system to calculate and display the duration.
If both entered recalculate	This field controls what happens when a user enters a value in both the End Date and Duration fields while entering an absence request. • If you select *End Date* this field will be recalculated. • If you select *Duration*, this field will be recalculated.
Exclude Holidays	Select to exclude holidays from the end date and duration calculation for requested absence events.
Exclude Off Day	Select to exclude non-worked days (based on the employee's schedule) from the end date and duration calculation for requested absence events.

Configure Country Take Setup - User Fields Page

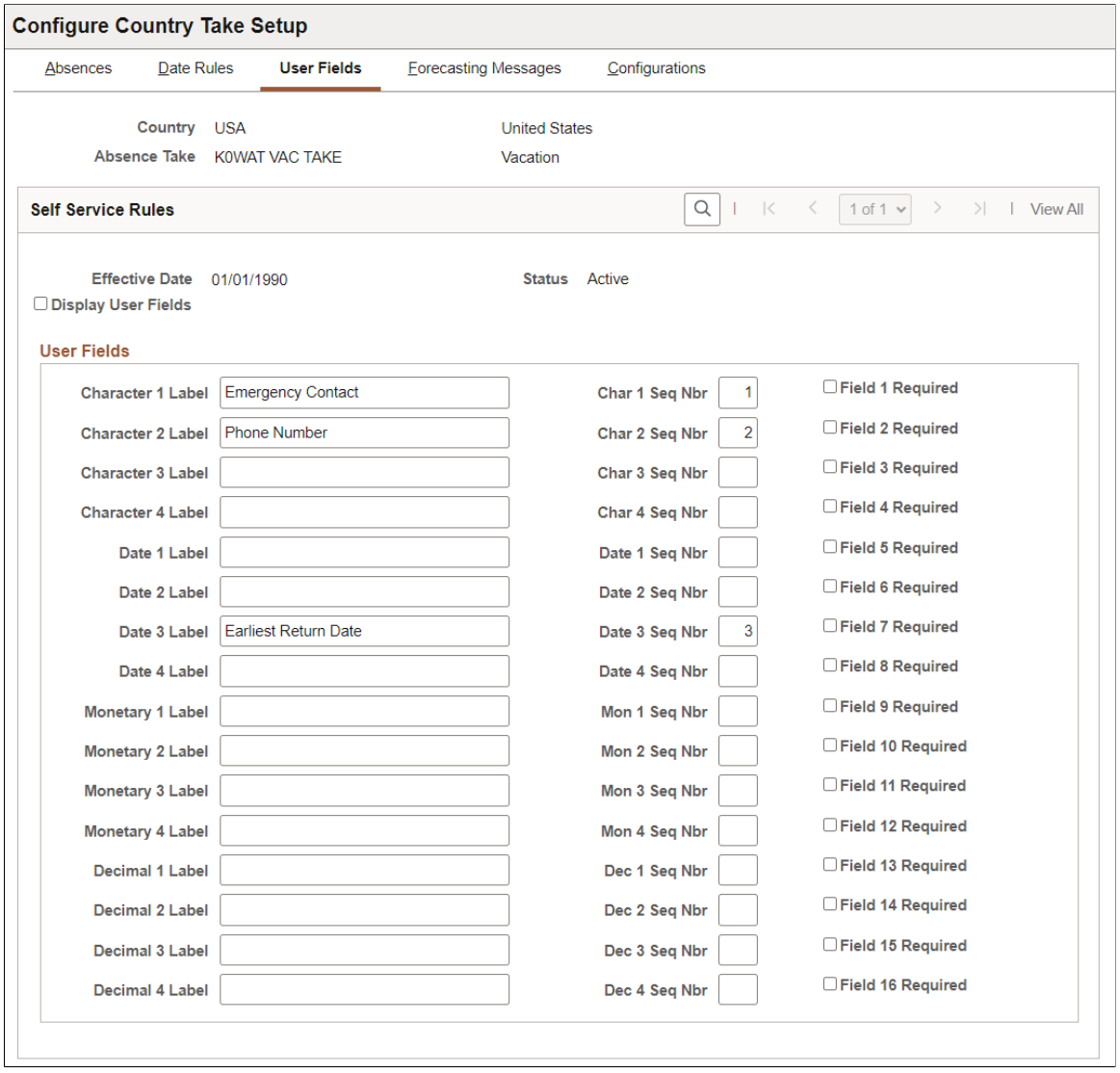
Use the Configure Country Take Setup - User Fields page (GP_ABS_ELIG3_SS) to define user fields.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Configure Country Take Setup** > **User Fields**

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This example illustrates the fields and controls on the Configure Country Take Setup - User Fields page.



Field or Control	*Description*
Display User Fields	Select to have up to four user-defined fields appear on the Request Absence page.

User Fields

Define up to four fields to appear on the Request Absence page. These fields enable you to collect additional data that you may need for absence tracking. You can use these fields as system elements and embed them in rules to perform a specific task with the information that users enter.

For each field you define, specify the format, the field label, and whether users are required to complete the field.

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Field or Control	*Description*
Field <number> Format	Options are *Character, Date, Decimal,* and *Monetary.*
Label <number>	Enter up to 30 alphanumeric characters for the field name. To appear on the Absence Detail page, the field must have a label.
Field <number> Required	Select if users are required to complete the field.

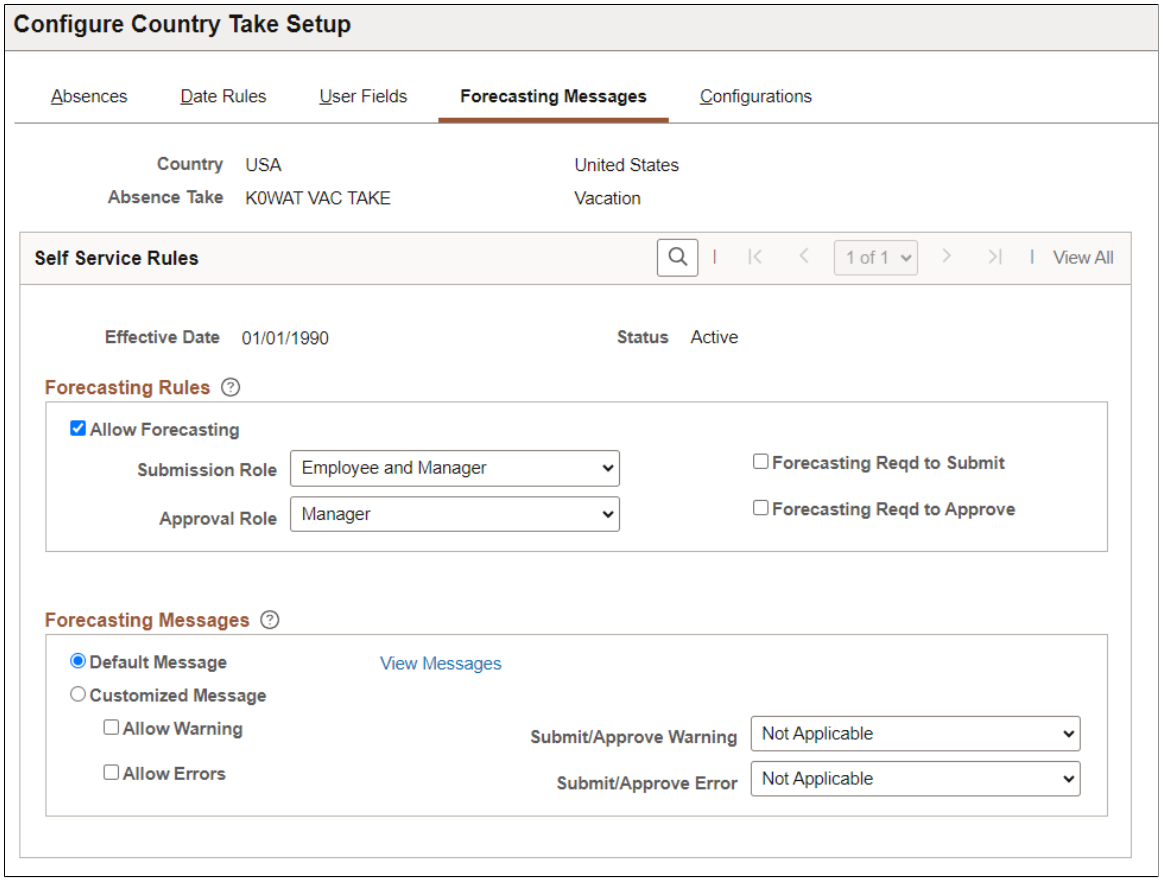
Configure Country Take Setup - Forecasting Messages Page

Use the Configure Country Take Setup - Forecasting Messages page (GP_ABS_ELIG4_SS) to define forecasting rules.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Configure Country Take Setup** > **Forecasting Messages**

This example illustrates the fields and controls on the Configure Country Take Setup - Forecasting Messages page.



Forecasting Rules

Field or Control	*Description*
Allow Forecasting	Select to enable self service users to run the online forecasting process. A Forecast Balance button will appear on the Request Absence page. This check box is not selected by default. **Note:** For self service users to run the forecasting process, the country rules for that Take element must also allow forecasting. (The Forecast Request Enabled check box must be selected on the Forecasting Grid page.)
Submission Role	If forecasting is required before submitting an absence request, specify who must run the process. Options are: *Employee, Manager, Employee and Manager,* and *Not Applicable*(default). This field works in conjunction with the **Forecasting Reqd to Submit** check box. If you select the **Forecasting Reqd to Submit** check box, then you must specify a role in this field.
Forecasting Reqd to Submit (forecasting required to submit)	Select to require that the Forecasting process be run before submitting an absence request. This check box is not selected by default. Depending on your rules, the results of the forecasting process may determine whether or not the request can be submitted. Users receive an error message when they click Submit on the Absence Request page without first forecasting the absence entitlement balance.
Approval Role	If forecasting is required, specify who can run the forecasting process. Options are: *Manager* and *Not Applicable*.
Forecasting Reqd to Approve (forecasting required to approve)	Select to require that the online forecasting process be run before approving an absence request.

Forecasting Messages

The system can display the message, “Forecasting Completed Successfully” at the end of the forecasting process, or it can display customized messages that you create. You can have a different message display when the forecasting process is successful, generates a warning, or results in an error. You define the criteria for issuing a success, warning, or error message.

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Field or Control	*Description*
Default Message and View Messages	Select to have the system display the default message after a user runs the forecasting process. Click the View Messages link to access the View Messages page to see the default message. There is a default message for successful forecasting and one for system error.
Customized Message	Select to have a customized message display after a user runs the online forecasting process.
Allow Warning and **Submit/Approve Warning**	Select to enable users to submit absence requests when the forecasting process results in a warning. In the **Submit Warning** field, specify who can submit requests with warnings. Options are: *Employee*, *Manager*, *Employee and Manager* (default), and *Not Applicable*.
Allow Errors and **Submit/Approve Error**	Select to enable users to submit absence requests when the forecasting process results in an error. In the **Submit Error** field, specify who can submit requests with errors. Options are: *Employee*, *Manager*, *Employee and Manager* (default), and *Not Applicable*.

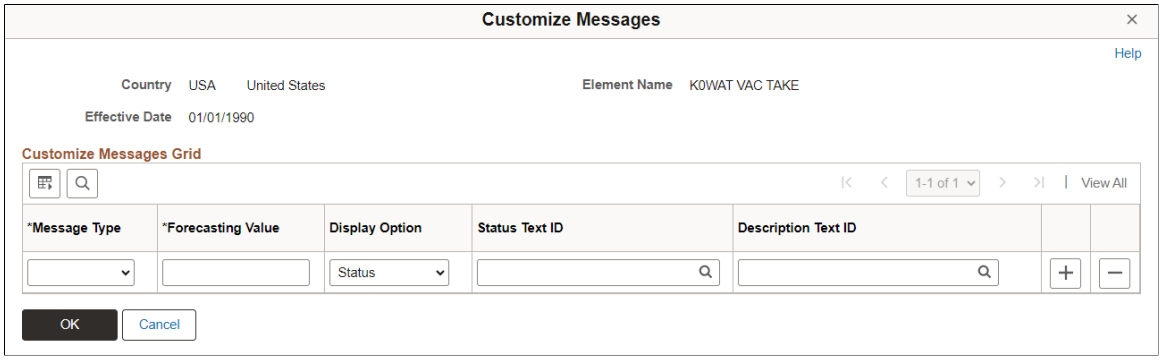
Customize Messages Page

Use the Customize Messages page (GP_ABS_ELIG4_SEC) to customize the messages that are returned by the online forecasting process.

Navigation:

Click the **Customize Messages** link on the Forecasting Messages page.

This example illustrates the fields and controls on the Customize Messages page.



Field or Control	*Description*
Message Type	Select the type of message to define: *Error, Success,* or *Warning*.
Forecasting Value	Enter the value that the Forecasting process (the forecasting formula) will return to trigger the display of this message. You can enter up to 20 alphanumeric characters in this field (the maximum field length for a character element in Absence Management).
Display Option	Specify the type of information in the Text Catalog that is to display after forecasting is complete. Options are: *Status*, *Description* and *Both* (default).
Status Text ID	If you selected *Display Status* or *Both* in the **Display Option** field, enter the text ID from the HR Text Catalog for the status message.
Description Text ID	If you selected *Display Description* or *Both* in the **Display Option** field, enter the text ID from the HR Text Catalog for the description.

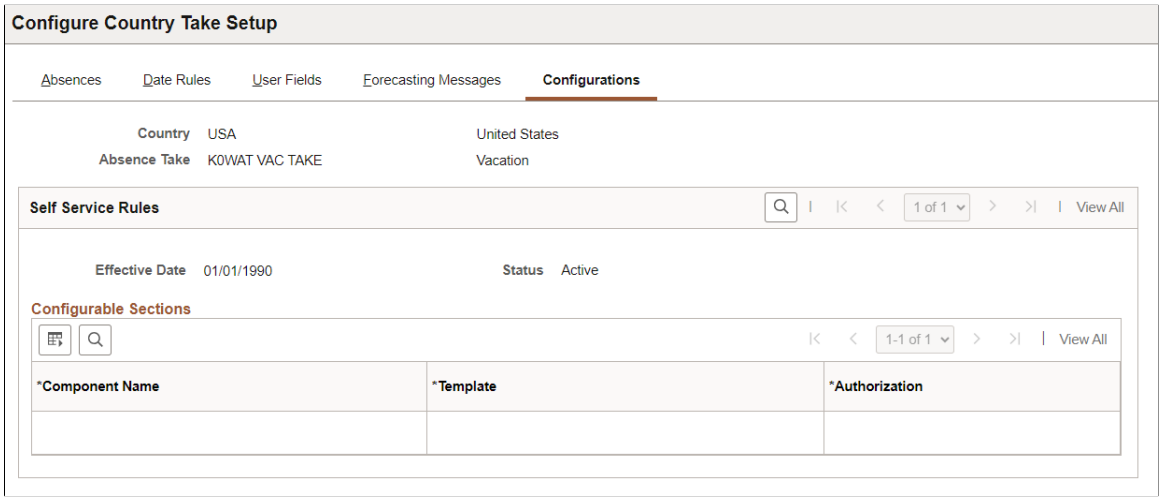
Configure Country Take Setup - Configurations Page

Use the Configure Country Take Setup - Configurations page (GP_ABS_ELIG5_SS) to link configurable section templates to extended absence components and define access to the templates.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Configure Country Take Setup > Configurations

This example illustrates the fields and controls on the Configure Country Take Setup - Configurations page.



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Field or Control	*Description*
Component Name	Select an extended absence component that will link to a configurable section page to link to the configurable section template.
Template	Select a defined configurable section template.
Authorization	Select the access mode used by the extended absence request to access the configurable section template. The values are *Full Edit* and *Display.*

In order to display configurable section information for user self-service, link the configurable section templates you created to each of the extended absence components you are using. Then specify the desired type of user access to the displayed configurable section page.

For example, using the information shown in the Configurations page graphic, when a user accesses the GP_ABS_EA_EEREQ extended absence component, using the Cayman Islands FMLA maternity absence take, the GP_ABS_FMLA_ELG template specifies the composition of the displayed configurable section page. The users accessing the configurable section page have full edit access on the displayed page.

Defining Forecasting Rules for Self Service Absence Requests

To define rules for using the self service Forecasting and Balance Inquiry processes, use the Forecasting (GP_ABS_SS_FCST) component.

Pages Used to Define Self Service Forecasting Rules

Page Name	*Definition Name*	*Usage*
Forecasting Page	GP_ABS_TAKE6	Specify which forecasting result elements to display in the Forecasting Results grid. Also specify whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).
Balance Inquiry Page	GP_ABS_TAKE7	Specify which entitlement balances the Balance Inquiry process is to display and whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP _PIN).

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Forecasting Page

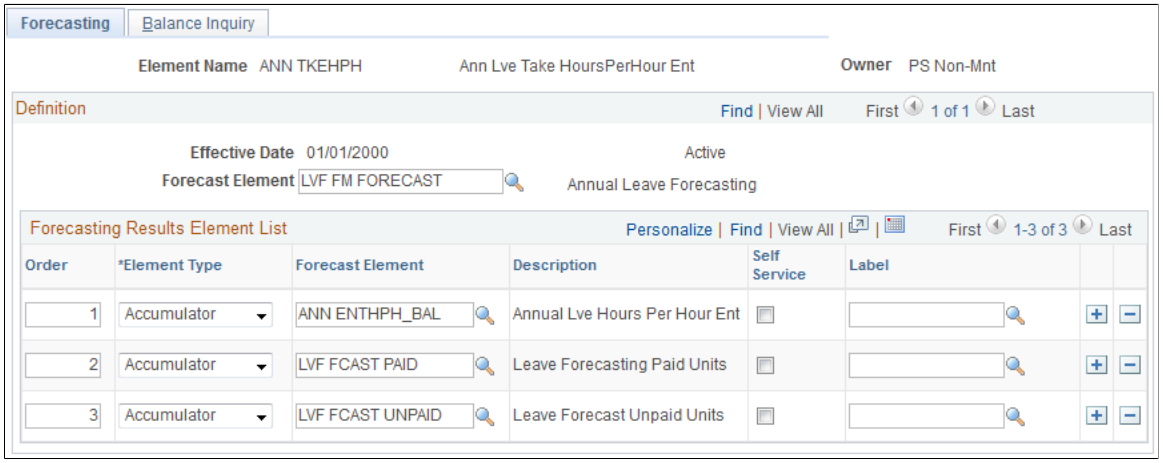
Use the Forecasting page (GP_ABS_TAKE6) to specify which forecasting result elements to display in the Forecasting Results grid.

Also specify whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Absence Management** > **Configure Absence Forecasting** > **Forecasting**

This example illustrates the fields and controls on the Forecasting page.



This page displays the forecasting rules defined for a Take element on the Absence Take - Forecasting page. The Forecast Element field at the top of the page shows the formula that the system resolves during the Forecasting process. The Forecasting Results Element List grid shows what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. You can have all or a subset of these results display to self service users after they run the forecasting process.

Note: To enter information on this page, the Allow Forecasting check box must be selected on the Forecasting Messages page, as well as the Forecasting Used check box on the Absence Take definition page.

Field or Control	*Description*
Self Service	Select to have the forecasting results for this element display to self service users.
Label	Specify the label for the Forecast element that displays in self service. If no label is specified, it will display the element's description.

Related Links

Configure Country Take Setup - Forecasting Messages Page

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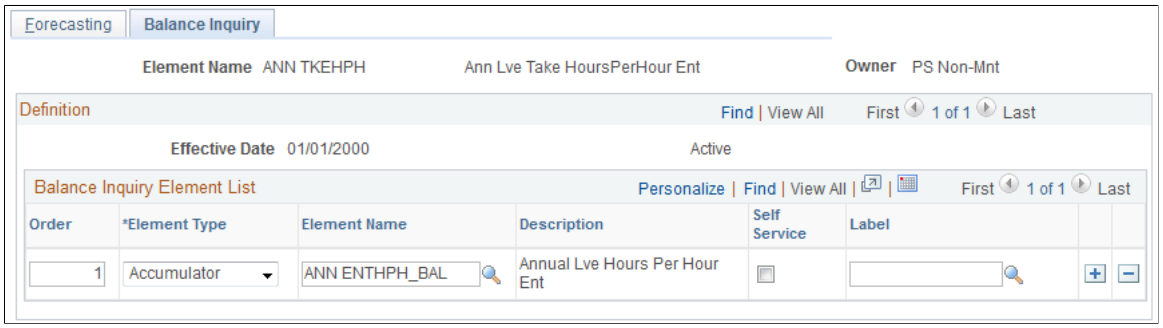
Balance Inquiry Page

Use the Balance Inquiry page (GP_ABS_TAKE7) to specify which entitlement balances the Balance Inquiry process is to display and whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Configure Absence Forecasting > Balance Inquiry

This example illustrates the fields and controls on the Balance Inquiry page.



This page is similar in function to the Forecasting page but applies to rules for the Balance Inquiry process.

Reviewing System Generated Forecasting Error Status Messages

The following table provides a list of system generated error messages that appear when the Forecast Balance process ends in error. Absence and system administrators use this information to manage the absence forecasting functionality when message errors appear.

Note: These messages are formatted differently depending on the component where they appear, either Absence Administrator pages or Absence Self Service pages. Use Absence Administrator pages (Absence Event Entry and Review Absence Balances) if you need additional information to resolve any of these error messages.

Message ID	*Functional*	*Technical*
471 - MSGID-NO-TXN-DATA	No Forecast Transaction Row (GP_TXN _DATA). This row is inserted by push button PeopleCode.	Transaction record is missing. Select on PS_GP_TXN_DATA matching on TXN_ID, TXN_NUM returns no rows. This would be due to a problem in the PeopleCode or with the data input if running GPPOLRUN manually either from DOS or from Animator. Not likely to occur online unless bug in PeopleCode.

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Message ID	*Functional*	*Technical*
472 - MSGID-INVALID-TXN-DATA	Invalid data on the forecast transaction row (GP_TXN_DATA). One or more of the following fields are missing from this record: OPRID, BATCH_RUN_ID, CAL _RUN_ID, EMPLID, or COUNTRY.	Transaction record data is invalid. A row exists on PS_GP_TXN_DATA matching TXN_ID, TXN_NUM but one or more of the other fields is blank (OPRID, BATCH_RUN_ID, CAL_RUN_ID, EMPLID, COUNTRY). Not likely to occur online unless bug in PeopleCode.
473 - NO-TXN	No Forecast Transaction Definition (GP_TXN). Please add a Transaction Definition for the TXN_ID and COUNTRY listed. Main Menu > Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Forecast Transactions. Transaction ID = 100 for Absence Forecasting and 110 for Balance Forecasting.	Transaction definition is missing. Select on PS_GP_TXN matching TXN_ ID returns no rows. This is a data set up issue. Not likely to occur as the definition is required for the online transaction.
474 - INVALID-TXN	Invalid Forecast Transaction Definition Data (GP_TXN). The Calendar Group ID (the forecast calendar template) is missing. When adding a new Absence Forecast Transaction, please make sure that you are associating the correct Calendar Template. Also make sure the template contains all the calendars and dates that you want to forecast for all the employee/pay groups that you want to make forecasting available to.	Transaction definition is invalid. A row exists on PS_GP_TXN matching TXN_ ID but CAL-RUN-ID-TMPLT is blank. This is a data setup issue. It is also unlikely to occur.
475 - OL-RUNCTL-MISSING	Run Control Missing for Forecast Process (GP_RUNCTL). This is inserted by the push button PeopleCode.	Run Control is missing. Select on PS _GP_RUNCTL matching on OPRID and RUN_CNTL_ID returns no rows. This would be due to a problem in the PeopleCode or with the data input if running GPPOLRUN manually either from DOS or from Animator. Not likely to occur online unless bug in PeopleCode.
476 - INVALID-RUNCTL	Invalid Run Control (GP_RUNCTL). The Calendar Group ID is missing. The Run Control was inserted by push button PeopleCode.	Run Control data is invalid. A row exists on PS_GP_RUNCTL matching OPRID and RUN_CNTL_ID but CAL_RUN_ ID is blank. Not likely to occur online unless bug in PeopleCode.

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Message ID	*Functional*	*Technical*
477 - NO-EVENT	No Absence Events exist to forecast for this employee. This error is not likely to happen in self service because at least one event will exist when forecasting from absence self service.	There are no absence events for this employee. This is indicated if no rows are returned for a SELECT against GP _ABS_EVENT looking for the min (bgn_dt) and max (end_dt) (for non voided events only). This could happen if forecasting and only voided events exist. It wouldn't happen if you forecast after creating or modifying an event.
478 - SQL-ERROR	SQL Error During Absence Forecasting. This type of error is not likely to happen unless there is a conflict in the database. Please contact your system or database administrator.	For each call to PTPSQLRT, there is the potential that an SQL-ERROR could occur for either the Select or the Fetch. This is set in the ZZ000-SQL-ERROR section. This requires system administrator intervention.
479 - NO-PAYEE-ERROR	Forecasting Completed Successfully! No Errors were found.	Forecasting Completed Successfully! The forecasting process ended with no errors. In self service a 479 message/ status is also used when you decide to display customized messages instead of the default "Success" message (Country Take setup).
480 - PAYEE-ERROR	Forecasting Completed With Errors! This type of error requires checking for more details in the Forecast Messages tab in Absence Event Entry. There are different possible causes for this error, and therefore you need to verify the detail of each message produced by the error handling modules.	Indicates somewhere in one of the called COBOL modules a payee error was encountered. Select on PS_GPXPYE _SEG_STAT record where CALC _ACTION='C' and PYE_CALC_ STAT in ('00','02','03','04','05'). This requires system administrator intervention.

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Message ID	*Functional*	*Technical*
481 - NO-CAL-RUN-DTL	The Calendar Group ID (Template) does not cover the forecasting period. As a result, there are no calendars to process. Please add calendars to your Calendar Group ID (that is the template) to cover the forecast period.	The online transaction record and run control record are created via the online Peoplecode. Once they are selected and validated, GPPOLRUN determines the forecast period and creates a GPXCAL _RUN_DTL for each calendar to be processed in forecasting. In order to control which calendars to run, only those unfinalized calendars for the employee's pay group from the template whose period begin and end dates fall within the FCST period begin and end date are inserted into GPXCAL _RUN_DTL selecting data from the corresponding "real" GP_CAL_RUN_ DTL for that matching CAL_ID and GP _PAYGROUP. If on a subsequent select of that GPXCAL_RUN_DTL matching on CAL _RUN_ID, no records are selected, then Message #481 - NO CAL RUN DTL is generated. If none are present, that means the template for the employee's pay group does not match up with the forecast period. This could occur if the template includes calendars for several pay groups but the necessary calendar for the pay group of the employee to process this event is missing. For example Pay Group A has Jan-Dec 04 calendars. Pay Group B has Mar-Dec 04 calendars. Employee from pay group B has event in February only. This error would be generated.
482 - INVALID-TXN-DATA-BAL	Invalid data on the forecast transaction row (GP_TXN_DATA). One or more of the following fields are missing from this record, the forecast as of date (FCST_ ASOF_DT), or the take element (PIN_ FCST_TAKE_NUM).	Balance Inquiry only. A row exists on PS _GP_TXN_DATA matching TXN_ID, TXN_NUM but either FCST_ASOF_DT is spaces or PIN_FCST_TAKE_NUM is zero. Not likely to occur online unless bug in PeopleCode.
483 - NO-EVENTS-TO-FCST	No Events to Forecast. The Forecast End Date is <= Period End Date of the last finalized absence calendar. The forecast end date is for absence forecasting equal to the maximum event end date. For absence balance forecasting the forecast end date is equal to the "as of date."	Consider all events are processed versus one or more new events entered retroactively. If FCST-END-DT < PRD-END-DT, this could occur if the end date of all the employee's absence events are within a finalized calendar, if an absence event is entered for a calendar period that has already finalized, or if the As of Date of Balance Inquiry is within a finalized calendar. The employee should look at the list of their current balances instead.

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Message ID	*Functional*	*Technical*
484 - ASOF-DT-BEFORE-TEMPLATE	The Calendar Group ID (Template) does not cover the forecasting period. The As of Date must be greater than or equal to the earliest Begin Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you want to forecast.	This could occur if the As of Date of Balance Inquiry is greater than the period end date of the last finalized calendar and is less than the min (period begin date) of the calendars on the template: EVENT-BGN-DT > PRD-END-DT and EVENT-BGN-DT < TMPLT-BGN-DT. This could also occur if the As of Date of Balance Inquiry is less than the min (period begin date) of the calendars on the template: EVENT-BGN-DT < TMPLT-BGN-DT.
485 - NO-TMPLT-CALENDARS	No Calendars were found for the template. Using the Calendar Group ID component, please add calendars to your template for the period in which you want to forecast.	The calendar detail corresponding to the calendars on the template are missing or the dates are missing. This is indicated by a SELECT on a join of GP_CALENDAR, GP_CAL_DTL and GP_CAL_PRD for the CAL_RUN_ID from the run control. This is a data setup issue that requires system administrator intervention.
486 - INVALID-ASOF-DT	Balance Forecast As Of Date falls within an Absence Begin and End Date. Please select an As Of Date Before or After the Absence Event Begin/End Date.	Forecast Balance only. The Forecast Balance As of Date falls in the middle of an existing absence event. The reason this is an issue is that the design for Balance Inquiry includes creating a temporary “dummy” event for begin data/end date = As of Date. This causes issues with the rule that there cannot be two events for the same take on the same day and therefore the current Absence architecture and coding do not support that. A specific SQL against GP_ABS _EVENT looking for this situation is issued in GPPOLRUN.
487 - EVENTS-BEFORE-TEMPLATE	The Calendar Group ID (Template) does not cover the forecasting period. The event begin date must be greater than or equal to the earliest Begin Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you want to forecast.	This could occur if the min (bgn_dt) of all the employee’s absence events is greater than the period end date of the last finalized calendar and is less than the min (period begin date) of the calendars on the template: EVENT-BGN-DT > PRD-END-DT and EVENT-BGN-DT < TMPLT-BGN-DT. This could also occur if there are NO finalized calendars on the template and the min (bgn_dt) of all the employee’s absence events is less than the min (period begin date) of the calendars on the template: EVENT-BGN-DT < TMPLT-BGN-DT.

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Message ID	*Functional*	*Technical*
488 - ASOF-DT-AFTER-TEMPLATE	The Calendar Group ID (Template) does not cover the forecasting period. The As of Date must be less than or equal to the maximum End Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you want to forecast.	This could occur if the As of Date of Balance Inquiry is greater than the max (period end date) of the calendars on the template: FCST-END-DT > TMPLT-END-DT. This could also occur if there are NO finalized calendars on the template and if the As of Date of Balance Inquiry is greater than the max (period end date) of the calendars on the template: EVENT-END-DT > TMPLT-END-DT.
489 - EVENTS-AFTER-TEMPLATE	The Calendar Group ID (Template) does not cover the forecasting period. The event end date must be less than or equal to the maximum End Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you want to forecast.	This could occur if the max (end_dt) of all the employee's absence events is greater than the max (period end date) of the calendars on the template: FCST-END-DT > TMPLT-END-DT. This could also occur if there are NO finalized calendars on the template and the max (end_dt) of all the employee's absence events is greater than the max (period end date) of the calendars on the template: EVENT-END-DT > TMPLT-END-DT.
490 - EVENT-NOT-FCSTD	No events were forecasted. One possible cause is that the Calendar Group ID (Template) does not cover the forecasting period. As a result, there are no calendars to process. Review and add calendars to your Calendar Group ID (the template) to cover the forecast period. Another possible cause is that the date range entered for forecasting cover periods already processed and finalized. Forecasting only processes from last finalized period going forward.	The conditions detected in GPPOLRUN are "generic" in nature. It can't detect everything without knowing more about the processing that will occur during batch. Therefore it's possible that an event is entered and passes the GPPOLRUN checks and then goes on to batch processing. If for example there are calendars for pay group A for all of 2004 but calendars only for Feb-Dec of 2004 for pay group B, then an event entered for an employee in pay group B for January won't get caught by the GPPOLRUN edits but that event won't get processed because pay group B January calendar was not processed. This is one example where the error #490 comes into play – No events were forecasted. This is different than 477 – No events.

Viewing or Modifying Text on Self Service Absence Pages

You can use the Text Catalog feature to modify field labels, button text, and text that appears elsewhere on the self service absence pages.

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Related Links

Viewing Daily Results of the Absence Take Process

"Configuring the Text Catalog" (Application Fundamentals)

Delivered Text Catalog Entries for Absence Management

The step to view delivered text catalog entries for Absence Management are:

- Navigate to the Maintain Text Catalog page. (**Set Up HCM** > **Common Definitions** > **Text Catalog and Notepad** > **Maintain Text Catalog**)
- Enter *HGA* in the Object owner identifier field.
- Click Search to view the list of text catalogs for Absence Management.

See "Configuring the Text Catalog" (Application Fundamentals).

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Chapter 38

Entering and Approving Self Service Absence Requests

Prerequisite

The Country Take component is used to define Country-specific rules that apply to all Take elements for a given country. They control some of the field displays on the self service pages, and determine if online Forecasting and Balance Inquiry processes can be used for any Take elements set up for the country. You can define a different set of self service rules for each country.

For each Take element that you want to make available to self service users, you define an additional set of rules. These rules specify whether partial-day absences are allowed, approval requirements for absence requests, how to display forecasting results, and other usage rules.

It is important to set up the country take component and understand the significance of the values chosen or entered on this component prior to entering values through absence self service.

Related Links

“Defining Self Service Absence Rules by Country” (PeopleSoft Absence Management)

Understanding the Absence Request Transactions

Using self-service transactions, employees and managers can submit absence requests, forecast absence entitlement balances, and carry out other common tasks using the self-service pages in Global Payroll.

Self-service options differ for employees and managers.

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Role	*Absence Self-Service Options*
Employee	• Add, edit, forecast, submit, save for later and cancel absence request. **Note:** You can only edit, forecast, and cancel absence requests entered using absence self-service. • View absence requests details, with their approval status. • View absence events entered by the Absence Administrator. • View absence events entered in Timesheets. • View absence entitlement balances for the current period. • View absence entitlement balances as of a future date. • View the employee's monthly schedule for past and future months.
Manager	• Perform all employee self-service absence functions on behalf of direct reports. • View a list of absence requests for direct reports. • Forecast an absence request in order to approve it (optional). • Approve, deny, or push back absence requests submitted by direct reports. • View a monthly calendar for direct reports.

Related Links

“Entering Maintaining and Approving Absence Events” (PeopleSoft Absence Management)

Managing Employee Self Service Pages

Self-Service Pages Used by Employees to Manage Absence Requests

Page Name	*Definition Name*	*Usage*
Request Absence Page	GP_ABS_SS_REQUEST	Request absence based on the start date of the absence event.
Monthly Schedule Page	SCH_EE_MONTHLY	Employees view their schedule for a one month period for any past or future month.

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Page Name	*Definition Name*	*Usage*
View Absence Balances Page	GP_ABS_SS_BALANCES	This page includes links to pages to request absence, view absence requests, view monthly schedule, and forecast balances.
Absence Request History Page	GP_ABS_SS_REQHIST	View processed or pending absence events based on the specified date range. This page is also available to managers.
Request Details Page	GP_ABS_SS_REQSTAT	View details for a specific absence request.
Forecast Balance Page	GP_ABS_SS_FCST_BAL	Run the online forecasting process for future absence entitlement balances based on date, absence type and absence name. This page is also used by managers.
Select Job Page	HCM_JOB_SELECT	Employees with multiple jobs use this page to select the job for which they want to enter or review a self-service absence transaction.

Request Absence Page

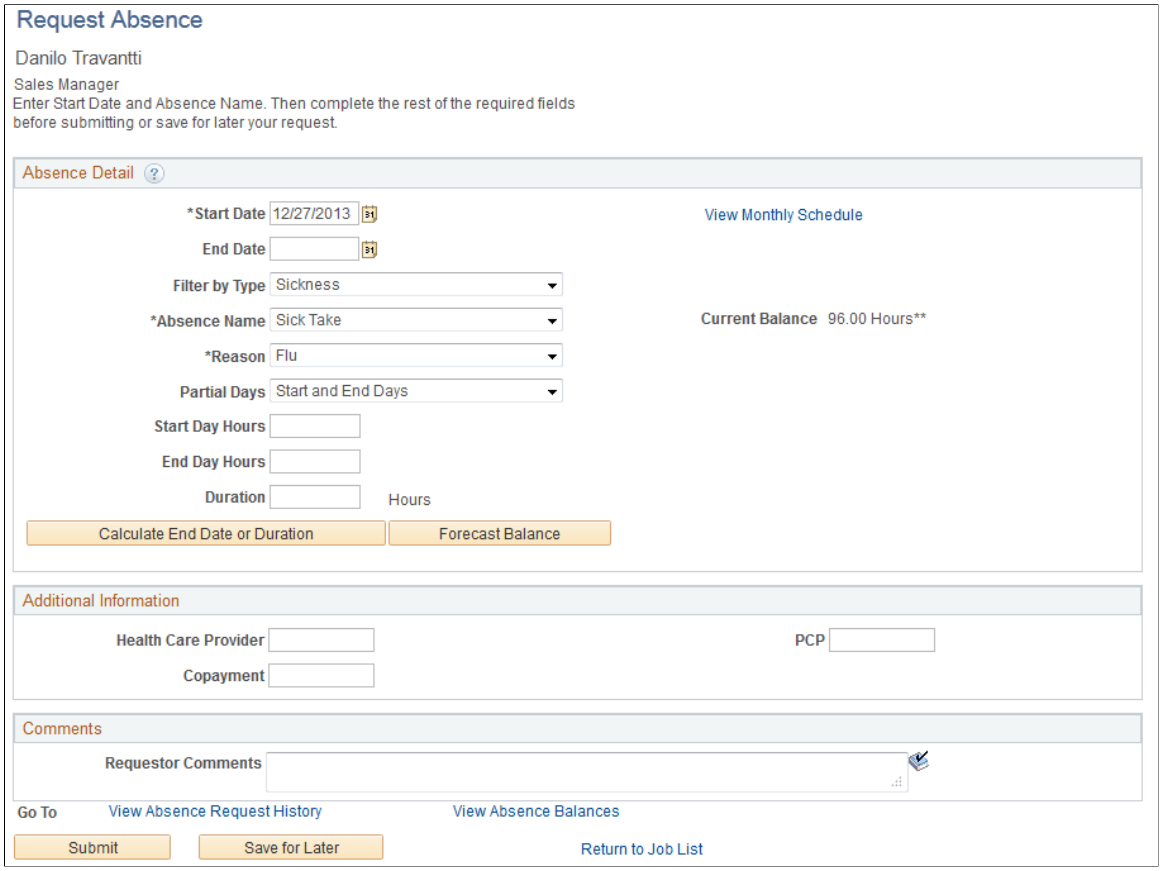
Use the Request Absence page (GP_ABS_SS_REQUEST) to request absence based on the start date of the absence event.

Navigation:

Self Service > **Time Reporting** > **Report Time** > **Absence Request** > **Request Absence**

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This example illustrates the fields and controls on the Request Absence page.



The Request Absence page consists of three group boxes: Absence Detail, Additional Information, and Comments. The available fields in the Additional Information group box depend on how your organization sets up self-service for Absence Management.

Absence Detail

Field or Control	*Description*
Start Date	Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.
End Date	Select the last day of the absence event. If you leave this field empty and the **Calculate End Date** option on the "Configure Country Take Setup - Date Rules Page" (PeopleSoft Absence Management) is selected, the system automatically determines the end date based on the begin date, duration, and partial days options.

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Field or Control	*Description*
Original Start Date	Select the original start date of the absence event. Enter a date if the absence has legal or payment implications based on the original start date of the absence. This field is visible when **Display Original Begin Date** is selected on the "Configure Country Take Setup - Date Rules Page" (PeopleSoft Absence Management). For example, an employee has a leg injury. He reports an absence from January 3, 2005 to January 7, 2005. The employee starts to feel better and returns to work. Later, he has a relapse and has to take two more days of absence starting on January 17, 2005 to January 18, 2005. The original begin date for the second absence should be January 3, 2005. The system can link the two events and treat the event as a single one in terms of eligibility or a minimum waiting period. **Note:** Careful consideration is needed when enabling this field in self-service. Incorrect data entered in this field might lead to incorrect eligibility calculations and payment for one or more events.
Filter by Type	Select the absence type. The selection you make in this field will limit or filter the selections available in the **Absence Name** field.
Absence Name	Select the absence name from the available options. The options available depend on the selection in the **Filter by Type** field, the absence takes that are enabled in the Country Take setup, and the elements for which the employee is eligible. After you select entries in the above fields, the system refreshes the page with additional fields. **Note:** If you decide to change the Absence Name previously selected, the system will display a warning that all your existing absence data will be lost. See Element Eligibility.
Reason	Select a reason from the available options. The reasons available depend on your selections in the previous fields. Absence reasons are linked to the Absence Name (Take) through the Absence Take Type. See "Defining Absence Types and Reasons" (PeopleSoft Absence Management).

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Field or Control	*Description*
Partial Days	Specify which days of the absence event are partial days. If the **Calculate End Date or Duration** option is enabled on the Absence (setup) page, and the **Unit Type** is *Hours,* the system does consider any partial hours or half-day entries that are entered in this group box when it calculates the end date or duration. For example, an employee has a work schedule of 8 hours per day from Monday through Friday. The employee reports an absence from Monday, January 8, 2007 through Wednesday, January 10, 2007. Then employee takes a half day off on Monday and full days off for the rest of the absence. Example 1: The Country Take set up is defined as follows: • **Unit Type** = *Hours.* • **Allow Partial Days** = Selected. • **Partial Days** = *Partial Hours.* With these settings, to correctly enter the absence data the employee should report: • **Start Date** = *January 8, 2007.* • **End Date** = *January 10, 2007.* • **Partial Days** = *Start Day Only.* • **Start Day Hours** = *4.* Example 2: The Country Take set up is defined as follows: • **Unit Type** = *Hours.* • **Allow Partial Days** = Selected. • **Partial Days** = *Half Days.* With these settings, to correctly enter the absence data the employee should report: • **Start Date** = *January 8, 2007.* • **End Date** = *January 10, 2007.* • **Partial Days** = *Start Day Only.* • **Start Day is Half Day** = Selected.

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Field or Control	*Description*
	Warning! If the absence unit type is defined in days in the Country Take setup, we do not recommend using partial days options. **Note:** Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas. The available options in the **Partial Days** field when the absence is calculated in days include: • *All Days.* • *End Day Only.* • *None.* • *Start Day Only.* • *Start and End Days.* Depending on the option that you select, up to two check boxes appear that allow you to specify which days of the absence event are half days. Select the check boxes that are appropriate for the absence event.
Duration	Enter Duration by days or hours. You do not have to enter Duration if the Calculate Duration is enabled on the Absence (setup) page). The system calculates the duration of the absence in hours or days when you click the **Calculate Duration** button. The behavior of this field depends on the settings on the Absence (setup) page. The value is automatically calculated if the **Calculate End Date** option is selected. • If the absence is measured in days or hours, the system automatically calculates the duration when you enter the begin date and end date. • If you want to calculate the end date based on a duration, then the system calculates the end date when you enter the begin date and duration and you click the **Calculate End Date** button.

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Field or Control	*Description*
Calculate End Date or Duration	Click this button to have the system calculate the end date of an absence event based on the entries in the **Start Date** and **Duration** fields, or to calculate the **Duration** based on entries in the **Start Date** and **End Date** fields. **Note:** If you selected to calculate end date and duration in the Country Take — Date Rules page, then you had to indicate which field to recalculate when both fields contain values. Hence if the user entered values for duration and end date and clicks Calculate End Date or Duration button, one of the fields will be recalculated.
Forecast Balance	Click this button to run the online absence forecasting process for the type of absence take selected for this absence request. This button will appear only for those absence names that require forecasting. After the forecasting process is completed, the page will display the *Forecast Returned Value* and *Status* and a link **View Forecast Details** to access the list of the forecast balance details.
Save for Later	This option enables the employee to save the absence event information for later review and editing, and does not generate workflow for the approvals process.
Submit	This option saves the information and generates the workflow approval process that routes the request to one or more managers whose roles are defined in workflow to enable them to approve, deny, or push back the absence request to the employee with their comments. The push back is often used by approvers to suggest absence request revision or to obtain additional information.
Cancel	This option is available only for requests that have been saved for later or that were pushed back from the approver. Depending on the Country Take setup, when you click **Cancel** the application either physically deletes the request from request and workflow records, or sets the status of the request to cancelled.

Additional Information

The fields that appear in this group box depend on how Global Payroll is configured during the implementation process.

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Comments

The **Requestor Comments** field enables the employee to enter free form text related to the absence request that becomes part of the record and is visible throughout the approval process. Comments appear on the Absence Details page.

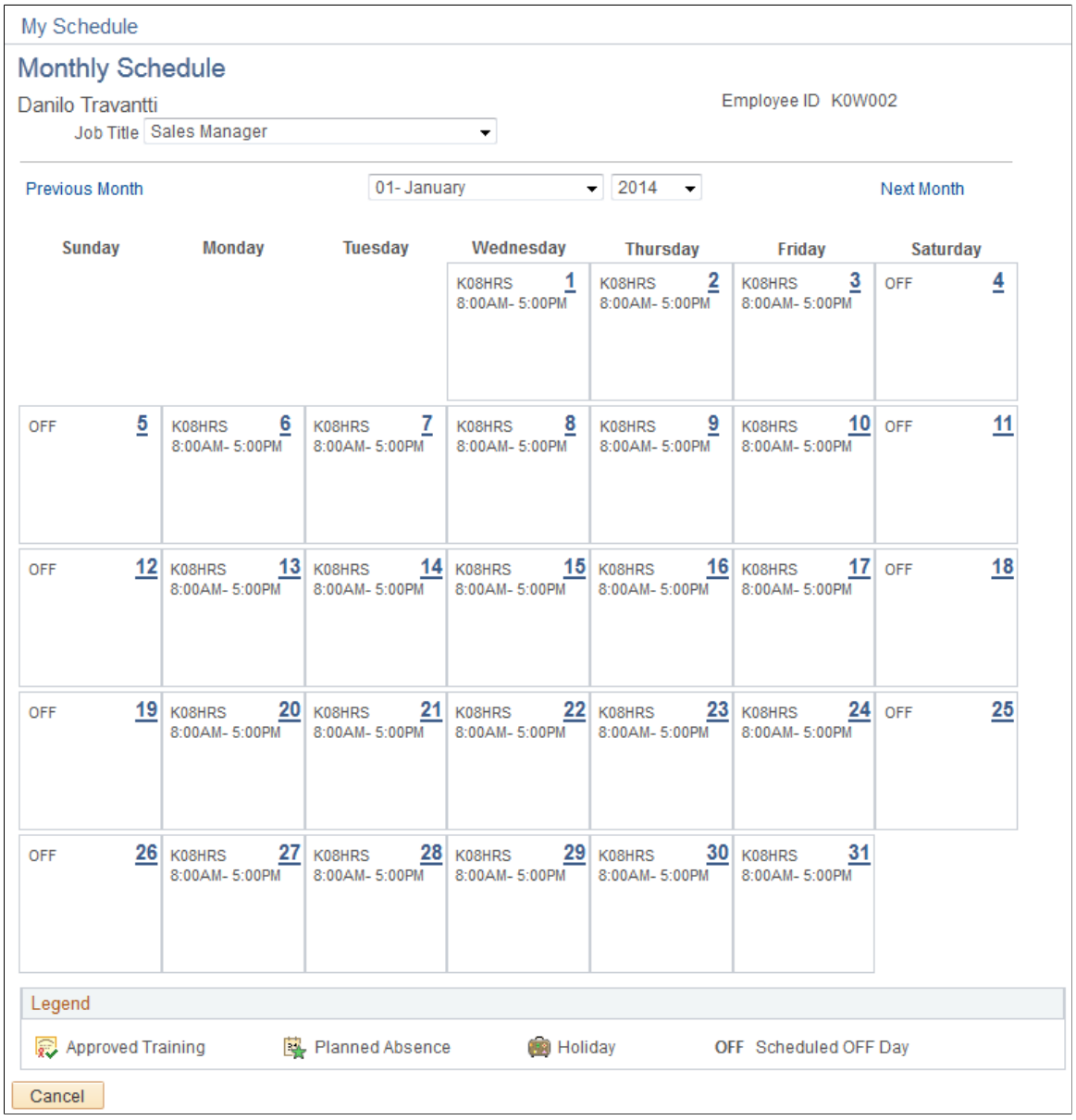
Monthly Schedule Page

Use the Monthly Schedule page (SCH_EE_MONTHLY) to employees view their schedule for a one month period for any past or future month.

Navigation:

Click the **View Monthly Schedule** link on the Request Absence page.

This example illustrates the fields and controls on the Monthly Schedule page (1 of 2).



Employees can view their schedule for one month in the future or past by using the available options in the month and year fields. Click the **Previous Month** and **Next Month** buttons to view previous or subsequent months, respectively.

For employees with multiple jobs, the **Select Job Title** field appears on this page.

See Select Job Page.

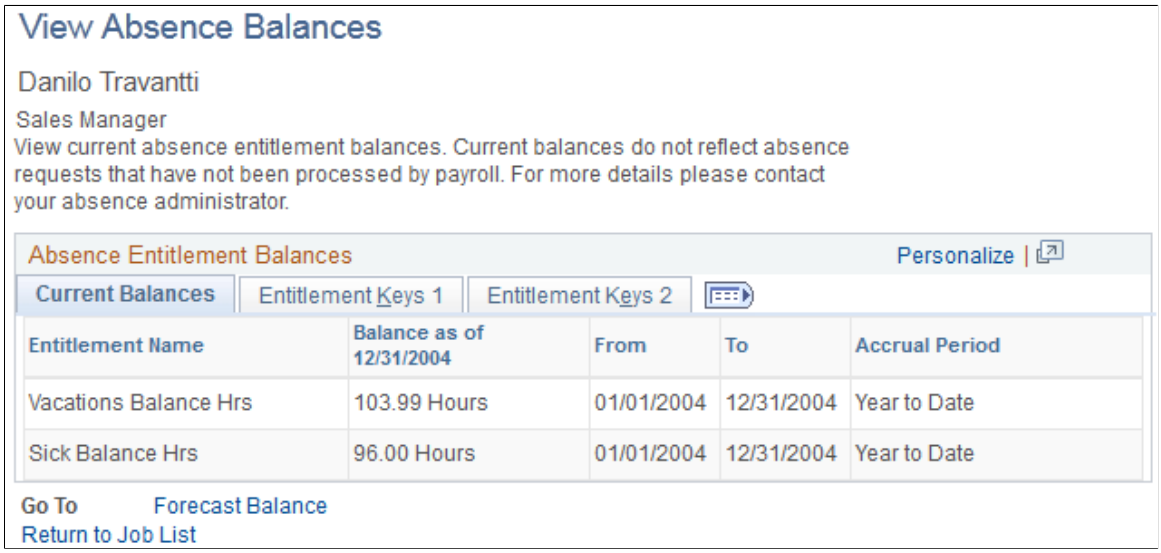
View Absence Balances Page

Use the View Absence Balances page (GP_ABS_SS_BALANCES) to this page includes links to pages to request absence, view absence requests, view monthly schedule, and forecast balances.

Navigation:

Self Service > **Time Reporting** > **View Time** > **Absence Balances** > **View Absence Balances**

This example illustrates the fields and controls on the View Absence Balances page.



This page contains the following links:

- Request Absence.

  This is a link back to the Absence Request page.

- View Absence Request History.

  This is a link to the Absence Request History page.

- View Monthly Schedule.

  This is a link to the Monthly Schedule page.

- Forecast Balance.

  This is a link to the Forecast Balance page.

- Job List.

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This is a link to the Select Job page for employees with multiple jobs.

See Select Job Page.

Note: If you are integrating with Time and Labor, absence entitlement balances can be viewed on the Timesheet page.

See “Reporting Time” (PeopleSoft Time and Labor).

Related Links

Request Absence Page
Absence Request History Page
View Absence Balances Page

Absence Request History Page

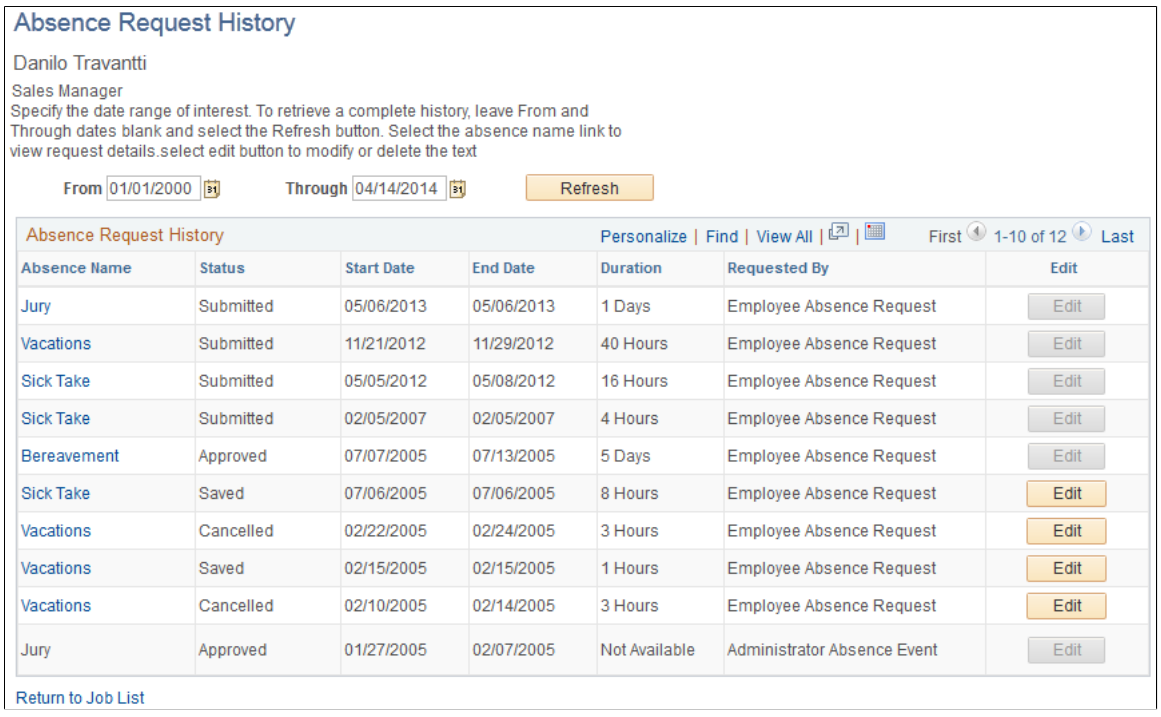
Use the Absence Request History page (GP_ABS_SS_REQHIST) to view processed or pending absence events based on the specified date range.

This page is also available to managers.

Navigation:

- **Self Service** > **Time Reporting** > **View Time** > **Absence History**
- Click the **View Absence Request History** link on the Request Absences page or the View Absence Balances page.

This example illustrates the fields and controls on the Absence Request History page.



This page display all absence requests for the employee. Absence requests entered by the employee contain a link in the Absence Name column. Absences that are entered by the Absence Administrator via Absence Event Entry component do not have a link in the **Absence Name** column, nor a Status and Duration value. The employee can edit absences requests that are saved, but not yet submitted, by clicking the **Edit** button in the Edit column. The employee also can edit absence requests that have been, cancelled or denied by clicking the **Edit** button.

Absence requests or any absence entered or modified via Timesheets or by the Absence Administrator using the Absence Event Entry component can not be edited in Absence self-service.

Note: If the absence was requested by the manager as an employee, the Requested By column will display Manager.

Field or Control	*Description*
From: and **Through:**	The user can display absence request that fall within a specified date range by entering dates in the **From:** and **Through:** fields. If the employee enters a date in only the From field, the system displays absence requests that have a Start Date equal to or after the specified date. Alternatively, if the employee enters a date only in the **Through:** field, the system displays absence requests that have an End Date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee. The **From** and **Through** date range is determined by the **Default History Date Range** values entered on the History Grid page of the Country component. If the **Default History Date Range** has not been set up, the system will use the defaults of current date – 90 days for the **From** date field and current date + 90 days for the **Through** date field.

See “Defining Self Service Absence Rules by Country” (PeopleSoft Absence Management).

Field or Control	*Description*
Refresh	Click after entering, changing, or removing dates in the **From:** and **Through:** fields.

Field or Control	*Description*
Edit	This button is available for absence requests with a status of saved, cancelled, or denied. When you click this button the Request Absence page is opened.

See Request Absence Page.

The Absence Request History group box contains **Absence Name, Status, Start Date, End Date, Duration,** and **Requested by.** You can sort the rows by any of these criteria by clicking the column heading.

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Note: The system calculates and stores duration values for absence requests entered through Absence self-service or Timesheets only. The system does not calculate or store absence duration for absences entered or modified through other online pages such Absence Event Entry or through Component Interface.

Related Links

"Entering Maintaining and Approving Absence Events" (PeopleSoft Absence Management)

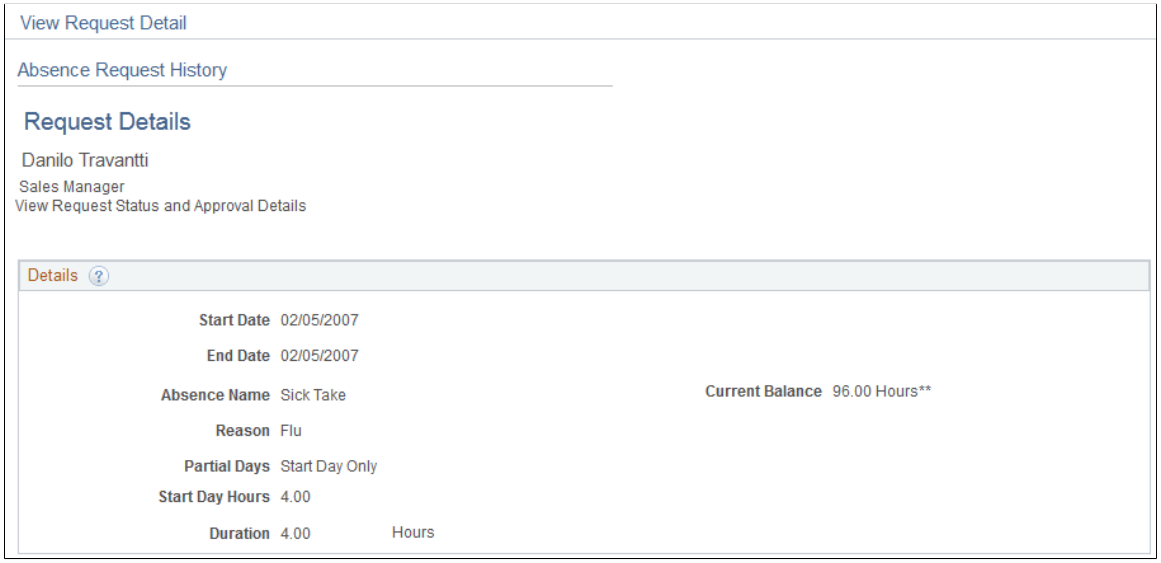
Request Details Page

Use the Request Details page (GP_ABS_SS_REQSTAT) to view details for a specific absence request.

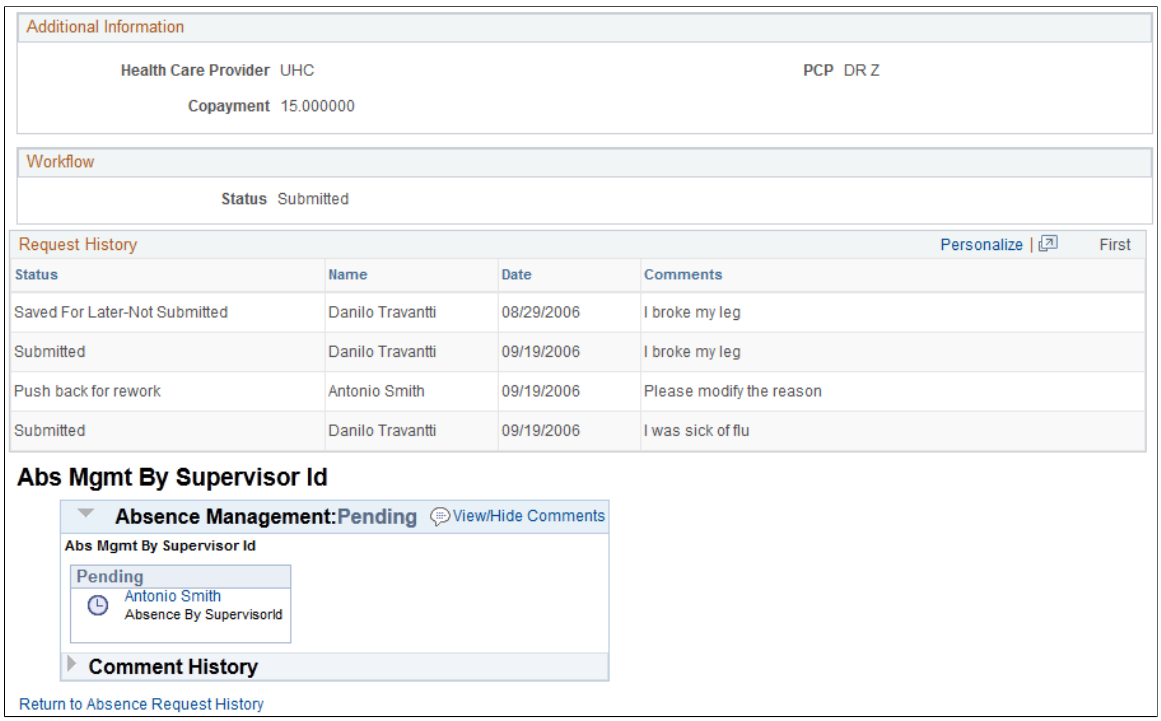
Navigation:

Click the link for the absence in the **Absence Name** column on the Absence Request History page.

This example illustrates the fields and controls on the Request Details page.



This example illustrates the fields and controls on the Request Details page.



The page displays information about the selected absence.

Note: If the absence was requested by the manager as an employee, then in the Request History section the employee's name will be displayed in the Name field.

Note: The approval path map and details is only displayed in the Absence Self Service applications. This path and details are not displayed in Timesheets self-service.

Forecast Balance Page

Use the Forecast Balance page (GP_ABS_SS_FCST_BAL) to run the online forecasting process for future absence entitlement balances based on date, absence type and absence name.

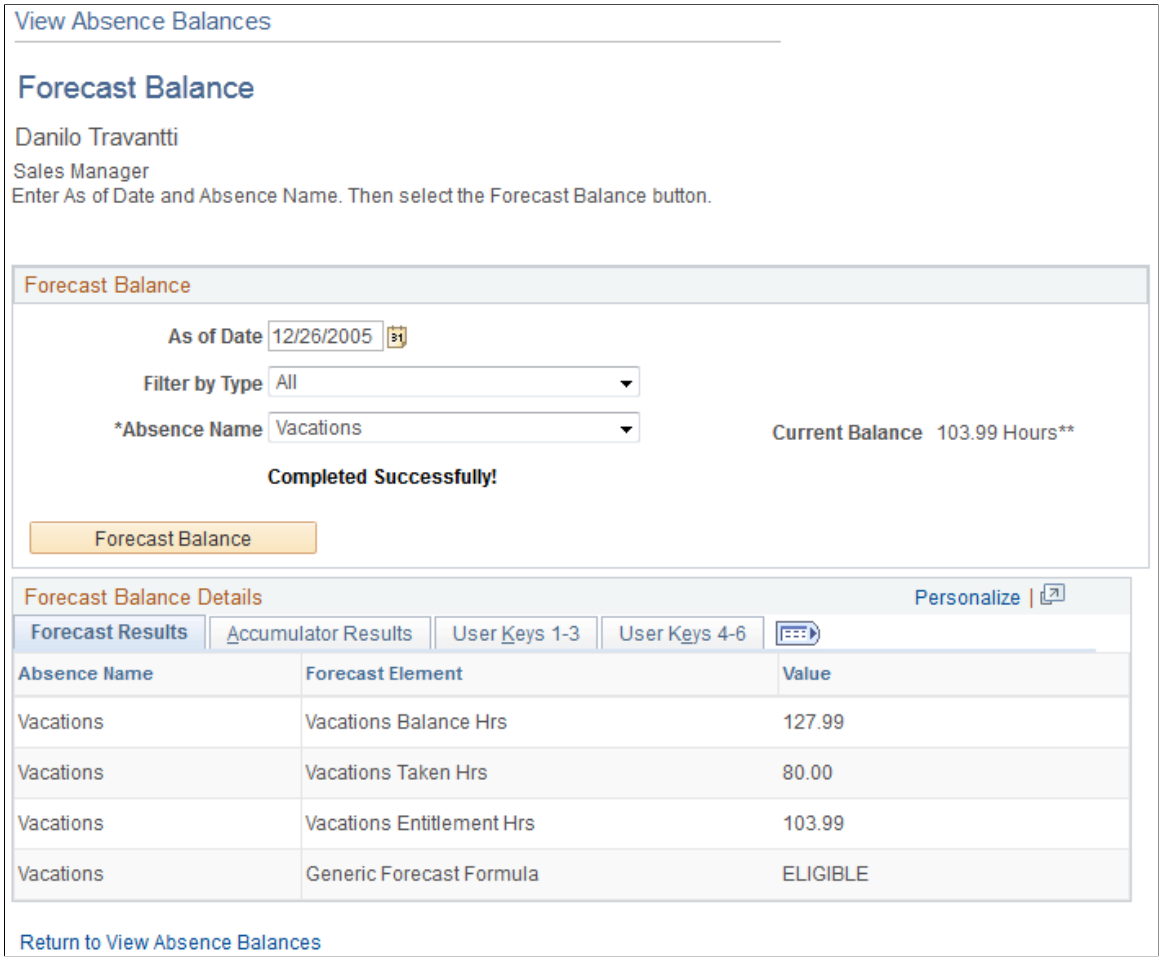
This page is also used by managers.

Navigation:

Click the **Forecast Balance** link on the View Absence Balances page.

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This example illustrates the fields and controls on the Forecast Balance page.



This page enables the employee to run the online absence entitlement balance forecast process, and to view entitlement balances as of a future date, by absence type, and absence name.

Field or Control	***Description***
As of Date	Enter a future date that the system will use to calculate the balance.
Filter by Type	Select the absence type. The selection you make in this field will limit or filter the selections available in the Absence Name field.
Absence Name	Select the absence name from the available options in the field. **Note:** The user must make an entry in this field in order for the system to display the **Forecast Balance** button.

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Field or Control	*Description*
Forecast Balance	Click to run the online absence balance forecasting process. When the process is completed, the forecasted absence entitlement balances appear in the Forecast Balance Details group box. **Note:** The system does not automatically save your absence request before initiating the Forecasting process. Although the system prompts you to save before leaving the page, it is not necessary to save your forecast information before or after the Forecasting process.

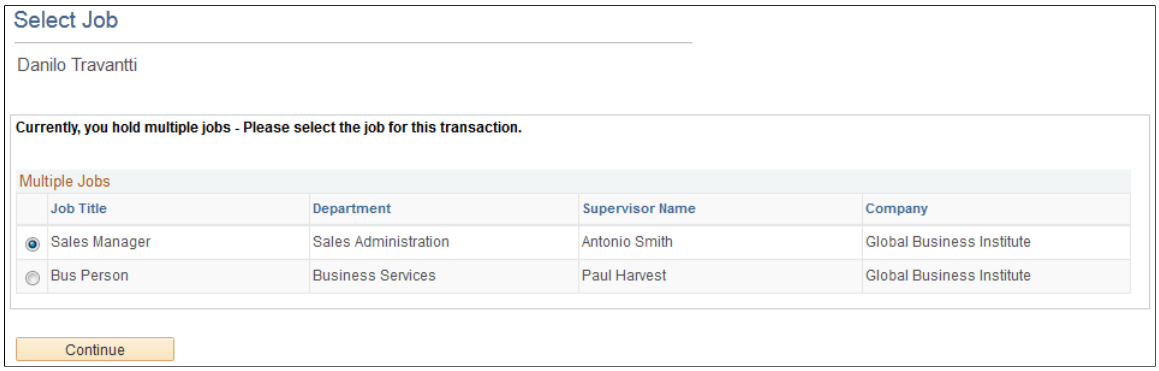
Select Job Page

Use the Select Job page (HCM_JOB_SELECT) to employees with multiple jobs use this page to select the job for which they want to enter or review a self-service absence transaction.

Navigation:

Self Service > **Time Reporting** > **Report Time** > **<any employee self service absence process>**

This example illustrates the fields and controls on the Select Job page for an absence request.



Employees with multiple jobs must select the job for which they are entering or reviewing self-service absence transactions This sample page shows an example of an employee with multiple jobs that is entering an absence request. A similar page with a modified title appears whenever this employee initiates any absence self-service transaction.

After the employee selects the job title, the processes are identical to those discussed in the previous topics.

Managing Employee Absences Through PeopleSoft Time and Labor Self Service

Employees are able to enter absences and view absence entitlement balances using self service pages in Absence Management. Absence management self service pages are discussed in detail in this topic.

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Note: Absences entered through Time and Labor Timesheets are referred to as Absences or Absence Events. Absences entered through Absence Management are referred to as Absences or Absence Requests.

If you are integrating with Time and Labor you can enter absence events through the Timesheet page. Also, on this page you can view absence entitlement balances to ensure you have enough entitlement balance prior to entering the absence.

The following steps, completed during implementation, enable employees to access the Timesheet page to enter absences or view entitlement balances:

1. Ensure that Absence Management and Time and Labor are selected on the Installation Table.

   See “Setting Up Implementation Defaults” (Application Fundamentals).

2. On the Absences page of the Country Take component ensure you have allowed entry in Time and Labor for the absence take elements you want to enter on the Timesheet page.

   See “Understanding Self Service Setup Tasks” (PeopleSoft Absence Management).

3. Complete the required framework setup in Time and Labor in order to access employees via Timesheet.

   See “Understanding the Time Reporting Process” (PeopleSoft Time and Labor).

The following steps discuss how an employee enters absences and views entitlement balances on the Timesheet page:

1. Access the Timesheet page by navigating to **Self Service** > **Time Reporting** > **Report Time** > **Timesheet** . Select the Time reporting period to work with.

2. Click the **Absence Event - click to view** link to add, edit, forecast or submit an absence request. For example to add a absence follow these steps:

   a. Click **Add Absence Event** to add a new event or Edit to modify an existing event. You can add or edit only one single event at a time

   b. Enter the **Start Date** and End Date if End Date field has been enabled for the absence. If end date field is left blank and is not calculated using Calculate End Date functionality, then it will be defaulted to Start Date when saving or submitting the event.

      See “Defining Self Service Absence Rules by Country” (PeopleSoft Absence Management).

   c. Select the **Absence Name** from the drop down list. Valid values are the ones previously defined in the Country Take configuration page and based on the eligibility of the employee as of Time Reporting Period Start Date.

      See “Defining Self Service Absence Rules by Country” (PeopleSoft Absence Management).

      See Element Eligibility.

   d. If during implementation you have selected to display a reason on the Absences page of the Country Take component, enter the reason for the absence (if required).

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e. Click the **Details** link to access the Absence Request Detail (GP_ABS_SS_REQUEST) page to enter absence details and other information that might be required. Once all details are entered click **OK** to return to the Timesheet page.

Note: . If an absence requires more information than the fields available in the Timesheet Absence grid (Start Date, End Date, Absence Name and Reason) then the system will automatically open the Absence Event Details page.

See Request Absence Page.

f. Optionally, forecast an absence balance before saving and submitting.

g. Save the absence for later or submit the absence for approval. You are able to delete a new absence before it have been saved or submitted, or cancel it after the absence has been saved or submitted.

3. Click the **Balances - click to view** link to view absence entitlement balances.

Note: The balances reflect the balances as of the last absence run.

Related Links

"Reporting Time" (PeopleSoft Time and Labor)

Managing Manager Self Service Pages

Self Service Pages Used by Managers to Manage Absence Requests

Page Name	*Definition Name*	*Usage*
Request Absence Page	HR_DR_DIRECTREPORT	Enter a date to use to generate a list of direct reports in which to request absences.
Request Absence Page	GP_ABS_SS_REQUEST	View a list of direct reports, select an employee, and enter an absence request on behalf of the employee.
Absence Request History Page	HR_DR_DIRECTREPORT	Enter a date to use a list of direct reports in which to view absence history.
Absence Request History Page	GP_ABS_SS_REQHIST	Managers use this page to view absence request information for direct and indirect reports.

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Page Name	*Definition Name*	*Usage*
View Absence Balances Page	HR_DR_DIRECTREPORT	Enter a date to generate a list of direct reports in which to view absence balances.
View Absence Balances Page	GP_ABS_SS_BALANCES	View absence balances for direct reports.
Forecast Balance Page	GP_ABS_SS_FCST_BAL	View the results of the Absence Forecasting process.
Absence Requests Page	GP_SS_ABS_APPR	Select the absence request to approve or deny.
Approve Absence Requests - Request Details Page	GP_ABS_SS_REQUEST	Used by the manager to approve, deny, or push back an employee absence request to the previous approval level.
Absence Request History Page	GP_ABS_SS_REQHIST	Review the absence request history for an employee for a specified time range of dates.
Cancel Absence Page	GP_ABS_SS_REQUEST	Cancel an employee absence request.
Multiple Absence Requests Page	HGA_MANAGE	Approve, deny, or push back multiple absence requests.

Request Absence Page

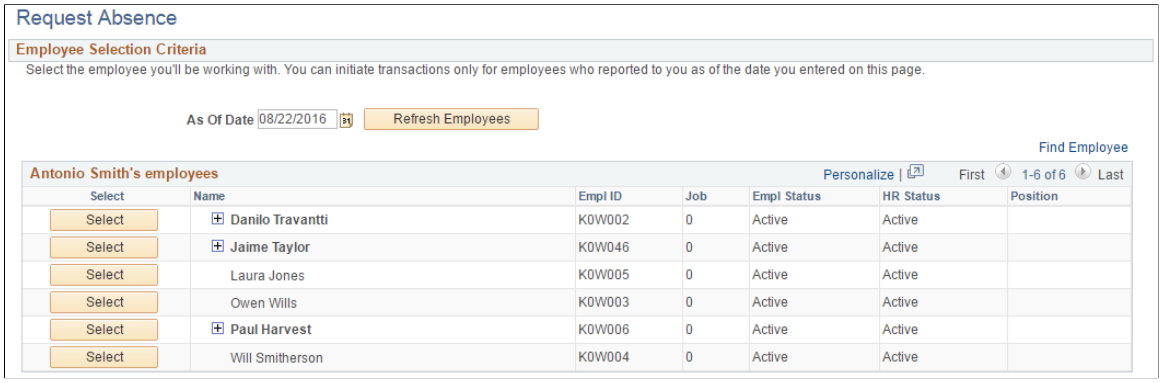
Use the Request Absence page (HR_DR_DIRECTREPORT) to enter a date to use to generate a list of direct reports in which to request absences.

Navigation:

Manager Self Service > **Time Management** > **Report Time** > **Employee Absence Request** > **Request Absence** > **Request Absence**

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This example illustrates the fields and controls on the Request Absence page.

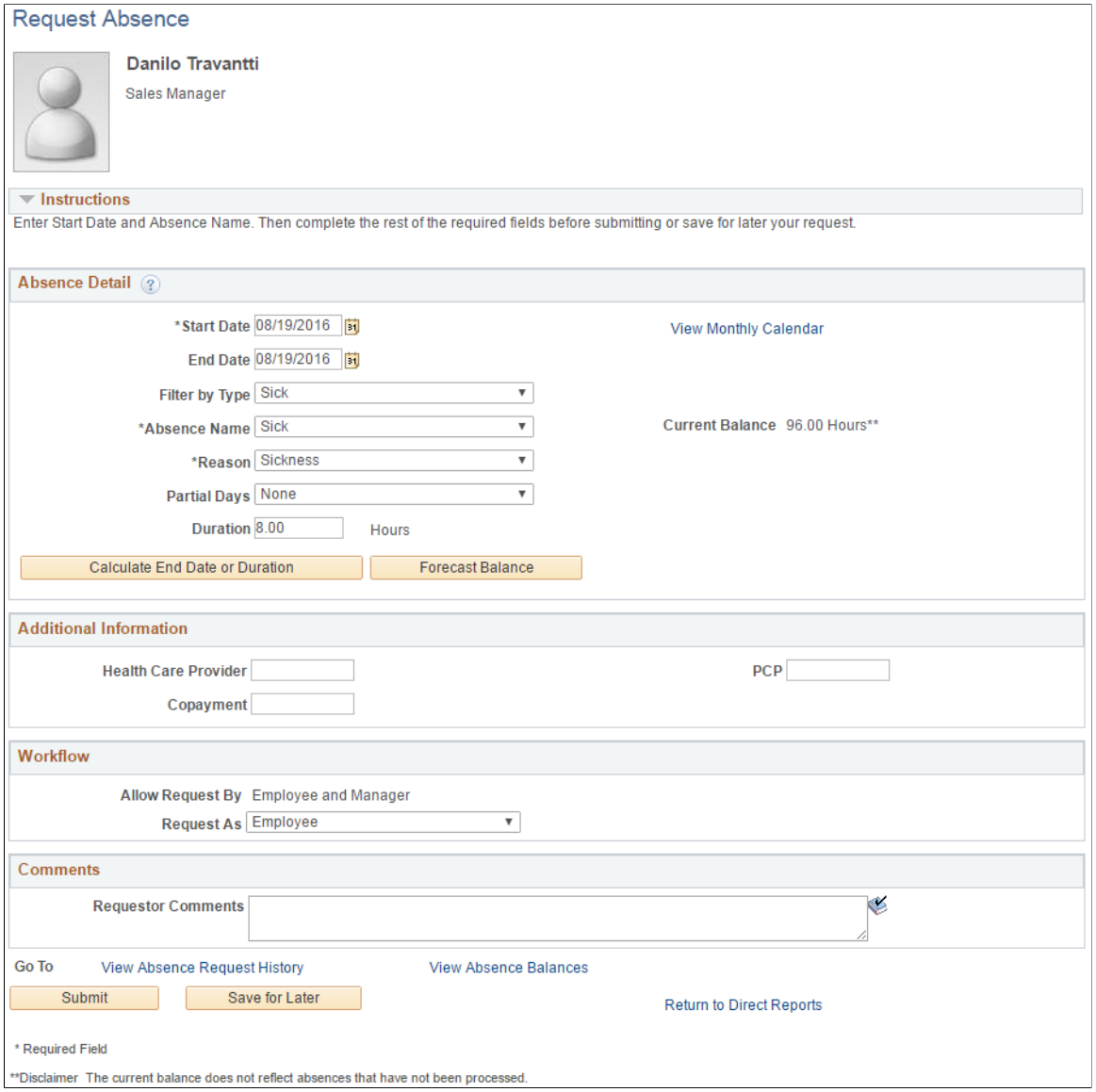


The system displays the Request Absence page for a manager's direct report when the manager clicks the link with that person's name. The system displays a page that is similar to the employee self service Request Absence page.

Access the Request Absence page (click **Select** next to a direct report on the Request Absence (HR_DR_DIRECTREPORT) page).

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This example illustrates the fields and controls on the Request Absence.



The system displays a page that is similar to the employee self service Request Absence Page, with the exception that it contains a **Workflow** section and a **Return to Direct Reports** link to return to the View Employee Absence Requests page.

Note: When you click on the **View Monthly Calendar** link, you may receive a Time and Labor calendar error if your installed Time and Labor template does not include the End Date value specified on the Request Absence page.

Workflow

Field or Control	*Description*
Allow Request By	Indicates that the *Manager* or the *Employee and Manager* can enter the take.

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Field or Control	*Description*
Request As	Determines whether the request is entered as an *Employee* or as a *Manager*. When the manager requests absences for an employee they can request the time as the employee or the manager. If the manager selects to request the time as the *Employee* the request will be automatically approved, if there are no other approvers in the approval path. The manager will receive an approval confirmation page when clicking **Submit**. If the manager selects to request the time as the *Manager* the request will be sent to the manager's next level of approval, and therefore the manager will receive a regular Submit confirmation page after clicking **Submit**. The **Request As** available options will be editable if the Country Take setup field **Override Request As** on the Absences page is selected. Otherwise this field will be grayed out and defaulted from the setup.

Related Links

Request Absence Page

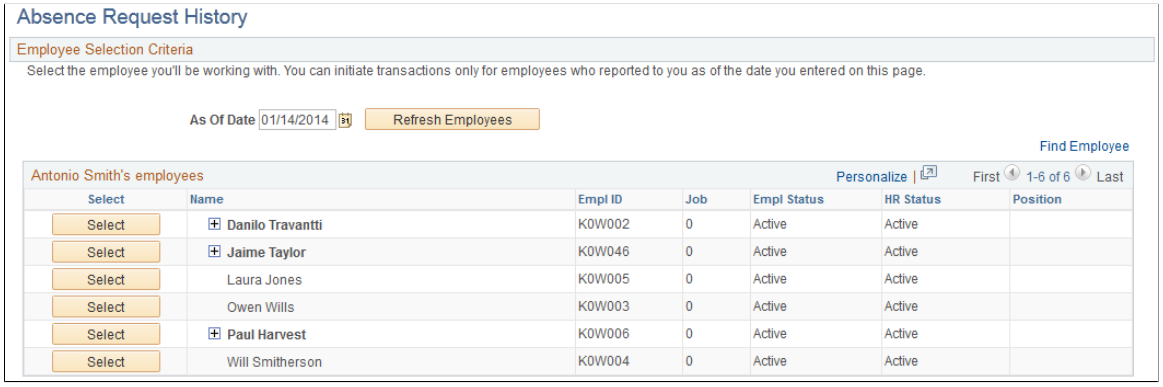
Absence Request History Page

Use the Absence Request History page (HR_DR_DIRECTREPORT) to enter a date to use a list of direct reports in which to view absence history.

Navigation:

Manager Self Service > **Time Management** > **View Time** > **Employee Absence History** > **Absence Request History**

This example illustrates the fields and controls on the Absence Request History page.



The direct reports for the manager are displayed on this page. Click the column titles for **Name**, **EmplID**,**Pay Status**, and **HR Status** to sort the list by these criteria. The last column may contain an

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button that indicates the employee has direct reports. Click the button to display a list of individuals that report to that employee. These employees are referred to as the manager's indirect reports.

Field or Control	*Description*
As Of:	The system displays the direct reports for the manager as of this date.

The system displays the Absence Request History page for a manager's direct report when the manager selects the person's name. The system displays a page that is identical to the employee self service Absence Request History page, with the exception that it contains a **Direct Reports** link to return to the Absence Request History page.

Related Links

Absence Request History Page

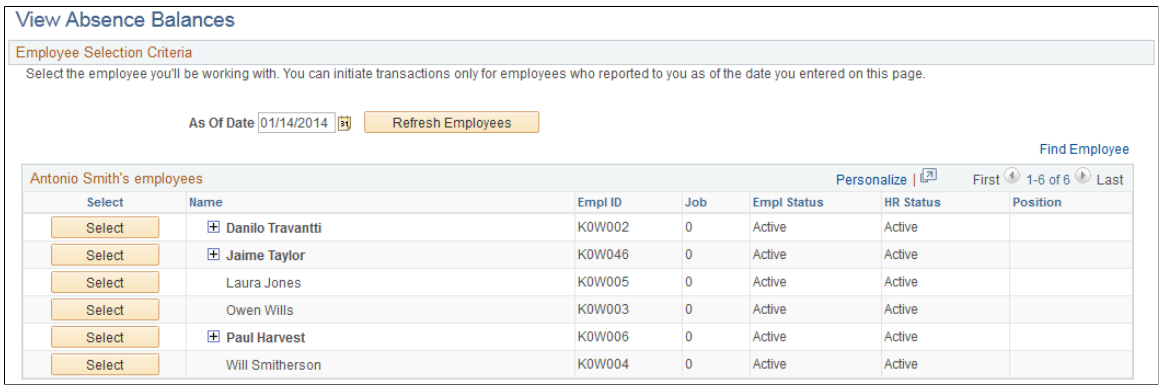
View Absence Balances Page

Use the View Absence Balances page (HR_DR_DIRECTREPORT) to enter a date to generate a list of direct reports in which to view absence balances.

Navigation:

Manager Self Service > **Time Management** > **View Time** > **Employee Absence Balances** > **View Absence Balances**

This example illustrates the fields and controls on the View Absence Balances page.



This page functions in the same manner as the Absence Request History page. From this page, when the manager clicks the Select button next to the employee name the system displays the View Absence Balances page for that employee. This page is identical to the employee self service View Absence Balances page, and includes the Forecast Balances link to enable the manager to forecast absence entitlement balances for a future date for direct reports. The one exception to the similarity of the employee self service page and the manager self service page is that the manager has a **Return to Direct Reports** link to return to the View Absence Balances - Select Employee page.

Related Links

View Absence Balances Page

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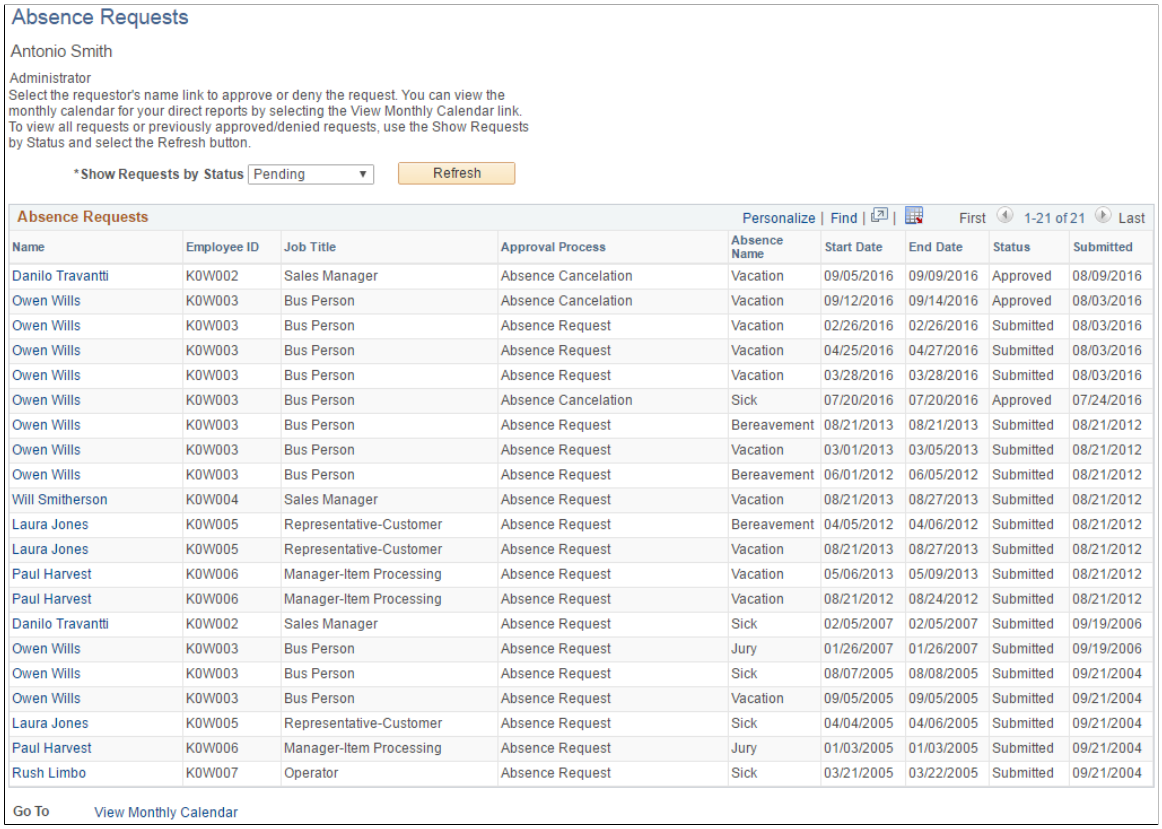
Absence Requests Page

Use the Absence Requests page (GP_SS_ABS_APPR) to select the absence request to approve or deny.

Navigation:

Manager Self Service > Time Management > Approve Time and Exceptions > Employee Absence Approval > Absence Requests

This example illustrates the fields and controls on the Absence Requests page.



Absence Requests

Antonio Smith

Administrator
Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status: Pending — Refresh

Absence Requests — Personalize | Find | First 1-21 of 21 Last

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
Danilo Travantti	K0W002	Sales Manager	Absence Cancelation	Vacation	09/05/2016	09/09/2016	Approved	08/09/2016
Owen Wills	K0W003	Bus Person	Absence Cancelation	Vacation	09/12/2016	09/14/2016	Approved	08/03/2016
Owen Wills	K0W003	Bus Person	Absence Request	Vacation	02/26/2016	02/26/2016	Submitted	08/03/2016
Owen Wills	K0W003	Bus Person	Absence Request	Vacation	04/25/2016	04/27/2016	Submitted	08/03/2016
Owen Wills	K0W003	Bus Person	Absence Request	Vacation	03/28/2016	03/28/2016	Submitted	08/03/2016
Owen Wills	K0W003	Bus Person	Absence Cancelation	Sick	07/20/2016	07/20/2016	Approved	07/24/2016
Owen Wills	K0W003	Bus Person	Absence Request	Bereavement	08/21/2013	08/21/2013	Submitted	08/21/2012
Owen Wills	K0W003	Bus Person	Absence Request	Vacation	03/01/2013	03/05/2013	Submitted	08/21/2012
Owen Wills	K0W003	Bus Person	Absence Request	Bereavement	06/01/2012	06/05/2012	Submitted	08/21/2012
Will Smitherson	K0W004	Sales Manager	Absence Request	Vacation	08/21/2013	08/27/2013	Submitted	08/21/2012
Laura Jones	K0W005	Representative-Customer	Absence Request	Bereavement	04/05/2012	04/06/2012	Submitted	08/21/2012
Laura Jones	K0W005	Representative-Customer	Absence Request	Vacation	08/21/2013	08/27/2013	Submitted	08/21/2012
Paul Harvest	K0W006	Manager-Item Processing	Absence Request	Vacation	05/06/2013	05/09/2013	Submitted	08/21/2012
Paul Harvest	K0W006	Manager-Item Processing	Absence Request	Vacation	08/21/2012	08/24/2012	Submitted	08/21/2012
Danilo Travantti	K0W002	Sales Manager	Absence Request	Sick	02/05/2007	02/05/2007	Submitted	09/19/2006
Owen Wills	K0W003	Bus Person	Absence Request	Jury	01/26/2007	01/26/2007	Submitted	09/19/2006
Owen Wills	K0W003	Bus Person	Absence Request	Sick	08/07/2005	08/08/2005	Submitted	09/21/2004
Owen Wills	K0W003	Bus Person	Absence Request	Vacation	09/05/2005	09/05/2005	Submitted	09/21/2004
Laura Jones	K0W005	Representative-Customer	Absence Request	Sick	04/04/2005	04/06/2005	Submitted	09/21/2004
Paul Harvest	K0W006	Manager-Item Processing	Absence Request	Jury	01/03/2005	01/03/2005	Submitted	09/21/2004
Rush Limbo	K0W007	Operator	Absence Request	Sick	03/21/2005	03/22/2005	Submitted	09/21/2004

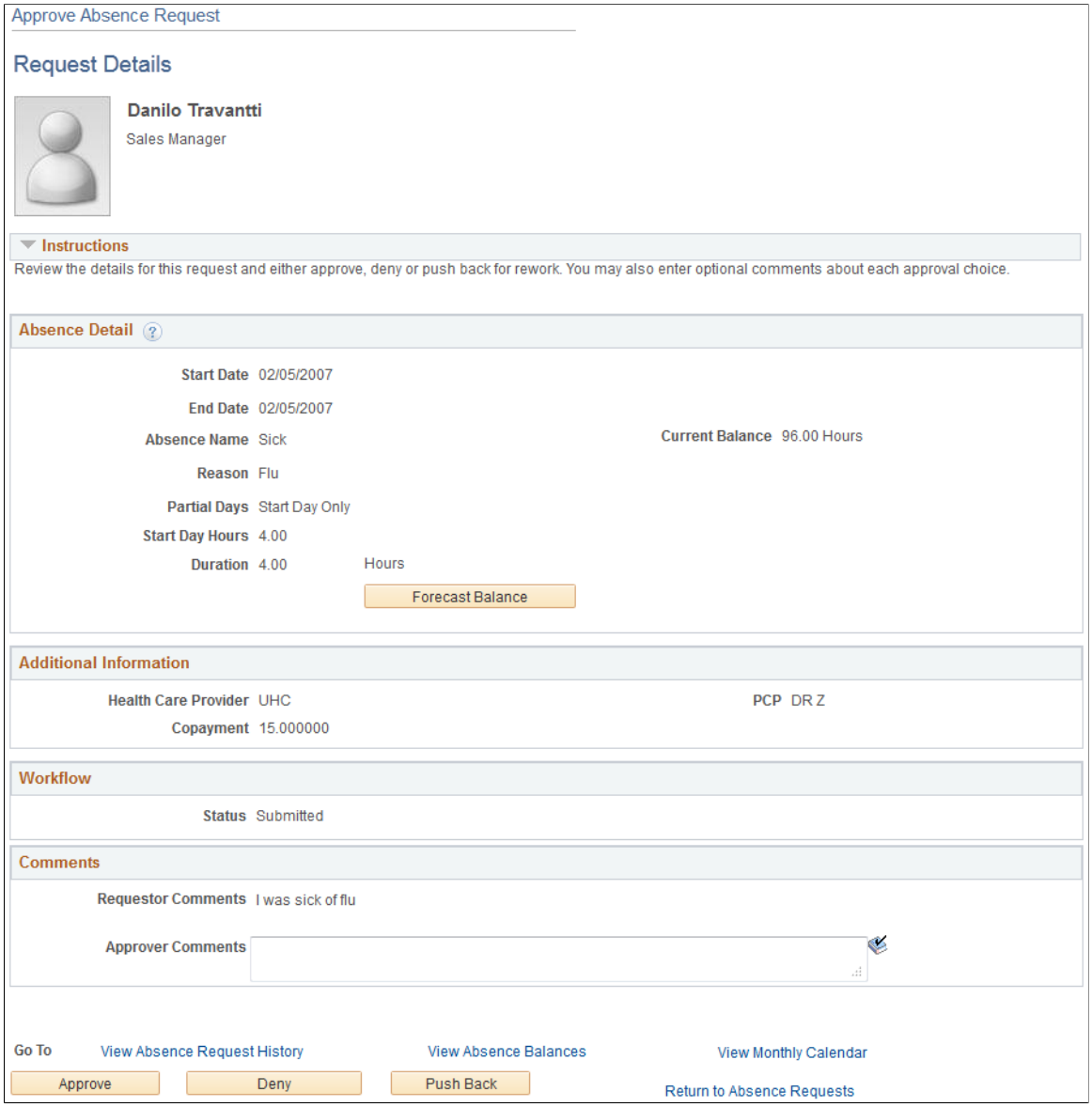
Go To View Monthly Calendar

Field or Control	*Description*
Show Requests by Status	The following options are available in this field: • *Approved.* • *Denied*(Displays absence with status Denied and Push Back). • *Pending (default)* (Displays absence with status Pending and In Approval Process).

After selecting the status, click the **Refresh** button to display all requests. Click the employee name link to work with the request. The Request Details page appears:

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This example illustrates the fields and controls on the Approve Absence Requests - Request Details page.

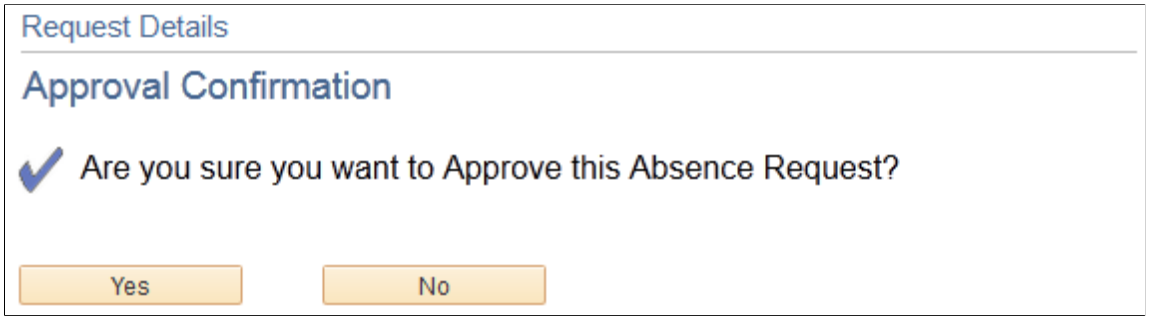


The manager uses this page to approve, deny, or push back the request to the previous step in the approval process (by clicking the **Push Back** button). The approver can include suggested changes or other comments by entering information in the **Approver Comments** field.

After clicking one of these buttons, the approver must confirm the selection on a confirmation page:

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This example illustrates the fields and controls on the Approval Confirmation page.



After clicking the **Yes** button the system re-displays the Absence Requests page so that the manager can continue to work with other absence requests. Clicking the **No** button displays the Request Details page.

If the manager clicks the **Push Back** button, the system displays the Push Back Confirmation page.

Absence Request History Page

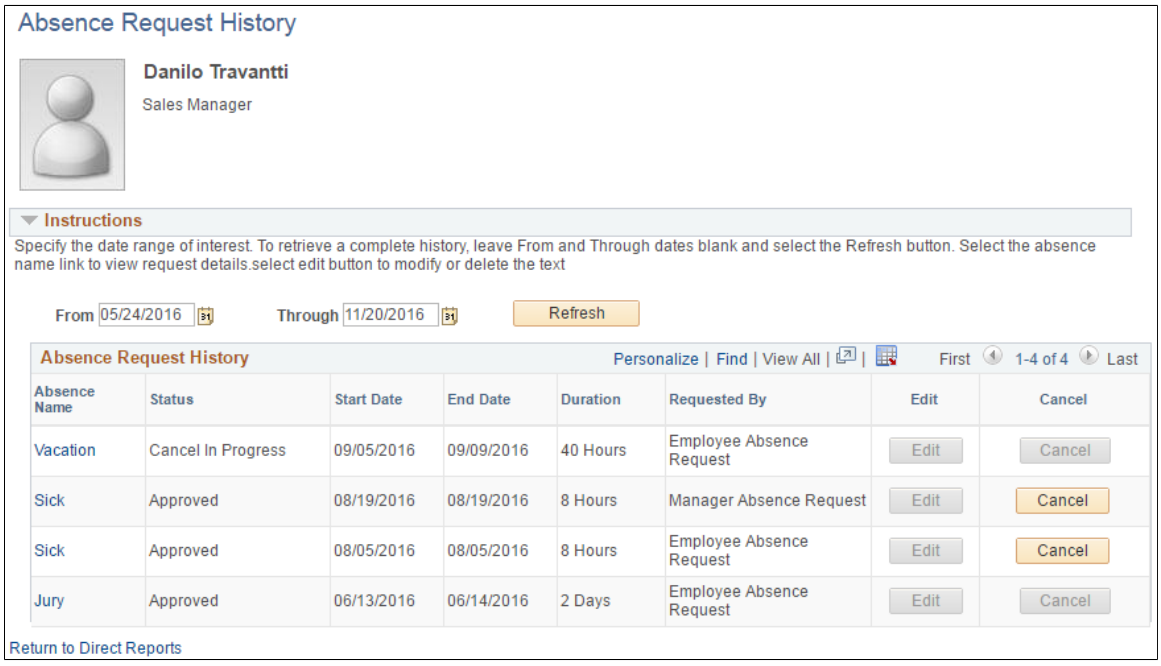
Use the Absence Request History page (GP_ABS_SS_REQHIST) to review the absence request history for an employee for a specified time range of dates.

Navigation:

Manager Self Service > **Time Management** > **View Time** > **Employee Absence History**

Select the employee **Name** on the Absence Request History page.

This example illustrates the fields and controls on the Absence Request History page.



The system displays a page that is identical to the employee self service Absence Request History Page, with the exception that it contains a **Return to Direct Reports**link to return to the Absence Request History Page where you can select a different direct report.

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Clicking the link in the **Absence Name** column displays the Approval Details page. Links appear only for absence requests that the manager has worked with using the self service pages. Absence requests or any absence entered or modified via Timesheets or by the Absence Administrator using the Event Entry component can not be edited in Absence self-service.

Note: The system calculates and stores duration values for absence requests entered through self-service only. The system does not calculate or store absence duration for absences entered through other online pages such as Absence Event Entry or via Component Interface.

Field or Control	*Description*
From and **Through**	The user can display absence request history that falls within a specified date range by entering dates in the **From** and **Through** fields. If the manager enters a date in only the From field, the system displays absence requests that have a Start Date equal to or after the specified date. Alternatively, if the manager enters a date only in the **Through** field, the system displays absence requests that have an End Date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee.
Cancel	Click to access the Cancel Absence page where you can submit an absence cancellation request.

Related Links

Entering Maintaining and Approving Absence Events

Cancel Absence Page

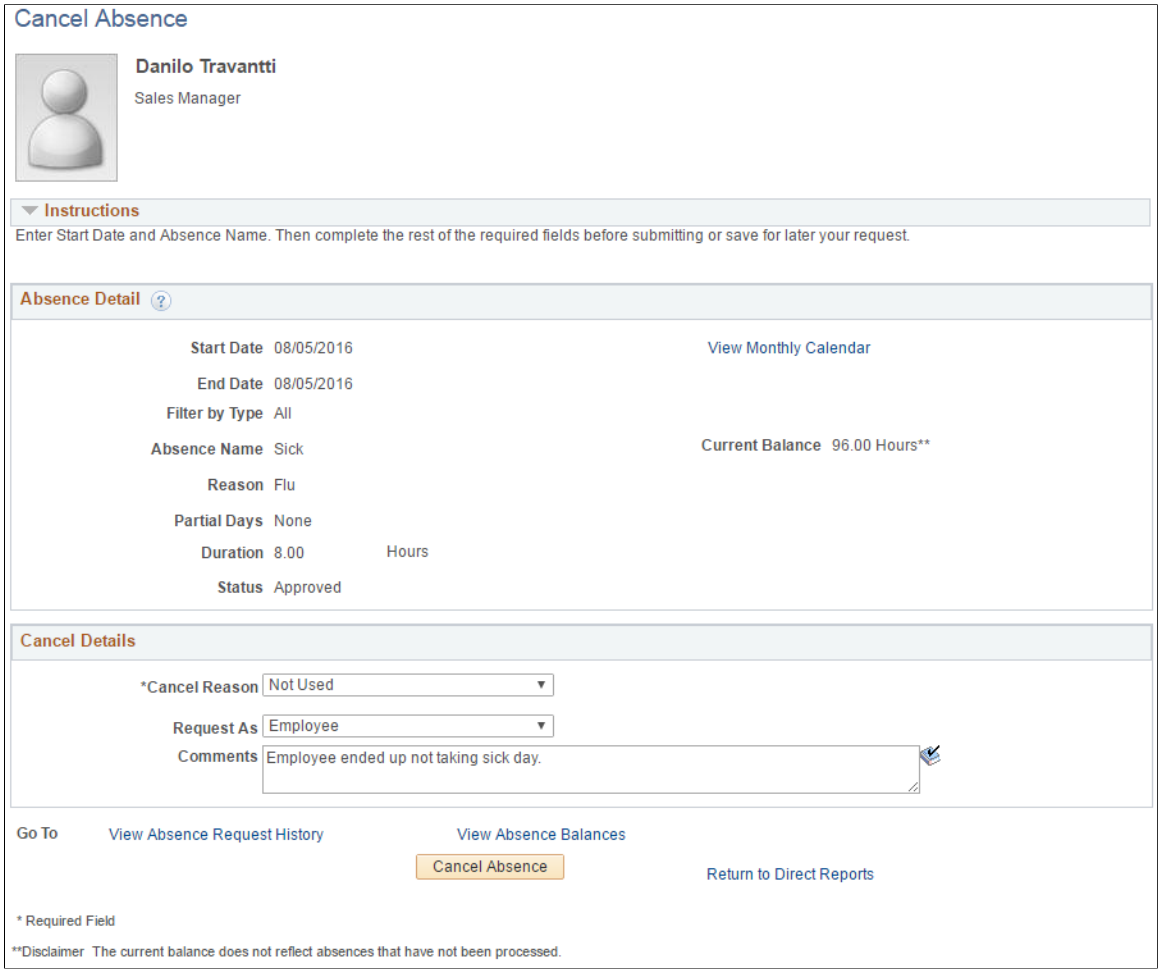
Use the Cancel Absence page (GP_ABS_SS_REQUEST) to cancel an employee absence request.

Navigation:

Click the Cancel button for an absence on the Absence Request History page.

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This example illustrates the fields and controls on the Cancel Absence page.



Field or Control	***Description***
Cancel Reason	Select a reason for canceling the absence request.
Request As	Determines whether the absence cancelation is entered as an *Employee* or as a *Manager*. If you select *Employee*, the system approves the absence request. If you select *Manager*, the system routes the request to next available manager.
Comments	Enter any additional comments regarding the absence cancellation.
Cancel Absence	Click this button to cancel the absence. You will receive a message confirming that you want to cancel the absence. Click **Yes** to confirm the cancellation. The system changes the status of the absence request to *Cancelled.*

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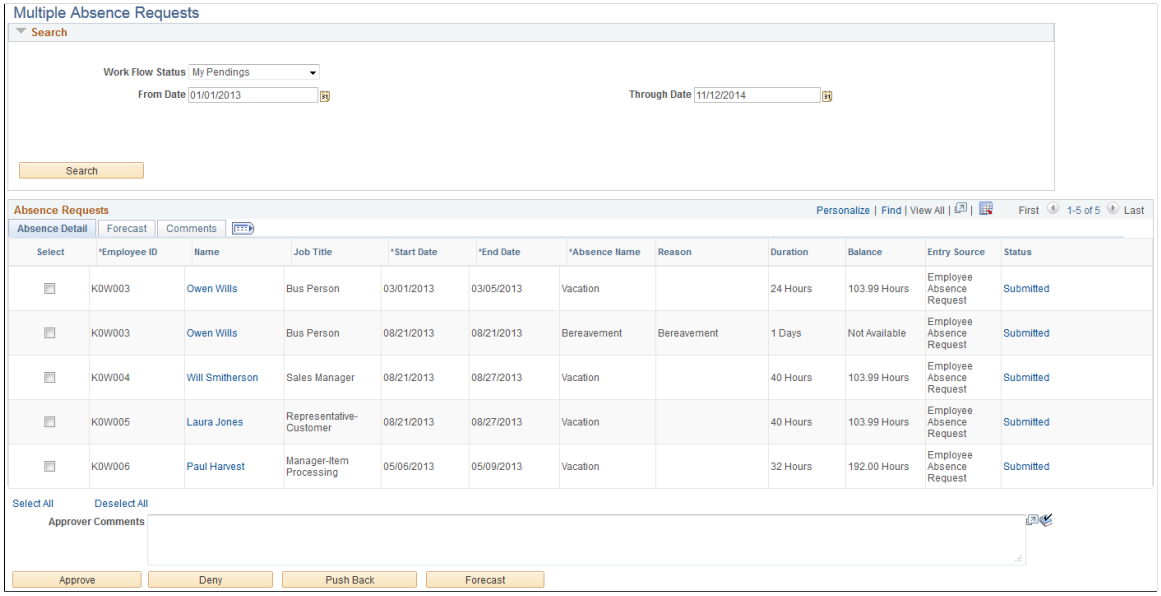
Multiple Absence Requests Page

Use the Multiple Absence Requests page (HGA_MANAGE) to approve, deny, or push back multiple absence requests.

Navigation:

Manager Self Service > Time Management > Approve Time and Exceptions > Multiple Absences Approval > Multiple Absence Requests

This example illustrates the fields and controls on the Multiple Absence Requests page.



Search

Field or Control	*Description*
Work Flow Status	Enter a value to search for absence requests based on work flow status. Values are: • *Approved:* Select to search for absence requests that you approved. • *Denied:* Select to search for absence requests that you denied. • *My Pendings:* Select to search for absence requests that are pending your approval. • *Pushed Back:* Select to search for absence requests that you pushed back. • *<blank>* Leave this field blank to search for absence requests of all statuses.

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Absence Requests

This section of the page enables you to the review the absence details, forecasting information, and any comments associated with the absence requests that meet your search criteria.

Field or Control	*Description*
Name	Click to access the Absence Details page where you can view additional details for the absence request.
Approver Comments	Any comments you enter in this field are added to the selected absence requests when you click the **Approve, Deny,** or **Push Back** buttons.
Approve	Click to approve the selected absence requests.
Deny	Click to deny the selected absence requests.
Push Back	Click to push back the selected absence requests.
Forecast	Click to initiate the forecasting process for the selected absence requests.

Managing Manager Absences Through Time and Labor Self Service

Managers are able to enter absences and view absence entitlement balances for their employees using self service pages in Absence Management. Absence management manager self service pages are discussed in detail in this topic.

If you are integrating with Time and Labor managers can enter absence requests for their employees through the Timesheet page. Also, on this page you can view absence entitlement balances to ensure the employee has enough entitlement balance prior to entering the absence.

The following steps, completed during implementation, enable managers to access the Timesheet page to enter absences or view entitlement balances:

1. Ensure that Absence Management and Time and Labor are selected on the Installation Table.

   See “Setting Up Implementation Defaults” (Application Fundamentals).

2. On the Absences page of the Country Take component ensure you have allowed entry in Time and Labor for the absence take elements you want to enter on the Timesheet page.

   See “Defining Self Service Absence Rules by Country” (PeopleSoft Absence Management).

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The following steps discuss how a manager enters absences and views entitlement balances on the Timesheet page:

1. Access the Timesheet page by navigating to **Manager Self Service** > **Time Management** > **Report Time** > **Timesheet** .
2. Click **Get Employees** to get a list of all the employees for the manager.
3. Click the employee name that the manager wants to enter absences. This will open the Timesheet page for the employee chosen.
4. Click the **Absence Event - click to view** link to add, edit, forecast or submit an absence request. For example to add a request:
   a. Click **Add Absence Event.**
   b. Enter the **Start Date** and **End Date** for the absence.
   c. Select the **Absence Name** from the drop down list. Valid values are *Sick* and *Vacations.*
   d. If during implementation you have selected to display a reason on the Absences page of the Country Take component, enter the reason for the absence.
   e. Click the **Details** link to access the GP_ABS_SS_REQUEST page to enter absence details. Once all details are entered click **OK** to return to the Timesheet page.

      Note: If an absence requires more information than the fields available in the Timesheet Absence grid (Start Date, End Date, Absence Name and Reason) then the system will automatically open the Absence Event Details page.

      See “Request Absence Page” (PeopleSoft Absence Management).

5. Click the **Balances - click to view** link to view absence entitlement balances.

   Note: The balances reflect the balances as of the last absence run.

Related Links

“Reporting Time” (PeopleSoft Time and Labor)

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Chapter 39

Using Approvals with Absence Management

Understanding the Approval Process

Many daily tasks are part of a larger process that involves several steps and people working together. The term workflow refers to this process, which could encompass, for example, the approval of a time-off request. To facilitate this type of multiuser process, PeopleSoft can automatically trigger workflow notifications to inform the next approver in the process of work waiting.

The Approval Framework is the engine that provides capabilities for creating, running, and managing the approval processes. The engine uses a series of database objects combined with application component configuration settings to determine how to process approvals using workflow.

The Approval Framework is a common component that is shared across multiple PeopleSoft applications both within HCM and other product families. Due to the widespread use of this engine, you'll find documentation pertaining to it in various locations:

- *Approval Framework* describes the Approval Framework and application setup in full detail.

  It is the primary source of information for approval workflow.

- The *Application Fundamentals* documentation describes the setup steps and details for the Approval Framework that are specific to the HCM product line.

- Application-specific HCM documentation expands on all of the above texts by providing approval workflow details that relate to specific business processes.

Before implementing, you should read all relevant sources of information to gain a complete understanding of how the pieces fit together.

Related Links

“Understanding Approvals” (Application Fundamentals)

Approval Framework and Absence Management

PeopleSoft Absence Management delivers the AbsenceManagement Process ID. You can add multiple Approval Definition IDs to the Approval Process ID. You can link multiple approval scenarios. One may be self-approved; while another can be one, two or more levels of approvals using approvers in one or in multiple user lists to a single Approval Process ID. This functionality allows you to simplify your approval scenarios and reduce the maintenance to multiple Approval Process IDs.

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Approvals for Self-Service and Extended Absence Requests

The system uses the following delivered Approval Definition IDs for self-service and extended absence requests:

- AbsenceMgmtByDeptManager
- AbsenceMgmtByPosMgmt
- AbsenceMgmtByPosnDeptMgr
- AbsenceMgmtByPosnSupervisor
- AbsenceMgmtBySupervisorId
- AbsenceBySupervisorMulti

When the originator of an absence event submits the request, the system checks to see if approvals are being used based on the Administrative Rules defined on the “Configure Country Take Setup - Absences Page” (PeopleSoft Absence Management). If no approvals are needed then the Approval Process ID and Approval Definition ID fields on the Absence page will be left blank, or you can setup your own Approval Definition ID to make your events self and auto-approved. If values are entered for these fields the approvals process is initiated.

The first step in the approval process is to identify the first person to approve the transaction. This person is based on the Approval Process definition. If the system identifies this person, the system sends a notification indicating that there is an absence awaiting for approval. The approver has the option to:

- Approve the absence. The system sends a notification to the next person in the approval process, if one is indicated.
- Deny the absence. The system terminates the approval process. The originator of the absence will receive notification indicating the absence has been denied.
- Push back the absence. The originator of the absence will receive a notification indicating the absence needs their attention.

Note: Push Back is a valid action for the approver before the absence has gone through the first approver in the approval path. Once the second or subsequent approver has pushed back the absence, the first approver should deny it instead of pushing back the absence. It is recommended for the first approver to always state the reason in the comment field when denying an absence.

If the system cannot identify the first approver, it moves to step two of the approval process.

A subsequent step in the approval process (if multiple levels of approvals were defined), is to identify the next person to approve the absence , if one is indicated. If the system identifies the next approver, the system sends a notification to the approver telling them there is an absence needing their approval. The next approver has the option of:

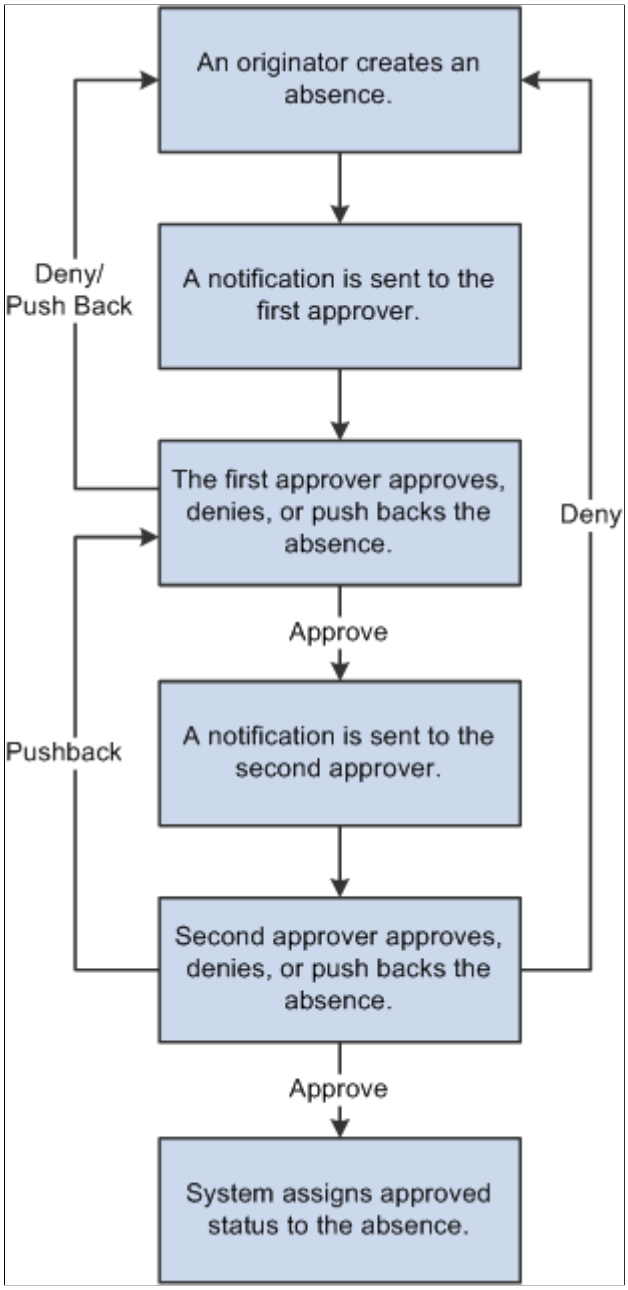
- Approving the absence . The system updates the status of the absence event to approve and ends the approval process.
- Denying the absence . The system ends the approval process. The originator of the absence event will receive notification indicating the absence event has been denied.

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- Push back the absence . The system sends a notification to the first approver associated with the absence event and notifies that person that the absence event needs their attention.

  If neither approval steps are met, the system automatically submits a notification to the approval administrator telling the administrator there is an absence event requiring their attention.

This diagram illustrates the approval process flow.



Note: The only delivered approval process with two levels of approval is the AbsenceManagement approval process ID. The others only have one level of approval. If the delivered approval processes do not meet your organizational needs you can create your own approval process ID, or add more steps to any of the approval definitions IDs that better fits your company policies.

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Approvals for Absences Entered by Administrators

The system uses the following delivered Approval Definition IDs for approvals entered by Administrators using the “Create and Maintain Absence Requests Page” (PeopleSoft Absence Management):

- AbsenceMgmtByDeptManager
- AbsenceMgmtByPosMgmt
- AbsenceMgmtByPosnDeptMgr
- AbsenceMgmtByPosnSupervisor
- AbsenceMgmtBySupervisorId
- AbsenceBySupervisorMulti
- Administrator-AutoApprove
- Administrator_RouteTo

Administrators select one of four Submit Options when submitting absence requests:

- *Approve Automatically*: This option uses the Administrator-AutoApprove approval definition to approve submitted absence requests automatically.
- *Route to An Operator ID*: This option uses the Administrator_RouteTo approval definition to route submitted absence requests to a specific approver.
- *Route To A Role*: This option uses the Administrator_RouteTo approval definition to route submitted absence requests to a specific role.
- *Use Absence Name Default*: This option routes submitted absence requests according to the approval process and approval definition defined for the absence take on the “Configure Country Take Setup - Absences Page” (PeopleSoft Absence Management).

Configuring Approval Transactions

PeopleSoft delivers the following events and email notifications templates for configuring approval transactions for Absence Management:

Event	***Template Name***
On Final Approval	GP_ABS_SS_APPR
Push Back	GP_ABS_SS_WRK
On Final Denial	GP_ABS_SS_DNY
On Error	GP_ABS_SS_ERR
On Process Launch	GP_ABS_SS_SUB

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Event	*Template Name*
Route for Approver	GP_ABS_SS_APPR_READY
On Terminate	GP_ABS_SS_WRK

Note: These templates are delivered. If modifications are needed refer to the Applications Fundamentals Documentation. The events delivered must not be modified to ensure the correct functioning of the Absence Self Service applications. You might be able to modify this setup if you have a thorough understanding of the Approval Framework, PeopleCode and Absence Self-service.

Related Links

"Configuring Approval Transactions" (Application Fundamentals)

Understanding the Approval Process Design

The approval process consists of stages, paths, steps, user lists, and criteria.

- Stages

  Stages are the high level actions that the approval process executes in a specific order. Stages are made up of one or more paths.

  AbsenceMgmtByDeptManager, AbsenceMgmtByPosMgmt, AbsenceMgmtByPosnDeptMgr, AbsenceMgmtByPosnSupervisor, AbsenceMgmtBySupervisorId, and AbsenceBySupervisorMulti use one stage.

- Criteria

  Criteria defines the rules that are used by the approval process to determine if a stage or step is executed.

- Paths

  A path is a sequence of steps.

  AbsenceMgmtByDeptManager, AbsenceMgmtByPosMgmt, AbsenceMgmtByPosnDeptMgr, AbsenceMgmtByPosnSupervisor, AbsenceMgmtBySupervisorId, and AbsenceBySupervisorMulti use one path.

- Steps

  A step represents one or more persons assigned to approve or review the absence event. Steps within a path execute in sequence with separate criteria for each step that determines whether or not that step executes.

- User Lists

  User lists identify the people that are to act on an absence event. User lists can be roles, SQL definitions, queries, or application classes.

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AbsenceManagement uses the AbsenceBySupervisorId user list.

Absence Mgmt ByDeptManager uses the AbsenceByDeptManager user list.

Absence Mgmt ByPosMgmt uses the AbsenceByPosMgmt user list.

Absence Mgmt By PosnDeptMgr uses the AbsenceByPosnDeptMgr user list.

Absence Mgmt ByPosnSupervisor uses the AbsenceByPosnSupervisor user list.

Absence Mgmt BySupervisorid uses the AbsenceBySupervisorId user list.

Administrator-AutoApprove uses the AM-AutoApprove user list.

Administrator_RouteTo uses the AM_Admin_RouteTo user list.

See “Defining Users for Approvals” (Application Fundamentals).

Note: To define the approval process, use the Setup Process Definitions (PTAF_PRCS) and the Register Transactions (PTAF_TXN) components.

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Chapter 40

Working with Delegations in Absence Management

Understanding Delegation

PeopleSoft Absence Management uses delegation to authorize another person to serve as his or her representative when working with absence transactions. For a manager, the user can delegate their tasks of approving time, entering employee time, or entering their own time to another person due to workload or their own absence from the office. For an employee, the user can delegate the entering of their time to another person while away from the office.

Delegation Terminology

The following terms are important to understanding the delegation feature:

- *Delegation:* The act of giving one's authority to another user.
- *Delegator:* A person that delegates authority to another user.
- *Proxy:* A person granted authority to act on behalf of another user.
- *Delegated Authority:* The rights and privileges that are given from the delegator to the proxy.
- *Delegation Request:* A request from the delegator to the proxy to take on delegated authority.
- *Delegation Period:* The time range in which the delegated authority is in effect.
- *Delegation Administrator:* The system administrator who is responsible for configuring, managing, and maintaining delegated authorities.
- *Revoke:* When a delegator withdraws delegated authority.

Delegation Framework

The delegation framework supports the following types of delegation:

- Downward delegation of authority to a direct report or another person lower down in the reporting hierarchy.
- Upward delegation of authority to a manager or another person higher up in the reporting hierarchy.
- Lateral delegation of authority to a peer either within the same division or in a different division within the reporting hierarchy.

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Note: To prevent situations of cascading or circular delegation chains, once the delegation framework passes delegated authority over an absence transaction to a proxy the proxy cannot delegate authority over that transaction to another user. The delegation framework only passes authority over transactions from initial delegator to initial proxy.

Related Links

"Understanding Delegation" (Enterprise Components)

Reviewing Delivered Absence Management Delegation Set Up

This topic provides an overview of delivered delegation set up for Absence Management and discusses how to:

- Review workflow transactions.
- Review permission lists and roles for delegation.
- Define installation settings.
- Review delegation transactions.

Delivered Delegation Set Up for Absence Management

: The delegation framework for Absence Management is delivered by PeopleSoft. To review this framework:

1. Review delegation transactions for workflow on the Register Workflow Transaction page.
2. Review delegation permission lists and roles through PeopleTools Security components.
3. Define installation settings for delegation on the Delegation Installation Settings page.
4. Review transactions for delegation on the Configure Delegation Transaction page.

Reviewing Workflow Transactions

The PeopleSoft system delivers several transactions that are pre-configured for the Absence Management delegation framework. This table lists the delivered delegation transactions:

Note: Refer to "Configuring Delegation Transactions" (Enterprise Components) for an updated list of delivered delegation transactions for Absence Management.

Transaction Name	*Transaction Type*	*Description*
GP_ABS_EESS_BAL	Initiate	Delegate initiation of the employee view of absence balances.

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Transaction Name	*Transaction Type*	*Description*
GP_ABS_EESS_HIST	Initiate	Delegate initiation of the employee view of absence history.
GP_ABS_EESS_REQ	Initiate	Delegate initiation of the employee request absence.
GP_ABS_MGRSS_BAL	Initiate	Delegate initiation of the manager view of absence balances.
GP_ABS_MGRSS_HIST	Initiate	Delegate initiation of the manager view of absence history.
GP_ABS_MGRSS_REQ	Initiate	Delegate initiation of manager request absence.
GP_SS_ABS_APPR_L	Approve	Delegate approval of manager approved absence request.

Use the Approval Framework and Delegation Transactions grid to register self-service transactions that use the Approval Framework and delegation framework. The data that you enter into this grid links the transaction name and accompanying tables fro HCM self-service transactions to the approval process IDs that you create for these transactions on the Register Transactions page.

Note: Ensure the **Approval Process ID** is set properly according to the Approval Process ID and Approval Process Definition defined in your Country Take setup. You can have multiple Approval Process IDs defined, yet you can only use one at a time. Associate the appropriate Approval Process ID for the **Transaction Name** *GP_SS_ABS_APPR_L* in order for delegations on Absence Requests to work correctly.
Multiple Approval Definition IDs can be added to an Approval Process ID. You can link multiple approval scenarios. One may be self-approved; while another can be one, two or more levels of approvals using approvers in one or in multiple user lists to a single Approval Process ID. This functionality allows you simplifying your approval scenarios and reduce the maintenance to multiple Approval Process IDs.

Related Links

“Linking Workflow Transactions” (Application Fundamentals)
“Setting Up Approval Process Definitions” (Application Fundamentals)

Reviewing Permission Lists and Roles for Delegation

PeopleSoft HCM delivers as system data several permission lists that are required for use of the Delegation framework.

This table describes the delivered absence management roles for the delegation framework:

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Role Name	*Attached Permission Lists*	*Description*
Delegate Employee Absence Bal	HCCPAMSS09	Enables users to access the component to view employee absence balances for another employee when it is delegated to the user.
Delegate Employee Absence Hist	HCCPAMSS10	Enables users to access the components to view employee absence history and absence request details for another employee when they are delegated to the user.
Delegate Employee Absence Rqst	HCCPAMSS08	Enables users to access the component to enter an employee absence request for another employee when it is delegated to the user.
Delegate Manager Absence Appr	HCCPAMSS04	Enables users to access the components to approve absences for another managers direct reports when the pages are delegated to the user.
Delegate Manager Absence Bal	HCCPAMSS06	Enables users to access the components to view absence balances for a managers direct reports when the pages are delegated to the user.
Delegate Manager Absence Hist	HCCPAMSS07	Enables users to access the components to view absence history for a managers direct reports when the pages are delegated to the user.
Delegate Manager Absence Rqst	HCCPAMSS05	Enables users to access the components to enter absence requests for a managers direct reports when the pages are delegated to the user.
Manager Del Absence Req Fluid	HCCPAMSS14	Enables users to access the component to enter an employee absence request for another employee when it is delegated to the user (Fluid).
Manager Del Abs Req Hist Fluid	HCCPAMSS15	Enables users to access the components to view employee absence history and absence request details for another employee when they are delegated to the user (Fluid).

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Role Name	*Attached Permission Lists*	*Description*
Manager Del Absence Bal Fluid	HCCPAMSS16	Enables users to access the components to view absence balances for a managers direct reports when the pages are delegated to the user (Fluid).
Manager Del Cancel Abs Fluid	HCCPAMSS17	Enables users to access the components to cancel absence request for another employee when it is delegated to the user (Fluid).

Note: Setting up permission lists and role security is discussed in detail in *PeopleTools: Security Administration* product documentation.

Related Links

"Setting Up Permission Lists and Roles for Delegation" (Enterprise Components)

Defining Installation Settings

When using delegations, ensure that your specified hierarchy is in sync with your direct reports access type setup, as well as you approval process and definition IDs are associated to your absence. Having an incorrect setup could lead to incorrect results. For example, if you use direct report access type and delegation hierarchy by supervisor ID, then ensure that your absence approval process ID is setup by supervisor ID.

Related Links

"Defining Delegation Installation Settings" (Enterprise Components)
"Setting Up Access to Direct Reports Data" (Application Fundamentals)

Reviewing Delegation Transactions

This table lists the delegation transactions delivered for Absence Management:

Note: Refer to "Configuring Delegation Transactions" (Enterprise Components) for an updated list of delivered delegation transactions for Absence Management.

Transaction Name	*Transaction Type*	*Role*
Employee Absence Balance	Initiate	Delegate Employee Absence Bal
Employee Absence History	Initiate	Delegate Employee Absence Hist
Employee Absence Request	Initiate	Delegate Employee Absence Rqst

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Transaction Name	*Transaction Type*	*Role*
Manager Absence Balance	Initiate	Delegate Manager Absence Bal
Manager Absence History	Initiate	Delegate Manager Absence Hist
Manager Absence Request	Initiate	Delegate Manager Absence Rqst
Manager Absence Approve	Approve	Delegate Manager Absence Appr

Adding Delegation Request Through Self Service

This topic provides an overview of delegation through self service and discusses an example of delegation in Absence Management.

Steps to Set Up Delegation Through Self Service

A delegator follows these steps to delegate absence requests through self service:

1. Log in to the system.
2. Navigates to the Manage Delegation component.
3. Click on the **Create Delegation Request** hyper link.
4. If the delegator has multiple jobs, they will have to select the job for which they are delegating the transaction.

   Note: If the person has multiple jobs, they must be active in at least one job throughout the delegation period.

5. Enter **From Date** and **To Date** for the delegation request, then click the **Next** button.
6. Select the transactions to delegate authority, then click the **Next** button.
7. Review the list and select a proxy. To do this select a person to which authority will be delegated
8. Select the **Notify Delegator** check box, then click **Submit.**
9. Clicks **OK,** then log out.

Related Links

“Working with Self-Service Delegation” (Enterprise Components)

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Example of Delegating Absence Authority

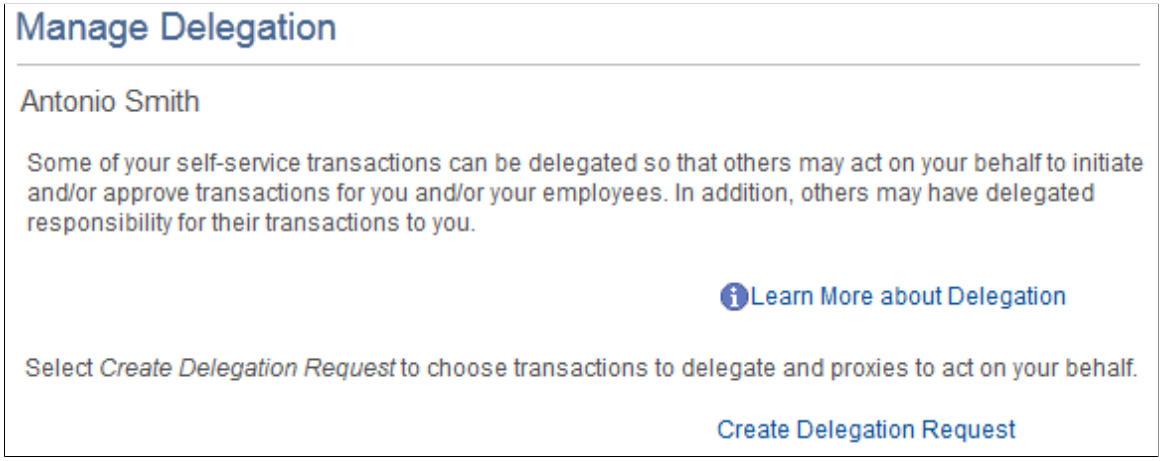
In this example the manager, Antonio Smith, is going on vacation from August 17, 2009 through August 23. 2009. During this time away from work, Antonio delegates all of his managerial absence authorities to another manager, Paul Harvest.

The following illustrations displays the steps taken by Antonio Smith to delegate his absence authority.

Managing Delegations

Antonio navigates to the Manage Delegation page to create the delegation request.

This example illustrates the fields and controls on the Manage Delegation page.



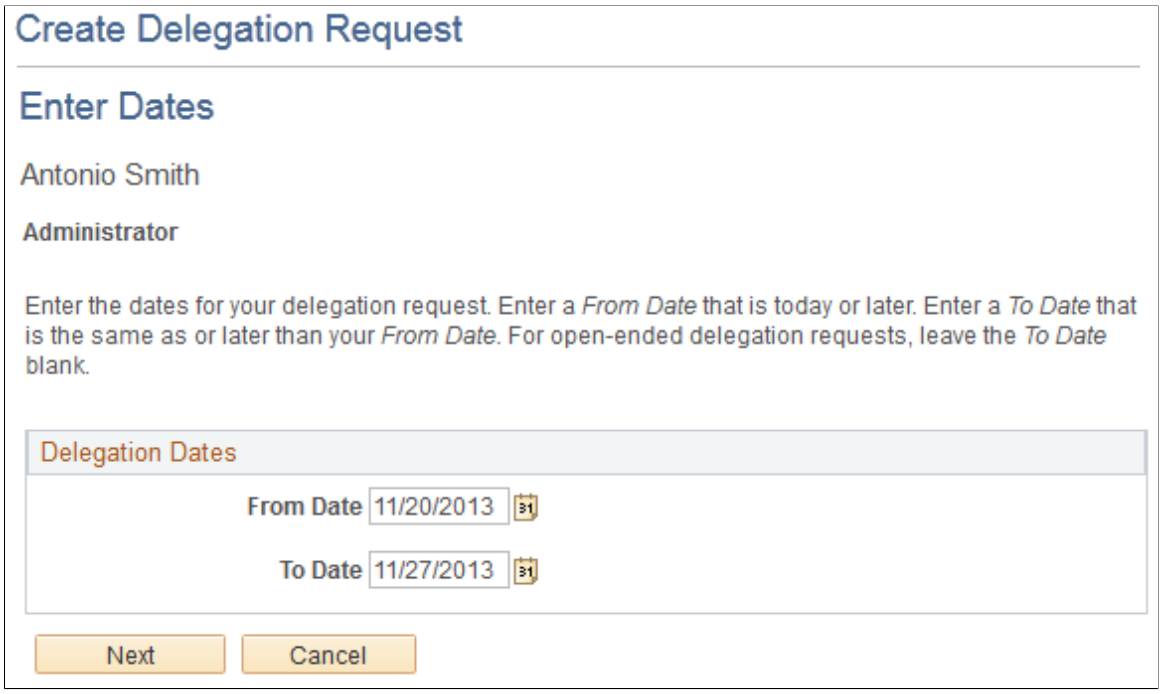
For more information about accessing Fluid delegation transactions using the **Delegations** tile, see “Delegations Tile” (Enterprise Components).

Entering Dates for the Delegation Request

Antonio Smith enters the dates he wants to delegate his absence authorities during his time away from work.

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This example illustrates the fields and controls on the Create Delegation Request – Enter Dates page.



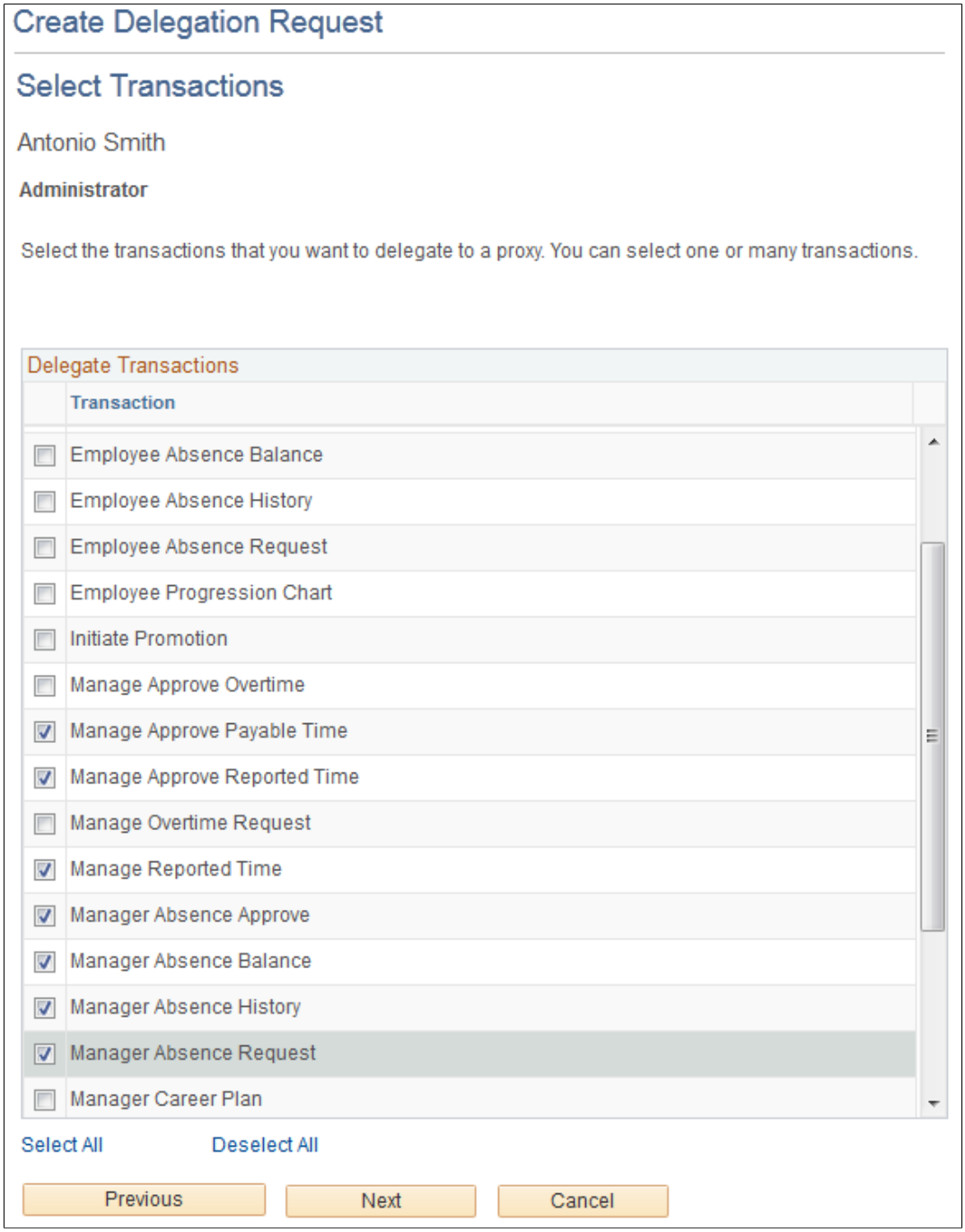
See “Create Delegation Request - Delegation Dates Page” (Enterprise Components).

Selecting Transactions for the Delegation Request

Antonio selects the types of absence transactions in which to delegate authority. He chooses to delegate all his managerial absence transactions, but not his employee absence transactions.

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This example illustrates the fields and controls on the Create Delegation Request – Select Transactions page.



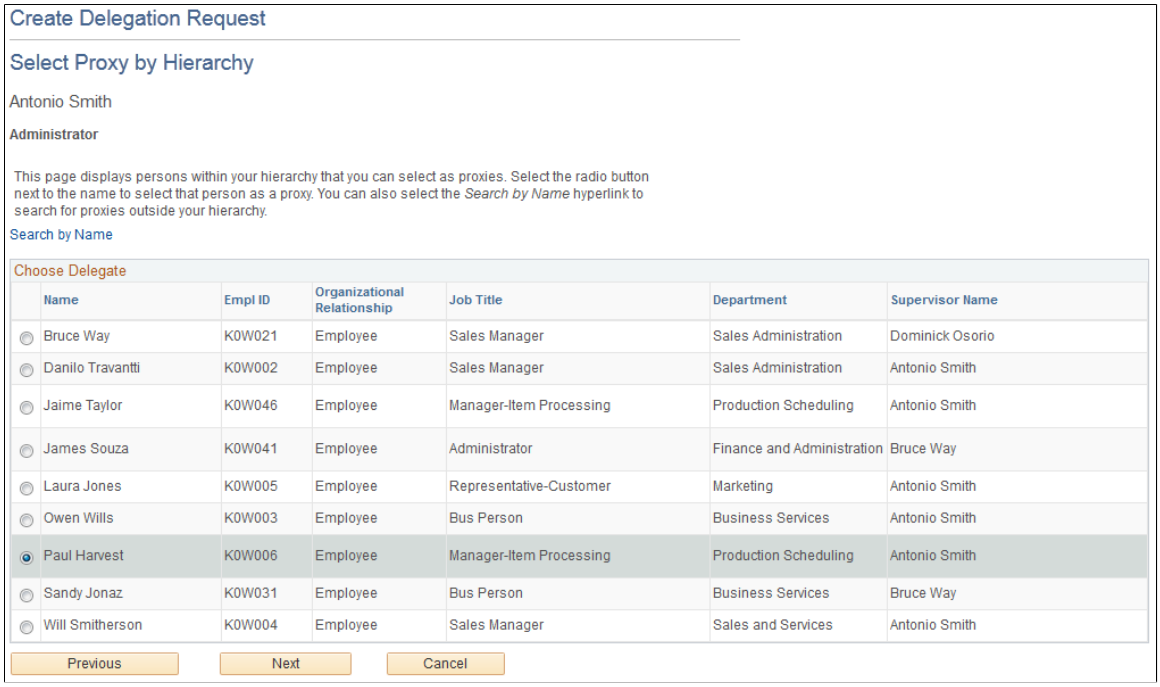
See “Create Delegation Request - Transactions Page” (Enterprise Components).

Selecting Proxy by Hierarchy

Antonio selects Paul Harvest as the person to delegate his absence transactions.

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This example illustrates the fields and controls on the Create Delegation Request – Select Proxy by Hierarchy page.



Create Delegation Request

Select Proxy by Hierarchy

Antonio Smith

Administrator

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

Search by Name

Choose Delegate

	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
○	Bruce Way	K0W021	Employee	Sales Manager	Sales Administration	Dominick Osorio
○	Danilo Travantti	K0W002	Employee	Sales Manager	Sales Administration	Antonio Smith
○	Jaime Taylor	K0W046	Employee	Manager-Item Processing	Production Scheduling	Antonio Smith
○	James Souza	K0W041	Employee	Administrator	Finance and Administration	Bruce Way
○	Laura Jones	K0W005	Employee	Representative-Customer	Marketing	Antonio Smith
○	Owen Wills	K0W003	Employee	Bus Person	Business Services	Antonio Smith
◉	Paul Harvest	K0W006	Employee	Manager-Item Processing	Production Scheduling	Antonio Smith
○	Sandy Jonaz	K0W031	Employee	Bus Person	Business Services	Bruce Way
○	Will Smitherson	K0W004	Employee	Sales Manager	Sales and Services	Antonio Smith

Previous Next Cancel

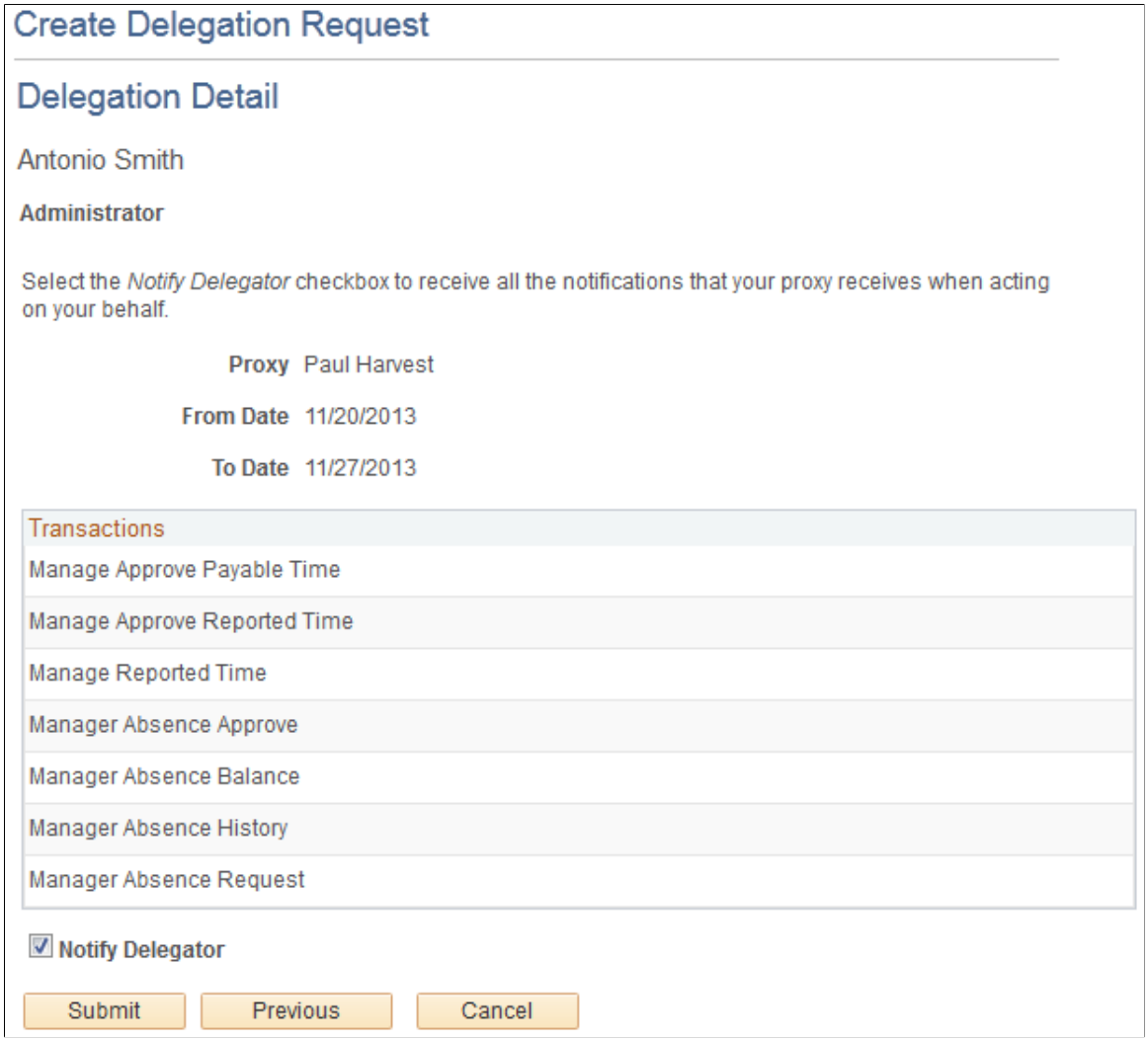
See “Create Delegation Request - Delegates Page” (Enterprise Components).

Viewing Delegation Detail

Antonio can review the transactions he has selected to delegate to Paul. Depending on whether changes are needed he can submit or cancel the delegation request. If he submits it, the system automatically sends an email notification to the proxy, Paul Harvest, to review and either accept or reject the delegation.

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This example illustrates the fields and controls on the Create Delegation Request – Delegation Detail page.



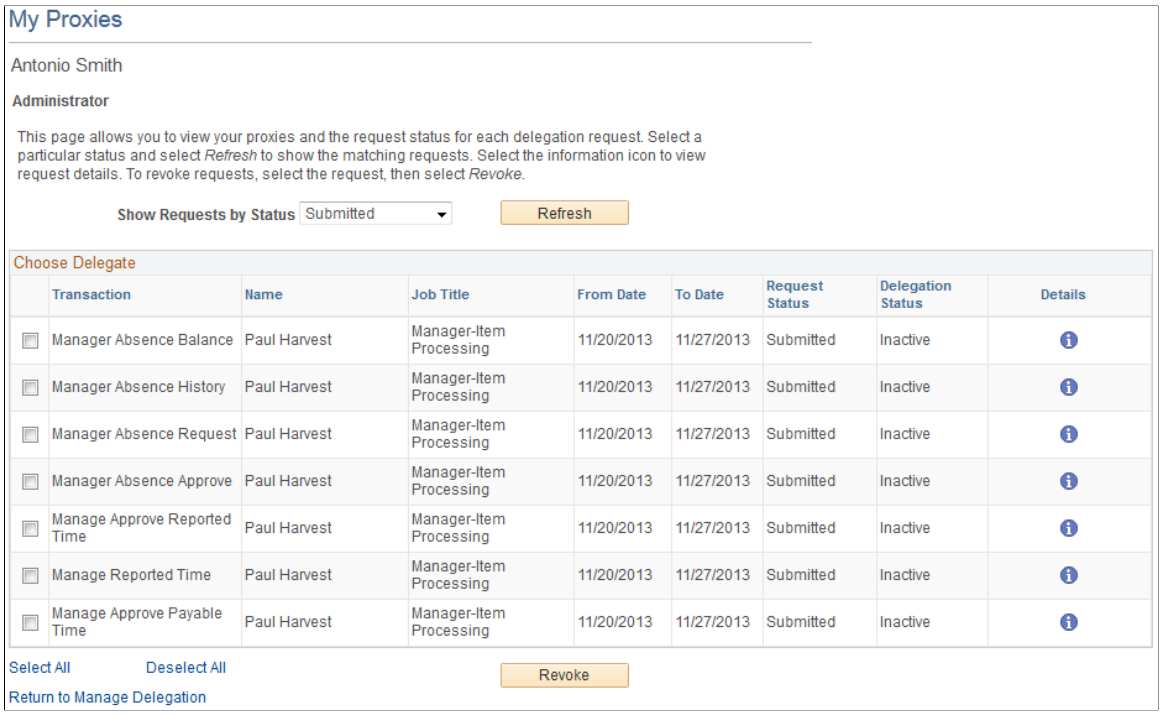
See “My Delegates Page” (Enterprise Components).

Viewing Proxies

Antonio can view all the proxies and request status for the delegation request. If needed he can revoke any of the transactions he has delegated at any time during the delegation period.

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This example illustrates the fields and controls on the My Proxies page.

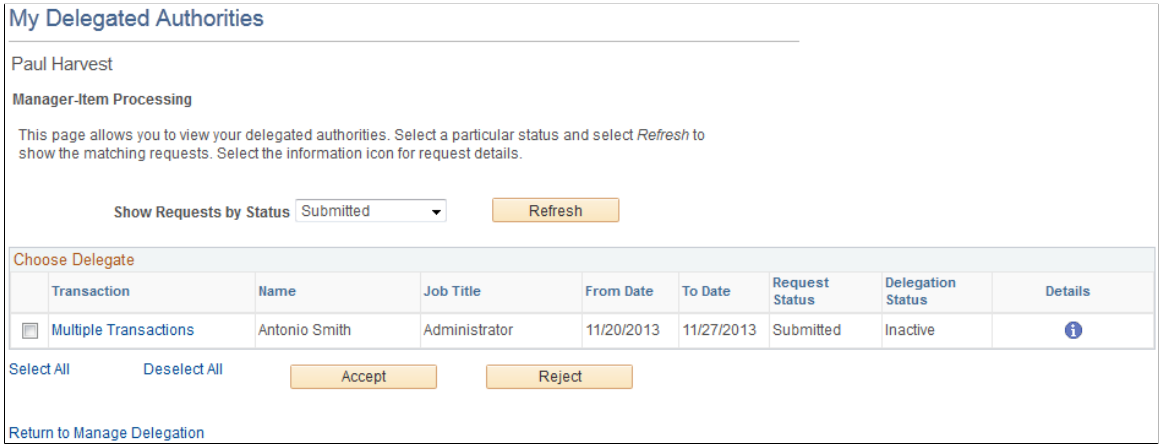


See “My Delegates Page” (Enterprise Components).

Viewing Delegation Authorities

Once Paul Harvest gets the email notifying him of the delegation request, he accesses the My Delegated Authorities page to accept or reject the request.

This example illustrates the fields and controls on the My Delegated Authorities page.



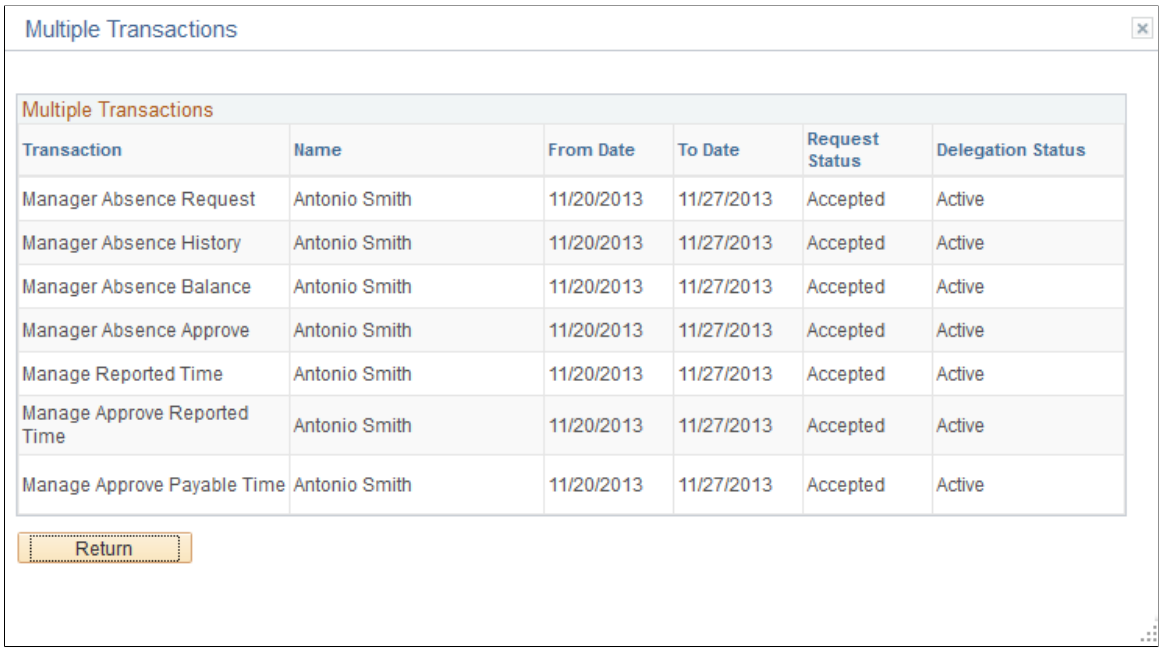
See “My Delegated Authorities Page” (Enterprise Components).

Viewing Details for Multiple Transactions

Prior to accepting or rejecting the delegation, Paul can review the transaction delegated to him.

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This example illustrates the fields and controls on the Multiple Transactions page.

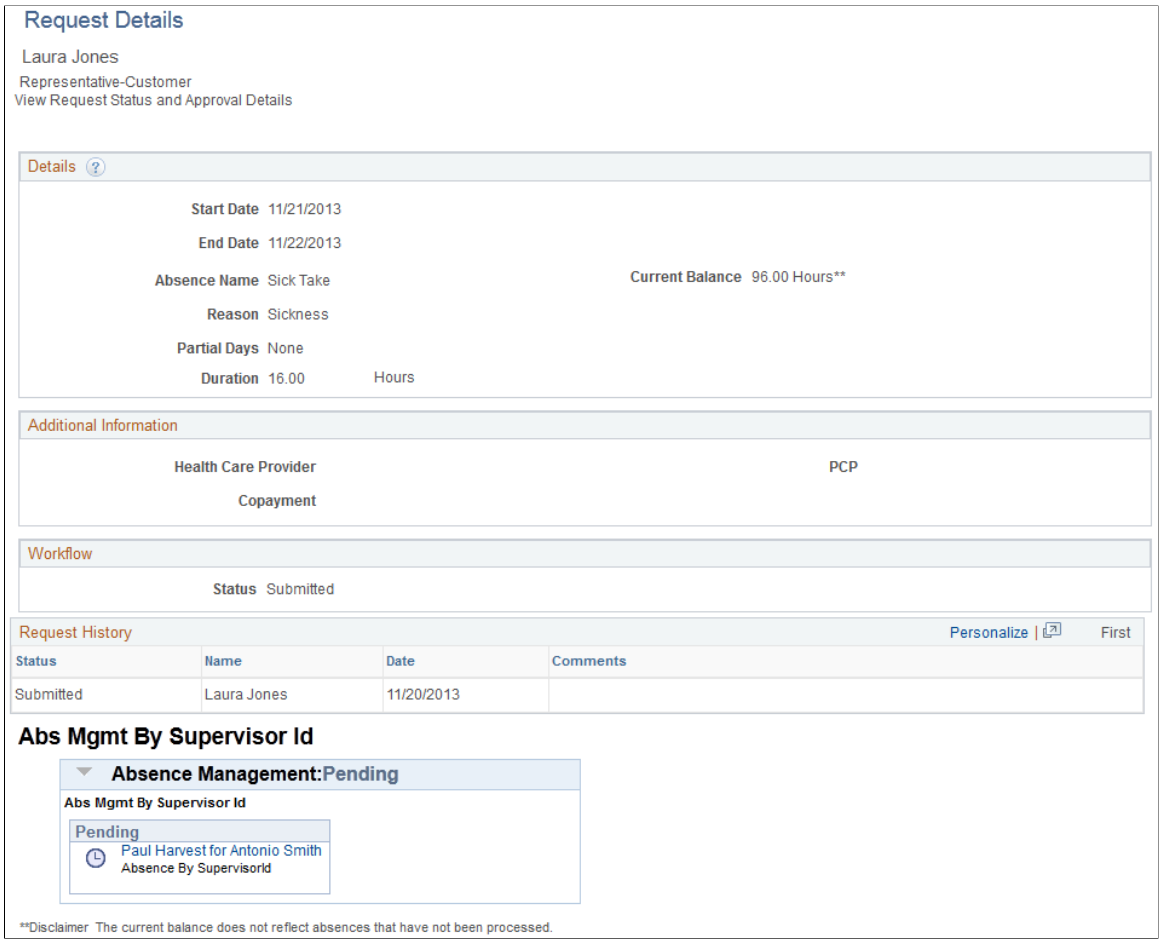


Delegated Absence Transaction

In this example, Laura Jones is an employee who reports to Antonio Smith. At the time of this absence Antonio Smith has delegated his approval authority to Paul Harvest. When a delegation is active the absence request details will display who is approving the absence request. The Request Details page displays the delegated authority for approval:

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This example illustrates the fields and controls on the Request Details page.



See “Request Absence Page” (PeopleSoft Absence Management).

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Chapter 41

Setting Up Triggers

Understanding Triggers

This topic discusses:

- Trigger uses.
- Trigger table data.
- Trigger generation.
- Managing used or obsolete triggers.
- Segmentation triggers with earning and deduction assignments.
- Defining triggers manually.

Trigger Uses

In Global Payroll, the mechanism used to detect online data changes that should result in iterative, retroactive, or segmentation processing is called a *trigger*. To set up triggers, you select the database records and fields that you want to make sensitive to data changes such as pay increases, job location changes, and terminations; then, when the change occurs, the system writes a line of data to a table called a *trigger table* to tell the system how to process the change.

There are three types of triggers:

- Iterative

  An *iterative* trigger tells the system to process (or reprocess) a payee in the current open calendar, possibly because payee data has changed or the payee was placed in suspended mode during batch processing. The system generates only one iterative trigger per payee per open calendar group, regardless of the number of calendars in the calendar group. When data changes for the payee, the system (using online code) generates iterative triggers that enable the batch process to recalculate the payee, add the payee to the calendar run, or remove the payee from the calendar run.

- Retroactive

  A *retroactive (or retro)*trigger tells the system to reprocess previously calculated (closed) calendars. For example, this can occur when a payee's rate of pay changes and the change goes back to a prior calendar. The payroll data must be reprocessed to ensure that the payee receives the correct payment amounts.

  See Understanding Retroactive Methods.

- Segmentation

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A segmentation trigger tells the system to segment all or a subset of payroll elements in a pay run in response to a change in payee data.

See Understanding Segmentation Setup.

You can generate triggers in two ways:

- Manually: Doesn't require you to set up trigger definitions. You create triggers manually for a given payee.

  See Managing Automatically Generated Triggers and Defining Triggers Manually.

  Note: You can generate triggers manually only for retroactive and segmentation triggers.

- Automatically: Requires you to set up trigger definitions. These trigger definitions tell the system how and when to generate "automatic" triggers when a database change occurs.

Once triggers are generated (manually or automatically), the batch process uses the trigger to perform the proper action.

Trigger Table Data

When a trigger is generated by a change to a record or record and field combination, the system writes the data needed to process the change to a trigger table. Each type of trigger has a separate table for storing this data.

Iterative Trigger Table

The information generated by an iterative trigger is stored in the iterative trigger table (GP_ITER_TRGR). This table contains the following data:

Field	*Purpose*
EMPLID	Iterative triggers are payee-level triggers generated from records that have Employee ID as part of their key structure. The EMPLID identifies the payee affected by the change that generates the trigger. Mass triggers function differently and are not restricted to records that have Employee ID as part of their key structure. See Understanding Mass Triggers, .
CAL_RUN_ID	Identifies the calendar run in which the iterative trigger is processed.

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Field	*Purpose*
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same iterative trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
ITER_TRGR_STATUS	Identifies whether the system is processing a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers - Iterative page. *In-Process:* For triggers that are being considered by the batch process. *Processed:* For triggers that were processed by the system and can't be reconsidered. *Unprocessed:* For triggers that haven't been processed by the system.
ITER_TRGR_SRC	Identifies how the iterative trigger is generated. Options are: *Batch:* For triggers that are generated during batch processing. *Online:* For triggers that are generated by the online code.
COUNTRY	The country code associated with the iterative trigger.
RECNAME	Identifies the source record from which the iterative trigger is generated.
FIELDNAME	Identifies the field that generates the iterative trigger in response to a data change.
TRGR_FLD_VAL_CHAR	Identifies the character value change that causes the iterative trigger to be generated. This field is not populated if the trigger is defined at the record level only.
TRGR_FLD_VAL_DT	Identifies the date value change that causes the iterative trigger to be generated. This field is not populated if the trigger is defined at the record level only.
TRGR_FLD_VAL_NUM	Identifies the numeric value change that causes the iterative trigger to be generated. This field is not populated if the trigger is defined at the record level only.

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When an iterative trigger is generated by a data change, the system writes the employee ID, the country, and the calendar run ID along with other information to the trigger table to facilitate iterative processing by the batch code.

Among other things, this data tells the system:

- Which payees to process or reprocess.
- Which open calendars to process.

In addition, the system uses the RECNAME, FIELDNAME, TRGR_FLD_VAL_CHAR, TRGR_FLD_VAL_DT, and TRGR_FLD_VAL_NUM fields to identify the source of an iterative trigger (the record, field, and/or field value changes that generate a trigger). This information enables a clearer understanding of what causes iterative processing of a payee's earnings, and can be used to facilitate debugging or answer queries.

Note: You can view the trigger source data stored in this table on the Iterative page.

See Iterative Page.

Retroactive Trigger Table

The information generated by a retroactive trigger is stored in the retroactive trigger table (GP_RTO_TRGR). This table contains the following data:

Field	***Purpose/Description***
EMPLID	Retroactive (or *retro*) triggers are payee-level triggers generated from records that have Employee ID as part of their key structure. The EMPLID identifies the payee affected by the change that generates the trigger. Mass triggers function differently and are not restricted to records that have Employee ID as part of their key structure. See Understanding Mass Triggers.
COUNTRY	The country code associated with a retroactive trigger.
TRGR_EVENT_ID	The trigger event ID associated with record, field, or value changes as defined in the trigger setup.
TRGR_EFFDT	The effective date tells the system which pay periods to process retroactively (for example, a retro trigger with an effective date of January 1, 2000 tells the system to reprocess all calendars beginning with the January 2000 payroll run).

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Field	*Purpose/Description*
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same retroactive trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
RTO_TRGR_SRC	Identifies how the retro trigger is generated. Options are: *Automatic:* Identifies triggers that are generated by the online code. *Manual:* Denotes manually generated triggers. *Utility-Generated:* Not available.
TRGR_STATUS	Identifies whether the system is processing a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers page. *In-Process:* Denotes triggers that are being considered by the batch process. *Processed:* Identifies triggers that were processed by the system and can't be reconsidered. *Unprocessed:* Identifies triggers that haven't been processed by the system.
TRGR_DESCR	This field serves as the trigger tag or description of a trigger. For use with the *Utility-Generated* source value.
CAL_RUN_ID	Identifies the calendar run in which the retroactive trigger is processed.
RECNAME	Identifies the source record from which the retro trigger is generated.
FIELDNAME	Identifies the field that generates the retro trigger in response to a data change.
TRGR_FLD_VAL_CHAR	Identifies the character value change that causes the retro trigger to be generated. This field is not populated if the triggered is defined at the record level only.

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Field	*Purpose/Description*
TRGR_FLD_VAL_DT	Identifies the date value change that causes the retro trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_NUM	Identifies the numeric value change that causes the retro trigger to be generated. This field is not populated if the triggered is defined at the record level only.

When a retroactive trigger is generated by a data change, the system writes the employee ID, the effective date of the change (also called the trigger effective date), the country, and the associated event ID along with other information to the trigger table to facilitate retroactive processing by the batch code.

Among other things, this data tells the system:

- Which payees to process.
- Which periods to process retroactively, based on the trigger effective date.
- Which process definition to use to recalculate prior periods.

In addition, the system uses the RECNAME, FIELDNAME, TRGR_FLD_VAL_CHAR, TRGR_FLD_VAL_DT, and TRGR_FLD_VAL_NUM fields to identify the source of a retro trigger (the record, field, and/or field value changes that generate a trigger). This information enables a clearer understanding of what causes retroactive processing of a payee's earnings, and can be used to facilitate debugging or answer queries.

Note: You can view the trigger source data stored in this table on the Retro page.

See Retro Page.

Note: You can generate multiple rows of trigger data for one event by making multiple record and field combinations sensitive to retroactive data changes. For example, a retroactive change in hire date and a retroactive change in pay group might both generate retro triggers for the same event. In the case of multiple retro triggers, the earliest trigger effective date is used to drive limit calculations, which, in turn, direct retroactive calculations.

Segmentation Trigger Table

The information generated by a segmentation trigger is stored in the segmentation trigger table (GP_SEG_TRGR). This table contains the following data:

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Field	*Purpose*
EMPLID	Segmentation triggers are payee-level triggers generated from records that have Employee ID as part of their key structure. The EMPLID identifies the payee affected by the change that generates the trigger. Mass triggers function differently and are not restricted to records that have Employee ID as part of their key structure. See Understanding Mass Triggers.
EMPL_RCD	Identifies the job affected by a segmentation event.
COUNTRY	The country code associated with the segmentation trigger.
TRGR_EVENT_ID	The trigger event ID associated with a triggering condition, as defined in your setup. It tells the system what type of segmentation to apply and the elements to segment (in the case of element segmentation).
TRGR_EFFDT	The effective date tells the system how to segment a pay period (for example, a segmentation trigger with an effective date of June 15 tells the system to divide the June pay period into two segments, one with the dates June 1 to June 15, and another with the dates June 16 to June 30).
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same segmentation trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
SEG_TRGR_SRC	Identifies how the segmentation trigger is generated. Options are: *Automatic:* Identifies triggers generated by the online code. *Manual:* Denotes manually generated triggers.
SEG_TRGR_STATUS	Identifies whether the system is processing a trigger. Options are: *Active:* Indicates that the trigger has been written out and will remain active until canceled by a user. *Canceled:* You can cancel a trigger whose status is *Active* on the Payee Triggers page.

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Field	*Purpose*
SEG_TRGR_LVL	Specifies whether a trigger is a payee-level or a payee-job (EMPL_RCD) level trigger. Instructs the system to process for one job only or for all jobs.
RECNAME	Identifies the source record from which the segmentation trigger is generated.
FIELDNAME	Identifies the field that generates the segmentation trigger in response to a data change.
TRGR_FLD_VAL_CHAR	Identifies the character value change that causes the segmentation trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_DT	Identifies the date value change that causes the segmentation trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_NUM	Identifies the numeric value change that causes the segmentation trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_PIN	Contains the PIN number of the element (earning or deduction) that causes the segmentation trigger to be generated. This applies only to triggers that result from an element assignment in the earning/deduction assignment record GP_PYE_OVRD. See Understanding Overrides.

When a segmentation trigger is generated by a data change, the system writes the employee ID, the effective date of the change (also called the trigger effective date), the country, and the associated event ID along with other information to the trigger table to facilitate retroactive processing by the batch code.

Among other things, this data tells the system:

- Which payees to process.
- The dates to use for the period segments or slices.
- What type of segmentation to use and the elements to segment (in the case of element segmentation).

In addition, the system uses the RECNAME, FIELDNAME, TRGR_FLD_VAL_CHAR, TRGR_FLD_VAL_DT, TRGR_FLD_VAL_NUM, and TRGR_FLD_VAL_PIN fields to identify the source of a segmentation trigger (the record, field, and/or field value changes that generate a trigger). This

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information enables a clearer understanding of what causes segmentation of a payee's earnings, and can be used to facilitate debugging or answer queries.

Note: You can view the trigger source data stored in this table on the Segmentation page.

See Segmentation Page.

Trigger Generation

This topic discusses the concept of trigger effective date types and trigger levels, and describes how and when the system generates triggers based on effective date types and trigger levels.

Effective Dates and Effective Date Types

All triggers except iterative triggers are stored in the trigger tables with their trigger effective dates (TRGR_EFFDT). These dates are based on—but are not necessarily identical to—the dates of the database changes that cause the triggers to be generated. In the PeopleSoft system, these database change dates are recorded in the following fields: Effective Date, Begin and End Date, and Fixed Date fields. Because of the central role played by these fields, retro and segmentation triggers can *only* be generated from *dated* records: retroactive triggers can only be defined for records with *Effective* or *Begin* and *End Date* fields, or records with *Fixed Date* fields; and segmentation triggers can only be defined for records with *Effective Date* fields, with one exception: the system can also generate segmentation triggers from the begin and end dated earning/deduction assignment record GP_PYE_OVRD.

Based on which date field is the source of the trigger effective date, every retro and segmentation trigger falls into one of the following *effective date types*:

- *Effective Date*: Trigger date is based on an Effective Date field.
- *Begin/End Date*: Trigger date is based on a Begin or End Date field.
- *Fixed Date*: Trigger date is based on a fixed date that has been passed as a parameter to the generic PeopleCode function Generate_Triggers.

  See Implementing Triggers.

When the system processes retro and segmentation triggers, it uses the effective date type determine what date to use as the trigger effective date.

Note: Iterative triggers do not use the concept of trigger effective dates, since the change date is irrelevant to their function, which is to trigger the calculation or recalculation of the current pay run for a specific payee. They can be defined for non-effective-dated records as well as effective dated and begin and end dated records.

Trigger Levels

When you set up triggers in PeopleSoft Global Payroll, you must specify the level at which the system responds to database changes: you can set up the system to generate triggers in response to effective or begin and end dated changes to any field in a record (trigger level = *Record*), to all changes to a specific field in the record (trigger level = *Field, Non Value Based*), or only when a specific value is entered in the field (trigger level = *Field, Value Based*). The trigger level determines when and under what conditions the system generates triggers.

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Rules for Iterative Triggers: Generating Triggers

Iterative triggers are generated only when an open calendar group exists; the calendar group must have been "Identified."

When the trigger level is *Record,* the system generates an iterative trigger if a row is added, changed, or deleted.

When the trigger level is *Field,* Non-Value-based, the system generates an iterative trigger if:

- A row and the field are changed.
- A row is added or deleted.

Note: For *Field,* Non-Value-based triggers, adding a row causes a trigger to be generated only if the field value changes.

When the trigger level is *Field,* Value-based, besides observing the rules for non-value-based triggers, the system generates an iterative trigger only if the value of the added, changed, or deleted row matches a value you specified earlier, or you have chosen to generate triggers even if no values match.

Rules for Retroactive Triggers: Setting Trigger Effective Dates and Generating Triggers

When Trigger Effective Date Type is *Effective Date:*

- By default, if a row is added, the system uses the effective date as the trigger effective date.

Note: Although the default is to use the change date (the effective date of the added row) as the trigger effective date, you can modify effective dating of retro triggers on the Trigger Definitions – Field Values page so that the trigger date falls before or after the actual change date.

See Trigger Definitions - Field Values Page.

- If a row is deleted, the system uses the initial effective date as the trigger effective date.
- If a row is changed, the system uses the earlier of the initial effective date and the changed effective date as the trigger effective date.

The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date of the row at save time. If you haven't changed the effective date, it's the same as the initial effective date. If you've changed the effective date, it is different from the initial effective date.

When Trigger Effective Date Type is *Begin/End Date:*

- By default, if a row is added, the system uses the begin date as the trigger effective date.

Note: Although the default is to use the change date (the begin date of the added row) as the trigger effective date, you can modify effective dating of retro triggers on the Trigger Definitions – Field Values page so that the trigger date falls before or after the actual change date.

See Trigger Definitions - Field Values Page.

- If a row is deleted, the system uses the initial begin date as the trigger effective date.

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- If a row is changed and the end date is the only changed field, the system uses the earlier of the initial end date and changed end date as the trigger effective date; otherwise, the system uses the earlier of the initial begin date and the changed begin date as the trigger effective date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date of the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it is different from the initial begin date.

The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

Note: With absences, the system uses the begin date as the trigger effective date even if you change the end date. If an existing row is voided, and a new row is created, the system uses the begin date as the trigger effective date.

When Trigger Effective Date Type is *Fixed Date,* the trigger date is the date that you specify as a parameter in the PeopleCode function Generate_Triggers.

When Trigger Level is *Record*:

- The system generates a retro trigger if a row is added, changed, or deleted.
- If you change multiple rows, the earliest trigger date from all the changed rows is used as the trigger effective date.

When Trigger Level is *Field,* Non-Value-based:

- If a row is added or deleted, the system finds the maximum effective-dated row that's earlier than the trigger date for the row.

  If the field value differs between the prior row and the added or deleted row, the system generates a retroactive trigger.

- If a row and the field value are changed, the system generates a retroactive trigger regardless of whether the effective date for that row is changed.
- If a row and the effective date for that row are changed (assume the effective date before the change is the "old date" and that the effective date after the change is the "new date"):
  - If the field is changed, the system generates a retroactive trigger.
  - The system finds the row whose maximum effective date is less than the new date.

    If the field value differs between the prior row and the changed row, a retroactive trigger is generated.

  - The system finds the row whose maximum effective date is less than the old date.

    If the field value differs between the prior row and the changed row, a retroactive trigger is generated.

- If a prior row isn't found, the added, changed, or deleted row is the first row in the buffer.

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In this case, a retroactive trigger is generated with the primary event ID specified in the trigger definition.

When Trigger Level is *Field,* Value-based, besides observing the rules for non-value-based triggers, the system generates a retroactive trigger only if the value of the added, changed, or deleted row matches a value you specified earlier or you've chosen to generate a trigger even if no values match.

Rules for Segmentation Triggers: Setting Trigger Effective Dates and Generating Triggers

With the exception of the begin and end dated earning and deduction assignment record GP_PYE_OVRD, you can generate segmentation triggers only from records whose Trigger Effective Date Type is *Effective Date.*

See Segmentation Triggers with Earning and Deduction Assignments.

Segmentation triggers aren't generated for deleted rows.

When Trigger Effective Date Type is *Effective Date:*

- If a row is added, the system use the effective date of the added row as the trigger effective date.
- If a row is changed, the system uses the effective date of the change as the trigger effective date (not the initial effective date).

Note: The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date of the row at save time.

When Trigger Effective Date Type is *Begin/End Date:*

Note: The only begin and end dated record for which you can define segmentation triggers is the earning and deduction assignment record GP_PYE_OVRD

- If a row is added, the system uses the begin date as the effective date of the initial trigger, and the end date + 1 as the effective date of the terminal trigger.

  Note: When a segmentation trigger is generated from the begin and end dated record GP_PYE_OVRD, the system creates two triggers, each with a different trigger effective date—one based on the begin date, and another based on the end date. For example, assume that you assign a deduction to a payee with begin and end dates of June 10 and June 20, and that you process payrolls on a monthly calendar. The system creates a trigger with an effective date of June 10 (the initial trigger), and a second trigger with an effective date of June 21 (the terminal trigger with an effective date of end date + 1). Based on these trigger dates, the system divides the period into three segments: 1–10 June, 11–20 June, and 21–30 June.

- If a row is changed and the end date is the only changed field, the system uses the changed end date + 1 as the new terminal trigger effective date. If a row is changed and the begin date is the only changed field, the system uses the changed begin date as the new initial trigger effective date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date of the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it is different from the initial begin date.

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The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

When Trigger Level is *Record,* the system generates a segmentation trigger if a row is added or changed.

When Trigger Level is *Field,* Non-Value-based:

- If a row is added or changed, the system finds the row whose maximum effective date is less than the added or changed row.

  If the field value differs between the prior and current row, the system generates a segmentation trigger.

- If a prior row cannot be found:
  - If the field value is changed, the system generates a segmentation trigger.
  - If it is a new row, the system generates a segmentation trigger for all specified fields.

When Trigger Level is *Field,* Value-based, besides observing the rules for non-value-based triggers, the system generates a segmentation trigger only if the value of the added or changed row matches a value you specified earlier or you have chosen to generate triggers even if no values match.

Managing Used or Obsolete Triggers

The Global Payroll system automatically marks retro and iterative triggers as used once they initiate the required processing so that they do not affect future calculations. In addition, you can manually cancel both iterative and retro triggers that have been created in error or that you do not want to impact payroll processing. By contrast, segmentation triggers are designed to remain active in the system, since if a segmentation event occurs during a calculation period, it should trigger segmentation every time the period is processed. However, there are times when segmentation events need to be modified or removed after they are entered in the system, either because they should not have been entered at all, the dates of the event were entered incorrectly, or other data was recorded incorrectly. The Global Payroll system addresses the problem of unnecessary triggers left by segmentation events by automatically deleting them in response to the following data changes at each of the three trigger levels *(Record, Field-Non Value Based, Field-Value Based)*:

Data Change	***Record Trigger Level***	***Field – Non Value Based Trigger Level***	***Field – Value Based Trigger Level***
Effective, Begin, or End Date Correction	Yes	Yes	Yes
Field Value Correction	No	Yes	Yes
Row Deletion	Yes	Yes	Yes

Important! The system only deletes automatically generated triggers, not manually generated triggers or mass triggers.

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Note: Although the system automatically removes segmentation triggers in the situations described here, you can also manually cancel segmentation triggers just as you can iterative and retro triggers. To manage and cancel triggers, use the pages in the Review Triggers (GP_TRIGGER) and Review Iterative Triggers (GP_TRGRITER_CALRUN) components.

Example: Removing a Segmentation Trigger In Response to a Change In the Effective Date of a Row

Assume that there is a *Field, Value Based* trigger on the JOB record.

The field and field values defined to generate triggers are **Action** and *PAY* (pay rate change) or *TER* (termination).

Assume that you change the effective date of a termination action (TER) from November 15 to November 20.

When the effective date associated with this action changes, the system should:

- Delete the old trigger associated with the changed source row.
- Insert a new trigger with a new trigger effective date.

User Action	*Field Change*	*Effdt/Effseq*	*Trigger Action*	*Trigger Effdt*	*Source Field Value*	*Trigger Event ID*
Existing Row	PAY	10/20/05	Insert	10/20/05	PAY	Event 1
Existing Row	TER	11/15/05	Insert	11/15/05	TER	Event 1
Correction	TER	11/20/05	Delete	11/15/05	TER	Event 1
			Insert	11/20/05	TER	Event 1

In this example, the effective date of the November 15 termination row changes to November 20. As a result, the system deletes the November 15 trigger and creates a new trigger with an effective date of November 20.

Example: Removing a Segmentation Trigger In Response to a Change In a Field Value

Assume that there is a *Field, Value Based* trigger on the JOB record.

The field and field values defined to generate triggers are **Action** and *PAY* (pay rate change) or *TER* (termination).

Assume that you change the Action value of an October 20 effective dated row from TER (termination) to DTA (data change).

When the effective date associated with this action changes, the system should delete the old trigger without creating a new one:

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User Action	Field Change	Effdt/Effseq	Trigger Action	Trigger Effdt	Source Field Value	Trigger Event ID
Existing Row	PAY	01/01/05	Insert	01/01/05	PAY	Event 1
Existing Row	TER	10/20/05	Insert	10/20/05	TER	Event 1
Existing Row	DTA	11/15/05	None		TER	Event 1
Correction	DTA	10/20/05	Delete	10/20/05	TER	Event 1
			No Trigger			

In this example, the value of the October 20 effective dated row changes from TER to DTA. Because DTA is not a recognized value for trigger generation (only TER and PAY are set up to generate triggers), the system deletes the trigger with the October 20 effective date without generating a new one.

Example: Removing a Segmentation Trigger In Response to a Change In a Field Value

Assume that there is a *Field, Value Based* trigger on the JOB record.

The field and field values defined to generate triggers are **Action** and *PAY* (pay rate change) or *TER* (termination).

Assume that you change the Action value of a July 1, 2005 effective dated row from DTA (data change) to PAY (pay rate change), and that there is a second, preexisting row with a value of PAY and an effective date of January 1, 2006. This example shows that the latter row is affected by the change to the earlier row:

User Action	Field Change	Effdt/Effseq	Trigger Action	Trigger Effdt	Source Field Value	Trigger Event ID
Existing Row	DTA	01/01/05	None		PAY	Event 1
Existing Row	DTA	07/01/05	None		TER	Event 1
Existing Row	PAY	01/01/06	Insert	01/01/06	TER	Event 1
Correction	PAY	07/01/05	Delete	No trigger to delete.	TER	Event 1
			Insert	07/01/05		

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User Action	Field Change	Effdt/Effseq	Trigger Action	Trigger Effdt	Source Field Value	Trigger Event ID
			Delete	01/01/06		
			No Trigger			

In this example, the value of the July 1, 2005 effective dated row changes from DTA to PAY. Because trigger generation is based on field value changes, and there is no change between the July 1, 2005 and January 1, 2006 rows (both have a field value of PAY), the system deletes the trigger originally created for the latter row, and inserts a new trigger with a July 1, 2005 effective date. Note that there are no triggers for the DTA rows, as DTA is not a value that has been defined for trigger generation.

Special Rules for Field-Based Segmentation Triggers for Records Containing EFFSEQ (Effective Sequence) Field

There are special rules for managing field-based segmentation triggers if the record contains the field EFFSEQ (for example, the JOB record):

- When the trigger definition is *Field – Non Value Based,* the trigger generation PeopleCode inserts a trigger for a given effective date using only the highest effective sequence row. That is, only the highest effective sequence row per effective date matters when the trigger definition is Field – Non Value based. This prevents unnecessary trigger generation when you enter first one effective sequence row and then another with the same effective date to correct errors in the first row.

- When the trigger definition is *Field – Value Based,* the trigger generation PeopleCode inserts a separate trigger for each effective sequence row with a given effective date. In other words, all effective sequence rows are processed when the trigger definition is value based. This is to accommodate situations in which it is necessary or desirable to have multiple effective sequence rows. For example, there are some fields such as JOB.ACTION in which you might enter a transfer and a promotion one after another on the same day. This field would most likely have a value-based trigger definition.

Segmentation Triggers with Earning and Deduction Assignments

In Global Payroll you can define segmentation triggers only for *effective dated* records, with one exception: you can define segmentation triggers for the *begin and end dated* earning and deduction assignment record GP_PYE_OVRD. This exception enables you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components, and segment (and prorate) the element when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

For example, assume that an earning element E1 for 300 USD is assigned to a payee with begin and end dates of 10 and 20 June respectively (assume a monthly pay period), and that the system is set up to trigger segmentation from the earning and deduction assignment record for this element. Based on the assignment begin and end dates, the system will slice the pay period into three segments and process–and prorate–the element in the second slice:

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Element	*Slice 1* *June 1–10*	*Slice 2* *June 11–20*	*Slice 3* *June 21–30*
Earning = E1 Calculation Rule = Amount Amount = 300	Element not resolved in slice 1.	Resolved amount = 100 (proration factor = . 333333333)	Element not resolved in slice 3.

Note: The only type of segmentation that can be defined for the GP_PYE_OVRD record is *element segmentation.*

Related Links

Setting Up Trigger Definitions

Defining Triggers Manually

In addition to setting up the system to generate triggers automatically, you can enter triggers manually on the Review Triggers component (GP_TRIGGER) by selecting the trigger type, the trigger effective date, the process definition, and other data needed by the system to initiate retroactive or segmentation processing.

See Managing Automatically Generated Triggers and Defining Triggers Manually.

Setting Up Trigger Definitions

Pages Used to Set Up Trigger Definitions

Page Name	*Definition Name*	*Usage*
Trigger Definitions Page	GP_TRGR_SETUP	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values Page	GP_TRGR_SETUP_SEC	Indicate which field values initiate actions.

Related Links

Understanding Calendars
Understanding Retroactive Methods
Understanding Segmentation Setup

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Segmentation Event Definitions Page

Understanding Trigger Definition Setup

This topic discusses the setup steps for automatic trigger generation by the online system.

Note: PeopleSoft recommends that when you define a retroactive or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated once and data changes are subsequently made, unless an iterative trigger is defined, retroactive or segmentation triggers generated from the data changes are not processed until the next Identify phase.

Setting Up Iterative Triggers

Iterative triggers can be defined for both effective and begin and end dated records, as well as for non-dated records.

To set up iterative Triggers:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

   The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.

3. On the Add a New Value tab, select a country, identify the record you want to make sensitive to data changes in the **Record (Table) Name** field, and select a trigger type of *Iterative.*

4. Click the **Add** button.

   The Trigger Definitions page appears.

5. On the Trigger Definitions page, select a **Trigger Level** of *Record* or *Field.*

   Select *Record* to generate a trigger in response to a change to any field in the record; select *Field* if you want the system to generate a trigger only in response to changes to a specific field or group of fields in the record.

   If you select *Field,* you must list the fields that you want to make sensitive to data changes in the **List Fields With Trigger** group box. You can further restrict the data changes that generate triggers by selecting the **Dependent on Field Value Action** check box for a specific field and specifying the values that trigger iterative processing.

Setting Up Retro Triggers

Retro triggers can be defined for both effective and begin and end dated records, as well as for fixed date records.

To set up retro triggers:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

   The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.

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3. On the Add a New Value tab, select a country, identify the record you want to make sensitive to data changes in the **Record (Table) Name** field, and select a trigger type of *Retro.*

4. Click the **Add** button.

   The Trigger Definitions page appears.

5. On the Trigger Definitions page, select a trigger event ID (or primary event ID if the trigger level is *Field*).

   Trigger event IDs tell the system how to process retroactive data.

   Note: Define trigger event IDs on the Retro Event Definition page.

   See Retro Event Definition Page.

6. On the Trigger Definitions page, select a **Trigger Level** of *Record* or *Field.*

   Select *Record* if you want the system to generate a trigger in response to a change to any field in the record; select *Field* if you want to system to generate a trigger in response to changes to a specific field or group of fields in the record.

   If you select *Field,* you must list the fields that you want to make sensitive to data changes in the **List Fields With Trigger** group box. You can further restrict the data changes that generate triggers by selecting the **Dependent on Field Value Action** check box for a specific field, clicking the **List Field Values** link, and specifying the values that trigger retro processing.

7. In addition, you must specify a trigger event ID or primary event ID at one of the following levels:

   - If you select *Record* as the trigger level, specify the trigger event ID in the**Trigger Event ID** field at the record level on the Trigger Definitions page.
   - If you select *Field* as the trigger level, and trigger generation is not dependent on specific field values, specify the trigger event ID at the field level in the **List Fields With Trigger** group box on the Trigger Definitions page.
   - If you select *Field* as the trigger level, and segmentation is dependent on specific field values, click the **List Field Values** link and specify the trigger event ID at the field value level in the **Field Values** group box on the Trigger Definitions – Field Values page.
   - In addition, if you select *Field* as the trigger level, you must enter a primary event ID at the record level in the **Primary Event ID** field on the Trigger Definitions page. This ID functions as the default event ID when the changed, added, or deleted row that triggers retro processing is the first row in the buffer (that is, a prior row cannot be found).

     Note: The **Primary Event ID** field appears only when the trigger type is *Retro* and the trigger level is *Field.*

Setting Up Segmentation Triggers for Effective Dated Records

In Global Payroll, you can set up segmentation triggers for effective dated records and for a single begin and end-dated record—the earning and deduction assignment record GP_PYE_OVRD. In this topic we discuss the steps for setting up segmentation triggers for effective dated records.

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To set up segmentation triggers for effective dated records:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

   The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.

3. On the Add a New Value tab, select a country, identify the record you want to make sensitive to data changes in the **Record (Table) Name** field, and select a trigger type of *Segmentation.*

4. Click the **Add** button.

   The Trigger Definitions page appears.

5. On the Trigger Definitions page, select a **Trigger Level** of *Record* or *Field.*

   Select *Record* if you want the system to generate a trigger in response to a change to any field in the record; select *Field* if you want to system to generate a trigger in response to changes to a specific field or group of fields in the record.

   If you select *Field,* you must list the fields that you want to make sensitive to data changes in the **List Fields With Trigger** group box. You can further restrict the data changes that generate triggers by selecting the **Dependent on Field Value Action** check box for a specific field, clicking the **List Field Values** link, and specifying the values that trigger segmentation.

6. In addition, you must define a trigger event ID at the appropriate level:

   - If you select *Record* as the trigger level, define the trigger event ID at the record level on the Trigger Definitions page.
   - If you select *Field* as the trigger level, and segmentation is not dependent on specific field values, specify the trigger event ID at the field level in the **List Fields With Trigger** group box on the Trigger Definitions page.
   - And if you select *Field* as the trigger level, and segmentation is dependent on specific field values, click the **List Field Values** link and specify the trigger event ID at the field value level in the **Field Values** group box on the Trigger Definitions – Field Values page.

Note: The trigger event IDs tells the system what type of segmentation to use *(period* or *element* segmentation), and in the case of element segmentation, what elements (earnings, deductions, and other elements) to segment in response to a change in data. You define trigger event IDs on the Segmentation Event Definition page.

See Segmentation Event Definitions Page.

Setting Up Segmentation Triggers for The Begin and End-Dated Earning and Deduction Assignment Record (GP_PYE_OVRD)

You can set up segmentation triggers for the earning and deduction assignment record (GP_PYE_OVRD) if you want an assigned element to be sliced and prorated based on the assignment begin and end dates.

Note: If you want a segmented element to be prorated, you must associate the element with a proration rule on the earning and deduction definition pages.

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To define a segmentation trigger for the earning and deduction assignment record:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

   The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.

3. On the Add a New Value tab, select a country, enter *GP_PYE_OVRD* in the **Record (Table) Name** field, and select a trigger type of *Segmentation.*

4. Click the **Add** button.

   The Trigger Definitions page appears.

   When you define a segmentation trigger for the earning and deduction assignment record (GP_PYE_OVRD), the system automatically populates the fields on the Trigger Definitions page with these values:

Field	***Value***	***Explanation***
Trigger Level	Field	Segmentation triggers generated from the *GP_PYE_OVRD* record are field level triggers. The field is automatically defined as PIN_NUM (Element Name). This means that segmentation triggers are generated only when earnings or deductions are assigned to payees and entered in the PIN_NUM (Element Name) field on the Payee Assignment by Element or Element Assignment by Payee components.
Trigger Effective Date Type	Begin-End Date	The *GP_PYE_OVRD* record is a begin and end dated record.
Field Name	PIN_NUM	This is the only field on the *GP_PYE_OVRD* record that is defined to trigger segmentation.

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Field	*Value*	*Explanation*
Dependent on Field Value	Selected	When you define Segmentation triggers for the *GP_PYE_OVRD* record, the system requires that you positively identify the specific earning or deduction elements that trigger segmentation. These elements are the field values that must be entered in the Element Name (PIN_NUM) field on the Payee Assignment by Element or Element Assignment by Payee components.

5. Click the *List Field Values* link to bring up the Trigger Definitions - Field Values page.

6. Use the **Entry Type** and **Element** fields on the Trigger Definitions – Field Values page to list the earnings and deductions that should trigger element segmentation when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

   In addition, specify one of the following trigger options for each element:

   - *Segment This Element*

     If you select this option, the system slices only the specified element.

   - *Specify Trigger Event ID*

     If you select this option, you must specify a trigger event ID. The system then slices the selected element and any other elements included in the element list identified by the trigger event ID.

     Note: The trigger event ID tells the system what elements (earnings, deductions, and other elements) to segment in response to a change in data. You define trigger event IDs on the Segmentation Event Definition page.

     See Segmentation Event Definitions Page.

     Warning! You must select the *Active Anytime Within the Segment Period* option on the Countries component (GP_COUNTRY) to fully implement segmentation triggers with the earning and deduction assignment record (GP_PYE_OVRD). If you do not select this option, the system issues the following warning when you add a segmentation trigger to a record: *Warning -- 'Active Anytime within the Segment Period' on the Countries component has not been selected. (17000,4637) In order to take advantage of the functionality when the Earning/Deduction Assignment record (GP_PYE_OVRD) is indicated, you must select 'Active Anytime within the Segment Period' in the Process Payee Assignments group box on the Countries component.*

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Trigger Definitions Page

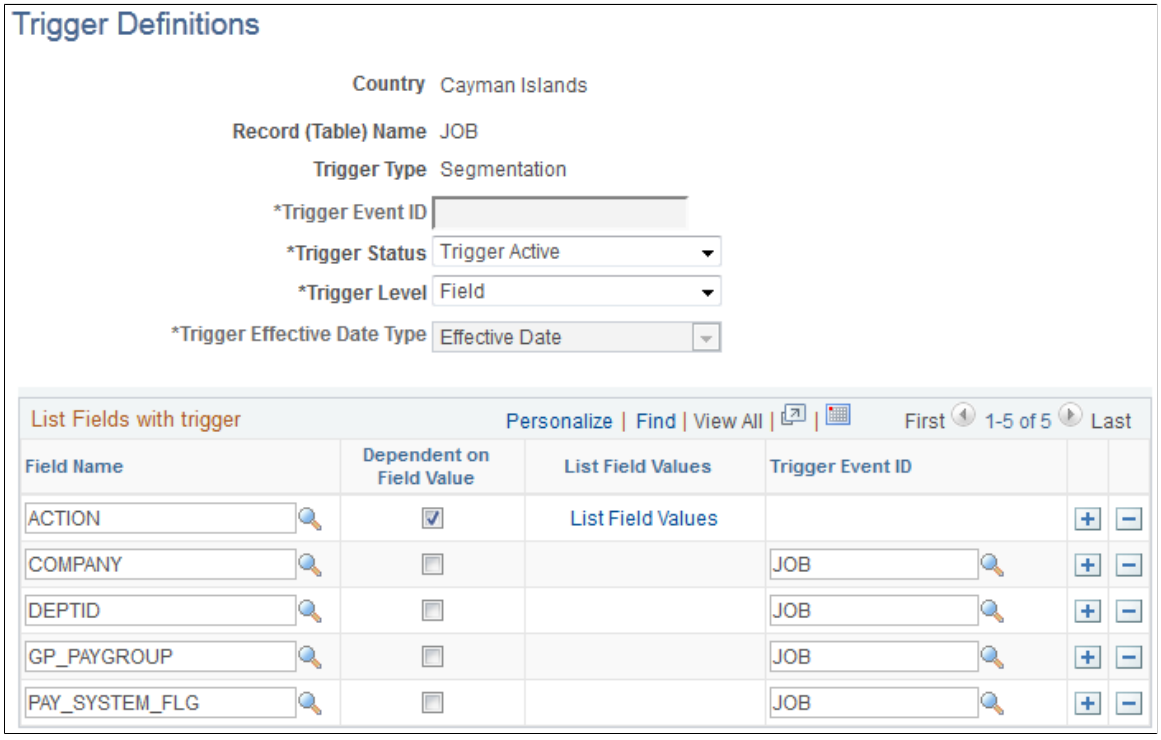
Use the Trigger Definitions page (GP_TRGR_SETUP) to define iterative, segmentation, and retroactive triggers.

To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Trigger Definitions

This example illustrates the fields and controls on the Trigger Definitions page.



Note: The fields on this page vary depending on the type of trigger you are creating and the values you select.

Field or Control	*Description*
Country	Specify the country for which you are defining the trigger.
Record (Table) Name	Displays the record (table) name that you selected to access this page. This record can stand alone or be part of the record and field combination that generates a trigger in response to an online data change.
Trigger Status	To activate the trigger definition, select *Active.*

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Field or Control	*Description*
Trigger Type	Displays the trigger type that you selected to access this page. Options are: *Iterative, Retro,* and *Segmentation.*
Trigger Level	Select *Record* if you want the system to generate a trigger in response to a change to any field in the record; select *Field* if you want the system to generate a trigger in response to changes to a specific field or group of fields in the record. If you select *Field,* you must list the fields that you want to make sensitive to data changes in the **Field** column in the **List Fields With Trigger** group box. You can further restrict the data changes that generate triggers by selecting the **Dependent on Field Value Action** check box for a specific field, clicking the **List Field Values** link, and specifying the values that should result in trigger generation. **Note:** When you define segmentation triggers for the *GP_PYE_OVRD* record, the system automatically sets the **Trigger Level** to *Field.*
Trigger Event ID	For retro and segmentation triggers, specify the trigger event ID at the record level, the field level, or the field value level: • If the **Trigger Level** is *Record,* specify the trigger event ID in the **Trigger Event ID** field at the top of the page. **Note:** This field isn't available at the record level when the trigger type is *Segmentation* and trigger level is *Field.* **Note:** The **Trigger Event ID,** record level field is replaced by the **Primary Event ID** field when the trigger type is *Retro* and the Trigger Level is *Field* (see below). • If the **Trigger Level** is *Field-Non Value Based,* specify the trigger event ID in the **Trigger Event ID** field in the **List Fields With Trigger** group box. • If the **Trigger Level** is *Field-Value Based,* specify the trigger event ID in the **Field Values** group box on the Trigger Definitions-Field Values page. **Note:** Iterative triggers don't have trigger event definitions, because their only function is to process a payee in the current open calendar; therefore, the defined event is always the same.

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Field or Control	Description
Primary Event ID	Enter one of the event IDs defined on the Retro Event Definition page. The primary event ID functions as the default event ID when the trigger level is *Field* and the changed, added, or deleted row that triggers retro processing is the first row in the buffer (that is, a prior row cannot be found). In this case, the system generates a retroactive trigger using the primary retroactive event ID. **Note:** The **Primary Event ID** field appears only when the trigger type is *Retro* and the trigger level is *Field.*
Trigger Effective Date Type	This field displays one of the following values, based on the record specified in the **Record (Table) Name** field: *Effective Date* *Begin-End Date* *Fixed Date* Only retro triggers can have a Trigger Effective Date Type of *Fixed Date.* To generate retro triggers with a fixed trigger effective date, you must pass the date as a parameter to the generic PeopleCode function *Generate_Triggers.* The system generates only one trigger regardless of the number of data changes. See Implementing Triggers. **Note:** When you define segmentation triggers for the *GP_PYE_OVRD* record, the system automatically sets the **Trigger Effective Date Type** to *Begin-End Date.*

List Fields with Trigger

If you select *Field* in the **Trigger Level** field, the **List Fields With Trigger** group box becomes available.

Field or Control	Description
Field Name	Enter the name of the field that you want to make sensitive to data changes. **Note:** When you define segmentation triggers for the *GP_PYE_OVRD* record, the system automatically sets the **Field Name** to *PIN_NUM.*

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Field or Control	*Description*
Dependent on Field Value	Select this check box to indicate that the fields that you've defined as sensitive to data changes are dependent on specific field values. In this case, only changes to the values you specify on the Trigger Definition - Field Values page will trigger a system action. This enables you to limit the kinds of changes that cause iterative, retroactive, or segmentation processing. When you define Segmentation triggers for the *GP_PYE_OVRD* record, the system automatically selects the *Dependent on Field Value* option.
List Field Values	This link becomes available when you select the *Dependent on Field Value* check box. Click to access the Trigger Definitions - Field Values page, where you can list the field values that trigger an action.
Trigger Event ID	This field is required when the trigger level is *Field* and **Dependent on Field Value** is cleared. Based on the type of trigger you are defining, enter an event ID that you defined on either the Retro Event Definition page or the Segmentation Event Definition page. **Note:** This field is not used with iterative triggers.

Trigger Definitions - Field Values Page

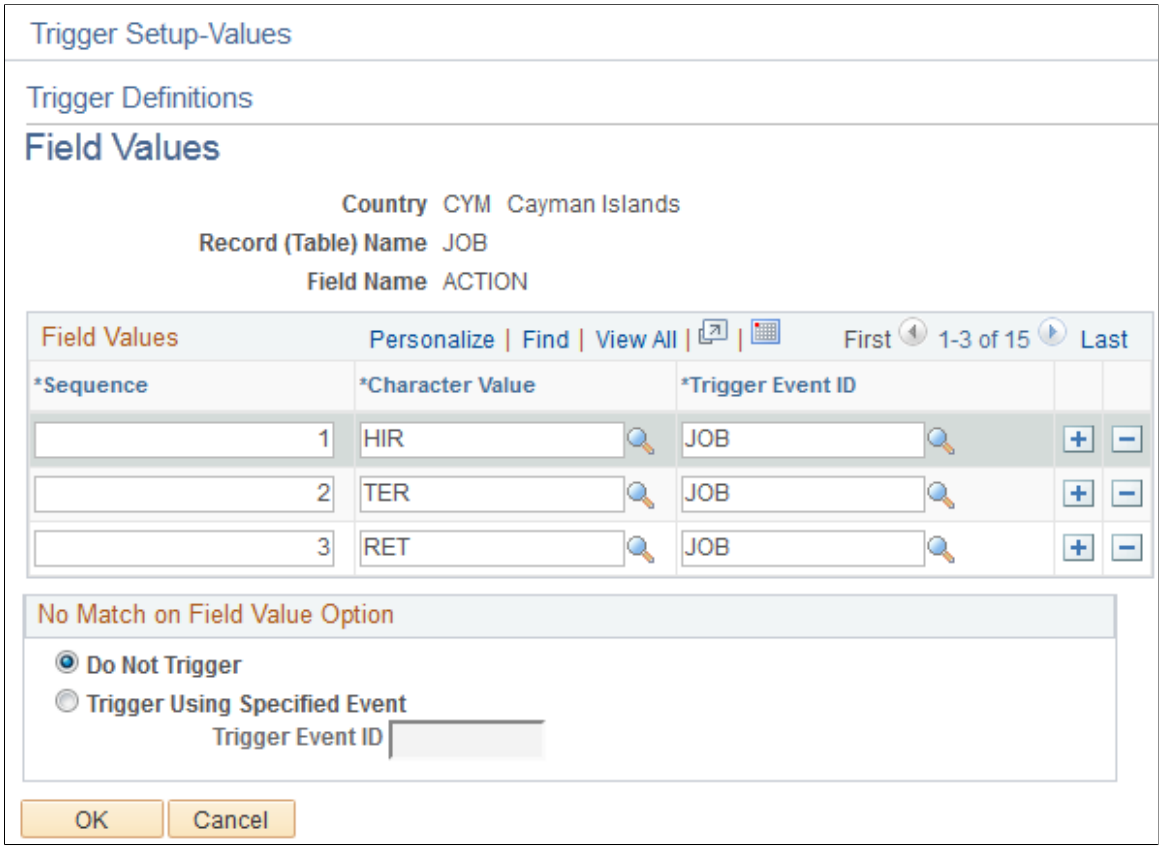
Use the Trigger Definitions - Field Values page (GP_TRGR_SETUP_SEC) to indicate which field values initiate actions.

Navigation:

Click the **List Field Values** link on the Trigger Definitions page.

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This example illustrates the fields and controls on the Trigger Definitions – Field Values page.



Field Values

Field or Control	*Description*
Sequence	Enter a sequence number, which the system needs to uniquely identify the field values and distinguish them from other rows of data that you might set up.
Numeric Value	If the record and field combination stores numeric values, this field is available for entry. Enter the value that triggers a system action.
Character Value	If the record and field combination stores character values, this field is available for entry. Enter the value that triggers a system action.
Date Value	If the record and field combination stores date values, this field is available for entry. Enter the value that triggers a system action.

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Field or Control	*Description*
Trigger Event ID	This field is required when the trigger level is *Field* and **Dependent on Field Value** is selected. Based on the type of trigger you are defining, enter an event ID that you defined on either the Retro Event Definition page or the Segmentation Event Definition page. **Note:** This field is not used with iterative triggers.
Offset Days	This field is available only when the trigger type is *Retro.* Enter a positive or negative number to increase or decrease the retro trigger effective date in relation to the date of a field value change. For example, if you enter -1 in the Offset Days field for one of the values listed in the Field Values group box, and you retroactively enter that value into the database with an effective date of January 1, 2000, the system automatically adjusts the trigger effective date to December 31, 1999 (one day earlier). The system then processes pay periods going back to December 1999 rather than January 2000.
Entry Type	This field is available only when the trigger type is *Segmentation* and the record for which you are defining the trigger is *GP_PYE_OVRD.* Select *Earnings* to define an earning to trigger segmentation when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element components and the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the pay period end date. Select *Deduction* to define a deduction to trigger segmentation when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element components and the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the pay period end date.
Element	This field is available only when the trigger type is *Segmentation* and the record for which you are defining the trigger is *GP_PYE_OVRD.* Specify the earning or deduction (depending on the entry type specified above) that should trigger segmentation when it is assigned to the payee.

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Field or Control	*Description*
Trigger Option	This field is available only when the trigger type is *Segmentation* and the record for which you are defining the trigger is *GP_PYE_OVRD*. Valid values are: • Specify Trigger Event ID. If you select this option, you must specify a trigger event ID. The system then slices the selected element and any other elements included in the element list identified by the trigger event ID. **Note:** Define Trigger Event IDs on the Segmentation Event Definition page. See Segmentation Event Definitions Page. • Segment this Element. If you select this option, the system slices only the specified element (earning or deduction).

No Match on Field Value Option

Use the fields in this group box to specify a default trigger event ID to use when a change to a field involves values other than those listed on the Trigger Definitions – Field Values page. Use these fields only if you want these other values to trigger iterative, retro, or segmentation processing.

Field or Control	*Description*
Do Not Trigger	This option is selected by default because the system assumes that triggers should be generated only when there is a match between values actually entered in the database and the field values that you identify on the Trigger Definitions – Field Values page.
Trigger	When you select this option, the **Trigger Event ID** field becomes available for entry.
Trigger Event ID	Enter a default trigger event ID to use to process field values that are not linked to a trigger event ID on the Trigger Definitions – Field Values page.

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Example: Using Offset Days with Retro Triggers

The PeopleSoft system considers the effective date of a termination entered in the **Action** field in the JOB record to be the first day that a payee is no longer working (in other words, the day before the termination is the last day the payee is considered active). If you attach a trigger to this field to process retroactive terminations, the system, by default, sets the trigger effective date equal to the date of the termination row in JOB. This can create problems when the termination effective date is equal to the pay period begin date (meaning, the last day worked is the last day of the prior pay period). For example, assume that you enter a termination in JOB on February 1 after processing and closing the January calendar. In this situation, the system generates a trigger with an effective date of February 1, which is within the current period—a period in which the payee is "inactive" and will not be picked up for processing. Because there is no trigger in the prior, closed period (January), this period will not be recalculated and any rules you have set up to generate termination payments will not be processed. To avoid this problem, set the offset days for the *Termination* action value in the JOB record equal to *-1*.

Related Links

Understanding Retroactive Methods

Implementing Triggers

To implement the trigger definitions you have defined, you must set up your system so that the records used in these definitions declare and call the function Generate_Triggers in one of their field's SavePostChange PeopleCode. This PeopleCode has already been added to most of the records for which you are likely to define triggers—such as JOB—so it is unlikely that you will have to perform this step more than a few times. However, if you do need to add a trigger to a record, complete these steps.

Note: We provide a list of the records to which the SavePostChange PeopleCode has been added at the end of this Topic.

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

The function Generate_Triggers is defined in FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula and needs two parameters when it is invoked. These parameters are:

- &P_EMPLID

  Identifies the EMPLID for which a trigger should be generated. Use field EMPLID for &P_EMPLID.

- &P_FIXED_DT

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Holds the value of the trigger effective date for records with a Trigger Effective Date Type of *Fixed Date.* It is ignored for records with a Trigger Effective Date Type of *Effdt* or *Begin-End Date.* Use &L_DT for &P_FIXED_DT.

The variable &L_DT needs to be assigned a value only in the case of *Fixed Date* type triggers. Examples are the positive input records, the Manual Positive Input table (GP_PI_MNL_DATA), and the Manual Positive Input Supporting Element Override table (GP_PI_MNL_SOVR).

Note: You can enter PeopleCode that invokes this function only if certain conditions are met, as discussed in example 2 below.

The following examples are taken from PeopleCode delivered with the database. They illustrate how to configure the PeopleCode for additional records in the system.

Example 1: Trigger Record = GP_PYE_SOVR

Sample PeopleCode:

```
PeopleCode on GP_PYE_SOVR.EMPLID.SavePostChange

Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;

Local date &L_DT;

/*-----Function to generate Triggers for Global Payroll---*/

Generate_Triggers(EMPLID, &L_DT);
```

In this example, &L_DT isn't assigned a value, because the Trigger Effective Date Type for the Payee Supporting Element Override table (GP_PYE_SOVR) is not *Fixed Date.*

Example 2: Trigger Record = GP_PI_MNL_DATA (Manual Positive Input)

This record has a Trigger Effective Date Type of *Fixed Date.*

Sample PeopleCode:

```
PeopleCode on GP_PI_MNL_DATA.LASTUPDDTTM.SavePostChange

Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;

  Local date &L_DT;

  Local Rowset &L_RS0;

  Component datetime &C_CAL_IDNT_TS;

  /*-----Function to generate Triggers for Global Payroll---*/

  &L_RS0 = GetLevel0();

  &L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;

  If All(&C_CAL_IDNT_TS) Then

   Generate_Triggers(EMPLID, &L_DT);

  End-If;
```

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In this example, &L_DT must be set to a value to be used as the trigger effective date for triggers generated from positive input.

With positive input, triggers must be generated with the period end date for the calendar that has the positive input. So, &L_DT is set as follows:

```
&L_RS0 = GetLevel0();

&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;
```

Note: GP_PI_MNL_D.PRD_END_DT has been assigned the value of PRD_END_DT for the calendar through earlier PeopleCode on GP_PI_MNL_DATA.ENTRY_TYPE_ID.RowInit.

The function can now be invoked. In the case of positive input, the trigger-generation mechanism needs to be invoked only if the calendar that has positive input has been identified:

```
If All(&C_CAL_IDNT_TS) Then

  Generate_Triggers(EMPLID, &L_DT);

End-If;
```

Note: PeopleSoft recommends that when you define a retroactive or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated and data changes are subsequently made, unless an iterative trigger is defined, any retroactive or segmentation triggers generated from the data changes aren't processed until the next Identify phase.

Related Links

Reviewing PeopleSoft Delivered Triggers

Managing Automatically Generated Triggers and Defining Triggers Manually

Pages Used to Manage Triggers and Enter Trigger Manually

Page Name	*Definition Name*	*Usage*
Segmentation Page	GP_TRIGGER_SEG	View, add, or cancel segmentation triggers by payee. A segmentation trigger must be active to be viewed or managed on this page.
Retro Page	GP_TRIGGER_RTO	View, add, or cancel retroactive triggers by payee. A retroactive trigger must be unprocessed to be viewed or managed on this page. You can also view processed retroactive triggers (in an unfinalized calendar group) on this page.

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Page Name	*Definition Name*	*Usage*
Iterative Page	GP_TRIGGER_ITER	View iterative triggers by payee. An iterative trigger must be unprocessed to be viewed on this page.
Review Iterative Triggers Page	GP_TRGRITER_CALRUN	View iterative triggers by calendar group ID. An iterative trigger must be unprocessed to be viewed on this page.

Understanding Trigger Management And Manual Trigger Entry

Use the Review Triggers (GP_TRIGGER) and Review Iterative Triggers (GP_TRGRITER_CALRUN) components to:

- Review and manage triggers generated automatically by the online system.
- Define retro and segmentation triggers manually when you want to bypass the setup for online trigger generation.
- View the *source* record or field for a trigger as well as the field value changes that cause iterative, segmentation, or retroactive processing. This information is useful for debugging and troubleshooting when you are trying to determine why a particular instance of iterative, retro, or segmentation processing took place.

Note: The system does not display source data for manually defined triggers.

Note: You cannot define iterative triggers manually using the Review Triggers (GP_TRIGGER) or Review Iterative Triggers (GP_TRGRITER_CALRUN) components.

Warning! The pages in the Review Triggers and Review Iterative Triggers components enable you to cancel triggers. Do not cancel triggers while a payroll run is processing. This can lead to errors in your payroll results.

Segmentation Page

Use the Segmentation page (GP_TRIGGER_SEG) to view, add, or cancel segmentation triggers by payee.

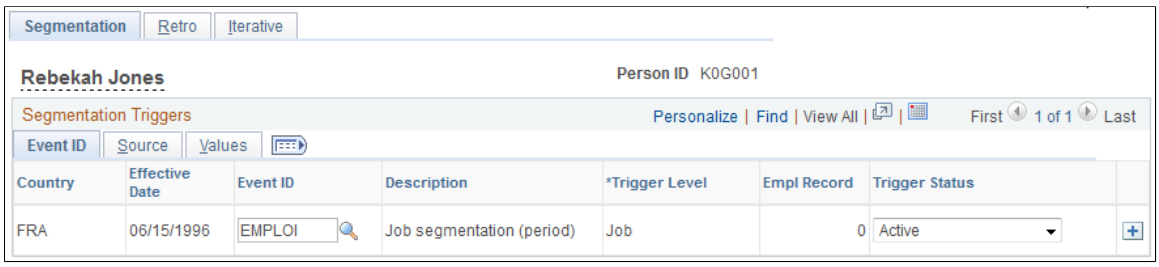
A segmentation trigger must be active to be viewed or managed on this page.

Navigation:

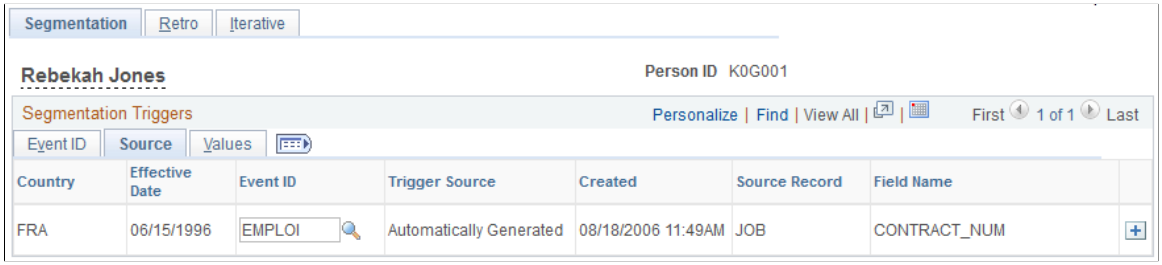
Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Review Triggers** > **Segmentation**

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This example illustrates the fields and controls on the Segmentation page - Event ID tab.



This example illustrates the fields and controls on the Segmentation page - Source tab.



This example illustrates the fields and controls on the Segmentation page - Values tab.



Event ID

Select the Event ID tab.

Use the fields on the Event ID tab to view basic data such as the trigger effective date and trigger event ID for an automatically generated segmentation trigger, or add this data to define a trigger manually.

Field or Control	***Description***
Country	Displays the country to which the trigger applies. Enter a country code if you are creating a trigger manually.
Effective Date	Displays the trigger effective date in relation to which a pay period or the elements in a pay period are segmented. Enter a trigger effective date if you are defining a trigger manually.

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Field or Control	*Description*
Event ID	Displays the event ID, which tells the system what type of segmentation to use to process segmentation events and which elements to segment (in the case of element segmentation). The event IDs displayed here are those that you defined on the Segmentation Event Definition page. Enter an event ID if you are creating a trigger manually.
Description	Displays a description of the trigger event ID that you defined on the Segmentation Event Definition page.
Trigger Level	Options are: *Payee:* If the trigger level is *Payee,* the system segments pay elements for all jobs belonging to the payee. *Job:* If the trigger level is *Job,* the system segments pay elements for the job identified by the employee record number in the **Empl Rcd #** field.
Empl Record (employee record)	Displays the employee record number (job) affected by the segmentation trigger. If you are defining triggers manually, select the employee record number (job) for which you want to create a trigger. If the trigger level is *Payee,* the system automatically sets the value of this field to *0.*
Trigger Status	Select a trigger status. Options are: *Active:* By default, the value of this field is *Active.* *Canceled:* Select to cancel an active segmentation trigger. When you select *Canceled,* the trigger disappears when you click **Save** and reenter the page.

Source

Select the Source tab.

Use the Source tab to view the source record and field for a segmentation trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

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Trigger Level	*Information Displayed*
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Field or Control	*Description*
Country	Same as the **Country** field on the Event ID tab.
Effective Date	Same as the **Effective Date** field on the Event ID tab.
Event ID	Same as the **Event ID** field on the Event ID tab.
Trigger Source	Displays one of the following values: • *Automatically Generated* Indicates that the trigger was created by the online system based on predefined conditions specified during setup. • *Manually Generated* Indicates that the trigger was manually entered on this page.
Source Record	View the record that is the source of a trigger. For manually defined triggers, this field is blank.
Field Name	View the field that is the source of the trigger. For segmentation triggers generated from the earning and deduction assignment record (GP_PYE_OVRD), the field name is *PIN_NUM*. For manually defined triggers, this field is blank.
Timestamp	Displays the day and time the trigger was created. For manually defined triggers, this field is blank.

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Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate a segmentation trigger.

The system displays field values only for triggers at the following trigger levels:

Trigger Level	*Information Displayed*
Field, Non-Value Based	Field Value Information For segmentation triggers generated from effective dated records, the system displays the character, date, or numeric value that triggers segmentation.
Field, Value-Based	Field Value Information • For segmentation triggers generated from effective dated records, the system displays the character, date, or numeric value that triggers segmentation. • For segmentation triggers generated from the begin and end dated earning and deduction assignment record (GP_PYE_OVRD), the system displays the name of the element that triggers segmentation.

Field or Control	*Description*
Country	Same as the **Country** field on the Event ID and Source tabs.
Effective Date	Same as the **Effective Date** field on the Event ID and Source tabs.
Event ID	Same as the **Event ID** field on the Event ID and Source tabs.
Character Value	Displays the character value that generates a trigger.
Date Value	Displays the date value that generates a trigger.
Numeric Value	Displays the numeric value that generates a trigger.

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Field or Control	*Description*
Element Name	Displays the name of the element (earning or deduction) that causes a trigger to be generated (for segmentation triggers generated from the earning and deduction assignment record [GP_PYE_OVRD]).

Adding Manual Segmentation Triggers

To manually insert a segmentation trigger:

- Enter a country and an effective date on the Segmentation page – Event ID tab. The system uses the effective date entered here as the basis for the trigger effective date.
- Specify an event ID for the trigger on the Segmentation page – Event ID tab.

  The system uses the event ID to determine what type of segmentation to use and which elements to segment in the case of element segmentation.

The system sets the trigger source to *Manual,* and the trigger status to *Active.*

Note: Unlike automatically generated triggers, manual triggers are independent of any database change defined by a record or record and field combination on the Triggers Definition page. It is important to understand the potential consequences of creating manual triggers. Because they aren't linked to a specific data change, you might segment periods and elements where nothing has changed.

Updating and Cancelling Segmentation Triggers

For automatically and manually generated rows of trigger data:

- You can change the event ID.
- You can change the trigger status from *Active* to *Cancelled.*
- You cannot reinstate a canceled trigger; you must add a new manual trigger.

For the effective date on generated rows of trigger data:

- The effective date on the Segmentation page is the date in relation to which segmentation occurs.
- You can change the effective date of a manually generated trigger.
- You cannot alter the effective date of a trigger that was generated by the system based on predefined setup rules.

Related Links

Segmentation and Retro

Retro Page

Use the Retro page (GP_TRIGGER_RTO) to view, add, or cancel retroactive triggers by payee.

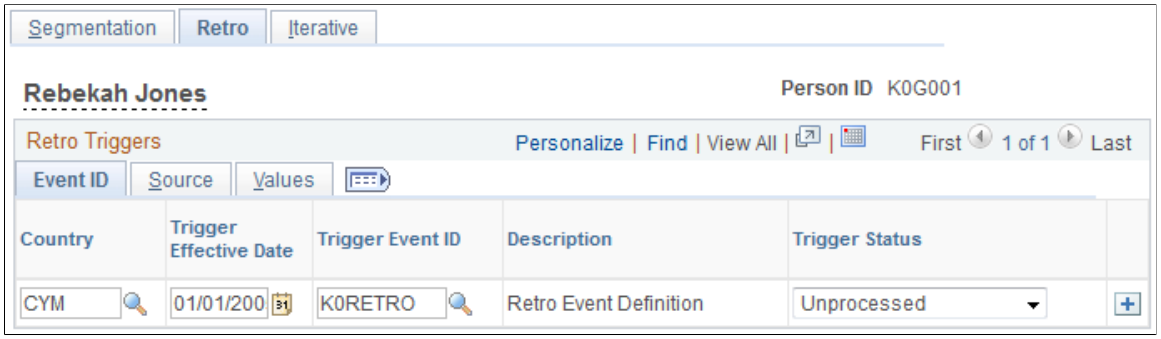
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A retroactive trigger must be unprocessed to be viewed or managed on this page. You can also view processed retroactive triggers (in an unfinalized calendar group) on this page.

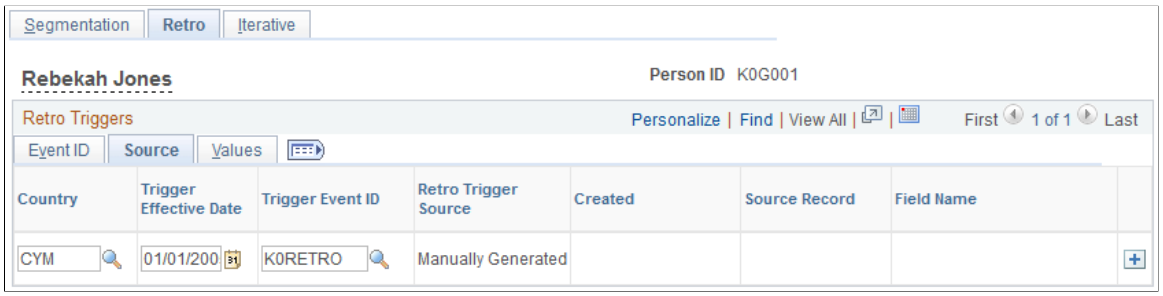
Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Review Triggers** > **Retro**

This example illustrates the fields and controls on the Retro page - Event ID tab.



This example illustrates the fields and controls on the Retro page - Source tab.



This example illustrates the fields and controls on the Retro page - Values tab.



Event ID

Select the Event ID Tab.

Use the fields on the Event ID tab to view basic data such as the trigger effective date and trigger event ID for an automatically generated retro trigger, or add this data to define a trigger manually.

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Field or Control	*Description*
Country	Displays the country to which the trigger applies. Enter a country code if you are creating a trigger manually.
Trigger Effective Date	Displays the trigger effective date. The system uses this date to determine which pay periods to recalculate. Enter a trigger effective date if you are defining a trigger manually.
Event ID	Displays the event ID, which tells the system what retro event definition to use to process the retroactive data. The event IDs displayed here are those that you defined on the Retro Event Definition page. Enter an event ID if you are creating a trigger manually.
Description	Displays a description of the trigger event ID that you defined on the Retro Event Definition page.
Trigger Status	Select a trigger status. Options are: *Unprocessed:* By default, the value of this field is *Unprocessed.* *Cancelled:* Select to cancel a retro trigger. When you select *Canceled,* the trigger disappears when you click **Save** and reenter the page. *In Process:* This value is assigned automatically by the system. You cannot update the trigger status when it is set to *In Process.* In addition, you cannot manually set the Trigger Status to *In Process.* The system issues an error if you attempt to do so. **Note:** Payroll administrators can view processed retro triggers for unfinalized calendar groups. Once the calendar is finalized, the row will disappear.

Source

Select the Source tab.

Use the Source tab to view the source record and field for a retro trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

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Trigger Level	*Information Displayed*
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Field or Control	*Description*
Country	Same as the **Country** field on the Event ID tab.
Effective Date	Same as the **Effective Date** field on the Event ID tab.
Event ID	Same as the **Event ID** field on the Event ID tab.
Trigger Source	Displays one of the following values: • *Automatically Generated* Indicates that the trigger was created by the online system based on predefined conditions specified during setup. • *Manually Generated* Indicates that the trigger was manually entered on this page. • *Benefits Administration* Indicates that the trigger originates from a PeopleSoft Benefits Administration record. • *Mass Triggers* Indicates that the trigger was generated using the mass trigger setup. See Understanding Mass Triggers. • *Utility Generated* Indicates that the trigger was created by third-party software.
Trigger Tag	If a trigger is utility-generated, this field displays the source of the trigger.

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Field or Control	*Description*
Source Record	View the record that is the source of a trigger. For manually defined triggers, this field is blank.
Field Name	View the field that is the source of the trigger. For manually defined triggers, this field is blank.

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate a retro trigger.

The system displays field values (character, date, or numeric values) only for triggers at the following trigger levels:

- Field, Non-Value Based.
- Field, Value-Based.

Field or Control	*Description*
Country	Same as the **Country** field on the Event ID and Source tabs.
Trigger Effective Date	Same as the **Trigger Effective Date** field on the Event ID and Source tabs.
Event ID	Same as the **Event ID** field on the Event ID and Source tabs.
Character Value	Displays the character value that generates a trigger.
Numeric Value	Displays the numeric value that generates a trigger.
Date Value	Displays the date value that generates a trigger.
Timestamp	Displays the day and time the trigger was created. For manually defined triggers, this field is blank.

Adding Manual Retroactive Triggers

To manually insert a retro trigger:

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- Enter the country and an effective date on the Retro page.

  The system uses the effective date to determine which periods to recalculate, as in standard retroactivity.

- Connect the trigger to an event ID.

  The system uses the event ID that you specify to determine how retroactivity should be processed.

The system sets the trigger source to *Manual* and the trigger status to *Unprocessed.*

Note: Unlike automatically generated triggers, manual triggers are independent of any database changes to a record or a record and field combination. It's important to understand the potential consequences of creating manual triggers. Because they aren't linked to a specific data change, you might process retroactivity in periods where nothing has changed.

Warning! If you add or cancel a retroactive trigger, you should adjust the corresponding retroactive data in the database.

Updating and Canceling Retroactive Triggers

For automatically and manually generated rows of trigger data:

- You can change the event ID.
- You can change the trigger status from *Unprocessed* to *Canceled.*

  After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the Retro page.

- You cannot reinstate a canceled trigger.

  You must add a new manual trigger.

For the trigger effective date on generated rows of trigger data:

- The trigger effective date on the Retro page is the date the system uses to determine what periods to process.
- You can change the trigger effective date of a manually generated trigger (trigger source = *Manual).*
- You cannot alter the trigger effective date of a trigger that has been generated by the system based on predefined setup rules.

Warning! Canceling a trigger does not undo the database change that created the trigger. If there's retroactivity for another reason, this change can be picked up when prior periods are recalculated.

Iterative Page

Use the Iterative page (GP_TRIGGER_ITER) to view iterative triggers by payee.

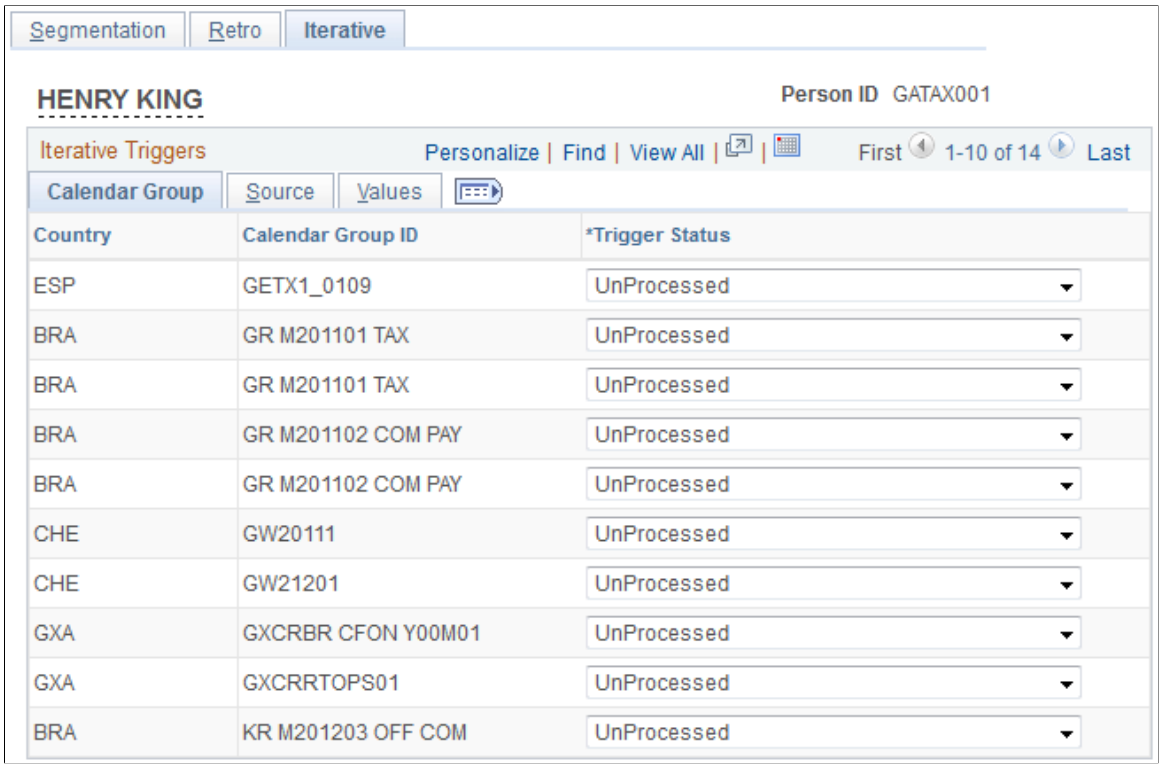
An iterative trigger must be unprocessed to be viewed on this page.

Navigation:

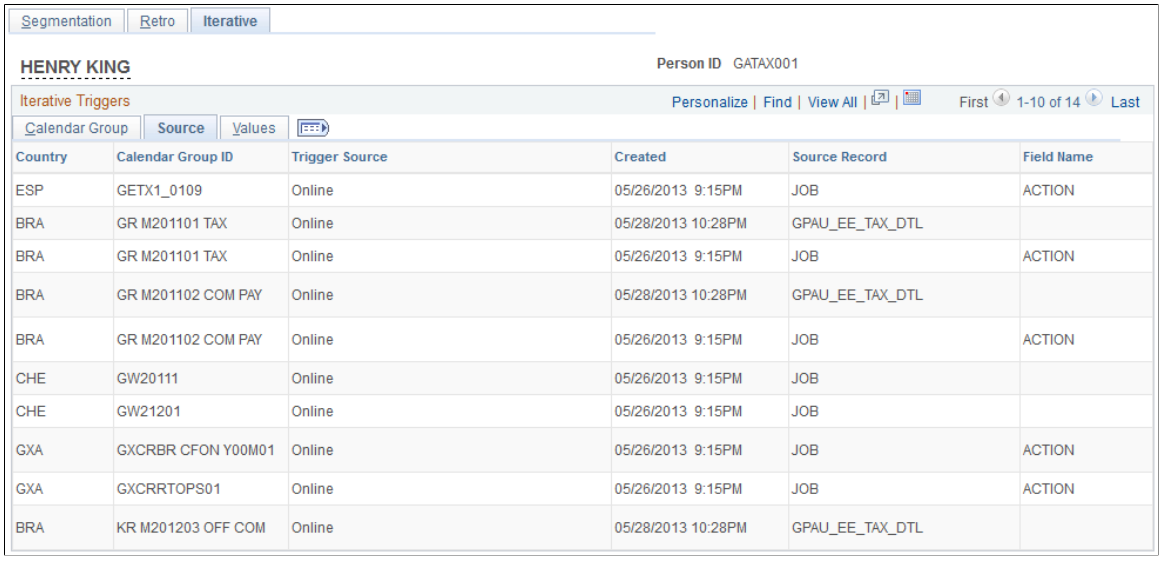
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Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Review Triggers > Iterative

This example illustrates the fields and controls on the Iterative page - Calendar Group tab.

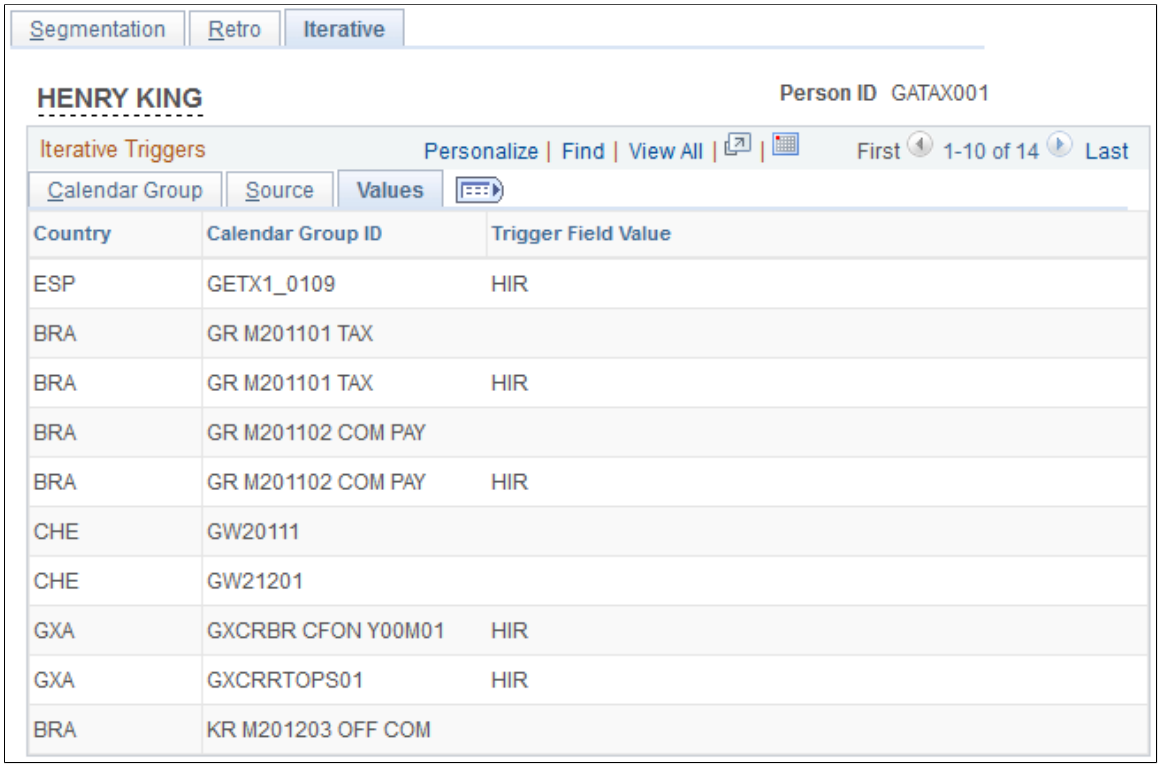


This example illustrates the fields and controls on the Iterative page - Source tab.



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This example illustrates the fields and controls on the Iterative page - Values tab.



Country	Calendar Group ID	Trigger Field Value
ESP	GETX1_0109	HIR
BRA	GR M201101 TAX	
BRA	GR M201101 TAX	HIR
BRA	GR M201102 COM PAY	
BRA	GR M201102 COM PAY	HIR
CHE	GW20111	
CHE	GW21201	
GXA	GXCRBR CFON Y00M01	HIR
GXA	GXCRRTOPS01	HIR
BRA	KR M201203 OFF COM	

Calendar Group

Select the Calendar Group tab.

Use the fields on the Calendar Group tab to view basic data such as the trigger effective date and calendar group ID for an automatically generated iterative trigger.

Field or Control	***Description***
Country	Displays the country to which the trigger applies.
Calendar Group ID	Identifies the calendar group in which the iterative trigger is processed.
Trigger Status	Select a trigger status. Options are: *Unprocessed:* By default, the value of this field is *Unprocessed.* *Canceled:* Select to cancel an iterative trigger. When you select *Canceled,* the trigger disappears when you click **Save** and reenter the page.

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Source

Select the Source tab.

Use the Source tab to view the source record and field for an iterative trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

Trigger Level	*Information Displayed*
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Field or Control	*Description*
Country	Same as the **Country** field on the Calendar Group tab.
Calendar Group ID	Same as the **Calendar Group ID** field on the Calendar Group tab.

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Field or Control	*Description*
Trigger Source	Displays one of the following values: • *Batch* Indicates that the trigger was generated by the system during batch processing. • *Online* Indicates that the trigger was generated by the online code based on conditions that you specified during setup. • *Benefits Administration* Indicates that the trigger originates from a Benefits Administration record. • *Mass Trigger* Indicates that the trigger was generated using mass triggers. See Understanding Mass Triggers. • *Uncancel* Indicates that the trigger was created when the payee's status was set to *Uncancel* on the Payee Status page. • *Unsuspend* Indicates that the trigger was created when the payee's status was set to *Unsuspend* on the Payee Status page. • *Time & Labor* • *Time & Labor Feed*
Source Record	View the record that is the source of a trigger.
Field Name	View the field that is the source of a trigger.

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate an iterative trigger.

The system displays field values (character, date, or numeric values) only for triggers at the following trigger levels:

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- Field, Non-Value Based.
- Field, Value-Based.

Field or Control	*Description*
Country	Same as the **Country** field on the Source tab.
Calendar Group ID	Same as the **Calendar Group ID** field on the Source tab.
Character Value	Displays the character value that generates a trigger.
Numeric Value	Displays the numeric value that generates a trigger.
Date Value	Displays the date value that generates a trigger.
Timestamp	Displays the day and time the trigger was created.

Adding Manual Iterative Triggers

You cannot manually insert a row of trigger data on this page.

Updating and Canceling Iterative Triggers

For automatically generated rows of trigger data, you can change the trigger status from *Unprocessed* to *Canceled.* After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the Iterative page.

Review Iterative Triggers Page

Use the Review Iterative Triggers page (GP_TRGRITER_CALRUN) to view iterative triggers by calendar group ID.

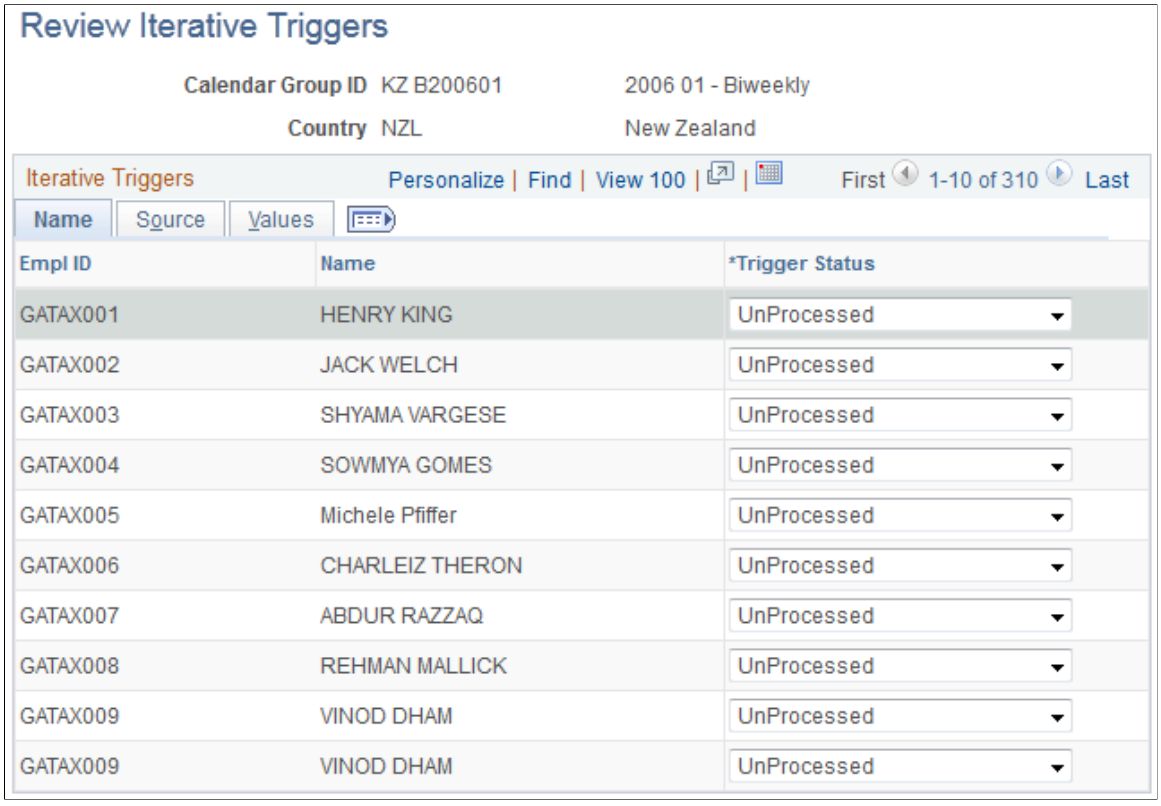
An iterative trigger must be unprocessed to be viewed on this page.

Navigation:

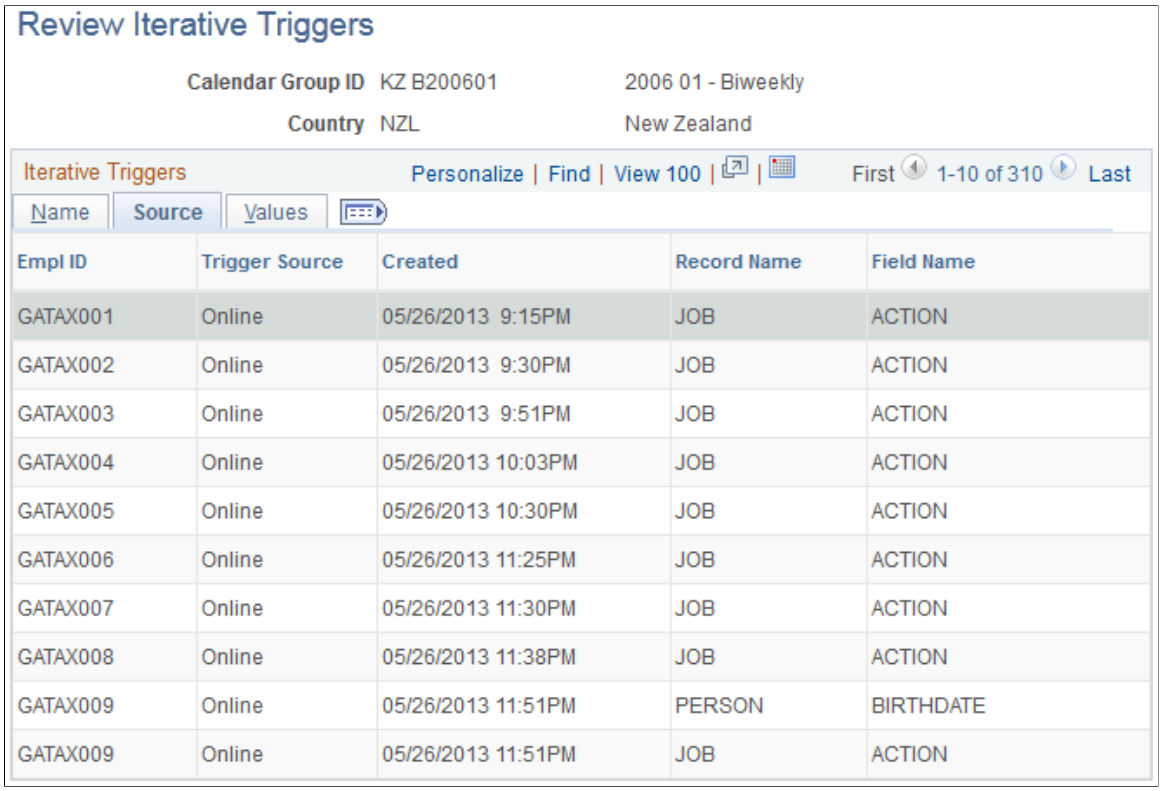
Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Review Iterative Triggers**

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This example illustrates the fields and controls on the Review Iterative Triggers page - Name tab.

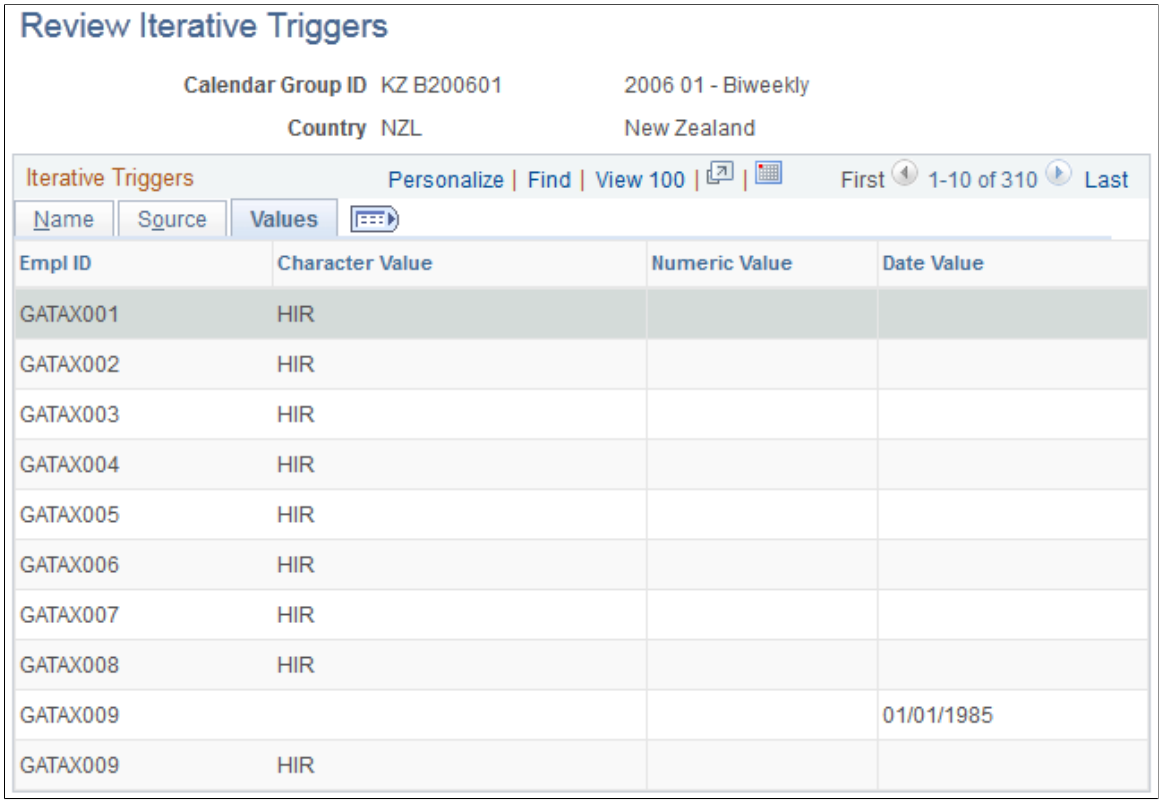


This example illustrates the fields and controls on the Review Iterative Triggers page - Source tab.



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This example illustrates the fields and controls on the Review Iterative Triggers page - Values tab.



Name

Select the Name tab.

Use the fields on the Name tab to view basic data such as the EmplID, employee name, and status associated with an automatically generated trigger.

Field or Control	*Description*
EmplID	Displays the EmplID of the payee associated with the iterative trigger.
Name	Displays the name of the payee associated with the iterative trigger.

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Field or Control	*Description*
Trigger Status	Select a trigger status. Options are: *Unprocessed:* By default, the value of this field is *Unprocessed.* *Canceled:* Select to cancel an iterative trigger. When you select *Canceled,* the trigger disappears when you click **Save** and reenter the page.

Source

Select the Source tab.

Use the Source tab to view the source record and field for an iterative trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

Trigger Level	*Information Displayed*
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Field or Control	*Description*
EmplID	Same as the **EmplID** field on the Name tab.
Name	Same as the **Name** field on the Name tab.

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Field or Control	*Description*
Trigger Source	Displays one of the following values: • *Batch* Indicates that the trigger was generated by the system during batch processing. • *Online* Indicates that the trigger was generated by the online code based on conditions that you specified during setup. • *Benefits Administration* Indicates that the trigger originates from a Benefits Administration record. • *Mass Trigger* Indicates that the trigger was generated using mass triggers. See Understanding Mass Triggers. • *Uncancel* Indicates that the trigger was created when the payee's status was set to *Uncancel* on the Payee Status page. • *Unsuspend* Indicates that the trigger was created when the payee's status was set to *Unsuspend* on the Payee Status page. • *Time & Labor* • *Time & Labor Feed*
Record Name	View the record that is the source of a trigger.
Field Name	View the field that is the source of a trigger.

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate an iterative trigger.

The system displays field values (character, date, or numeric values) only for triggers at the following trigger levels:

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- Field, Non-Value Based.
- Field, Value-Based.

Field or Control	*Description*
EmplID	Same as the **EmplID** field on the Source tab.
Name	Same as the **Name** field on the Source tab.
Character Value	Displays the character value that generates a trigger.
Numeric Value	Displays the numeric value that generates a trigger.
Date Value	Displays the date value that generates a trigger.
Timestamp	Displays the day and time the trigger was created.

Reviewing PeopleSoft Delivered Triggers

To facilitate trigger generation, Global Payroll delivers the following records with trigger PeopleCode attached. These are delivered as a starting point. You can add trigger-generating PeopleCode to other records to meet your specific business needs, or delete the PeopleCode from any of these records:

Note: Global Payroll trigger-generation logic is stored in the FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula PeopleCode. In order for a record to generate triggers, the GENERATE_TRIGGERS function stored there must be declared and called from the record in SavePostChange PeopleCode.

See Implementing Triggers.

- ADDRESSES
- BEN_PROG_PARTIC
- COMPENSATION
- CONTRACT_DATA
- DEP_BEN_ADDR
- DEP_BEN_EFF
- DEP_BEN_NAME
- GP_ABS_EVNT
- GP_ABS_OVRD

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- GP_OFFCYCL_A_VW
- GP_OFFCYCL_M_VW
- GP_OFFCYCL_M_VW
- GP_OFFCYCL_U_VW
- GP_PI_MNL_DATA
- GP_PI_MNL_D_VW
- GP_PI_MNL_E_VW
- GP_PI_MNL_SOVR
- GP_PI_MNL_SSN
- GP_PYE_OVRD
- GP_PYE_OVR_SOVR
- GP_PYE_SECT_DTL
- GP_PYE_SOVR
- GP_RTO_TRGR
- GP_RTO_TRGR_VW
- HEALTH_BENEFIT
- JOB
- JOB_JR
- LIFE_ADD_BEN
- LIFE_ADD_BENEFC
- PERSON
- PERS_DATA_EFFDT
- PER_ORG_ASGN
- PRIMARY_JOBS
- SCH_ASSIGN
- SCH_MNG
- SCH_TBL
- WKF_CNT_TYPE

Note: PeopleSoft recommends that you set up period segmentation triggers for changes in the **Pay System Flag** and **Pay Group** fields on the JOB record.

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Chapter 42

Setting Up Mass Triggers

Understanding Mass Triggers

This feature enables you to generate employee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components. A set of SQL objects defines the population affected by the setup table change. Once the affected employees are determined, you can review the trigger details before accepting the changes.

To set up mass triggers you must:

- Define the component/record and fields that activate the trigger on the Mass Trigger Definition page.

  See Mass Trigger Definition Page.

- Set up the SQL objects that will check the records to determine the population affected by the setup table change. You must define the SQL objects using PeopleTools and select them on the Mass Trigger SQL page.

  See Mass Trigger SQL Page.

- Set up your system so that the records used in the mass trigger definitions declare and call the function Generate_Triggers in one of their field's SavePostChange PeopleCode.

  See Declaring and Calling the Generate_Triggers Function.

The mass trigger event process occurs in three steps:

1. After saving the page containing the component/record and fields that activate the mass trigger, the event and the field values are stored in the mass trigger result table (GP_MT_TRIGGER). The event status is set to Unexpanded.

2. The system evaluates the SQL objects and writes the results to the mass trigger results table (GP_MT_RESULT), which records the impacted population. The event status is set to Expanded, if all objects expand successfully.

3. The system generates a list of retro and iterative triggers for the impacted population. Once completed, the event status is set to Triggers Generated.

You can view the events and their results on the Mass Trigger Events component. The system enables you to do the following:

- Delete a trigger event using the Mass Trigger Events page. This includes the mass trigger, the impacted population, and the generated payee triggers. Deletion cannot occur if any of the generated triggers have been processed.

  See Mass Trigger Events Page.

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- Manually expand an event using the Affected Employees page. You may want to generate triggers after correcting an erroneous SQL object. Manually expanded triggers can do the following:
  - Generate the impacted population and the retroactive and iterative triggers for events that have a status of Unexpanded.
  - Generate retroactive and iterative triggers for events that have a status of Expanded.

  See Affected Employees Page.

Declaring and Calling the Generate_Triggers Function

Global Payroll trigger-generation logic is stored in the FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula PeopleCode. In order for a record to generate triggers, the GENERATE_TRIGGERS function stored there must be declared and called from the record in SavePostChange PeopleCode. We describe this function in detail with supporting examples in the Topic on defining retroactive, segmentation, and iterative triggers. In this topic, we summarize only the main setup steps.

Using Generate_Triggers PeopleCode

To declare and call the Generate_Triggers function:

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

The function Generate_Triggers is defined in FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula and needs two parameters when it is invoked. These parameters are:

- &P_EMPLID

  Identifies the EMPLID for which a trigger should be generated. Use field EMPLID for &P_EMPLID.

- &P_FIXED_DT

  Holds the value of the trigger effective date for records with a Trigger Effdt Type of *Fixed Date.* It is ignored for records with a Trigger Effdt Type of *Effdt* or *Begin-End Date.* Use &L_DT for &P_FIXED_DT.

The variable &L_DT needs to be assigned a value only in the case of *Fixed Date* type triggers.

Related Links

Implementing Triggers

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Setting Up Mass Triggers

Pages Used to Set Up Triggers

Page Name	*Definition Name*	*Usage*
Mass Trigger Definition Page	GP_MT_TRG_DFN	Define which record activates the trigger.
Mass Trigger SQL Page	GP_MT_TRG_SQL	Specify which SQL objects must be executed in order to retrieve the population impacted by a mass trigger event.
View SQL Definition Page	GP_MT_SQLTXT_SEC	View the SQL definition.

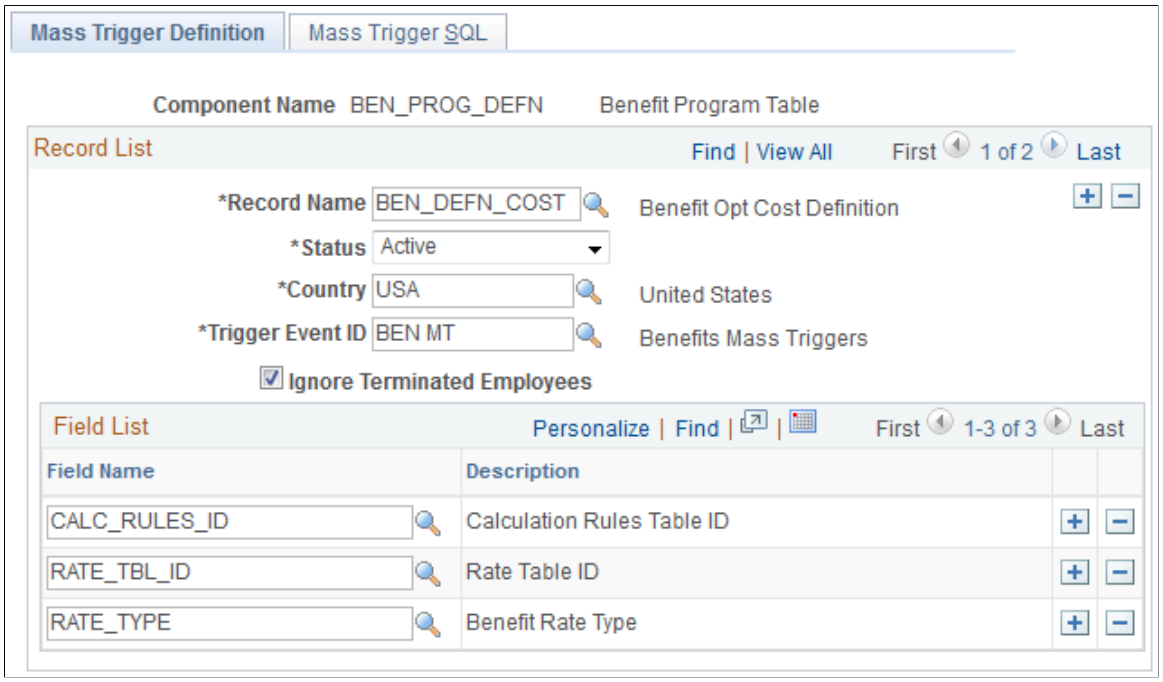
Mass Trigger Definition Page

Use the Mass Trigger Definition page (GP_MT_TRG_DFN) to define which record activates the trigger.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Mass Trigger Definitions > Mass Trigger Definition

This example illustrates the fields and controls on the Mass Trigger Definition page.



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Field or Control	*Description*
Trigger Event ID	Associate a Trigger Event ID with the record (table) to link the mass trigger to the retroactive process ID that processes the generated payee triggers.
Ignore Terminated Employees	Select to ignore terminated employees when processing the mass trigger.
Field Name	List the fields that cause the system to generate a mass trigger event. Fields used as input parameters on the SQL Objects page need not be listed here. The system inserts them after saving.

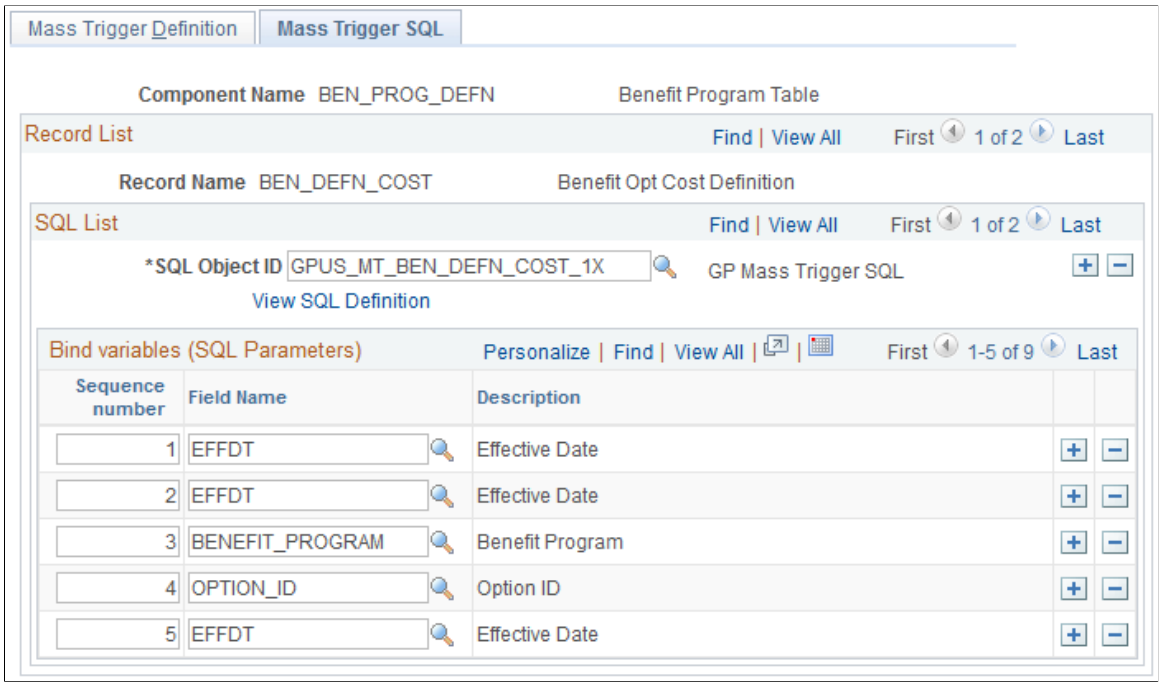
Mass Trigger SQL Page

Use the Mass Trigger SQL page (GP_MT_TRG_SQL) to specify which SQL objects must be executed in order to retrieve the population impacted by a mass trigger event.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Mass Trigger Definitions > Mass Trigger SQL

This example illustrates the fields and controls on the Mass Trigger SQL page.



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Field or Control	*Description*
SQL Object ID	Select any stand alone SQL object defined in Application Designer. These objects contain placeholders for input parameters.
View SQL Definition	Click to access the SQL Definition page.
Sequence number	Enter the number of the respective placeholders in the SQL object.
Field Name	Enter the fields used to fill the SQL object placeholders at runtime. Available fields prompt from the record listed above. Once saved, the system adds these fields to the Mass Trigger Definition page.

View SQL Definition Page

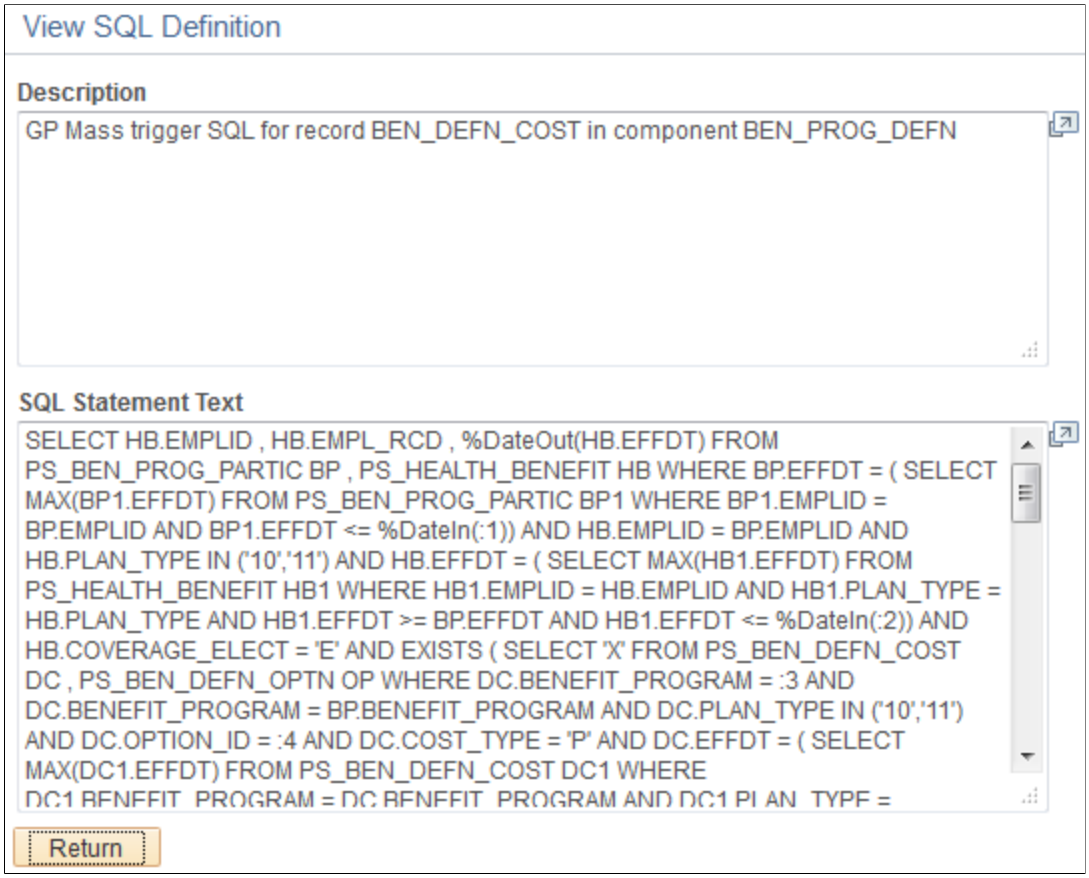
Use the View SQL Definition page (GP_MT_SQLTXT_SEC) to view the SQL definition.

Navigation:

Select the **View SQL Definition** link on the Mass Trigger SQL page.

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This example illustrates the fields and controls on the View SQL Definition page.



Use this page to view a description of the SQL statement as well as view the actual SQL text.

Managing Mass Trigger Action Events

Pages Used to Process Trigger Events

Page Name	*Definition Name*	*Usage*
Mass Trigger Events Page	GP_MT_TRIGGER	View all mass trigger events listed for a component/record. Delete an event.
Mass Trigger Event Messages Page	GP_MT_MSG_SEC	View a message.
Event Message Detail Page	GP_MT_MSGLNG_SEC	View message details.
Field Values Page	GP_MT_TRG_VAL	View the field values valid before and after the mass trigger event.

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Page Name	*Definition Name*	*Usage*
Affected Employees Page	GP_MT_RESULT	View the list of employees affected by the mass trigger event. Manually expand an event.
Retro Triggers Page	GP_MT_RTO_TRG	View the retroactive triggers generated for a mass trigger event.
Iterative Triggers Page	GP_MT_ITER_TRG	View the iterative triggers generated for a mass trigger event.
Triggers by Calendar Group Page	GP_MT_ITER_SEC	View triggers by calendar group for a payee.

Mass Trigger Events Page

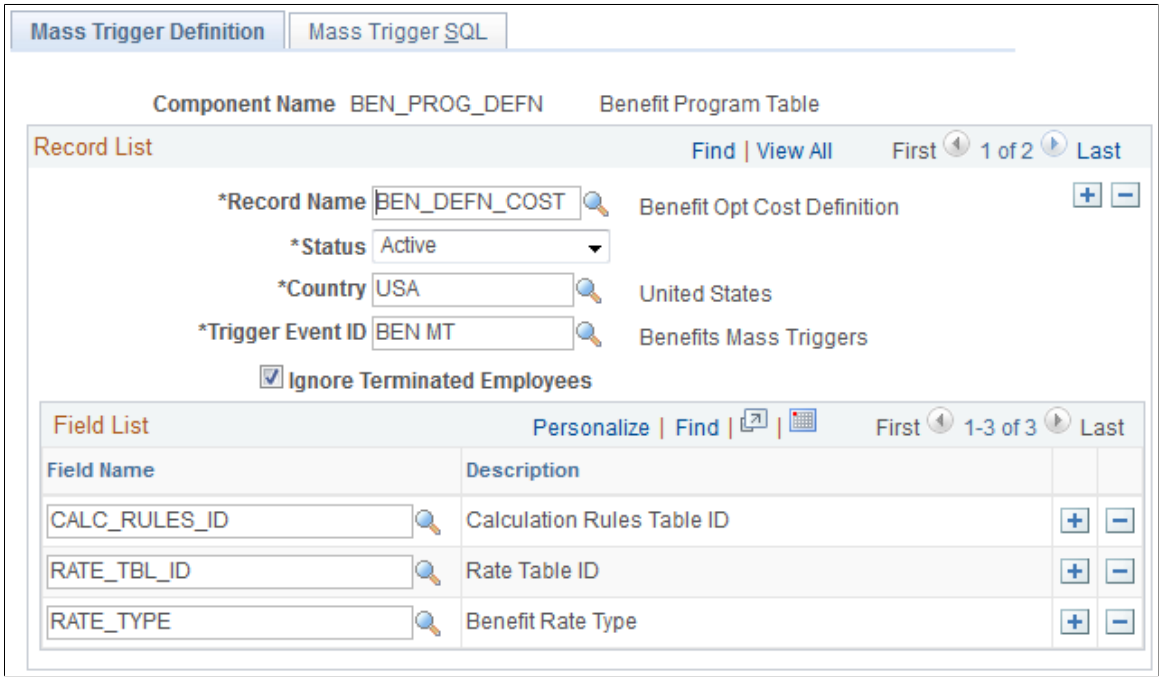
Use the Mass Trigger Events page (GP_MT_TRIGGER) to view all mass trigger events listed for a component/record.

Delete an event.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Review/Expand Mass Triggers > Mass Trigger Events

This example illustrates the fields and controls on the Mass Trigger Events page.



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Click the **Delete** button to delete an event before processing the trigger. This action deletes the event's results tables, thus removing the field values, the list of affected employees, the retroactive triggers and the iterative triggers generated for the event. Only the users who created the trigger event can delete it.

Affected Employees Page

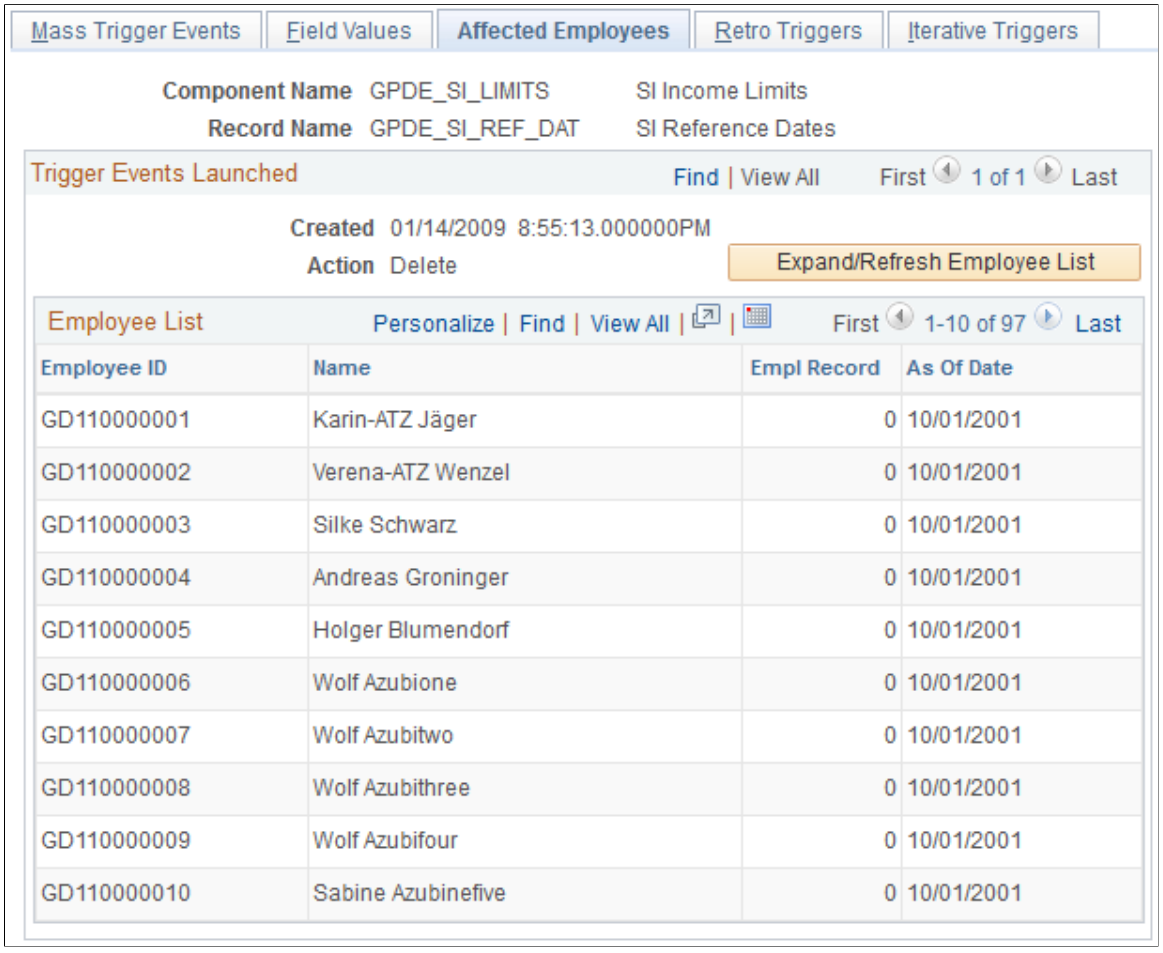
Use the Affected Employees page (GP_MT_RESULT) to view the list of employees affected by the mass trigger event.

Manually expand an event.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Review/Expand Mass Triggers** > **Affected Employees**

This example illustrates the fields and controls on the Affected Employees page.



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Field or Control	*Description*
Expand/Refresh Employee List	Select to manually expand an event. Once activated, the system deletes the current list and generates a new one. All related retroactive and iterative triggers are also deleted and regenerated. The refresh button can only be activated if none of the related triggers have been processed. Only the user who created the mass trigger event can activate it.
Employee ID	The system generates this list when storing the mass trigger event.
As of Date	The date as of which retroactive or segmentation processing occurs.

Retro Triggers Page

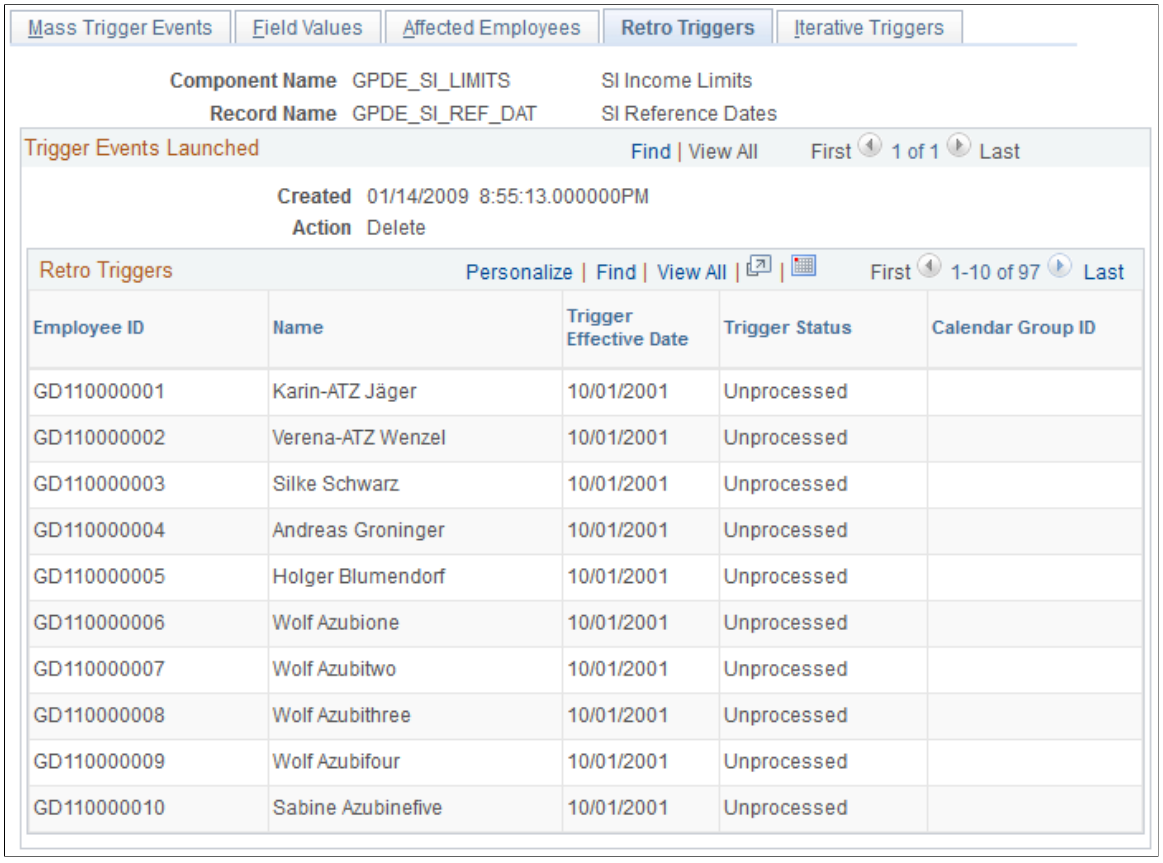
Use the Retro Triggers page (GP_MT_RTO_TRG) to view the retroactive triggers generated for a mass trigger event.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Review/Expand Mass Triggers** > **Retro Triggers**

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This example illustrates the fields and controls on the Retro Triggers page.



Field or Control	*Description*
Trigger Effective Date	Corresponds to the As of Date on the Affected Employees page.
Trigger Status	Can either be *Unprocessed, In Process, Processed,* or *Cancelled.*
Calendar Group ID	This is the ID used for processing the retroactive trigger.

Iterative Triggers Page

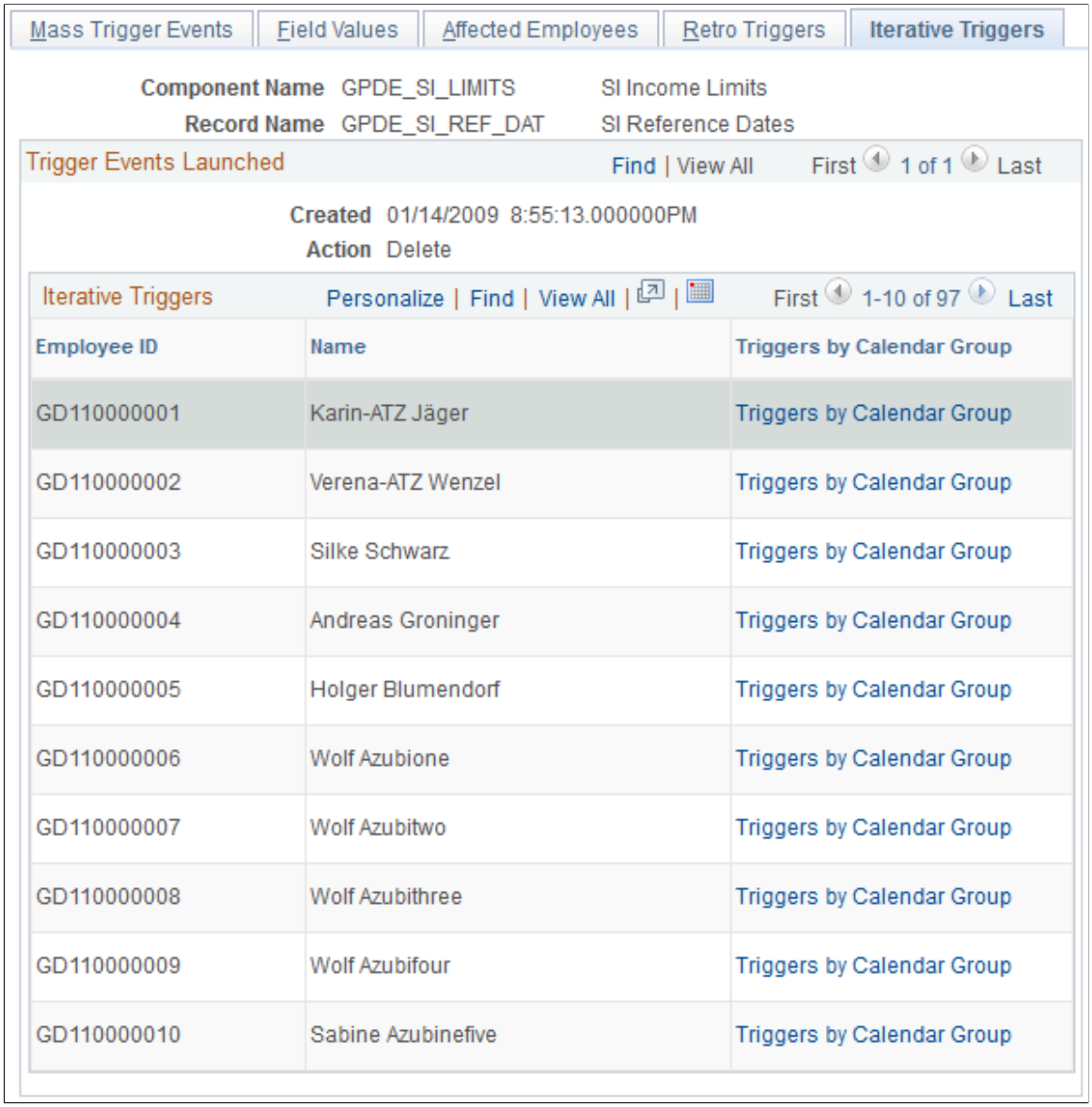
Use the Iterative Triggers page (GP_MT_ITER_TRG) to view the iterative triggers generated for a mass trigger event.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Review/Expand Mass Triggers > Iterative Triggers

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This example illustrates the fields and controls on the Iterative Triggers page.



When a mass trigger is expanded, an iterative trigger is generated for every affected employee and for every calendar group ID that is currently open. Click the **Triggers by Calendar Group** link to access the Calendar Groups page and view the calendar groups for which an iterative trigger has been created.

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Chapter 43

Defining Segmentation

Understanding Segmentation Setup

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can *segment* components of pay based on events such as changes in compensation or employee status during a pay period. For example, if an individual changes jobs during a pay period and your organization separates earnings by job, you can set up the system to trigger segmentation of earning results on the payslip when there's a change to the job change action/reason field in PeopleSoft HR.

This topic discusses:

- Types of segmentation.
- Relationship of period, segment, and slice dates.
- Basic rules of element resolution.
- Effective-dated element definitions.
- Rules for slicing accumulators and accumulator members.
- Rules for parent and child element resolutions.
- Segmentation and payee overrides.
- Proration and segmentation.
- Retroactive processing and segmentation.
- Positive input with segmentation.
- Segmentation system elements.

Types of Segmentation

This topic discusses:

- Types of segmentation.
- Selecting elements to segment.

Types of Segmentation

Global Payroll offers two types of segmentation:

- Period segmentation

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This type of segmentation occurs when data that changes in mid period, such as a compensation rate, requires all elements in the process list to be calculated repeatedly on either side of the change date. The system divides the pay period into two or more distinct segments and treats each segment as a complete and separate payroll calculation. It calculates each element in the process list for each segment, resulting in multiple gross-to-net processes, payslips, and Payee Process Stat records. The system calculates each element using components that were effective during the different time slices.

- Element segmentation

  This type of segmentation occurs when data that changes in midperiod requires the affected element (and perhaps a subset of other elements) to be calculated repeatedly on either side of the change date. (Each sub-period is called a *slice.)* The system segments only the elements that you select and it creates separate result rows only for the specified elements. In element segmentation, there is only one gross-to-net result set.

Selecting Elements to Segment

With period segmentation, the system segments all elements on the process list automatically. With element segmentation, you must specify which elements in the process list to slice. To do this, you add the elements to be segmented to an *element list* that you define using the Segmentation Event Definition page.

Related Links

Segmentation Event Definitions Page

Relationship of Period, Segment, and Slice Dates

For every pay period, the system generates begin and end dates for:

- Periods

  Pay periods—monthly, biweekly, or weekly—are used to group and calculate a payee's earnings. Each period has a begin and end date and can be sliced or segmented.

- Segments

  A *sub-period* of time within the normal pay period that is created due to period segmentation. Each segment represents a separate gross-to-net calculation of every element in the period and has begin and end dates. Individual elements can be *sliced* within a sub-period.

- Slices

  The span of time into which an element is segmented due to element segmentation. Unlike a segment or period, it does not represent a separate gross-to-net process, because it affects only a limited set of elements in a period or segment. Like a segment, a slice has begin and end dates.

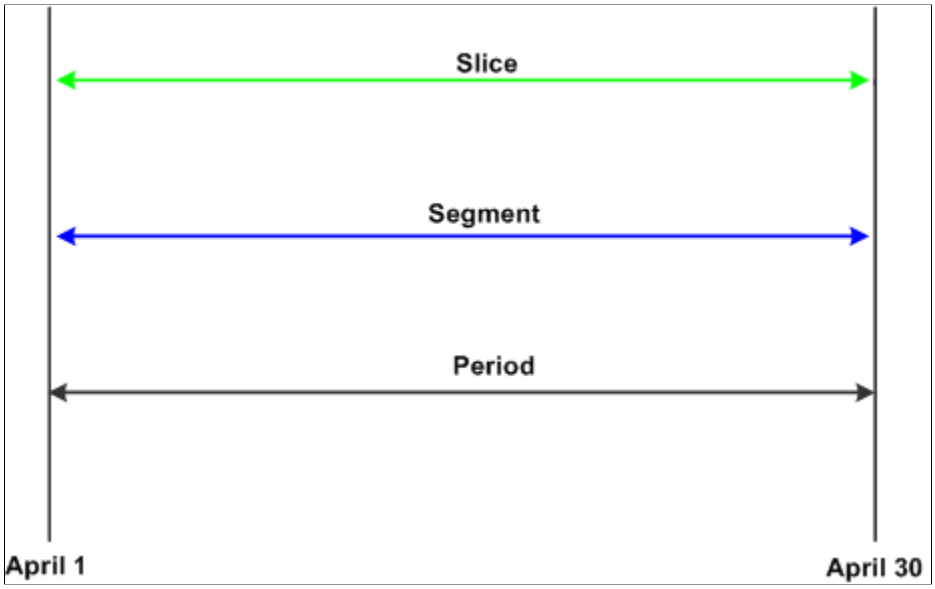
All three sets of dates (period, segment, and slice) are generated every time a payroll is processed, regardless of whether a period is sliced or segmented. The begin and end dates for periods, segments, and slices, are stored in the output result tables for the period and made available as system-computed elements for use in other calculations.

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Example 1: Unsegmented Period

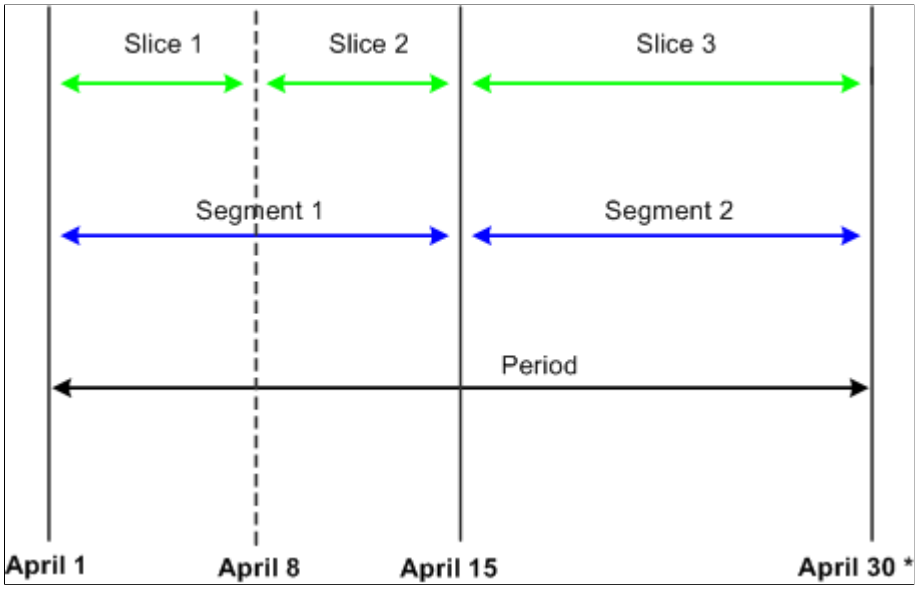
In an unsegmented period the number of periods equals the number of segments, which equals the number of slices. All three have identical begin and end dates.

This diagram illustrates the relationship between period, segment, and slice begin and end dates in an unsegmented period.



Example 2: Segmented Period

This diagram shows a period with two segments; segment 1 contains a sliced element.



Basic Rules of Element Resolution

This topic discusses the basic rules of element resolution for period and element segmentation.

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Using Period Segmentation

When using period segmentation, all elements are resolved once in each segment.

Using Element Segmentation

When using element segmentation:

- Primary elements are resolved once in each slice if they are set up to be sliced.
- Supporting elements are resolved once in each slice if they are set up to be sliced.

  A supporting element is also resolved in each slice if it is a component of an element that's defined to be sliced. Suppose that an earning element E1 is sliced. If this element uses a duration element (a supporting element) that measures years of service, and the value of earning E1 is based on the years returned by the duration element, the duration element is resolved whenever E1 is resolved, because it's a component of E1.

Note: To define the elements to be sliced, use the Segmentation Event Definition page.

Example of Period Segmentation

In period segmentation, all elements are calculated once for each segment and there are multiple gross-to-net result sets.

This table lists examples of elements, their calculation rules, and the associated period segmentation rules:

Element	*Calc Rule*	*Base*	*%*	*Prorate*
E1 (Base Pay)	Amount	N/A	N/A	Yes
E2	Base × Percent	E1	10%	No
D1 (Deduction)	Base × Percent	A1	10%	No
A1 (Accum)	E1 + E2	N/A	N/A	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on September 16, triggering the segmentation of the September pay period into two equal parts. This scenario is represented in the following table:

Element	*Segment 1: September 1–September 15*	*Segment 2: September 16–September 30*
E1 (Base Pay)	10,000 × ½ = 5,000	20,000× ½ = 10,000

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Element	*Segment 1: September 1–September 15*	*Segment 2: September 16–September 30*
E2	E1, Segment 1 × 10% = (5,000 × 10%) = 500	E1, Segment 2 × 10% = (10,000 × 10%) = 1,000
A1	Sum of E1 and E2 for Segment 1 = (5,000 + 500) = 5,500	Sum of E1 and E2 for Segment 2 = (10,000 + 1,000) = 11,000
D1 (Deduction)	A1 for Segment 1 × 10% = 550	A1 for Segment 2 × 10% = 1,100
Net Pay	Net Pay for Segment 1 = 4,950	Net Pay for Segment 2 = 9,900

In this example, all the elements on the process list are segmented and there are two separate gross-to-net calculations.

Example of Element Segmentation

When performing element segmentation, the system slices only those elements that are included in the Element List. The system produces only one gross-to-net result set and includes the sliced elements within a segment or period.

This table lists examples of elements, their calculation rules, and the associated element segmentation rules:

Element	*Calc Rule*	*Base*	*%*	*On Element List for Segmentation?*	*Prorate*
E1 (Base Pay)	Amount	N/A	N/A	Yes	Yes
E2	Base × Percent	E1	10%	No	No
D1 (Deduction)	Base × Percent	A1	10%	No	No
A1 (Accum)	E1 + E2	N/A	N/A	No	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on September 16, triggering the slicing of element E1 into two equal parts. (The only element defined to be sliced is E1.) This scenario is represented in the following table:

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Element	*Slice 1: September 1 – September 15*	*Slice 2: September 16 – September 30*
E1 (Base Pay)	10,000 × ½ = 5,000	20,000 × ½ = 10,000
E2	Sum of E1 × 10% = (5,000 + 10,000) × 10% = 1,500	
A1 (Accumulator)	Sum of E1 and E2 = (15,000 + 1,500) = 16,500	
D1 (Deduction)	A1 × 10% = (16,500 × 10%) = 1, 650	
Net Pay	14,850	

E1 is sliced once on September 16, resulting in two separate calculations for E1 — one for each slice. There is only one gross-to-net process, and the Net Pay element represents the sum of E1 in each slice and E2 in each slice minus D1 (deduction 1).

Related Links

Segmentation Event Definitions Page

Effective-Dated Element Definitions

All effective-dated elements contain a **Definition as of Date** field that tells the system which effective-dated row to use when retrieving the definition of an element. Options include calendar period begin date, calendar period end date, and payment date.

The same Definition As Of Date definition is used for all segments and slices within the period.

Related Links

Understanding the Process of Selecting Definition As Of Dates

Rules for Slicing Accumulators and Accumulator Members

This topic describes the rules for slicing accumulators and accumulator members.

Using Period Segmentation

With period segmentation, every element and supporting element is segmented—a situation cannot exist in which an element is segmented but the accumulator to which it belongs isn't segmented.

Using Element Segmentation

The slicing of a member of an accumulator does not cause slicing of the accumulator, but the slicing of an accumulator causes all member elements to be sliced.

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Rules for slicing an accumulator that is used as a driver are covered in the topic that discusses multiple resolutions of earnings and deductions.

Related Links

Understanding Segmentation with Multiple Resolutions

Rules for Parent and Child Element Resolutions

When an element is composed of (or based on) other elements, the system defines those other elements as *child* elements and the elements that are based on them as *parent* elements. Elements and supporting elements can be parents or children.

Say Tax A is a percentage of earning E1 and earning E2 (Tax A = 10% × (E1 + E2)). In this example, Tax A is the parent and earning E1 and earning E2 are the children. The concept of *child* and *parent* elements is central to understanding how an element that is based on other elements is resolved.

Matching and Mismatching Slices and Segments

During period segmentation, all elements are segmented equally, and parent and child elements always match.

During element segmentation, parent and child elements can be sliced equally, or one may be sliced more than the other. For example, the parent might be included in the list of elements to segment, while the child is not. If the parent and child slices are identical, the parent and child are said to match; if they are not identical, they are referred to as mismatching.

Global Payroll follows specific rules for processing matching and mismatched elements. These rules are illustrated in the following examples.

Examples 1–7: Parent Element Is a Primary Element or a Supporting Element

The following cases use these elements:

- Earning E1 = Percent of F1 (supporting element).
- Earning E3 = Percent of E2 (primary element).
- F1 = 100 (supporting element).
- E2 = 100 (primary element).

This table summarizes the examples that follow in this topic. The child and parent slices in these examples do not always match, as indicated in the Match/No Match column.

Case Number	*Parent Action*	*Child Action*	*Child Type*	*Match/No Match*	*Process Rule*
1	Sliced	Not Sliced	Primary Element (E2)	No Match	*Use* the value of the child for each slice of the parent.

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Case Number	*Parent Action*	*Child Action*	*Child Type*	*Match/No Match*	*Process Rule*
2	Sliced	Sliced	Primary Element (E2)	Match	*Use* the slice value of the child for each slice of the parent.
3	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced More	*Sum* the value for each child slice that matches the parent slice.
4	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced Less	*Use* the Slice value of the child where dates match. If they don't match, *sum* the value of all child slices. May return incorrect values.
5	Sliced	Sliced	Primary Element (E2)	No Match	*Sum* the value of all child slices. May return incorrect values.
6	Not Sliced	Sliced	Primary Element (E2)	No Match	*Sum* of the child values.
7	Sliced	Not Sliced	Supporting Element (F1)	Not applicable. Matching does not matter when the child is a supporting element.	*Resolve* the value of the child for each slice of the parent. (See note following case details.)

Note: The following examples show the results with and without proration. Prorated amounts are in parentheses.

Case 1

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

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Proration on E3

Scenario: Parent is sliced; child is not sliced. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 100 (50)
- Slice 2: 10% of 100 (50)

For E2 (child), there is one slice with a value of 100.

Each slice of E3 uses the full value of the child (E2). This causes a warning message to be displayed in the Payee Messages component.

Case 2

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 100 (50)
- Slice 2: 10% of 100 (50)

For E2 (child), there are two slices:

- Slice 1: 100 (50)
- Slice 2: 100 (50)

When the parent's slice dates equal the child's slice dates, the parent uses the child's value. Although the slice dates match, without proration on the child, the results may be incorrect.

Case 3

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced more. Slices partially match. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 100 (33.33)

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- Slice 2: 10% of 200 (33.33 + 33.34)

For E2 (child), there are three slices:

- Slice 1: 100 (33.33)
- Slice 2: 100 (33.33)
- Slice 3: 100 (33.34)

Slice 1 of the parent and child match, so the system sums the child slices (slice 1, in this example). For the second slice of E3 (the parent), the system sums slice 2 and slice 3 of E2 (the child), because the begin date of slice 2 and end date of slice 3 match slice 2 of E3 (the parent). This scenario causes a warning message to be displayed in the Payee Messages component.

Case 4

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced less. Slices partially match. Child is a primary element.

For E3 (parent), there are three slices:

- Slice 1: 10% of 100 (33.33)
- Slice 2: 10% of 200 (66.67)
- Slice 3: 10% of 200 (66.67)

For E2 (child), there are two slices:

- Slice 1: 100 (33.33)
- Slice 2: 100 (66.67)

Generally, if the child is a primary element, it should be on the same list of elements to be sliced as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

The resolution is twofold. When there are exact matches (as in slice 1 of the parent and the child), the system uses the child's value. If the parent or the child has proration turned on, the result is correct. The second resolution of the parent sums all resolutions of the child (200, in this example), resulting in an over calculated amount. This is because the system cannot get a match on the slice dates for the parent and the child. Even with proration turned on, the amount of the child is overstated (see the amounts in parentheses).

Case 5

Assumptions:

E2 (primary element) = 100

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E3 (primary element) = 10% of E2

Proration on E2

Parent is sliced. Child is sliced. No match on slice dates. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 300 (100)
- Slice 2: 10% of 300 (100)

For E2 (child), there are three slices:

- Slice 1: 300 (100)
- Slice 2: 300 (100)
- Slice 3: (100)

Generally, if the child is a primary element, it should be on the same list of elements to be sliced as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

When the parent's slice dates do not match any of the child's slice dates—as in the second resolution in Case 5 — the system sums the value of all child slices for each resolution of the parent. This causes a warning message to be displayed in the Payee Messages component.

Case 6

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is not sliced. Child is sliced. No match on slice dates. (Slice dates are not applicable to the parent.) Child is a primary element.

For E3 (parent), there is one slice with a value of 10% of 200 (100)

For E2 (child), there are two slices:

- Slice 1: 200 (100)
- Slice 2: 200 (100)

When the parent isn't sliced, and the child is—and the child is a primary element—the resolution of the parent element sums the values of all resolutions of the child. This causes a warning message to be displayed in the Payee Messages component.

Case 7

Assumptions:

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E1 (primary element) = 10% of F1

F1 (supporting element) = 100

Proration on E1

Parent is sliced. Child is not sliced. Child is a supporting element.

For E1 (parent), there are two slices:

- Slice 1: 10% of 100 (50)
- Slice 2: 10% of 100 (50)

For F1 (child), there are two slices:

- Slice 1: 100
- Slice 2: 100

Slice 1 of E1 resolves the child for the slice 1 time period. F1 is sliced because, as a supporting element child, it resolves for each parent's slice.

Note: If a supporting element is populated through an array, bracket, or a formula, then that array, bracket or formula element must be on the same list of elements to slice as the parent. (Define the list of elements to slice using the Element List grid on the Segmentation Event Definition page described in this topic.)

System Generated Warning Messages

During the pay calculation, the system issues a warning message in the following situations if the child element is a primary element and its slice dates don't match the parent's slice dates:

- Parent is sliced. Child isn't sliced (see Case 1).
- Parent is sliced. Child is sliced. The slice dates of the parent don't match the slice dates of the child (see Cases 3, 4, and 5).
- Parent isn't sliced. Child is sliced (see Case 6).

If the child element is an accumulator, a warning message is issued whenever the accumulator's slice dates don't match the parent's slice dates.

Messages are displayed in the Payee Messages component.

Segmentation and Payee Overrides

You can define two types of overrides at the payee level:

- Primary element overrides.
- Supporting element overrides.

Both type of overrides are called *payee level* overrides, and the system follows the same basic rules for applying these overrides to segmented and unsegmented periods. Generally, when a pay period has period or element segmentation, payee overrides are applied to a segment based on the segment end date and the

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end date of the override, following the rules below. The rules are the same for primary and supporting element overrides at the payee level; only primary element overrides are discussed here. Any minor differences in these two types of overrides are clarified in the following examples.

The rules for applying overrides at the payee level are:

- Primary element overrides apply to earning, deduction, absence entitlement, and absence take elements, and the overrides must have begin dates. End dates are not required.

  Supporting element overrides apply to elements such as variables, formulas, arrays, and brackets.

- If an override is to apply to a segment, the end date of the override must equal or be greater (or blank) than the end date of the segment or slice (see @ Overrides 3 and 4 in the diagram that follows)

- An override can apply to more than one segment if the end date of the override is greater than one segment's or slice's end date and greater than or equal to the subsequent segment's or slice's end date(or blank) (see Override 3 in the diagram that follows).

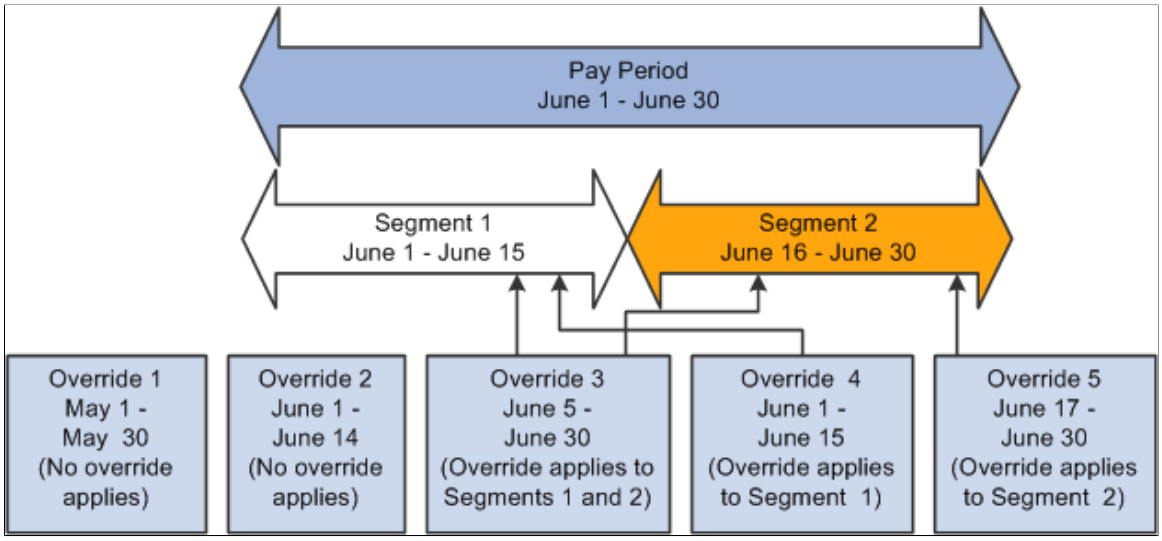
- If the end date of the override is less than the end date of the segment or slice, the override doesn't apply to that segment (see Overrides 1 and 2 in the diagram that follows).

- Primary element overrides are prorated if the element is defined to be prorated.

  With supporting element overrides, the supporting element is prorated if it's a component of an element that's defined to be prorated and that element is segmented.

- Payee overrides must be Active as of the segment or slice end date.

This diagram shows an example of a primary element override.



- Overrides 1 and 2 apply to neither segment, because their end dates come before the end dates of Segments 1 and 2.

- Override 3 applies to Segments 1 and 2 equally, because its end date is greater than the first segment's end date and greater than or equal to the second segment's end date.

- Override 4 applies to Segment 1 because its end date is greater than or equal to the end date of Segment 1 and less than the end date of Segment 2.

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- Override 5 applies to Segment 2, because its end date is equal to the end date of Segment 2 and its begin date is after the end date of Segment 1.

The following examples offer a more detailed view of how payee overrides are applied to segmented and unsegmented periods:

Scenario: Two payees are eligible to receive an earning element (E1) whose value is 100. Assume that Payee 1 has no segmentation and that Payee 2 has period segmentation in the January pay period. The segment dates for Payee 2 are January 1, 2005−January 15, 2005 and January 16, 2005 – January 31, 2005. The payees have identical supporting element overrides, and the pay period being processed is January 1, 2005 – January 31, 2005. This table lists cases that show how the system applies primary element overrides:

Note: In this example, override is abbreviated *Over.*

Case	*Over. Begin Dt*	*Over. End Dt*	*Over. Value*	*Payee 1 Results*	*Payee 2 Results*	*Reasons*
1	Jan. 1, 2000	Dec. 31, 2004	200	100	100	End date is less than period/ segment end date.
2	Jan. 1, 2000	Jan. 5, 2005	200	100	100	End date is less than period/ segment end date.
3	Jan. 1, 2005	Jan. 5, 2005	200	100	100	End date is less than period/ segment end date.
5	Jan. 5, 2005	Jan. 20, 2005	200	100	S1=200 S2=100	For Payee 2, Segment 1 uses the override because the end date is greater than Segment 1's end date.

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Case	*Over. Begin Dt*	*Over. End Dt*	*Over. Value*	*Payee 1 Results*	*Payee 2 Results*	*Reasons*
6	Jan. 20, 2005	Jan. 25, 2005	200	100	100	The override's begin date is greater than Segment 1's end date and its end date is less than Segment 2's end date, so the override doesn't apply to either segment of Payee 2. For Payee 1, the override's end date is less than the end date of the period, so no override applies.
7	Jan. 5, 2005	Jan. 31, 2005	200	200	S1=200 S2=200	The override's begin date is before the end date of Segment 1, and its end date is greater than or equal to the end dates of both segments, so it applies to both segments.
8	Jan. 20, 2005	Feb. 1, 2005	200	200	S1=100 S2=200	For Payee 2, Segment 1 doesn't use the override, because the override's begin date is greater than Segment 1's end date.

Note: Although these examples refer to period segmentation, the same basic rules apply to element segmentation: if a sliced element is overridden at the payee level, the override applies to the slices just as it applies to segments with period segmentation.

Related Links

Understanding Overrides

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Proration and Segmentation

When you set up the Global Payroll system up to segment earnings, deductions, or absence entitlement elements in a pay run, you can also instruct the system to generate prorated calculation results for these elements based on such factors as the number of work hours or days in each slice/segment relative to the total number of work hours or days in the pay period. To do this, you must associate each earning, deduction, or absence entitlement element you want to prorate with a proration rule on the element definition pages. Then, when segmentation or slicing occurs, the element automatically calls the appropriate proration factor.

This topic discusses:

- Segmentation with proration.
- Segmentation without proration.
- Segmentation and proration of earning and deduction assignments.

Segmentation with Proration

To have the system prorate a segmented earning, deduction, or frequency-based entitlement element, specify proration as part of the element's definition.

You must define the proration rule to use in segmentation processing, because the rule is not hard-coded. Generally, a proration rule that you define consists of a numerator, representing the slice or segment, and a denominator, representing the entire pay period.

You can determine how to define the numerator and denominator that constitute the proration factor. The numerator and denominator can be any of these elements:

- Accumulator
- Count
- Duration
- Formula
- Variable

Note: When you define a proration element, the **Always Recalculate** check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Note: You can also use the PRORATE system element to invoke proration for an earning or deduction element, even when there's no segmentation.

See Defining Proration Rules, Earnings - Rounding/Prorations Page.

Segmentation without Proration

To apply segmentation without proration, select the *No Proration* option on the Rounding/Proration page of the Earning/Deduction Definition component or the Absence Entitlement component.

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This table provides an example of segmentation without proration:

Element	*Calc Rule*	*Base*	*%*	*On Element List for Segmentation?*	*Prorate*
E1 (Base Pay)	Amount = 20,000	N/A	N/A	Yes	No
E2	Base × Percent	E1	10%	No	No
A1 (Accum)	E1 + E2	N/A	N/A	No	N/A
E3	Base × Percent	A1	10%	No	No

Note: You can slice or segment a period without applying proration, but an element cannot be prorated unless there is segmentation.

Assume that E1 represents base pay and that E1 is sliced on September 16, halfway through the pay period. None of the interrelated elements are defined to be prorated. This scenario is represented in this table:

Element	*Slice 1: September 1– September 15*	*Slice 2: September 16– September 30*
E1 (Base Pay)	20,000	20,000
E2	(E1, Slice 1 + E1, Slice 2) × 10% = (20, 000 + 20,000) × 10% = 4,000	
A1 (Accumulator)	Sum of E1 (Slice 1 + 2) and E2 = (40, 000 + 4,000) = 44, 000	
E3	A1 × 10% = (44,000 × 10%) = 4,400	

Because E1 is not defined to be prorated, the system incorrectly calculates the value of E1 in each slice (slices 1 and 2) as 20,000 (the true value in each slice should be 20,000 × ½). This leads to additional errors: When E2 is calculated, the system sums up E1 in each slice, to yield a value of 40,000 × 10% (the correct amount is 20,000 × 10%). Similarly, A1 resolves to 44,000 instead of 22,000. And E3, defined as A1 × 10%, resolves to 44,000 × 10%, yielding 4,400 (the correct result is 2,200).

It's important to understand why segmentation does not automatically result in proration. For example, if E2 is a percentage of E1 and both are sliced, E1, but not E2, is prorated.

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Segmentation and Proration of Earning and Deduction Assignments

In Global Payroll you can define segmentation triggers only for *effective dated* records, with one exception: you can define segmentation triggers for the *begin and end dated* earning and deduction assignment record GP_PYE_OVRD. The purpose of this exception is to enable you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components and have the system segment—and prorate— the element when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date. If you want the system to prorate the calculation results, you must specify proration as part of the element's definition.

Note: The steps for configuring the system to slice a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM) are almost identical to those used for standard segmentation setup, and are discussed in detail in the topic on setting up triggers.

See Understanding Triggers.

Retroactive Processing and Segmentation

When a retroactive trigger is generated in response to an event, the system writes the effective date of the change to trigger tables in Global Payroll. The system uses this date to determine how far back in time to recalculate closed periods, using this logic:

- Without backward limits, the system takes the effective date of the change that triggers retroactive processing, returns to the first calendar period in which the effective date falls, and calculates the entire period and everything going forward.
- If the effective date of the retroactive change falls in mid period, the system doesn't automatically segment the period or use proration when recalculating original pay items (because it tries to recalculate the *entire* period).
- Segmentation triggers remain active and available to the system because they may be needed for future retroactive processing.

Related Links

Setting Backward and Forward Retro Limits
Segmentation and Retro
Trigger Table Data

Positive Input with Segmentation

Like payee level overrides, positive input enables you to override the value of an element in a pay period. And like payee overrides, positive input uses begin and end dates (the begin and end dates are optional with positive input). Thus, when a calendar pay period has period or element segmentation, positive input is assigned to a segment or slice based on the end date of the instance. Unlike payee overrides, positive input is applied only to a single element or slice and is never prorated. Other rules that affect the assignment of positive input are:

- If the begin and end dates of the instance precede the calendar begin date, positive input is assigned to the first segment or slice.

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- When no begin or end date is specified for the instance, the system assigns the instance to the last segment or slice in the pay period.

  It's assumed that the end dates for the instance and calendar are the same.

Related Links

Segmentation Considerations

Segmentation System Elements

This table lists the system elements that are delivered for segmentation:

System Element	*Description*
FIRST ACT SEGMENT	First Active Segment (Y/N) Indicates whether the segment that is being processed is the first *active* segment within the calendar period.
FIRST SEGMENT	First Segment (Y/N) Indicates whether the segment that is being processed is the first segment within the calendar period.
LAST ACT SEGMENT	Last Active Segment (Y/N) Indicates whether the segment that is being processed is the last *active* segment within the calendar period.
LAST SEGMENT	Last Segment (Y/N) Indicates whether the segment that is being processed is the last segment within the calendar period.
SEGMENTATION-PRD	SEGMENTATION-PRD indicates whether the segment being processed is the same as the calendar period (it indicates whether period segmentation has occurred) by returning the following values: 1 (true) if the segment being processed *does not* match the calendar period and 0 (false) if this segment *does* match the calendar period.
SEGMENTATION-ELEM	SEGMENTATION-ELEM indicates whether the slice being processed is the same as the calendar period (it indicates whether element segmentation has occurred) by returning the following values: 1 (true) if the slice being processed *does not* match the calendar period and 0 (false) if this slice *does* match the calendar period.

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Setting Up Segmentation

Pages Used to Set Up Segmentation

Page Name	*Definition Name*	*Usage*
Segmentation Event Definitions Page	GP_SEG_EVENT	Define segmentation events, specify a segmentation type, and select individual elements for segmentation.
Trigger Definitions Page	GP_TRGR_SETUP	Define triggers.

Understanding Segmentation

To set up segmentation:

1. Define an event ID and segmentation type on the Segmentation Event Definitions page.

   Segmentation can be caused by events such as pay group transfers, pay entity transfers, and new hires. The system does not automatically know what type of segmentation (period or element) to apply to an event. When you create an event ID, you specify:

   - The type of segmentation to use.
   - The elements to slice (for element segmentation only).

2. Define the records or record-field combinations that trigger segmentation in response to data changes on the Trigger Definition page, and link them to the event ID defined in step 1 (above).

   These records and fields become *trigger records* or *trigger fields* which trigger segmentation in response to changes in payee data. By attaching an event ID to a field, you tell the system what type of segmentation to use when a segmentation event occurs.

Related Links

Understanding Triggers
Setting Up Trigger Definitions

Segmentation Event Definitions Page

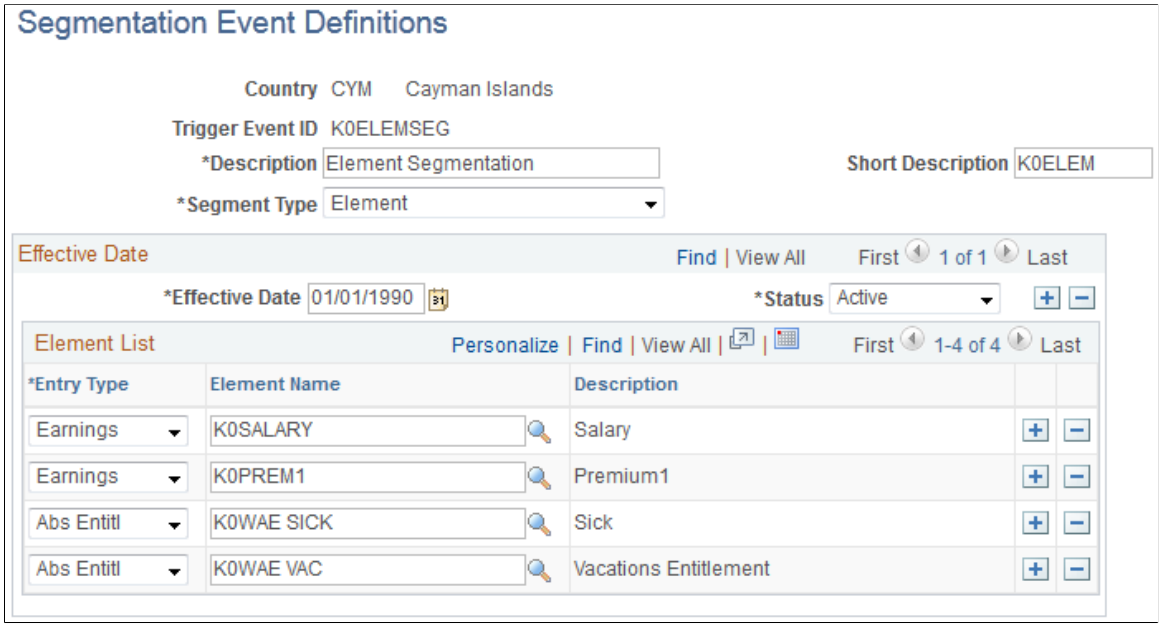
Use the Segmentation Event Definitions page (GP_SEG_EVENT) to define segmentation events, specify a segmentation type, and select individual elements for segmentation.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Triggers** > **Segmentation Event Definitions**

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This example illustrates the fields and controls on the Segmentation Event Definitions page.



Field or Control	***Description***
Country	Displays the country that uses the trigger event ID defined on this page. Event IDs are defined by country because one country (or organization in a country) might decide to process an event by segmenting one subset of elements (in the case of element segmentation), whereas another might decide to process the same event by segmenting a different subset of elements. Or one country might use period segmentation while another uses element segmentation to process the same event.
Trigger Event ID	Displays the trigger event ID that you entered to access this page. This ID tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation.
Segment Type	Select a segment type. Options are *Period* and *Element.* See Types of Segmentation.
Effective Date	Enter the effective date of the trigger event ID. You can enter multiple effective-dated rows for each trigger event ID if the trigger event definition changes.
Status	Select the status of the trigger event ID. Options are *Active* and *Inactive.*

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Element List

If you use element segmentation to process an event, you must specify which elements in the process list should be sliced, because element segmentation affects only a limited set of elements. Enter the elements to be sliced in the **Element List** group box.

Field or Control	*Description*
Entry Type	Select the type of element to slice. Options are: *Abs Entitl* (absence entitlement), *Array, Bracket, Date, Deduction, Earning, Formula, Seg Accm.* (segment accumulator), and *WritArray* (writable array). Only segment accumulators are available for segmentation.
Element Name	Select the element name.

Related Links

Understanding Retroactive Methods
Setting Backward and Forward Retro Limits
Trigger Table Data

Trigger Definitions Page

Use the Trigger Definitions page (GP_TRGR_SETUP) to define triggers.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Triggers** > **Trigger Definitions** > **Trigger Definitions**

On this page you define the records or record-field combinations that trigger segmentation, and link them to an event ID.

Note: The Trigger Definition page is also used to define iterative and retroactive triggers.

Related Links

Understanding Triggers

Managing Segmentation

Trigger data is generated automatically by the online system based on the conditions that you specify during setup. After the online system generates segmentation triggers, use the Review Triggers - Segmentation page to manage those triggers so that segmentation occurs only when you want it to—and only in response to appropriate changes in system data.

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Page Used to Manage Segmentation

Page Name	*Definition Name*	*Usage*
Segmentation Page	GP_TRIGGER_SEG	View, add, or cancel segmentation triggers by payee. A segmentation trigger must be active to be viewed or managed on this page.

Segmentation Page

Use the Segmentation page (GP_TRIGGER_SEG) to view, add, or cancel segmentation triggers by payee.

A segmentation trigger must be active to be viewed or managed on this page.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Review Triggers** > **Segmentation**

Use this page to view segmentation triggers for each employee ID/employee record combination. You can also manually add and cancel trigger rows on this page.

Related Links

Understanding Triggers

Managing Automatically Generated Triggers and Defining Triggers Manually

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Chapter 44

Defining Retroactive Processing

Understanding Retroactive Methods

Global Payroll provides two methods for calculating retroactivity:

- Corrective Retro

  The corrective method recalculates the elements of a pay run, updating all balance and segment accumulators. The recalculated run replaces the previously calculated run; however, the original results remain available for auditing and reporting purposes.

- Forwarding Retro

  The forwarding method calculates the differences between the original and recalculated pay runs. The differences between the new and old calculations are carried forward to the current calendar period as an adjustment to elements specified by the user. Unlike corrective retro, forwarding retro does not result in the replacement of the original results. Also, balance accumulators are not updated in the recalculated period but in the current calendar period.

This table provides a comparison between the two methods:

Corrective Retro	***Forwarding Retro***
The system recalculates the elements of the pay run that have been defined to be recalculated during retro processing.	The system recalculates the elements of the pay run that have been defined to be recalculated during retro processing.
Recalculated values for the elements of the pay run replace the previous calculations.	Recalculated values for the elements are used to compute retro deltas for the recalculated period, but do not replace the previous calculations.
The system updates balance and segment accumulators in the recalculated period.	The system updates segment accumulators only. **Note:** You can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retro method is forwarding. This means that they can be replaced or updated in the recalculated period even though the retro method is forwarding.
The system computes retro deltas and stores them in the recalculated period.	The system computes retro deltas and stores them in the recalculated period.

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Corrective Retro	*Forwarding Retro*
The system computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retro Process Overrides page).	The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the Retro Process Overrides page).
The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.	The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.
Results are posted to PeopleSoft General Ledger for a recalculated period by fully reversing the prior calculations and re-posting the results.	Results are posted to General Ledger for a recalculated period by fully reversing the prior calculations and re-posting the results.

Note: Only segment accumulators can be forwarded. Balance accumulators cannot be forwarded regardless of the retro method.

Related Links

Understanding Banking
Understanding the General Ledger Interface

Common Elements Used in Retroactive Methods

This topic defines some of the key terms used to describe retroactivity in this topic.

Prior Results and Recalculated Results

When retroactive processing occurs for a previously calculated period, new results are created for that period. The new results are called the *recalculated results.* The results from the previously calculated period are called the *prior results*.

Recalc Period

A period that has been previously calculated and is being recalculated due to retroactivity.

Retro Deltas

When retroactive processing occurs for a given payee, the system recalculates each payroll element. The system compares the recalculated results to the prior results. The difference between these results is typically called the *retro delta.* A retro delta represents an increase or a decrease that results in an adjustment to the payee's earnings or deductions.

Retro on Retro

When a period that has already been processed for retroactivity is processed again due to additional retroactive data changes, the recalculation is called *retro on retro.*

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Retro Add

A *retro add* is a situation in which a previous gross-to-net result set does not exist for a payee, and retroactivity calls for a Pay Process Stat record to be created for the first time.

Note: We discuss the Pay Process Stat record in the topic on system architecture.

See Batch Processing Output Tables.

Understanding General Rules of Retroactive Processing

This topic provides examples of the delivered retroactive calculation methods, and discusses how Global Payroll:

- Tracks recalculated calendars.
- Calculates retro deltas and processes adjustments.
- Loads balance accumulators.
- Stores recalculated results.
- Reverses previous results.

Examples of Retroactive Processing

The examples of corrective and forwarding retro in this topic illustrate the basic difference between the two methods: in corrective retro, the recalculated values of elements in the pay run replace the previous calculations, while in forwarding retro, the system uses the recalculated values to compute retro deltas, and then carries the deltas forward as adjustments to elements in the current period.

Example 1: Corrective Retro—No Exceptions

In this example, Earning 1 rate changes from 100 to 120; effective date is in period 1; notified in period 2:

Re-Calc Option	*Calendar Period 1*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Always	Earning 1	100	120	20	Y	N
Always	Deduction 1 (flat amount)	30	30	0	Y	N
Not applicable	Net Pay (segment accumulator)	70	90		Y	N

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Re-Calc Option	*Calendar Period 1*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Not applicable	YTD Accumulator Earning 1	100	120			

This table shows the processing results:

Calendar Period 2	*Current Results*	*Retro Adjustment*
Earning 1	120	None
Deduction 1 (flat amount)	30	None
Net Pay	90	None
YTD Accumulator Earning 1	240	

In this example, only Earning 1 generates a retro delta. The segment accumulator (Net Pay) is updated. No element is forwarded for processing in the current period, and the new value of Earning 1 replaces its old value. The banking process determines the difference between the net pay from the prior calculation (70) and the recalculation (90) and manages the retro delta (20).

Example 2: Forwarding Retro—No Exceptions

In this example, Earning 1 rate change from 100 to 120; effective date in period 1; notified in period 2:

Re-Calc Option	*Calendar Period 1*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Always	Earning 1	100	120	20	Not applicable	Y
Always	Deduction 1 (flat amount)	30	30	0	Not applicable	Y
Not applicable	Net Pay (segment accumulator)	70	90	20	Not applicable	N

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Re-Calc Option	*Calendar Period 1*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
Not applicable	YTD Accumulator Earning 1	100	Not applicable	Not applicable	Not applicable	N

This table shows the processing results:

Calendar Period 2	*Current Results*	*Retro Adjustment*
Earning 1	120	20
Deduction 1 (flat amount)	30	None
Net Pay	110	None
YTD Accumulator Earning 1	240	None

In this example, the system forwards the retro delta for Earning 1 to the current period (period 2), where it is recorded as an adjustment to Earning 1.

Even though the retro method is forwarding, the system does not forward all elements from the first period to the second period:

- The system does not forward the Net Pay accumulator because it already contains the value of Earning 1.

  If the Net Pay accumulator had been forwarded along with Earning 1, Earning 1 would have been counted twice in the current period.

- Global Payroll does not forward balance accumulators. This is because they sum the values of elements that have potentially already been forwarded, so moving them into the current period would generate incorrect results.

Note: Even when the retro method is forwarding, Global Payroll does not forward all elements in the process list. On the Retro Process Overrides page, you must individually select the elements that you want forwarded. No element is forwarded automatically.

Tracking Recalculated Calendars

Global Payroll tags each Pay Process Stat record with a version and revision number appropriate to the retro method used. These version and revision numbers are the vehicles for tracking recalculation of a calendar period due to retroactivity.

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Note: We discuss the Pay Process Stat record in the topic on system architecture.

See Batch Processing Output Tables.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation of the calendar increases either the version number or the revision number depending on the retro method:

Term	*Definition*
Corrective Retro	When the retro method is corrective, the version number increases by 1 and the revision number stays at 1. For example, the first corrective retro is Version 2, Revision 1 (V2R1). The second corrective retro (retro on retro) is Version 3, Revision 1 (V3R1), and so forth.
Forwarding Retro	When the retro method is forwarding, the version number stays the same and the revision number increases by 1. For example, the first forwarding retro is Version 1, Revision 2 (V1R2). The second forwarding retro (retro on retro) is Version 1, Revision 3 (V1R3), and so forth.

The system uses these numbers to determine which calculations to use as the *old* and *new* values when processing retro deltas.

Version and Revision Numbers Used When Calculating Retro on Retro

When the system calculates retro on retro—that is, when a period is recalculated more than once—and the retro method changes, the numbering scheme becomes more complicated. In the following example, Global Payroll recalculates five consecutive periods using the forwarding method on the first pass, and a combination of forwarding and corrective retro on the second pass.

Scenario:

The retro method changes from corrective to forwarding in period 3 when retro is first processed. The second time that retro is processed, the method changes from forwarding to corrective in the same period.

In the following table, P1 to P6 represent periods 1 to 6.

Description	*P1*	*P2*	*P3*	*P4*	*P5*	*P6*
Version and revision number for original calculation.	V1R1	V1R1	V1R1	V1R1	V1R1	V1R1

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Description	*P1*	*P2*	*P3*	*P4*	*P5*	*P6*
Initial recalculation method changes from corrective to forwarding in period 3.	Corrective	Forwarding				
Version and revision numbers for initial recalculation.	V2R1	V2R1	V1R2	V1R2	V1R2	V1R2
Recalculation method changes from forwarding to corrective in period 3.	Forwarding	Corrective				
Second recalculated version and revision numbers.	V2R2	V2R2	V2R1	V2R1	V2R1	V2R1

When forwarding follows corrective retro, the revision number increases by 1, and the version number remains the same as it was in the last maximum corrective run. However, when corrective retro follows forwarding, the version number increases by 1, and the revision number goes back to 1. This has important consequences for how the system calculates retro deltas.

See Calculating Retro Deltas and Processing Adjustments.

Version and Revision Numbers in Retro Adds

A retro add is a situation in which a previous gross-to-net does not exist for a payee, and retroactivity calls for a Pay Process Stat record to be created for the first time. For example, suppose that a payee initially thought to have been hired in February was actually hired in January. There is no gross-to-net for January, so when January is processed for retro, the system must create a Pay Process Stat record for the period and assign version and revision numbers to it.

The system assigns version and revision numbers as follows:

- Numbering retro adds when the retro method is forwarding.

  When the retro method is forwarding, the revision number must be greater than 1. If a previous gross-to-net calculation does not exist, and a retro add results in a gross-to-net for the first time, the system labels this calculation V1R2 even though it is technically the first gross-to-net. The reason for this

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is that forwarding retro does not replace the original results of a calculation with new ones, but uses them to generate retro deltas. V1R2 is created only to calculate the deltas to bring forward to the current period. V1R1 is not used because it does not contain the true results for the period.

- Numbering retro adds when the retro method is corrective.

  When the retro method is corrective, a previous gross-to-net does not exist, and a retro add results in a gross-to-net for the first time, the system labels this first calculation V1R1. The reason for this is that corrective retro replaces the results of the prior pay calculation (it does not use them only to create retro deltas), so when a period is added, it treats this period as if it were the original one.

The following tables illustrate how the system numbers Pay Process Stat records in retro add situations using forwarding and corrective retro.

Scenario:

In the following retro add situations, it is discovered that a payee who was calculated in period 1 should not have been processed in that period. The calculations for the payee are therefore reversed in Recalc No. 2. When it is later discovered that the payee belongs in that period after all, the system produces a new gross-to-net calculation using the version and revision numbers associated with Recalc No. 3:

Example 1

Period/Recalculation	***Retro Method***	***Numbering***
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (corrective)	V4R1

Example 2

Period/Recalculation	***Retro Method***	***Numbering***
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (forwarding)	V3R2

Example 3

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Period/Recalculation	*Retro Method*	*Numbering*
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (forwarding)	V1R4

Example 4

Period/Recalculation	*Retro Method*	*Numbering*
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (corrective)	V2R1

Related Links

Retroactive Adds
Retroactive Deletes

Calculating Retro Deltas and Processing Adjustments

This topic provides information about how the system calculates retro deltas and processes adjustments.

Calculating Retro Deltas

In forwarding retro, the Delta = New Value - Old Value (where the old value is the value from the last revision of the previous calculation [maximum revision]).

Period 1	*Value of Earning 1 (E1)*	*Delta*
V1R1	20	Not applicable
V1R2	30	E1 (V1R2) - E1 (V1R1) = 10

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Period 1	*Value of Earning 1 (E1)*	*Delta*
V1R3	40	E1 (V1R3) - E1 (V1R2) = 10

In corrective retro, the Delta = New Value - Old Value (where the old value is the value from the previous version, Revision 1).

Period 1	*Value of E1*	*Delta*
V1R1	20	Not applicable
V2R1	30	E1 (V2R1) - E1 (V1R1) = 10
V3R1	40	E1 (V3R1) - E1 (V2R1) =10

When calculating deltas, the system includes in the old value of an element (earning or deduction) any adjustments that were forwarded to it from recalculated periods. Similarly, the new value of an element calculated for the current period includes adjustments that were forwarded to it as a result of a recalculation in previous periods.

Period 1	*Value of E1*	*Delta*
V1R1	25 (20 + 5 Adjustment)	Not applicable
V1R2	35 (30 + 5 Adjustment)	E1 (V1R2) - E1 (V1R1) = 10
V1R3	45 (40 + 5 Adjustment)	E1 (V1R3) - E1 (V1R2) = 10

Note: There is an exception to the rule that the new value of an element always contains adjustments that were forwarded to that element when it was calculated in a previous run. This exception is discussed in Example 3 under *Deltas and Adjustments When The Retro Method Changes.*

Calculating Deltas When Corrective Follows Forwarding

In the case of corrective retro—or when corrective follows forwarding—the system defines the old value as the previous version, Revision 1. Take the following example of a period which is recalculated twice due to retro—first using forwarding retro, and again using corrective retro. If the value of earning E1 equals 20 in period 1 (V1R1), increases to 30 in the first recalculation (V1R2), and increases again to 40 in the last recalculation (V2R1), the system derives the deltas as follows:

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Retro Method	*Period 1*	*Value of E1*	*Delta*
Not applicable	V1R1	20	Not applicable
Forwarding	V1R2	30	E1 (V1R2) - E1 (V1R1) = 10
Corrective	V2R1	40	E1 (V2R1) - E1 (V1R1) = 20

To calculate the second retro delta in V2R1, when the retro method changes from forwarding to corrective, the system subtracts the value of E1 in the previous version, revision 1 (20) from the new value of E1 (40). It ignores E1 in V1R2 (the previous version, Revision 2) because V1R2 is a virtual calculation and doesn't represent the last true value.

Processing Adjustments

When the retro method is forwarding, the system calculates the adjustment to carry forward by summing the deltas for an element across all of the recalculated periods. If you have defined payment keys, the system sums the calculated deltas by payment key rather than creating a single adjustment amount.

See Payment Keys with Forwarding Retro.

Example 1: Processing Deltas and Adjustments in Forwarding Retro

The following example of retro on retro illustrates how the system calculates deltas and processes adjustments when using the forwarding method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Ver/ Rev #	*Load YTD Balances* *(load year-to-date balances)*	*Period 1*	*Load YTD Balances*	*Period 2*	*Load YTD Balances*	*Period 3*
V1R1	Load 0	E1 = 10	Load 10	E1 = 30 (20 + 10)	Load 40	E1 = 50 (30 + 0 + 10)
		Net Pay = 10		Net Pay = 30		Net Pay = 50
		YTD E1 = 10		YTD E1 = 40		YTD E1 = 90

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Ver/ Rev #	*Load YTD Balances* *(load year-to-date balances)*	*Period 1*	*Load YTD Balances*	*Period 2*	*Load YTD Balances*	*Period 3*
V1R2	Load 0	E1 = 20 Delta = 10	Load 10	E1 = 40 (30 + 10) Delta = 10		
		YTD E1 = 10		YTD E1= 40		
V1R3	Load 0	E1 = 30 Delta = 10				
		YTD E1 = 10				

In this example, the system calculates retro deltas by subtracting the old value of E1 from the new value of E1 (the old value is defined as the last revision of the previous calculation).

First retro calculation:

- Period 1 (V1R2): E1 = 20.

  Delta = 10 [20 (V1R2) - 10 (V1R1)]. Pulled in to period 2 (V1R1) as an adjustment.

- Period 2 (V1R1): E1 = 30 (20 + 10 Adj). Adjustment from period 1 (V1R2).

Second retro calculation (retro on retro):

- Period 1 (V1R3): E1 = 30.

  Delta = 10 [30 (V1R3) - 20 (V1R2)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 2 (V1R2): E1 = 40 (30 + 10 Adj). Adjustment carried forward from period 2 (V1R1).

  Delta =10 [40 (V1R2) - 30 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 3 (V1R1): E1 = 50 (30 + 10 Adj + 10 Adj). Adjustments from period 1 (V1R3) and period 2 (V1R2).

  The adjustment is the sum of all retro deltas. In P2 (V1R1), the adjustment to E1 is 10. In P3 (V1R1), the adjustment to E1 is the sum of the adjustments from the recalculation of periods 1 (V1R3) and 2 (V1R2), or 10 + 10.

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Note: Because periods 1 and 2 are processed using forwarding retro, the YTD accumulator is not updated each time these periods are recalculated. When the balances are loaded before each recalculation, the system uses the YTD balance from the prior period, V1R1. Revision 1 is always loaded when the method is forwarding.

Example 2: Processing Deltas in Corrective Retro

The following example of retro on retro illustrates how the system calculates deltas when using the corrective method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Version/ Revision Number	***Load YTD Balances***	***Period 1***	***Load YTD Balances***	***Period 2***	***Load YTD Balances***	***Period 3***
V1R1	Load 0	E1 = 10	Load 20	E1 = 20	Load 60	E1 = 30
		Net Pay = 10		Net Pay = 20		Net Pay = 30
		YTD E1 = 10		YTD E1 = 40		YTD E1 = 90
V2R1	Load 0	E1 = 20 Delta = 10	Load 30	E1 = 30 Delta = 10		
		Net Pay = 20		Net Pay = 30		
		YTD E1 = 20		YTD E1 = 60		
V3R1	Load 0	E1 = 30 Delta = 10				
		Net Pay = 30				
		YTD E1 = 30				

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In this example, the system calculates retro deltas by subtracting the old value of E1 from the new value of E1 (the old value is defined as the value of the previous calculation [previous version, Revision 1]). The deltas of E1 are not marked for forwarding.

There are no adjustments to the value of E1 (as in forwarding retro) because corrective retro replaces the old value with the new value.

First retro calculation:

Period 1 (V2R1): E1 = 20

- Delta = 10 [20 (V2R1) - 10 (V1R1)]. New value replaces old value.
- Net Pay = The banking process determines if any difference exists between the net pay from the prior calculation and the recalculation. In this instance, the difference is 10.

Second retro calculation (retro on retro):

- Period 1 (V3R1): E1 = 30.
    - Delta = 10 [30 (V3R1) - 20 (V2R1)]. New value replaces old value.
    - Net Pay = The banking process determines if any difference exists between the net pay from the prior calculation and the recalculation. In this instance, the difference is 10.
- Period 2 (V2R1): E1 = 30.
    - Delta = 10 [30 (V2R1) - 20 (V1R1)]. New value replaces old value.
    - Net Pay = The banking process determines if any difference exists between the net pay from the prior calculation and the recalculation. In this instance, the difference is 10.

Note: Because periods 1 and 2 are processed using corrective retro, the YTD accumulator is updated each time a period is recalculated. When balances are loaded before each recalculation, the system uses the balance from the calculation with the highest version number, Revision 1 in the previous period.

Example 3: Processing Deltas and Adjustments When the Retro Method Changes

When calculating retro deltas, the system generally defines the new value of an element as containing the same adjustments as the old value. However, when a period is processed using forwarding retro and reprocessed using corrective retro (the retro method changes from forwarding to corrective), the procedure for calculating deltas becomes more complicated.

This example shows what happens when the method for calculating retroactivity changes from forwarding to corrective.

Scenario:

- Retro in period 3 back to period 1 due to a change in E1 from 10 to 30. Retro method is forwarding.
- Retro in period 4 back to period 2 due to a change in E1 from 30 to 40. Retro method changes to corrective for period 2 and then back to forwarding for period 3. E1 is defined as a forwarding exception (it is forwarded to E2 in period 4).

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Version / Revision Number	*Period 1*	*Method*	*Period 2*	*Method*	*Period 3*	*Period 4*
V1R1 Forwarding	E1 = 10		E1 = 10		E1 = 70 (30 + 20 + 20)	E1 = 30 (40 - 10) E2 = 30
V1R2 Forwarding	E1 = 30 Delta = 20		E1 = 30 Delta = 20			
		V2R1 Method Corrective	E1 = 40 Delta = 30	V1R2 Method Forwarding	E1 = 60 (40 + 20) Delta = <10>	

First retro calculation:

- Period 1 (V1R2): E1 = 30.

  Delta = 20 [30 (V1R2) – 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 2 (V1R2): E1 = 30.

  Delta = 20 [30 (V1R2) - 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 3 (V1R2): E1 = 70 (30 + 20 Adj + 20 Adj). Adjustments from period 1 (V1R2) and period 2 (V1R2).

Second retro calculation (retro on retro):

- Period 2 (V2R1): E1 = 40.

  Delta = 30 [40 (V2R1) - 10 (V1R1)]. Pulled in to period 4 (V1R1) as an adjustment to E2.

- Period 3 (V1R2): E1 = 60 (40 + 20 Adj). Adjustment carried forward from period 1 (V1R1).

  Delta = <10> [60 (V1R2) - 70 (V1R1)]. Pulled in to period 4 (V1R1) as an adjustment.

- Period 4 (V1R1): E1 = 30 (40 - 10 Adj). Adjustments from period 3 (V1R2) and E2 = 30 adjustment from Period 2 (V2R1).

In this example, the first retro calculation in period 2 involves a change in the value of E1 from 10 to 30, resulting in a delta of 20. When period 2 is recalculated using corrective retro, the value of E1 increases from 30 to 40. Note that the system does not calculate the new delta as 40 (E1, V2R1) - 30 (E1, V1R2), as it would if the method were forwarding, but as 40 (E1, V2R1) - 10 (V1R1). This is because the old value in corrective retro is defined as the previous calculation (previous version, Revision 1), not as the previous revision.

This creates the following problem, which the system must resolve:

- The first retro calculation results in a delta of 20 being forwarded to period 3.

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- The second, corrective calculation results in a delta of 30 being pulled into period 4. This delta includes not just the difference between the value of E1 in V2R1 (40) and the previous value of E1 in V1R2 (30), but the already forwarded difference between the value of E1 in V1R2 and V1R1 (30 - 10 = 20). Consequently this difference (20) is counted twice.

How does the system compensate for this? The answer depends on how the delta for period 3 is recalculated. The new value of an element is normally defined as containing the same adjustments as those in the old value. However, when the retro method changes from forwarding to corrective, the delta that appears to be "double-counted" (the delta from period 2 V1R2 in this example) is not included in the new value of E1 when the period to which it was forwarded is recalculated. When the system calculates the delta for period 3, the new value does not contain the adjustment to E1 from period 2, V1R2, but only the adjustment from period 1, V1R2.

Loading Balance Accumulators

Before the system recalculates elements during retro, it loads balances to produce the correct value for the balance accumulators. The rule used to load balances varies depending on whether you are using forwarding or corrective retro.

If you're using forwarding retro, the system loads the balance for the element that is being recalculated from the previous period, V1R1.

Using *Example 1,* presented earlier (see *Calculating Retro Deltas and Processing Adjustments*):

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance of E1 (10) from period 1 (V1R1).
- Period 3 (V1R1): The system loads the YTD value of E1 (40) from the period 2 (V1R1).

If your method is corrective, the system loads the balance for the element from the calculation with the highest version number in the previous period.

Using *Example 2,* presented earlier (see *Calculating Retro Deltas and Processing Adjustments*):

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance for E1 (20) from the calculation with the highest version number in period 1 (V2R1).
- Period 2 (V2R1): The system loads the YTD balance for E1 (30) from the calculation with the highest version number in period 1 (V3R1).
- Period 3 (V1R1): The system loads the YTD balance for E1 (60) from the calculation with the highest version number in period 2 (V2R1).

Storing Recalculated Results

During retroactive processing the system recalculates each payment that is generated for the payee from the date of retroactivity forward. The system compares the recalculated results to the original results. If there is a difference between them, the system:

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1. Stores prior results for auditing purposes, regardless of the method.
2. Stores the new calculation results for each payee. If the retro method is corrective, the system replaces the prior results with new ones in the recalculated period. These results represent the true results for that period. If the retro method is forwarding, these results do not represent the true value but a virtual value.
3. Stores retro deltas for earnings and deductions for each segment in GP_RSLT_DELTA, in the recalc period in which they were generated by the calendar group ID that recalculated the calendar ID.
4. Stores segment accumulator deltas that are defined to be forwarded.

Note: All earning and deduction deltas are stored, regardless of the method used. Accumulator deltas aren't stored unless they are defined to be forwarded (and only segment accumulators can be forwarded).

Related Links

Countries Page

Reversing Previous Results

There are several situations in which the system does not calculate retro deltas by subtracting old values from new values. In these situations, to calculate the deltas, the system *reverses* the old results and cancels prior calculations. The system adds the resulting negative values to any new values that may have been generated for the period (as long as they share the same payment keys) and moves the results to the current period (if the retro method is forwarding).

Reversal occurs when:

- The segment dates of the recalc period don't match those of the prior period.
- The payment keys of the recalc period/segments don't match those of the prior period/segments.

  In this case, the system sums deltas by payment key (that is, only deltas with the same payment keys are summed) before forwarding them to the appropriate slice or segment in the current period.
- A payee who was calculated as part of a calendar is later discovered to not belong in the calendar.

  In this case, the system reverses prior calculations for the payee. For example, this could occur in a retroactive transfer situation in which a payee is transferred in January, but the transfer is not recorded until February. The January period would need to be reversed entirely.

Following is an example of a related situation that requires a more selective reversal of prior results:

A retroactive calculation takes place on a calendar period that had adjustments for a payee's earnings pulled into it from previous periods (so that the payee received adjustments in addition to his or her current pay). Later, the payee must be reversed out of this calendar. In such a situation, you might need to preserve the adjustments that were forwarded to the calendar that is being reversed because those adjustments came from a calendar that is not being reversed. The system has been programmed to recognize situations like this and preserves the forwarded adjustments.

Related Links

Segmentation and Retro

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Payment Keys with Forwarding Retro

Setting Backward and Forward Retro Limits

In Global Payroll, you use the Pay Entity Retro Limits page to establish default backward and forward limits for retro processing. These defaults tell the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee becomes inactive he/she is eligible for retro processing.

To determine how far back in time to go to process retroactivity, the system compares the backward limit defined on the Pay Entity Retro Limits page to the following system dates:

- Trigger Effective Date.

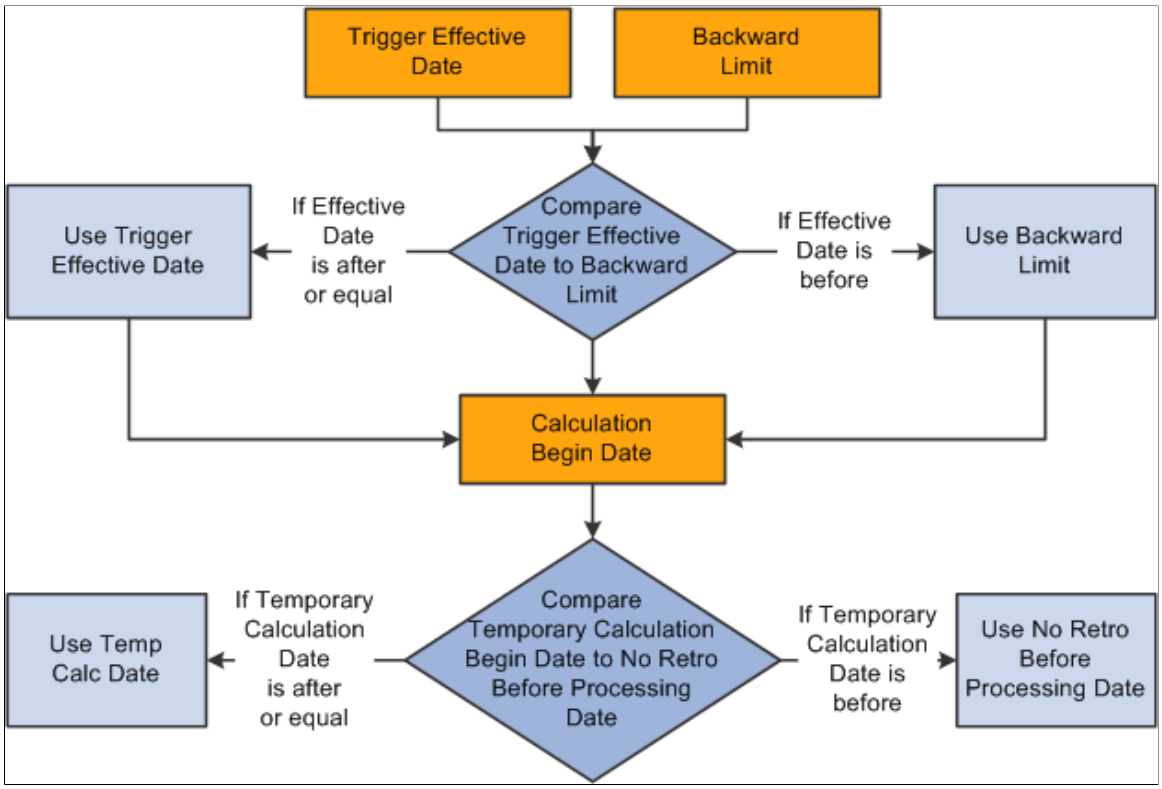
  This date—the effective date of the change that triggers retroactive processing—establishes a theoretical goal for how far back in time to go to recalculate data. When the system determines which periods to process, the backward limit date takes precedence over the trigger effective date. For example, if the trigger effective date is January 1, 1990, and the backward limit date is January 1, 1995, the backward limit date stops all calculations prior to (and including) that date. By contrast, if the backward limit date is January 1, 1990, and the trigger effective date is January 1, 1995, then the trigger effective date establishes the number of periods to recalculate.

- No Retro Processing Before Date.

  This is the date that a payee enters the Global Payroll system. This date takes precedence over the trigger effective date and the backward limit date because no matter what these dates are, there is no historical data to recalculate before the **No Retro Processing Before Date.**

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This diagram illustrates the interaction of the dates used to determine the number of past periods to recalculate.



The Global Payroll system determines the first recalculation period by comparing the trigger effective date to the backward limit date and comparing both dates to the calculation begin date.

The process for determining forward limits is less complex than for backward limits, because the system does not compare trigger effective dates to either the forward limit or the **No Retro Processing Before Date.** It only needs to determine whether payees are within the forward limits defined on the Pay Entity Retro Limits page. If a payee is within these limits, the system applies the backward limits to determine the number of past periods to recalculate.

For forward limits to apply, a payee must be inactive in all jobs (EMPL_STATUS on the Job record is used to validate the payee's status). A payee is considered inactive if the EMPL_STATUS value is *D* (deceased), *R* (retired), *T* (terminated), *V* (terminated pension payout), or *X* (retired-pension administration). If a payee has multiple jobs, the highest effective date of all rows that are returned is used as the inactive date.

Setting Up Retroactive Processing

To set up retroactive processing, use the Countries (GP_COUNTRY), Retro Process Definitions (GP_RTO_PRC_DEFN), Retro Process Overrides (GP_RTO_OVR_DEFN), Retro Event Definitions (GP_RTO_EVT), Pay Entities (GP_PYENT), and Assign Retro Limits (GP_PYE_RTO_LIM) components.

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Pages Used to Set Up Retroactive Processing

Page Name	*Definition Name*	*Usage*
Countries Page	GP_COUNTRY	Define a default retro method at the country level.
Process Definition Page	GP_RTO_PRC_DEFN	Define a retro process.
Retro Process Overrides Page	GP_RTO_OVR_DEFN	• Specify the elements that are to be forwarded when the standard retro method is forwarding. • Define overrides to the standard corrective retro method. • Override the Retro Recalculation Option defined on the earning and deduction definition pages.
Retro Event Definition Page	GP_RTO_EVT	Associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.
Retro Limits Page	GP_PYENT_RETRO	• Define the backward and forward limits for retro processing at the pay entity level. • Override pay group matching criteria for unprocessed retro deltas. • Enable the retention of accumulator balances during retro processing.
Assign Retro Limits Page	GP_PYE_RTO_LIM	Override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.
Unprocessed Retro Deltas Page	GP_UDELTA	Manage unprocessed retro deltas.

Related Links

Additional Pages Affecting Retroactive Processing

Understanding Retroactive Processing Setup

Follow these steps to set up retroactive processing:

1. Select a default retro method.

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On the Countries page, identify a default retro method—forwarding or corrective—for processing retroactivity. There can be only one default method per country, but you can develop this method into a number of distinct processes and even override it if necessary.

In addition, use this page to define the retro method to apply where there is a conflict and to define how retroactivity should work with banking and General Ledger.

On the same page, specify whether to store any delta amount or delta component that has a nonzero value, regardless of the setting on the Element Name (GP_PIN) page.

See Countries Page.

See Countries Page.

2. Define a retro process.

   Further define the retro method on the Retro Process Definition page. For example, you can use the forwarding method to calculate periods that come before the pay entity calendar year and corrective retro for periods that follow this date—even when the default retro method is forwarding. You can also override the default retro method on the Retro Process Definition page.

3. Select elements to be forwarded, and set up overrides to the corrective method.

   If the default retro method is forwarding, use the Retro Process Overrides page to individually select elements to forward. Global Payroll does not assume that every element in a process list should be forwarded—even when the default method is forwarding.

   If the default retro method is corrective, but you want to forward certain elements, identify the elements to forward on the Retro Process Overrides page.

4. Map retro processes to trigger event IDs.

   Use the Retro Event Definition page to associate the retro process you defined in step 2 with a trigger event ID. The event ID tells the system how to process data changes to the records or fields you make sensitive to retroactive data changes in step 5 (see below).

5. Define trigger records and fields.

   After mapping retro processes to event IDs, you must decide which database records and fields will trigger retroactive processing in response to data changes. You identify these fields and records on the Trigger Definitions component (GP_TRGR_SETUP) and link them to one of the trigger event IDs that you defined in Step 4. Because trigger event IDs identify retro process definitions, any field or record that is linked to this ID triggers the correct process in response to a data change.

   Note: We discuss the Trigger Definitions component in the topic on trigger setup.

   See Understanding Triggers.

6. Determine which pay entities allow retroactive processing.

   Use the Pay Entity Retro Limits page to enable retroactive processing of calendars in a pay entity.

7. Specify backward and forward limits.

   There are two pages on which you can set backward and forward limits:

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- Use the Pay Entity Retro Limits page to establish default backward and forward limits for retro processing (optional). This tells the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee becomes inactive he/she is eligible for retro processing.
- If necessary, override the default backward and forward limits for specific payees using the Assign Retro Limits page.

8. View, add, and cancel retro triggers.

   After the online system generates retro triggers, use the Payee Triggers - Retro page to manage retro events so that retroactive processing takes place only in response to the appropriate changes in system data. This page enables you to view retro triggers for each payee; you can also add and cancel triggers on this page.

   Note: Retro trigger data is generated by the online system based on conditions that you specify during setup. You can also manually enter retro trigger rows that were not created automatically.

   Warning! Canceling a trigger does not undo the database change that created the trigger in the first place. If there is retro for some other reason, this change may be picked up when prior periods are recalculated.

9. Manage unprocessed retro deltas.

   During forwarding retro—or when using corrective retro with forwarding exceptions—the system forwards deltas from the recalculated calendar as adjustments to the current calendar when certain conditions (matching criteria) have been met. If forwarded retro deltas cannot be processed because the default matching criteria are not met, you can manually direct the deltas to an appropriate calendar by using the Unprocessed Retro Deltas page.

Countries Page

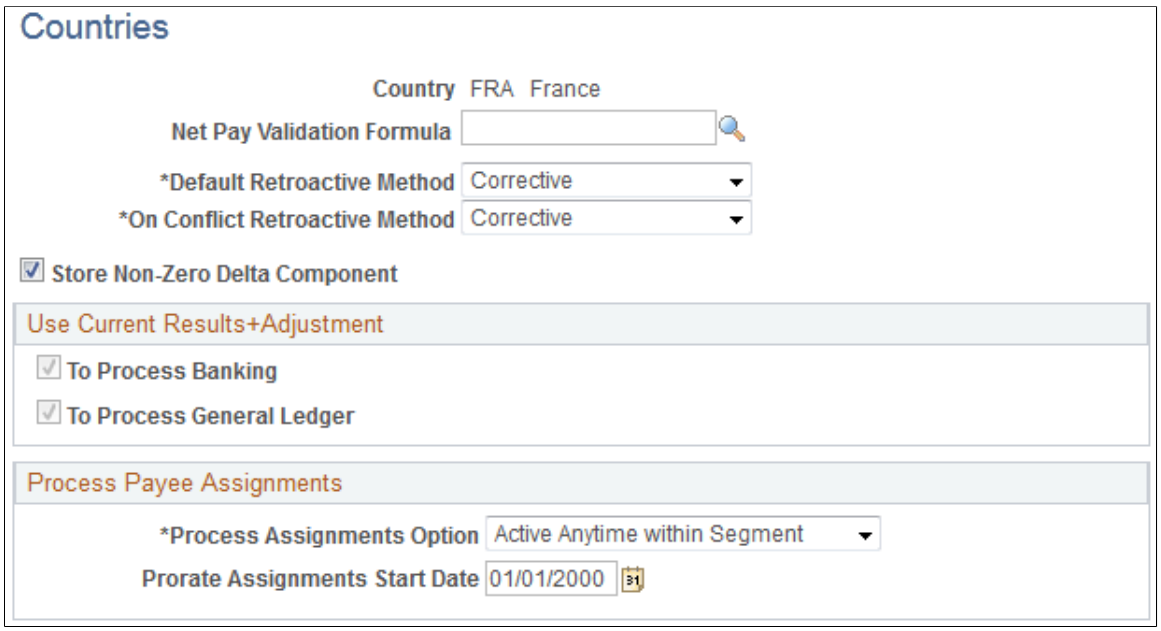
Use the Countries page (GP_COUNTRY) to define a default retro method at the country level.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Countries** > **Countries**

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This example illustrates the fields and controls on the Countries page.



See Countries Page.

Selecting the Corrective Method for Default Retroactive Processing

If you select *Corrective* as the **Default Retroactive Method,** the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retroactive processing.
2. Recalculated values for the elements of the pay run replace the previous calculations.
3. The system updates balance and segment accumulators in the recalculated period.
4. The system computes retro deltas and stores them in the recalculated period.
5. The system computes the retroactive adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retroactive Process Overrides page).
6. The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.
7. The system executes a full reversal of the prior calculation results and posts the recalculated results to General Ledger.

Selecting the Forwarding Method for Default Retroactive Processing

If you select *Forwarding* as the **Default Retroactive Method,** the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retro.

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2. Recalculated values for the elements are used to compute the retroactive deltas for the recalculated period, but do not replace the previous calculations.

3. The system updates segment accumulators only. (Note that you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retroactive method is forwarding.)

4. The system computes retroactive deltas and stores them in the recalculated period.

5. The system computes the retroactive adjustment for elements of the pay run that are defined to be forwarded (on the Retroactive Process Overrides page.)

6. The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.

7. In order to address the retroactive changes that impact banking recipients and/or general ledger accounts, the system reverses and reinstates previous payments. An example is presented in the following table. In this example, a deduction with a payment of 100 is made to Recipient 1 in January. In February, the recipient changes to Recipient 2, effective dated in January, thus triggering retroactive processing. The system posts the following recipient and amount information to banking results:

Month	*Version/Revision*	*Amount*	*Recipient*	*Action*
January	V1R1	100	1	Resolution (last period)
February	V1R2	(100)	1	Reversal
February	V1R2	100	2	Reinstatement
February	V1R1	100	2	Resolution (current period)

In this case, the amount does not change. If it does change, the system also reverses the amount from the element to which the changed amount was forwarded.

Understanding the On Conflict Retro Method

Retro conflicts occur when the system receives contradictory instructions about how to process retro. This can occur when:

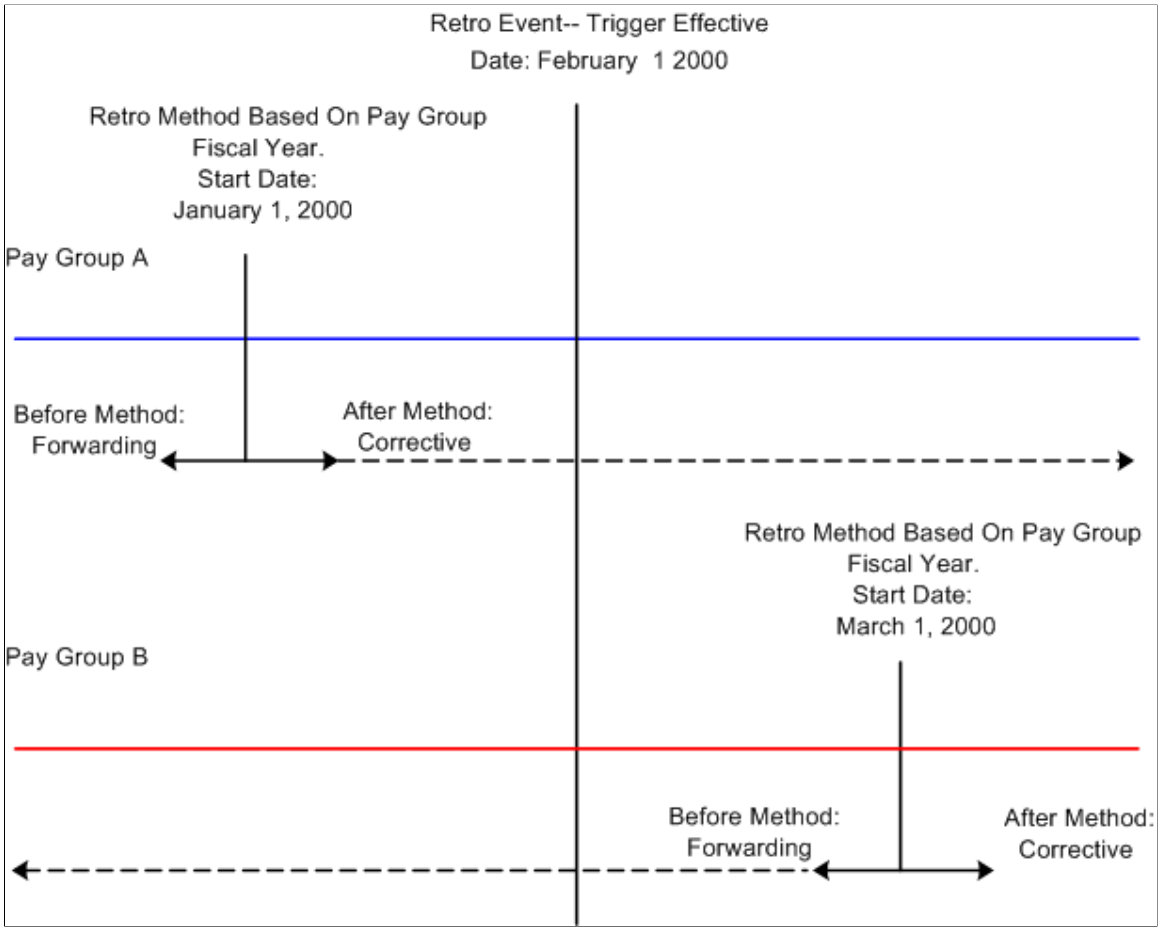
- An employee is associated with more than one pay group or pay entity.
- The retro **Method Based On** dates defined for these pay groups or pay entities call for different retro methods to be used to process different calendars with the same period ID during the same calculation period.

For example, imagine that you assign an employee to Pay Group A. The fiscal year (the retro **Method Based On** date) begins on January 1, 2000. For the same employee in Pay Group B, the fiscal year begins on 1 March 2000. Assume that a retro event reported in March causes the February pay period to be

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recalculated and that the method you've defined for processing this event varies by *Pay Group Fiscal Year* (in both pay groups the **Before Method** is *Forwarding* and the **After Method** is *Corrective).*

This graphic shows an example of the on conflict retro method.



To recalculate the February pay period, Pay Group A uses corrective retro, while Pay Group B uses forwarding retro. The same event calls for the use of conflicting retro methods for processing the same period, even though the process definition is the same (the method is forwarding before the Pay Group Fiscal Year and corrective after the Pay Group Fiscal Year). To avoid this conflict, select a retro conflict method on the Countries page.

Note: The system creates a Pay Process Stat record for each payee for each calendar, including retro. When you specify a retro conflict method, you ensure that consecutive Pay Process Stat records with the same period ID are processed using a single retro method.

Process Definition Page

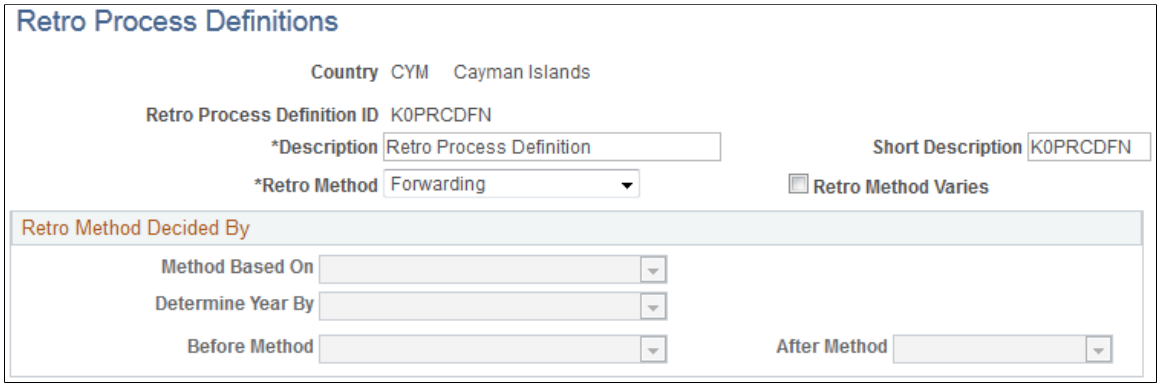
Use the Retro Process Definition page (GP_RTO_PRC_DEFN) to define a retro process.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Retro Process Definitions

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This example illustrates the fields and controls on the Retro Process Definition page.



Field or Control	*Description*
Retro Process Definition ID (retroactive process definition ID)	Identifies the retro process you are defining.
Retro Method	The value of this field defaults from the Countries page. You can override it.
Retro Method Varies	Select if you want the retro method to vary based on a predefined date. When you select this check box, the **Retro Method Decided By** group box fields become available for data entry. You can vary the retro method in relation to the *Pay Entity Calendar Year, Pay Entity Fiscal Year,* or *Pay Group Fiscal Year.* For example, you can use forwarding retro to calculate periods that come before the pay entity calendar year, and corrective retro for periods that follow this date—even though your default retro method is forwarding. If you leave this check box deselected, the default retro method (from the Countries page) remains constant across all calendar periods.

Retro Method Decided By

The fields in this group box enable the system to determine the date and year that the retro method varies and are available only if you select **Retro Method Varies.**

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Field or Control	*Description*
Method Based On	Use this field to define the month and day on which the retro method varies (the retro method change date). Values are: *Pay Entity Calendar Year:* Normally defined as 1 January of any year. You define this date on the Pay Entity Processing Details page. *Pay Entity Fiscal Year:* You define this date on the Pay Entity Processing Details page. *Pay Group Fiscal Year:* You define this date on the Pay Group Defaults page.
Determine Year By	Determines the year in which the retro method varies (the retro method change date). The first current calendar that the payee is included in for that calendar group determines the year based on the calendar date selected. Values are: *Pay Date:* Day of payment. *Period End Date:* End of pay period.
Before Method	Select the method for recalculating calendar periods whose period end dates precede the retro method change date. Values are *Forwarding* and *Corrective.*
After Method	Select the method for recalculating calendar periods whose period end dates are the same as or later than the retro method change date. Values are *Forwarding* and *Corrective.*

Determining the Date and Retro Method When the Retro Method Varies

The system determines the retro method change date and the retro method as follows:

1. Determine the retro method change date.

   Using the **Method Based On** and **Determine Year By** field values, the system determines the day, month, and year on which the retro method varies (the retro method change date). The year is based on the *Period End Date* or *Pay Date* of the first current calendar that the payee is included in—depending on the Determine Year By field value. The month of the *Period End Date* or *Pay Date* of the current calendar is then compared to the month that appears in the Method Based On field:

   - If the current calendar month is less than the month that you selected in the **Method Based On** field, the system subtracts one year from the **Determine Year By** field value to determine the year for the retro method change date.

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- If the month of the first current calendar is greater than or equal to the month in the **Method Based On** field, the system uses the year associated with the **Determine Year By** field value.

  Example 1: Using **Period End Date** to determine the retro method change date:

  - First current calendar period is December 1 to December 31, 1999.
  - Year is determined by Period End Date, which is December 31, 1999.
  - Method is based on Pay Entity Calendar Year, which is January 1.

  The retro method change date is therefore January 1, 1999.

  Example 2: Using **Pay Date** to determine the retro method change date:

  - First current calendar period is December 1 to December 31, 1999.
  - Year is determined by Pay Date, which is January 2, 2000.
  - Method is based on Pay Entity Calendar Year, which is January 1.

  The retro method change date is therefore January 1, 2000.

  Example 3: Calendar Month is less than **Method Based On** month:

  - First current calendar period is March 1 to March 31, 1999.
  - Year is determined by Period End Date, which is March 31, 1999.
  - Method is based on Pay Entity Fiscal Year, which is April 1.

  The retro method change date is therefore April 1, 1998.

2. Determine the retro method to use.

   The system compares the retro method change date to the **Period End Date** of each recalc period:

   - If the **Period End Date** of the recalc period is greater than or equal to the Retro Method Change Date, the system uses the **After Method.**
   - If the **Period End Date** of the recalc period is less than the Retro Method Change Date, the system uses the **Before Method.**

The following table shows how the system applies the correct retro method, given these conditions:

- **Default Retro Method** is *Forwarding.*
- **Retro Method Varies** is selected.
- **Before Method** is *Forwarding.*
- **After Method** is *Corrective.*

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To Determine Retro Method Change Date				*To Determine Method to Use*
Method Based On	Current Calendar Period	Determine Year By	Retro Change Date	Recalc Period and Method Used
Calendar Year: January 1	December 1–31, 1999	Period End Date: December 31, 1999	January 1, 1999	#1: November 1–30, 1998/Before Fwd) #2: March 1–31, 1999/ After (Cor)
		Pay Date: January 2, 2000	January 1, 2000	#1: November 1–30, 1998/Before (Fwd) #2: March 1–31, 1999 / Before (Fwd)
Fiscal Year: July 1	March 1–31, 1999	Period End Date: March 31, 1999	July 1, 1998	#1: May 1–31, 1998/ Before (Fwd) #2: November 1–30, 1998/After (Cor) #3: February 1-28, 1999/After (Cor)
		Pay Date: April 1, 1999	July 1, 1998	#1: May 1–31, 1998/ Before (Fwd) #2: November 1–30, . 1998/After (Cor) #3: February 1–28, 1999/After (Cor)
	August 1-31, 1999	Period End Date: August 31, 1999	July 1, 1999	#1: May 1–31, 1999/ Before (Fwd) #2: June 1–30, 1999/ Before (Fwd) #3: July 1–31, 1999 / After (Cor)

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To Determine Retro Method Change Date				*To Determine Method to Use*
		Pay Date: September 1, 1999	July 1, 1999	#1: May 1–30, 1999/ Before (Fwd) #2: June 1–31, 1999/ Before (Fwd) #3: July 1–31, 1999/ After (Cor)

Fwd = forwarding method

Cor = corrective method

Example: Selecting the Use Current Results+Adjustment Check Box to Process General Ledger When the Retro Method Varies Check Box is Selected

Let's suppose that you select:

- The **To Process General Ledger** check box (in the Use Current Results+Adjustment group box) on the Countries page.
- The **Retro Process Varies** check box on the Retro Process Definition page.
- The following values in the Retro Process Decided By group box:
  - Method Based On: *Pay Entity Calendar Year.*
  - Determine Year By: *Pay Date.*
  - Before Method: *Forwarding.*
  - After Method: *Corrective* .

Assume that you have an earning/deduction assignment dated December 1, 2002 through December 31, 2003. You process payrolls for December 2002 and January 2003, and run the General Ledger process for both months. Subsequently, you change the value of the override, but don't change the dates, so retroactivity dates back to December 1, 2002 when you run payroll for February 2003.

In this example, the retro method varies: the retroactive process applicable to December 2002 is forwarding retro, and the retroactive process applicable to January 2003 is corrective retro. When you run the General Ledger process for February 2003, you will see that both retroactive methods, corrective and forwarding, appear in the General Ledger results. The forwarding method includes the delta or adjustment in the February amount, while the corrective method reverses and corrects previous entries.

Retro Process Overrides Page

Use the Retro Process Overrides page (GP_RTO_OVR_DEFN) to .

- Specify the elements that are to be forwarded when the standard retro method is forwarding.

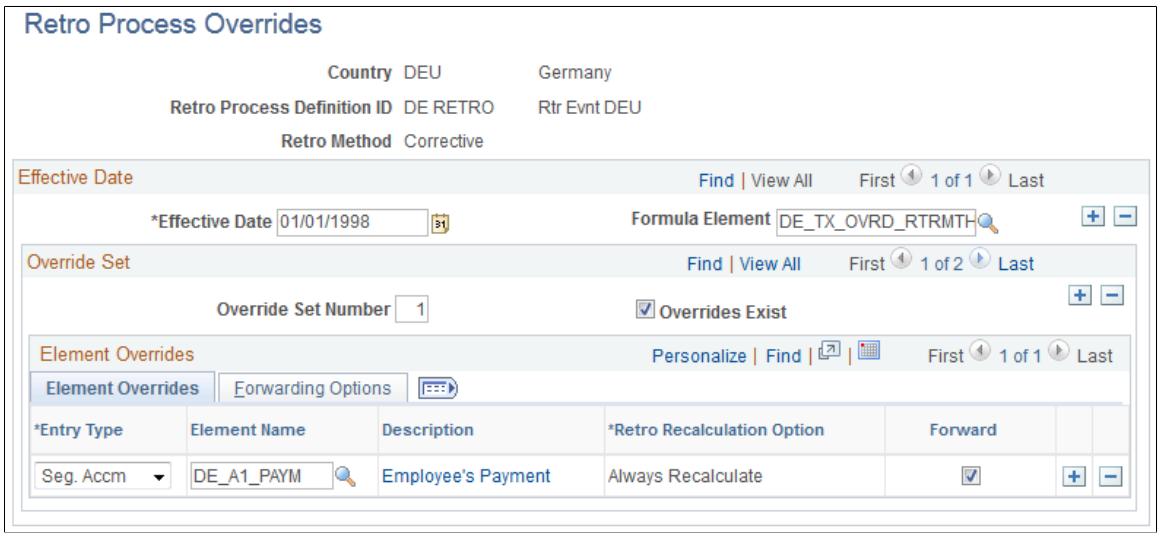
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- Define overrides to the standard corrective retro method.
- Override the Retro Recalculation Option defined on the earning and deduction definition pages.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Retro Process Overrides

This example illustrates the fields and controls on the Retro Process Overrides.



Understanding Rules for Forwarding Elements and Defining Overrides to Corrective Retro

If your retro method is forwarding, you must individually select elements to be forwarded on the Retro Process Overrides page. Global Payroll does not assume that every element in a process list should be forwarded—even when the retro method is forwarding.

If your default method is corrective, but you want certain elements to be forwarded, you must specify the elements you want forwarded on the Retro Process Overrides page.

Defining Elements to Be Forwarded (when the retro method is forwarding):

If your default retro method is forwarding:

- Specify each element that is to be forwarded (on the Retro Process Overrides page).
- The only types of elements that can be forwarded are earnings, deductions and accumulators. (Only deltas from segment accumulators can be forwarded.)
- If an element is an earning or a deduction, you can either forward the value of the element's retro delta to the same element, or define a separate "Forward To Element" to receive this value.
- When you forward the delta for an earning, the "Forward To Element" can be an earning or a deduction.
- When you forward the delta for a deduction, the "Forward To Element" can be an earning or a deduction.

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- If you forward a segment accumulator, you cannot forward it to the same element (or even a different accumulator) because a segment accumulator can be forwarded only to an earning or a deduction.
- If the forwarded element contains components and is forwarded to a different element, the component adjustments will be applied only if the "Forward To Element" calculation rule is the same. For example, if the element is defined as *Percent of Base* and the "Forward To Element" is defined as a *Percent of Base,* then the differences for the amount and the base are forwarded. If the "Forward To Element" does not obey the same rule, then only the adjustment amount is forwarded.

Note: With forwarding retro, you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earning/Deduction Accumulators pages.

Defining Overrides to Corrective Retro:

If your default retro method is corrective, but you want to forward the delta for a specific element (that is, you want to override the default method for this element):

- You must forward the retro delta to a different element by designating a "Forward To Element" on the Retro Process Overrides page. This element receives the value of the element's retro delta in the current period. However, you must have already defined the element on one of the element definition pages.

  Note: You cannot forward a retro delta to the same element if your method is corrective.

- The only types of elements that can be forwarded are earnings, deductions and accumulators.
- When you are forwarding the delta for either an earning or a deduction, the "Forward To Element" can be either an earning or a deduction.
- When you are forwarding the delta for an accumulator (only segment accumulators can be forwarded), the "Forward To Element" must be an earning or a deduction (it cannot be another accumulator).
- If the forwarded element contains components and is forwarded to a different element, the component adjustments are applied only if the "Forward To Element" calculation rule is the same. For example, if both the element and the "Forward To Element" are defined as *Percent of Base,* then the differences for the amount and the base are forwarded. If the "Forward To Element" does not follow the same rule, then only the adjustment amount is forwarded.
- If you forward the Net Pay element, banking will not reverse the net pay element from the prior calculation, nor will it insert the new recalculated net pay entry.

Common Page Elements

Field or Control	***Description***
Retro Process Definition ID (retroactive process definition ID)	Identifies the retro process you defined using the Retro Process Definition page.

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Field or Control	*Description*
Retro Method	This is the default retro method that you associated with the selected Retro Process Definition for the country that appears at the top of the page. If you selected **Retro Method Varies** on the Retro Process Definition page, you must select a method to access the Retro Process Overrides page.
Effective Date	This is the effective date of the overrides that are part of your retro process definition. Different overrides can apply at different times (depending on the effective date).
Formula Element	This formula determines which set of overrides to use if multiple overrides are effective on the same date. When this formula is resolved, the value that it returns must match one of the values in the **Override Set Number** field. For example, your formula might specify that if condition A is met, return *10;* if condition B is met, return *20;* and if condition C is met, return *30.* Each number corresponds to a different set of overrides. So if condition A is met, the formula returns a value of *10,* and the system uses the overrides that you defined as part of override set number *10.*
Override Set Number	This number identifies the set of overrides to be applied to your retro process definition (and country) at a specific point in time. You can define different sets of overrides with the same effective date and use the formula that you selected in the **Formula Element** field to determine which set to apply.
Overrides Exist	Select if overrides are associated with the **Override Set Number.** Specify the overrides in the **Element Overrides** group box.

Element Overrides

Select the Retro Process Overrides - Element Overrides tab.

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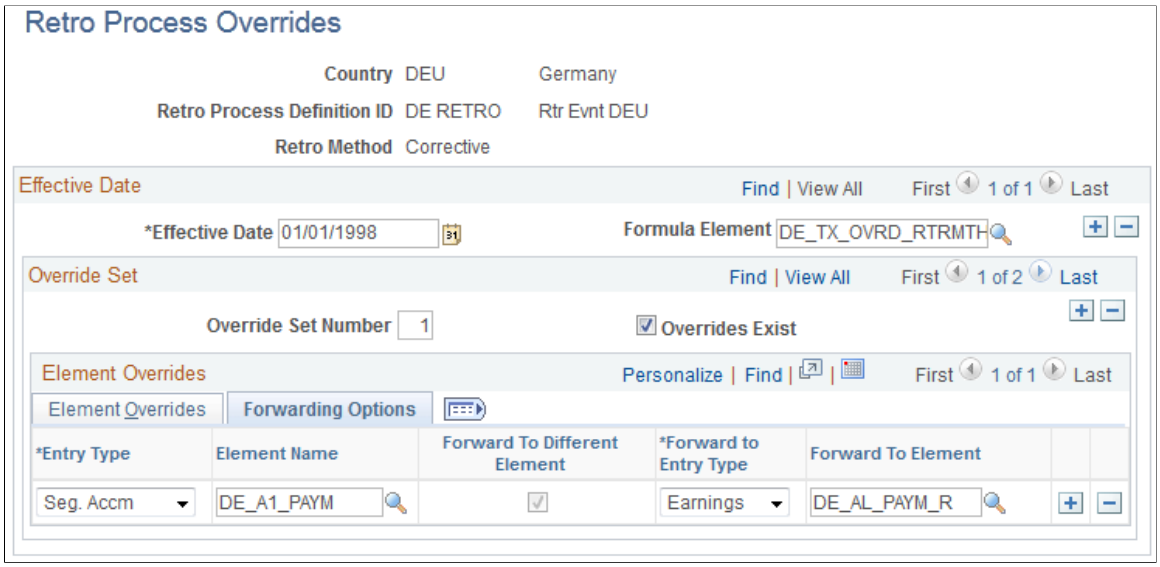
Field or Control	*Description*
Entry Type	Enter the type of element for which you want to override the default retro method. Values are: *Deduction* *Earnings* *Seg. Accm* (segment accumulator): Only segment accumulators are listed in the Element Name column.
Element Name	Select the elements for which you want to define overrides. The elements listed are those that you defined on the earning and deduction definition pages.
Retro Recalculation Option	Indicate whether you want the element to be recalculated during retroactive processing. Values are: *Always Recalculate:* Recalculates the element during retro. *Do Not Recalculate:* Does not recalculate the element during retro. *Use Element Definition* (the default): Tells the system to go to the element definition to determine whether to recalculate the element.
Forward	This check box is selected if your method is forwarding, and you enter elements for forwarding in the **Entry Type** and **Element Name** fields. The forwarded element is forwarded to itself unless you select the **Forward to Different Element** check box. This check box is also selected for segment accumulators and cannot be changed. (Segment accumulators must be forwarded to a different earning or deduction.)

Forwarding Options

Select the Retro Process Overrides - Forwarding Options tab.

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This example illustrates the fields and controls on the Retro Process Overrides - Forwarding Options tab.



Field or Control	*Description*
Forward to Different Element	Select to forward the value of an element to a different element in the current period. • If your default method is forwarding, and you specify an element to be forwarded, that element is forwarded to itself unless you select this check box and specify a "Forward To" element. • If your default method is corrective and you decided to forward an element, this check box is selected, and you must define the element to receive the value of the original element. • If a segment accumulator is selected, this check box is selected automatically and is unavailable for entry.
Forward to Entry Type	This is the type of element that is to receive the value of the original element in the current period when you select **Forward to Different Element.** Values are *Deduction* and *Earnings.*
Forward to Element	Select the name of the "Forwarded To" element that will receive the value of the original element.

Example: Corrective Retro—with Forwarding Exceptions

Scenario:

- Earning 1 rate changes from 10 to 12; effective date in period 1; notified in period 2.

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- Deduction 1 is defined not to be recalculated during retro processing.
- Segment accumulator for Earning 1 + Earning 2 is forwarded to Earning 2 in the current period.
- Additional element definitions:
  - Earning 1 = Hours worked × Pay Rate.
  - Deduction 1 = 10% of Segment Accumulator.
  - Deduction 2 = 20% of Earning 1.
  - Segment Accumulator = Earning 1 + Earning 2.
  - YTD Accumulator Earning = Earning 1.

YTD Accumulator Deductions = Deduction 1 + Deduction 2

Re-Calc Option	***Calendar Period***	***Prior Results (Old Value)***	***Re-Calculation (New Value)***	***Deltas***	***Corrective Replace Old Value with New Value***	***Forward Y/N***
	Period 1					
Always	Earning 1	200 (20 × 10)	240 (20 × 12)	40	Y	N
Never	Deduction 1	20	20	0	Y	N
Always	Deduction 2	40	48	8	Y	N
Not applicable	Net Pay	140	172		Y	N
Not applicable	Segment Accumulator	200	240	40	Y	Y
Not applicable	YTD Accumulator Earning	200	240		Y	Not applicable
Not applicable	YTD Accumulator Deductions	60	68		Y	Not applicable

Calendar period, current results, and retroactive adjustment:

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Calendar Period	*Current Results*	*Retro Adjustment*
Period 2		
Earning 1	240	None
Earning 2	40	40
Deduction 1	28	None
Deduction 2	48	None
Net Pay	164	None
Segment Accumulator	280 (240 + 40)	None
YTD Accumulator Earning	480	None
YTD Accumulator Deductions	144	None

In this example, the system replaces the original values of the earnings, deductions, and accumulator elements. While this is consistent with corrective processing, note that the segment accumulator for Earning 1 is forwarded to Earning 2 in the current period. This is an exception to the standard corrective method. Also, Earning 2 does not contribute to the gross earnings, so it is not included in the net pay calculation.

What happens as a result of forwarding the segment accumulator for Earning 1?

- Because this accumulator is the basis for calculating Deduction 1 (Deduction 1 = 10% of segment accumulator E1 + E2), forwarding the accumulator delta to the current period results in the system taking any additional deduction in period 2 rather than in the recalc period.
- Forwarding the accumulator delta to the current period would create a problem if deduction 1 were also being calculated in the recalc period—it would result in the deduction being calculated twice based on the same earning. However, deduction 1 has been defined as *do not recalculate on retro,* so no new deduction is taken in the recalc period even though E1 increases from 200 to 240.
- Banking determines if any difference exists between the net pay from the prior calculation and the recalculation and processes the difference. In this case, the difference is 32.

Example: Forwarding Retro—with Accumulator Defined to Use Corrective Behavior

Scenario:

- Earning 1 changes from 100 to 200; effective date in period 1; notified in period 2.

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- Earning 2 changes from 100 to 200; effective date in period 1; notified in period 2.
- Deduction 1 is defined as a forwarded element and is forwarded to itself.
- Net Pay Accumulator is forwarded to a different element—Earning 3.
- Additional element definitions:
  - Deduction 1 = 10% of Earning 1 + Earning 2.
  - YTD Accumulator Earning = Earning 1 + Earning 2.
  - YTD Accumulator Deductions = Deduction 1.

Re-Calc Option	*Calendar Period*	*Prior Results (Old Value)*	*Re-Calculation (New Value)*	*Deltas*	*Corrective Replace Old Value with New Value*	*Forward Y/N*
	Period 1					
Always	Earning 1	100	200	100	Not applicable	N
Always	Earning 2	100	200	100	Not applicable	N
Always	Deduction 1	20	40	20	Not applicable	Y
Not applicable	Net Pay	180	360	180	Not applicable	Y
Not applicable	YTD Accumulator Earning	200	400		Y	N
Not applicable	YTD Accumulator Deductions	20	20			

Calendar Period	*Current Results*	*Retro Adjustment*
Period 2		
Earning 1	200	None
Earning 2	200	None

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Calendar Period	*Current Results*	*Retro Adjustment*
Earning 3	180	180
Deduction 1	60 (40 + 20)	20
Net Pay	520	None
YTD Accumulator Earning	800	None
YTD Accumulator Deductions	80	None

In this example, the system:

- Generates a Net Pay delta (180).
- Replaces the balance accumulator (YTD Earning 1 + Earning 2) in the recalc period because it has been defined to follow corrective behavior (even though the default retro method is forwarding).

When period 1 is recalculated, the system retrieves the Net Pay delta as an adjustment to Earning 3 in period 2. If no other processing took place, the YTD Accumulator would be incorrect in period 2 because none of the earnings that make up the YTD Accumulator have been forwarded. However, because the system corrects the YTD Accumulator in period 1, the balance in period 2 is correctly recorded as 800. Also, the delta for Deduction 1 is forwarded in period 2. This has the effect of correcting the YTD Accumulator Deduction balance in period 2.

Related Links

Defining Element Names
Understanding Earning and Deduction Elements
Understanding Accumulators

Retro Event Definition Page

Use the Retro Event Definition page (GP_RTO_EVT) to associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Triggers** > **Retro Event Definitions**

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This example illustrates the fields and controls on the Retro Event Definition page.



The mechanism that is used to track online data changes that should trigger retroactive processing is called a *trigger*. In Global Payroll, you set up triggers by identifying the records and fields that should trigger retroactive processing in response to data changes, and by defining the retro process definition to use to process these changes:

See Understanding Triggers.

1. On the Retro Event Definition page, associate each of the retro processes defined on the Retro Process Definition page with a trigger event ID.
2. On the Trigger Definitions page, identify the records and fields that should trigger retroactive processing when data is modified or updated retroactively.
3. On the Trigger Definitions and Trigger Definitions - Field Values pages, associate the records and fields identified in step 2 with one of the trigger event IDs you defined in step 1. Because each ID is linked to a process definition, the system can automatically apply the correct retro process when one of these records of fields is modified or updated.

Note: Because the Trigger Definitions and Trigger Definitions - Field Values pages are documented in the topic "Setting Up Triggers," this topic describes only the use of the Retro Event Definition page.

See Setting Up Trigger Definitions.

Field or Control	***Description***
Country	This display-only field is populated based on the country that you selected on the search page.
Trigger Event ID	This display-only field is populated based on the trigger event ID that you selected on the search page. Link each trigger event ID to one of the processes you defined on the Retro Process Definition page.
Retro Process Definition ID	Select a process that you defined on the Retro Process Definition page to link to the trigger event ID. **Note:** Different countries can process the same event differently.

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Field or Control	*Description*
Absence Event	Select to avoid processing calendars unnecessarily when the trigger event ID is for an absence event only. When you select this option, processing starts with the first absence calendar that qualifies after checking retro limits and ignores the initial payroll calendar. For example, suppose that company A runs the payroll process once a month using a calendar group composed of two calendars. The first calendar is for payroll, and the second one is for absence. This order is always maintained. Assume that the month of January has been processed. The payroll calendar is processed for January, while the absence calendar is processed in January to feed the February payroll calendar. The current period is February. Changes are made to January absence data. The system generates retro triggers for absence back to January that point to a retro event ID for which the Absence Event indicator is set to yes. When the payroll is processed for February, retroactive processing goes back to January. The first and only calendar that is recalculated is the absence calendar. The payroll calendar is ignored for retro processing. **Note:** Absence balance accumulators should always be updated (replaced) at the end of each payroll calculation period. This means that when the default method is forwarding, you must define the absence balance accumulator behavior as "Use Corrective" when you set up accumulators on the accumulator definition pages. **Note:** The effect of selecting this check box depends on the processing order of the calendars for a particular period, the relationship between absence and payroll calendars, and which absence related trigger definitions you are using as well as the retro events they point to.

Related Links

Understanding Triggers
Understanding Absence Setup and Management Tasks
Understanding Accumulators

Retro Limits Page

Use the Retro Limits page (GP_PYENT_RETRO) to .

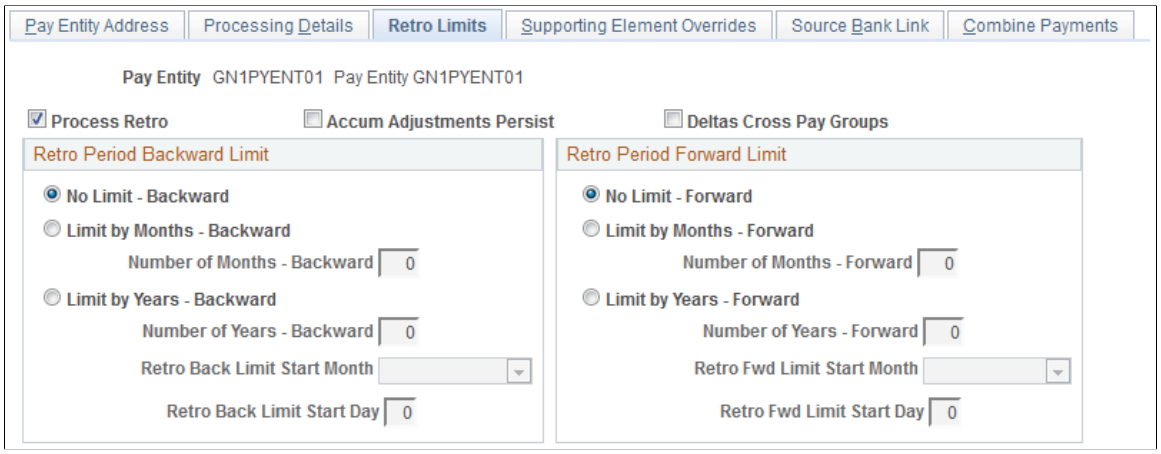
- Define the backward and forward limits for retro processing at the pay entity level.
- Override pay group matching criteria for unprocessed retro deltas.
- Enable the retention of accumulator balances during retro processing.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entities > Retro Limits

This example illustrates the fields and controls on the Retro Limits page.



After you have defined a retro method and the events that trigger retro processing, you must specify the backward and forward limits for retro processing at the pay entity level. This tells the system how far back in time to go to recalculate closed calendars, and how long a payee is eligible for retroactive processing after being inactivated or terminated.

Note: You can override backward and forward limits you define at the pay entity level using the Pay Entities - Retro Limits Assignment page at the payee level.

Retro Period Backward Limit

Use the fields in this group box to limit the number of calendar periods that Global Payroll can reprocess going into the past.

To determine how far back to go, the system compares the backward limit defined on the Retro Limits page to the retro trigger effective date. If the trigger effective date comes before the backward limit date, the system uses the backward limit date to determine the first retro period. If the backward limit date comes before the trigger effective date, the system uses the trigger date to determine the first retro period to process.

Field or Control	*Description*
Process Retro	Select to enable retroactive processing at the pay entity level. You can override your selection at the payee level.

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Field or Control	*Description*
Accum Adjustments Persist(accumulator adjustments persist)	Select to retain adjustments to accumulator balances when retroactive processing causes an accumulator to be recalculated in a prior period. This option may be needed because Global Payroll does not automatically include adjustment amounts when recalculating accumulator balances. For example, if you select this check box and reprocess a prior period in which an accumulator with a value of 1000 received an adjustment of 100, the system computes the incoming balance as the sum of the original accumulator and the user-entered adjustment, and returns a value of 1100. Otherwise, the system ignores the adjustment and returns a balance of 1000. **Note:** The preferred approach to managing accumulator balances is to correct the elements (earnings, deductions, entitlements, or takes) that contribute to the accumulator, rather than to adjust the accumulator directly. This is because other accumulators that store period-to-date amounts or other values based on the calculation of the same elements will not be automatically updated, possibly resulting in calculation or reporting errors. **Note:** To adjust accumulator balances, use the Adjust Accumulator Balance page. See Adjusting Accumulator Balances.

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Field or Control	*Description*
Deltas Cross Pay Groups	By default, this check box is deselected and the system applies standard matching criteria to determine whether to forward retro deltas when the retro method if forwarding. In other words, the system forwards retro deltas only if: • The pay group of the deltas that are to be forwarded matches the pay group of the current calendar. • The pay entity of the deltas that are to be forwarded matches the pay entity of the current calendar. • The run type of the deltas that are to be forwarded matches the run type of the current calendar. You can override this criteria so that the system automatically forwards retro deltas when the current period run type *does not* match the run type of the deltas by listing additional run types in the **Retro Adjustment Sources** group box of the Run Types page. However, all other matching criteria must still be met. See Defining Run Types. • The process order timestamp of the retro deltas precedes the process order timestamp of the current Pay Process Stat record. To override the requirement that the pay group of the forwarded deltas match the pay group of the current calendar, select the **Deltas Cross Pay Groups** check box. The system will then automatically forward deltas to non-matching pay groups. **Note:** If you do not select *Deltas Cross Pay Groups* and a retro delta cannot be forwarded due to a pay group mismatch, you can *manually* select the pay group to which to forward the delta on the Unprocessed Retro Deltas page. Similarly, if a delta cannot be forwarded because the run type of the delta does not match the run type of the current calendar (or you have not added the current calendar run type to the list of valid run types on the Run Types page), you can *manually* forward the retro delta to a calendar with the correct run type on the Unprocessed Retro Deltas page.

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Field or Control	*Description*
	Note: The only matching criteria you can override are pay group and run type matching criteria. You cannot override pay entity matching or process order timestamp criteria: if the pay entities do not match or the process order timestamp of the retro deltas does not precedes the process order timestamp of the current Pay Process Stat record, you cannot forward deltas *either automatically or manually.* See Unprocessed Retro Deltas Page.
No Limit - Backward	If you select this option, retro processing begins with the first period that includes the trigger effective date and goes forward. **Note:** Selecting this option does not mean that there are no limits to how far back you can go. The **No Retro Processing Before** date limits how far back in time you can go to process retroactivity. See Setting Backward and Forward Retro Limits.
Limit by Months - Backward and **Number of Months - Backward**	To define a limit in months, select this option and enter the number of months that the system can calculate into the past. The system determines the maximum number of months to go back starting from the begin date of the first calendar in the current calendar group for the payee.
Limit by Years - Backward and **Number of Years - Backward**	To define a limit in years, select this option and enter the number of years that the system can calculate into the past. The limit year, in conjunction with the **Retro Back Limit Start Month** and **Retro Back Limit Start Day** fields, determines how far back the system can go when processing retroactivity. For example, if **Number of Years - Backward** is *2,* **Retro Back Limit Start Month** is *06* (June), **Retro Back Limit Start Day** is *01,* and the current period begin date is April 1, 1999, then the backward limit is June 1, 1997. The system allows retroactivity 2 years from the current period begin date, but not prior to June 1 of that year.
Retro Back Limit Start Month	Select the calendar month to use as the backward limit.
Retro Back Limit Start Day	Select the day to use as the backward limit.

Example 1: Using months criteria to determine the first retro period to recalculate.

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Trigger Effective Date	*Current Calendar Period*	*Backward Limit*	*First Retro Period*
February 15, 1999	June 1, 1999 - June 30, 1999	2 months = April 1, 1999	April 1, 1999 – April 30, 1999

Global Payroll determines the backward limit by going back two months from the current calendar period begin date of June 1, 1999, providing a limit date of April 1, 1999. The system compares the backward limit date to the trigger effective date. The trigger effective date precedes the backward limit date, so the system uses the backward limit date to determine the first retro period. Two periods are recalculated: April (April 1, 1999 - April 30, 1999) and May (May 1, 1999 - May 31, 1999).

Example 2: Using years, months, and days criteria to determine the first retro period to recalculate (trigger effective date does not exceed backward limit date).

Trigger Effective Date	*Current Calendar Period*	*Backward Limit*	*First Retro Period*
June 30, 1998	June 1, 1999 - June 30, 1999	Year =1, Month = 3, Day = 15 (March 15, 1998)	June 1, 1998 - June 30, 1998

Global Payroll determines the backward limit by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined. The result is a backward limit date of March 15, 1998. The system compares this limit to the trigger effective date, which (in this example) establishes the first retro period because it does not exceed the backward limit date. Twelve periods are recalculated.

Example 3: Using years, months, and days criteria to determine the first retro period to recalculate (trigger effective date exceeds backward limit date).

Trigger Effective Date	*Current Calendar Period*	*Backward Limit*	*First Retro Period*
February 28, 1998	June 1, 1999 - June 30, 1999	Year = 1, Month = 3, Day =15 (March 15, 1998)	March 1, 1998 - March 31, 1998

Global Payroll determines the backward limit by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined. The result is a backward limit date of March 15, 1998. The system compares that date to the trigger effective date, which (in this example) exceeds the backward limit date, so the backward limit date determines the first retro period. Fifteen periods are recalculated.

Retro Period Forward Limit

Use the fields in this group box to specify the amount of time that retroactive data can continue to be processed after a payee is terminated or becomes inactive.

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Field or Control	*Description*
Process Retro	This field determines whether the pay entity allows retroactivity to be processed. You can override your selection at the payee level.
No Limit - Forward	If you select this option, retroactive data can be processed indefinitely for inactive payees belonging to this pay entity. Although eligible for retro processing, the inactive payee is still restricted by the backward limits.
Limit by Months - Forward and **Number of Months - Forward**	To define the forward limit in months, select this option and enter the number of months to continue calculating retroactivity after a payee becomes inactive. The system determines the maximum number of months using the *Inactive* date of the last active job.
Limit by Years - Forward and **Number of Years - Forward**	To define the forward limit in years, select this option and enter the number of years beyond the inactive date to process retro. The year, in conjunction with the **Retro Fwd Limit Start Month** and **Retro Fwd Limit Start Day,** determines how long after the inactive date the system allows retroactive processing.
Retro Fwd Limit Start Month (retro forward limit start month)	Enter the calendar month to use as the forward limit in conjunction with the year in the **Number of Years - Forward** field.
Retro Fwd Limit Start Day (retro forward limit start day)	Enter the day to use as the forward limit in conjunction with the year and month entered in the **Number of Years - Forward** and **Retro Fwd Limit Start Month** fields. For example, if the **Number of Years** is *2,* the **Retro Fwd Limit Start Month** is *06* (June), the **Retro Fwd Limit Start Day** is *01,* and the termination date is January 1, 1999, the limit for processing retroactivity would be June 1, 2001. In this example, the system knows to allow retroactivity for 2 years from the *Inactive* date, but not after June 1 of that year.

Example 1: Using months criteria to determine the first retro period to recalculate (calendar period does not exceed forward limit).

Inactive Date	*Current Calendar Period*	*Forward Limit*	*Eligible for Retro Processing?*
January 1, 1999	June 1, 1999 - June 30, 1999	12 months (January 31, 2000)	Yes

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Global Payroll determines the forward limit by going forward 12 months from the inactive date. The current calendar period does not exceed the forward limit, so retro processing can occur. The retro triggers are compared to the backward limits to continue the process.

Example 2: Using months criteria to determine the first retro period to recalculate (calendar period exceeds forward limit).

Inactive Date	*Current Calendar Period*	*Forward Limit*	*Eligible for Retro Processing?*
January 31, 1999	June 1, 1999 - June 30, 1999	3 months (April 30, 1999)	No

Global Payroll determines the forward limit by going forward 3 months from the inactive date. The current calendar period (in this example) exceeds the forward limit, so retro processing cannot occur. The retro triggers are ignored and marked as used.

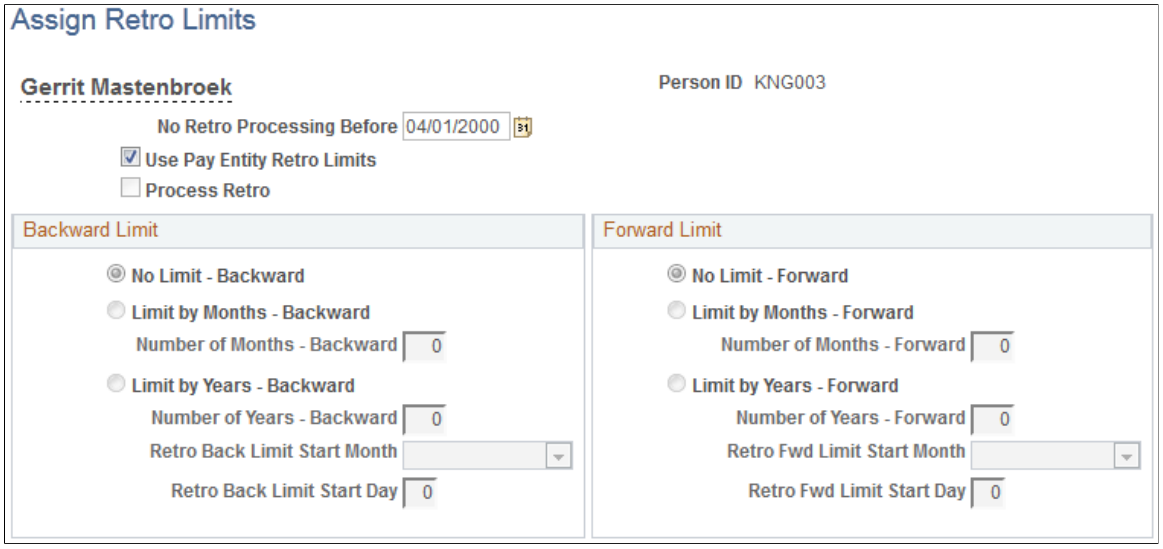
Assign Retro Limits Page

Use the Assign Retro Limits page (GP_PYE_RTO_LIM) to override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Create Overrides** > **Assign Retro Limits**

This example illustrates the fields and controls on the Assign Retro Limits page.



Note: The fields on this page are almost identical to those on the Retro Limits page. To view definitions of the shared fields, return to the section on the Retro Limits page. In this topic we discuss only the fields that are unique to the Assign Retro Limits page.

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Field or Control	*Description*
No Retro Processing Before	This is the date when Global Payroll begins processing a payee. It is set by the system, but you can override it. The system cannot process retroactivity for a payee prior to this date. If a payee has multiple jobs, be sure that this date is correct and supports all jobs. **Note:** This field initially uses the payee's hire date as a default value, but subsequent changes to a payee's hire date do not result in an automatic update of this field. You must update this field manually if you want it to match the new hire date.
Use Pay Entity Retro Limits	Select to use the retro limits that are defined for the pay entity to which the payee belongs. When this check box is selected, the system uses the values from the pay entity definition, and all other fields on this page, other than **No Retro Processing Before,** are unavailable for data entry. When this check box is deselected, the **Process Retro** check box becomes available for data entry, and the system uses the values entered at the payee level, rather than those that were entered at the pay entity level.
Process Retro	Select if you want retroactivity to be processed. If you select this check box, the fields in the **Backward Limit** and **Forward Limit** group boxes become available for data entry.

Related Links

Retro Limits Page

Unprocessed Retro Deltas Page

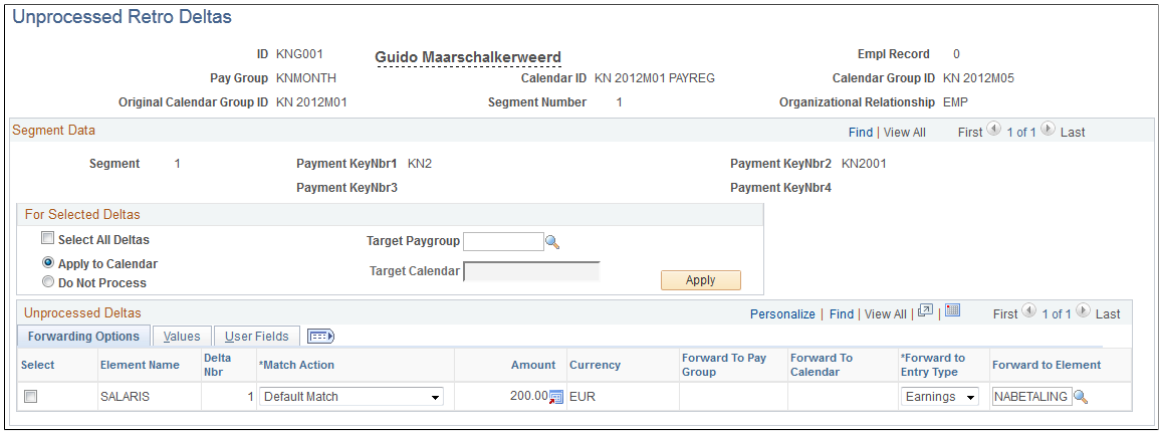
Use the Unprocessed Retro Deltas page (GP_UDELTA) to manage unprocessed retro deltas.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Unprocessed Retro Deltas**

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This example illustrates the fields and controls on the Unprocessed Retro Deltas page.



Matching Criteria: Managing Unprocessed Retro Deltas

During forwarding retro—or when using corrective retro with forwarding exceptions—the system automatically forwards adjustments from the recalculated calendar to the current calendar when the following matching criteria have been met:

For each EmplID (employee ID)/Empl Record (employee record number) combination:

- The pay group of the deltas that are to be forwarded matches the pay group of the current calendar.

  Note: You can override this requirement by selecting the **Deltas Cross Pay Groups** option on the Retro Limits page. If you do this, the system automatically brings retro deltas into the current period even if the pay group associated with the deltas does not match the payee's current pay group. However, all other matching criteria must still be met.

  See Retro Limits Page.

- The pay entity of the deltas that are to be forwarded matches the pay entity of the current calendar.
- The run type of the deltas that are to be forwarded matches the run type of the current calendar.

  Note: You can override this requirement by entering additional run types in the **Retro Adjustments Sources** group box on the Run Types page. If you do this, the system automatically brings retro deltas into the current period for those run types that have been associated with the payee's current run type. However, all other matching criteria must still be met.

  See Defining Run Types, Retro Limits Page.

- The process order timestamp of the retro deltas precedes the process order timestamp of the current Pay Process Stat record.
- If these conditions are not met, you can use the Unprocessed Retro Deltas page to manually forward adjustments to the appropriate target calendar from the source calendar that generated the retro deltas. On this page you:

  - Specify the calendar ID and pay group of the target calendar (the target pay group must have the same pay entity as the source calendar).

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- Redirect the deltas to another element (optional).
- Mark the deltas as do not process (if you do not want them to be forwarded at all).

Example: Manually Forwarding Retro Deltas

Suppose that a payee moves from pay group A to pay group B at the beginning of the current period, and that previous periods must be recalculated due to retroactivity. The current calendar for pay group B no longer matches the original calendar from which adjustments are being retrieved (pay group A). In situations like this—when pay groups no longer match—you must tell the system where to forward (target) the retro deltas.

Segment Data

The fields in the Segment Data group box enable you to identify the source pay group, calendar ID, calendar group ID, and payment keys of the unprocessed retro deltas.

Field or Control	*Description*
Pay Group	Pay group that is associated with the payroll run from which the unprocessed retro deltas originated.
Calendar ID	Calendar that is associated with the payroll run from which the unprocessed retro deltas originated.
Calendar Group ID	Calendar group that is associated with the payroll run from which the unprocessed retro deltas originated.
Payment Key#1 . . . Payment Key#4	Values of payment keys 1 through 4.

For Selected Deltas

In this group box, specify an action for unprocessed retro deltas.

Field or Control	*Description*
Select All Deltas	Select this check box and click the **Apply** button to select all rows of deltas in the Unprocessed Deltas group box. Then deselect the check box for any row that you do not want to be included after you select the **Apply to Calendar** option.

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Field or Control	*Description*
Apply to Calendar, Target Pay Group, and **Target Calendar**	If you select **Apply to Calendar,** the retro delta is pulled into the **Target Pay Group** and **Target Calendar** you enter in the fields to the right. This action overrides normal calendar matching. In the **Target Pay Group** field, select the target calendar pay group for the retro deltas. You can select from the pay groups that have the same pay entity as the source calendar. In the **Target Calendar** field, select the target calendar ID for the deltas. You can select from the open calendars associated with the targeted pay group.
Do Not Process	When you select this option, the unprocessed retro deltas are not pulled into any calendar as a retro adjustment. Once saved by the user, these deltas are marked as processed and no longer appear on the page.
Apply	When you click **Apply,** all the retro deltas in the Unprocessed Deltas group box are selected. The **Match Action** field in the Unprocessed Retro group box will be populated with the action that you specify in the **For Selected Deltas** group box.

Common Page Elements

Field or Control	*Description*
Select	Select (or deselect) any retro delta in this column.
Delta Number	Used to identify individual retro deltas for each earning or deduction within a segment. For example, if you have three retro delta instances for Earning 1 (E1) and two retro delta instances for Earning 2 (E2), the delta numbers assigned to E1 would be 1, 2, and 3, and for E2 they would be 1 and 2.
Match Action	Select the action to take on the unprocessed retro deltas. Values are *Default Match, Apply to Calendar,* and *Do Not Process.*
Amount	Displays the amount of the delta for the element.
Currency	Displays the currency of the delta for the element.

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Forwarding Options

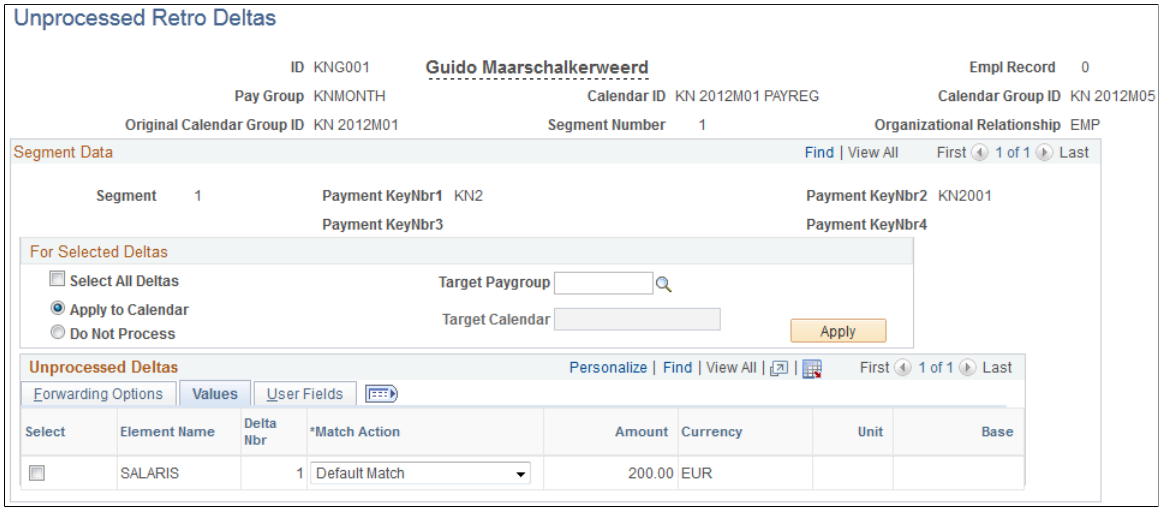
Select the Unprocessed Retro Deltas - Forwarding Options tab.

Field or Control	*Description*
Forward to Pay Group	Displays the pay group values that have the same pay entity as the source calendar. Select the pay group to which you want to target the deltas.
Forward to Calendar	Displays the open calendars that are associated with the selected pay group. Select the calendar to which you want to target the deltas.
Forward to Entry Type	Values are *Earnings* and *Deductions.*
Forward to Element Name	This field displays values based on the entry type selected in the previous field. Here you can redirect the deltas to a different element.

Values

Select the Unprocessed Retro Deltas - Values tab.

This example illustrates the fields and controls on the Unprocessed Retro Deltas - Values tab.



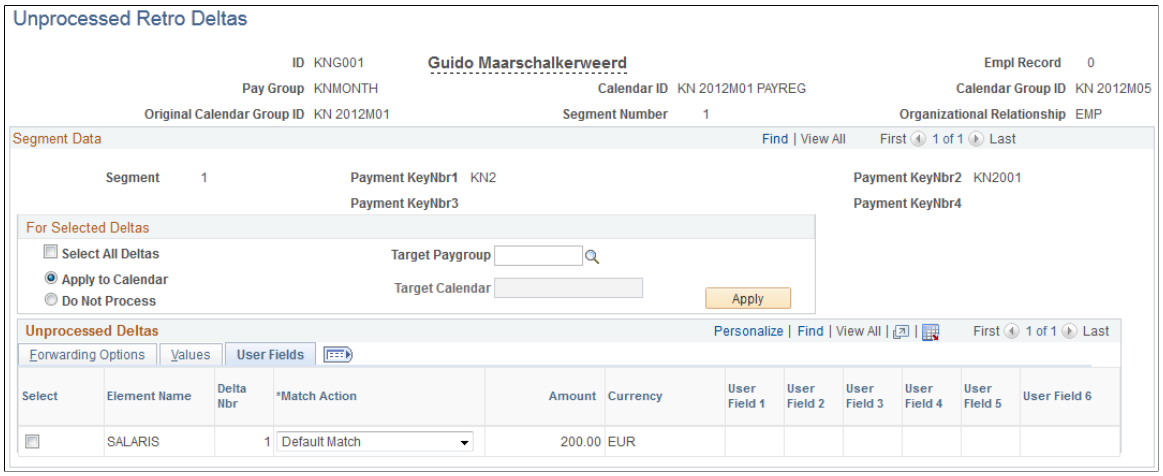
Field or Control	*Description*
Unit	This value is a component of the element.
Base	This value is a component of the delta amount for the element.

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User Fields

Select the Unprocessed Retro Deltas - User Fields tab.

This example illustrates the fields and controls on the Unprocessed Retro Deltas - User Fields tab.



This tab displays the user fields defined for each element.

Related Links

Earnings - User Fields for Element <name> Page

Additional Pages Affecting Retroactive Processing

In addition to the pages described earlier in this topic, several other pages affect retro processing. These pages are of two types—general setup pages and calendar setup pages. The following table describes these pages:

Page Type	*Page Name*	*Description*
General Setup	Earnings - Calculation	Identify the earnings to recalculate during retro processing by setting the **Retro Recalculation Option** to *Always Recalculate* or *Do Not Recalculate.*
	Deductions - Calculation	Identify the deductions to recalculate during retro processing by setting the **Retro Recalculation Option** to *Always Recalculate* or *Do Not Recalculate.*

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Page Type	*Page Name*	*Description*
	• Earnings - Auto Generated Accumulators. • Deductions - Deduction Accumulators.	When the retro method is defined as forwarding, you can override balance accumulator behavior and have the balance accumulators behave as corrective accumulators by selecting the **Use Corrective** check box in the **Retroactive Behavior** group box. If the **Use Corrective** check box is selected, the accumulator is updated in the recalc period.
	Pay Entity - Processing Details	Define payment keys. Retro adjustments respect payment key values when they are applied to a segment.
Calendar Setup	Run Types	• Identify the run types that can process retro triggers. The run type is linked to a calendar, which is linked to a calendar group. If at least one calendar in the group is defined to process retro triggers, the calendar group uses the instructions defined for the run type as the default instructions for processing retro triggers. • Override matching run type criteria for unprocessed retro deltas.
	Calendars - Definition	Select the payees to process in a calendar run. You can select payees with retro triggers (active or inactive) for processing.
	Calendar Group	Indicate whether to process retro triggers based on Run Type defaults. If at least one calendar allows retro triggers to be processed, the **Process Retro Triggers** check box will be selected. Otherwise, it will be deselected. It can be deselected so that retro triggers are not processed. However, you cannot select it in order process retro triggers if the default setting is deselected.

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Understanding Complex Retro Processing

This topic provides detailed information about the way Global Payroll handles retroactivity in a variety of complex situations.

This topic discusses:

- Segmentation and retro.
- Payment keys with forwarding retro.
- Retroactivity and positive input.
- Retroactive deletes.
- Retroactive adds.
- Currency changes.

Segmentation and Retro

Segmentation can affect retro processing when:

- A segmented period is being recalculated for retro, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

  This is called a *segment mismatch,* and it affects how retro deltas are calculated.

- Retro deltas are forwarded to a period that is segmented or sliced.

Note: Segmentation also affects how the system manages the Retro Recalculation Option of **Do Not Recalculate.**

See Understanding Segmentation Setup.

Calculating Deltas in Matched and Mismatched Segments

The way that Global Payroll calculates deltas varies depending on whether the segmentation dates and payment keys of the prior period match those of the recalc period.

When Segments Match

When segment dates match and payment keys are the same, the system recalculates the original segments (to determine the new values for each segment), subtracts the old value from the new value for each element of pay (to determine the retro deltas), and writes new results to the output tables. (See Example 1: Retro With Matching Segments in this topic.)

When Segments Don't Match

When segments don't match, the system treats the old and new values as if they belong to separate segments.

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- The system creates reversal segments for each segment that existed in the prior calculation and then creates new recalc segments.
- A reversal segment does not have any results because it does not go through gross-to-net processing. The only results that are written to the output result tables are for deltas and balance accumulators. When calculating deltas, the new values are assumed to be 0 (delta = new value [0] – old value).

The new recalc segments go through gross-to-net processing and generate the new values. The new values are written to the output result tables. When calculating deltas, the old values are assumed to be 0 (delta = new value – old value [0]).

See Understanding Segmentation Setup, Understanding the Organizational Structure.

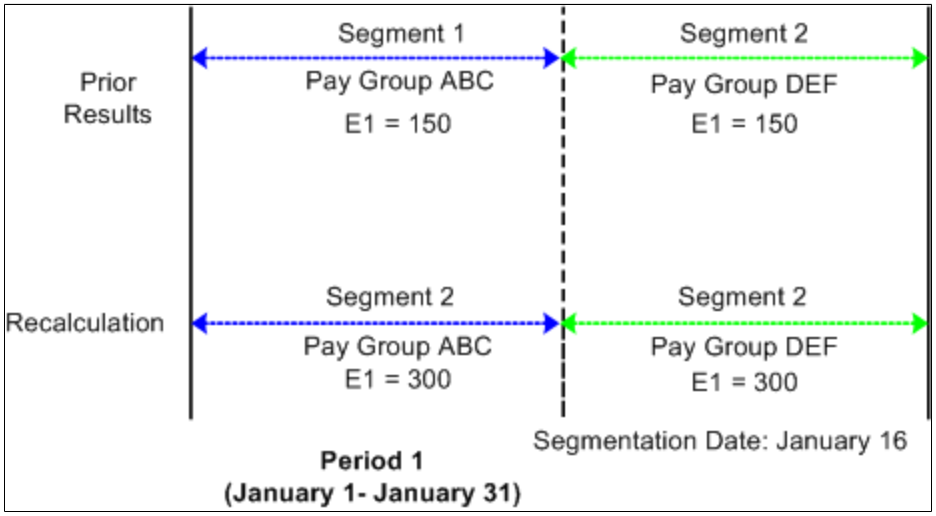
Example 1: Retro with Matching Segments

When the segment dates of the recalc period match those of the original period, retro processing is straightforward, as shown in the following example of retro going back to a segmented period.

Scenario:

- The original January pay period is segmented due to a change in pay group that is effective on 16 January.
- The January pay period must be recalculated for retro due to a change in E1 from 300 to 600 that is effective on January 1.

This diagram shows an example of retro with matching segments.



Period 1
V1R1

Period 1
Segment 1 (January 1–15)/ Pay Group ABC E1 = 150 Segment 2 (January 16–31)/ Pay Group DEF E1 = 150
V1R2
Segment 1 (January 1 - 15)/ Pay Group ABC E1 = 300 Segment 2 (January 16 - 31)/ Pay Group DEF E1 = 300 Delta = 150, Segment 1 (Pay Group ABC) Delta = 150, Segment 2 (Pay Group DEF)

When the January pay period is reprocessed, the original segmentation dates are preserved. To determine the deltas for these segments, the system first matches segment 1 to segment 1 and segment 2 to segment 2. Then it subtracts the old value of E1 for each segment from the new value (E1 is defined to be prorated). As with retro without segmentation, the system recalculates each segment in the period and writes new values for each segment to the output result tables.

Note: In this and subsequent examples, the original and recalculated calendars are marked with version and revision numbers (V1R1, V1R2, and so forth) for tracking recalculation of the calendar periods.

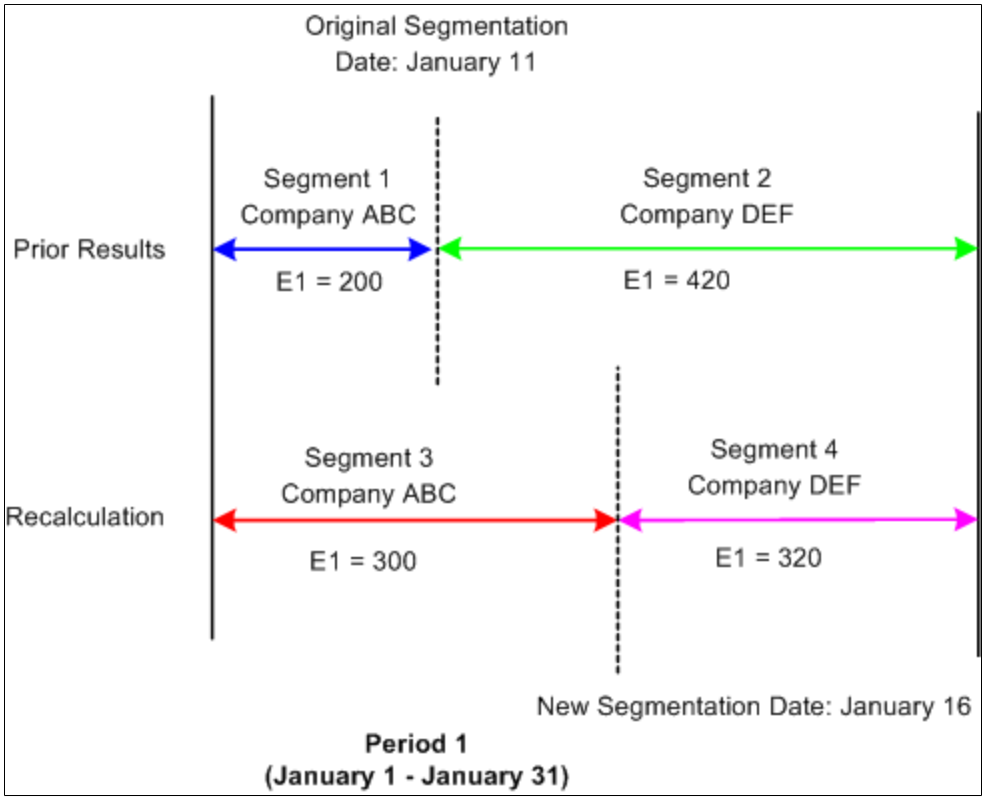
See Tracking Recalculated Calendars.

Example 2: Retro with Mismatched Segments

When the segment dates of the recalc period don't match those of the prior period, the system calculates retro deltas as described earlier in Calculating Deltas in Matched and Mismatched Segments.

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This is an example of retro going back to a segmented period. In this example, when the period is reprocessed during retro, the prior segmentation dates change.



Scenario:

- The original January pay period is segmented when a payee moves from company ABC to company DEF, effective January 11.
- The original pay period is recalculated when the effective date of the payee's company transfer changes from January 11 to January 16 (that is, the segmentation date changes from January 11 to January 16).
- The payee's earning (E1) are 620 and are defined to be prorated.

Period 1
V1R1
Segment 1 (January 1 - 10)/Company ABC E1 = 200 Segment 2 (January 11 - 31)/Company DEF E1 = 420
V1R2

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Period 1
Segment 1 (January 1 - 10)/Company ABC (reversal) E1 Delta = <200> Segment 2 (January 11 - 31)/Company DEF (reversal) E1 Delta = <420> Segment = (January 1 - 15)/Company ABC (new recalc) E1 Delta = 300 Segment 4 (January 16 - 31)/Company DEF (new recalc) E1 Delta = 320

In this example, the original January pay period is segmented due to a change in company ID effective on the eleventh of the month. The January calendar is reopened for retro processing when the effective date of the company transfer changes from January 11 to January 16, which means that the segment dates for the original and recalculated periods do not match. When recalculating the calendar period for January, the system cannot match segment to segment as in the previous example—segments 1 and 2 no longer have exact counterparts in the recalculated period.

The values of segment 1 and 2 are reversed, resulting in negative deltas of - 200 and - 420 for segments 1 and 2, respectively. Then the system creates new recalc segments with unique, segmented status records in the recalc period—segments 3 and 4, whose deltas are 300 and 320. The system writes new values for each segment to the output result tables. For the reversal segments, only the balance accumulator and delta output result tables are updated.

Note: When *slice dates* change, the differences between the original and recalc periods do not affect the calculation of the retro deltas. Only changes in the *segmentation dates* create the need for reversal segments.

Example 3: Mismatch in Changing Payment Key Values

The Global Payroll system also recognizes the following situation as a segment mismatch: when the value of a payment key (for example, company ID) changes between a prior calculation and the recalculation, Global Payroll treats the old and new calculations as belonging to separate segments—just as if the segment dates no longer matched.

See Payment Keys with Forwarding Retro.

Forwarding Adjustments in Retro with Segmentation

The way that Global Payroll forwards adjustments varies based on whether retro deltas are being forwarded to a sliced or segmented calendar and whether payment keys have been defined. Regardless of the situation, the system observes the following rules:

- As in retro without segmentation, the system uses retro matching criteria to determine whether it can forward deltas to a calendar in the current period. In other words, the system forwards deltas only

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when the employee ID, record number, pay entity, pay group, and run type of the source calendar match those of the target calendar in the current period.

Note: You can override pay group matching by selecting the **Deltas Cross Pay Groups** option on the Retro Limits page. If you do this, the system automatically brings retro deltas into the current period even if the pay group associated with the deltas does not match the payee's current pay group. In addition, you can override run type matching by specifying additional valid run types in the **Retro Adjustments Sources** group box on the Run Types page. If you do this, the system automatically brings retro deltas into the current period for those additional types even though the deltas do not match the payee's current run type. However, all other matching criteria must still be met.

See Retro Limits Page.

- If all retro matching criteria are satisfied, but the current period is segmented, the system sums and forwards deltas to the first segment in the current calendar.

  If that segment is sliced, the system forwards the adjustments to the first slice in that segment.

- If you have defined payment keys based on criteria such as company ID, contract number, establishment, or department ID, adjustments are forwarded only to the first segment in the current calendar that has the same payment keys as the forwarded adjustments (after all retro matching criteria have been satisfied).

  If that segment is sliced, the system forwards the adjustments to the first slice in that segment. If the system finds *no* segment with matching payment keys, it creates a new segment in the current period to which to forward the adjustments. The dates of the new segment are those of the calendar period as a whole, regardless of whether the current period is segmented.

Note: The system uses retro matching criteria to determine whether to pull adjustments into the current period. If all the criteria are satisfied, the system forwards the deltas. If payment keys are used (in addition to the standard matching criteria), the system checks these keys to determine where to forward the adjustment. If the current period—or a segment in that period—has the same payment keys, the system forwards the adjustment to the first segment (or, if sliced, to the first slice in that segment) in the current period with matching payment keys. Only when the system finds no segment with matching payment keys does it create a new segment to which to forward the adjustments.

See Payment Keys with Forwarding Retro.

Example 1: Element Segmentation with Retro

The following example of element segmentation with retro illustrates how the system forwards deltas to the current period (assume that all retro matching criteria have been satisfied and that there are no payment keys).

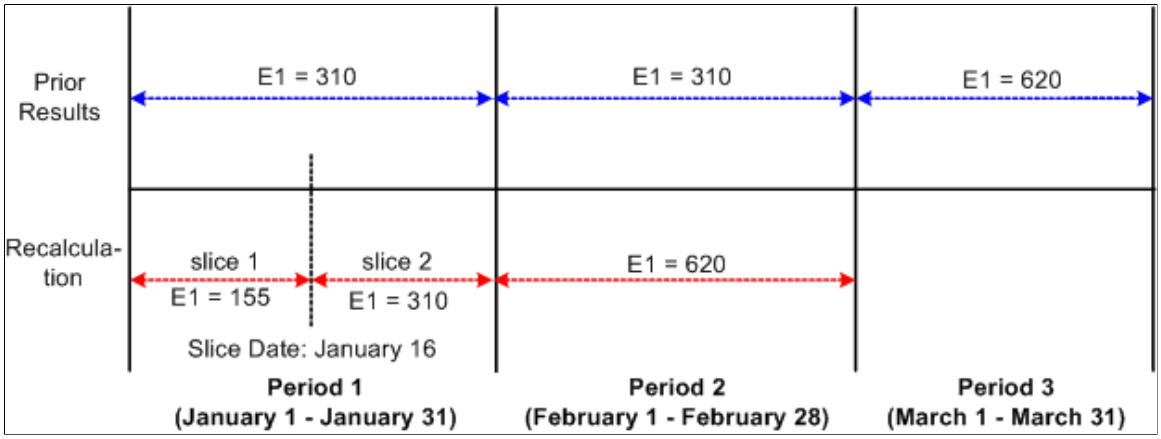
Scenario:

- Retro in period 3 back to period 1 due to a change in the value of E1 from 310 a month to 620 a month on January 16 (assume that E1 is defined to be prorated).

- E1 is on the element list for element segmentation and causes E1 to undergo segmentation into slice 1 and slice 2 in mid period—a period that was originally not segmented.

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This diagram shows an example of element segmentation in the recalc period and no segmentation in the current calendar; there are no payment keys and retro match criteria are satisfied.



Period 1	***Period 2***	***Period 3***
V1R1	V1R1	V1R1
Segment 1 (January 1 - 31) E1= 310	Segment 1 (February 1 - 28) E1= 310	Segment 1 (March 1 - 31) E1 =1085 [620 + (155 + 310)]
V1R2	V1R2	
Segment 1 (January 1 - 31) Slice 1 (January 1-15) E1 = 155 Slice 2 (January 16 - 31) E1 = 310 Delta = 155 [(155 + 310) - 310]	Segment 1 (February 1 - 28) E1 = 620 Delta = 310 (620 - 310)	

- Delta 155 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

When the system calculates retro deltas for period 1, it subtracts the old value of E1 in period 1 (310) from the sum of E1 in slices 1 and 2 (155 + 320). Just as in retro without segmentation, the system forwards all deltas to the current period (March) using retro matching criteria.

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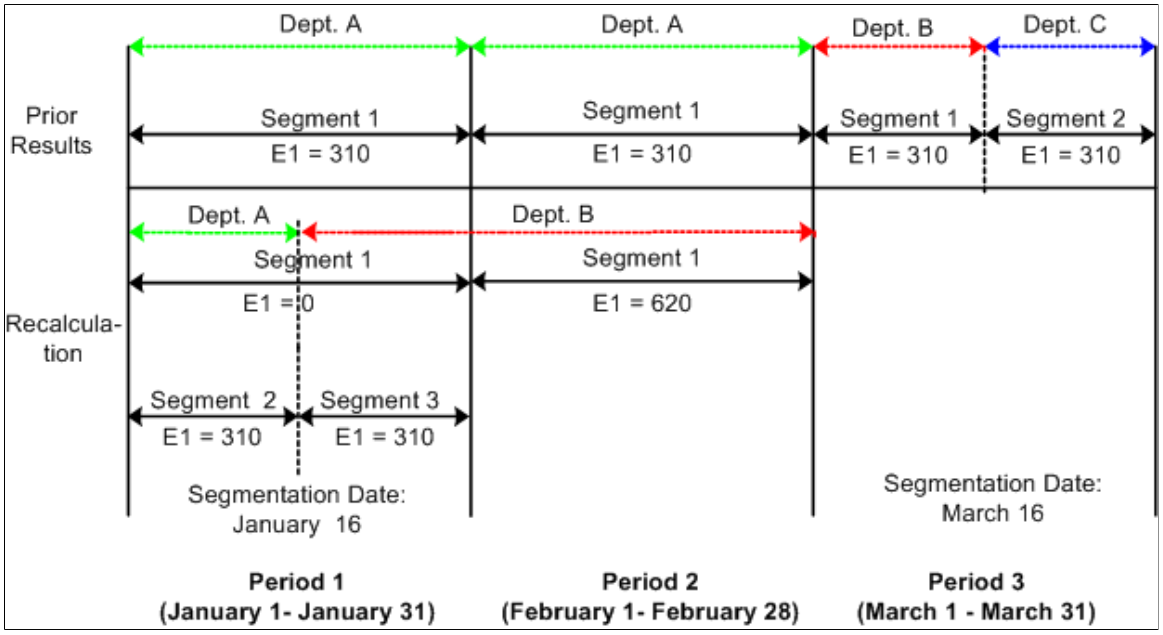
Example 2: Period Segmentation Combined with Retro

The following example of retro with period segmentation illustrates how the system moves retro deltas from a segmented recalc period into a segmented current period, selecting the first slice/segment as the forwarding target using retro matching criteria.

Scenario:

- Retro in period 3 is back to period 1 due to a change in department ID (from department A to department B) on January 16, which triggered period segmentation in the January recalc calendar (assume that the original period was not segmented).
- The value of E1 increases from 310 a month to 620 a month in March, retroactive to January 1 (assume that E1 is defined to be prorated).
- On March 16, the department ID changes from department B to department C. This affects only the current period, resulting in a segmented current calendar.

This diagram below shows an example of period segmentation in both the recalc period and the current calendar; no payment keys are used and retro match criteria are satisfied.



Period 1	***Period 2***	***Period 3***
V1R1	V1R1	V1R1
Segment 1 (January 1 - 31)/Dept. A E1 = 310	Segment 1 (February 1 - 28)/Dept. A E1 = 310	Segment 1 (March 1 - 15)/Dept. B E1 = 930 [310 + (310 + 310)] Segment 2 (March 16 - 31)/Dept. C E1 = 310

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Period 1	*Period 2*	*Period 3*
V1R2	V1R2	
Segment 1 (January 1 - 31)/Dept. A E1 (reversal segment) = <310> Segment 2 (January 1 - 15)/Dept. A E1 = 310 Segment 3 (January 16 - 31)/Dept. B E1 = 310 Delta = 310 [(310 + 310) - 310]	Segment 1 (February 1 - 28)/Dept. B E1 = 620 Delta = 310 (620 - 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

The system calculates retro deltas for January by summing the deltas for the reversal segment (segment 1) with segments 2 and 3. And when it calculates the deltas for February, it subtracts the value of E1 in V1R1 from E1 in V1R2. The system then pulls the deltas from the January and February recalc periods (310 + 310) into the first segment of the current calendar that satisfies retro matching criteria—that is, segment 1 in the March payroll calendar.

Example 3: Period Segmentation Combined with Retro—Payment Keys Used

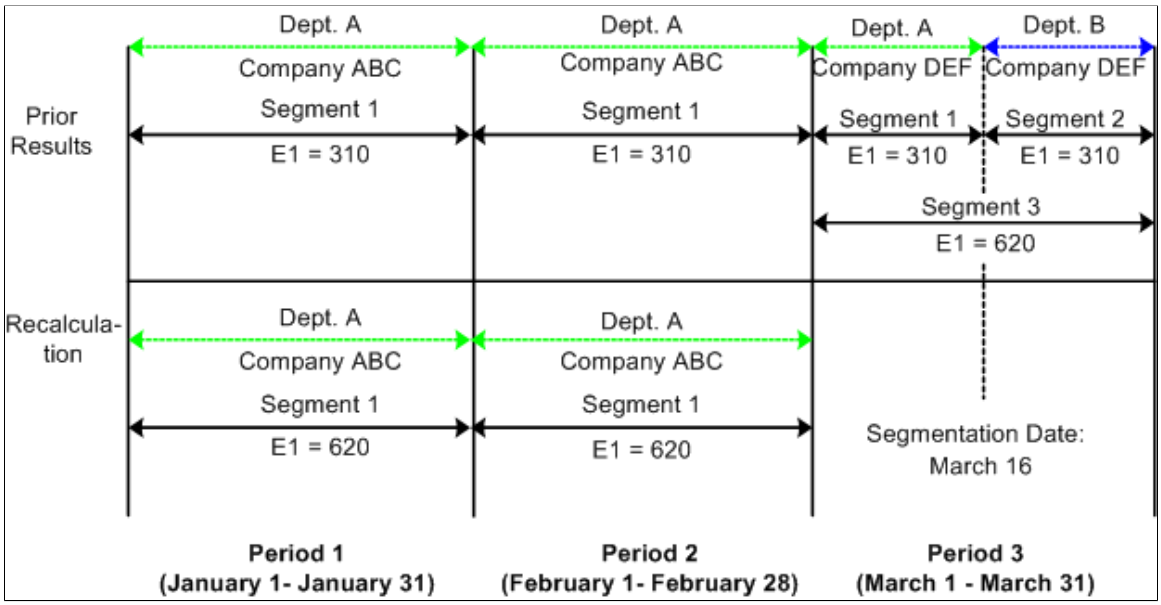
The following scenario illustrates how the system handles retro deltas when retro matching criteria have been satisfied, a payment key has been defined (in addition to the standard retro matching criteria), but the payment key of the recalc period does not match that of the current calendar.

Scenario:

- The value of E1 increases from 310 a month to 620 a month in March, retroactive to January 1. This causes the January and February calendars to be recalculated.
- On March 1, the payee transfers from company ABC to company DEF. Company ID is defined as a payment key.
- On March 16, the department ID changes from department A to department B. This affects only the current period, resulting in a segmented current calendar.

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This graphic is an example of a company defined as a payment key.



Period 1	***Period 2***	***Period 3***
V1R1	V1R1	V1R1
Segment 1 (January 1 - 31); Dept. A, Company ABC E1 = 310	Segment 1 (February 1 - 28); Dept. A, Company ABC E1 = 310	Segment 1 (March 1 - 15); Dept. A, Company DEF E1 = 310 Segment 2 (March 16 - 31); Dept. B, Company DEF E1 = 310 Segment 3 (March 1 - 31); Dept. A, Company ABC E1 = 620 (310 + 310)
V1R2	V1R2	
Segment 1 (January 1 - 31); Dept. A, Company ABC E1 = 620 Delta = 310 (620 - 310)	Segment 1 (February 1 - 28); Dept. A, Company ABC E1 = 620 Delta = 310 (620 - 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 3.

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- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 3.

When the system first calculates the retro deltas for January and February, it tries to pull them into the first segment of the current calendar (March) based on retro matching criteria. However, these deltas were generated for a payee in company ABC, and the payee is now in company DEF (there was a company transfer on March 1). Because Company is defined as a payment key, the deltas cannot be forwarded to the first segment of the current calendar (March) even though all other retro matching criteria have been satisfied. Therefore, the system creates a separate segment with the same begin and end dates as the March pay period and moves the deltas into the new segment.

Note: These examples refer only to forwarding retro because only forwarding retro generates adjustments to be processed in the current period—unless your method is corrective, and you have defined elements to be forwarded. In the case of corrective retro combined with segmentation, the system calculates retro deltas as it does in the above examples. However, unlike forwarding retro, recalculated values for the elements replace the previous calculation. Differences between the net pay from the previously calculated period and the recalculated period are processed by banking.

Payment Keys with Forwarding Retro

Payment keys affect how adjustments are forwarded to the current period when retro is processed.

See Understanding the Organizational Structure.

Payment Keys and Forwarding

When the payment keys of the current period do not match those of the period that is being recalculated, adjustments must be managed as a separate gross-to-net in the current calendar period. For example, Company has been defined as a payment key. A payee who is working in company ABC moves to company DEF in the current period. There is retro going back to a prior calendar when the payee was in company ABC, and there are adjustments to the payee's current period coming from the prior calendar. The adjustments are associated with company ABC, and the current period is associated with company DEF. In this situation, the adjustments are managed as a separate gross-to-net in the current period.

When deciding whether and where to forward adjustments, the system:

1. Determines whether retro matching criteria have been satisfied.

   If matching criteria have been satisfied, the system pulls retro deltas into the current period as adjustments.

2. Checks to see if you have defined payment keys based on criteria such as company ID, contract number, establishment, and department ID.

   If you have defined payment keys, the system checks those keys to determine where to forward the adjustments. If the value of the payment keys that are attached to the forwarded adjustments is the same as the value in the current period, the system forwards adjustments to the first segment in the current period that has matching payment keys. If that segment includes slices, the system forwards adjustments to the first slice in that segment.

3. Creates a new segment in the current period (when it finds no segment with matching payment keys) to which to forward the adjustments.

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The system manages the adjustments as a separate gross-to-net in the current period. The dates of the new segment are the dates of the calendar period as a whole, regardless of whether the current period is segmented.

The new segment has the status *Inactive in Segment* and goes through the process list like any other gross-to-net calculation. Earnings and deductions are resolved again in this segment. The result may not be what you want for this type of segment. To prevent the earnings and deductions from being resolved again in this segment, the user can define a generation control element to exclude segments with the status *Inactive in Segment.*

Positive input (PI) that is targeted to this calendar, as well as any generated PI topic, are not processed again in the *Inactive in Segment* segment, regardless of generation control.

See Understanding Calculation ElementsUnderstanding Processing Elements, Understanding Positive Input, .

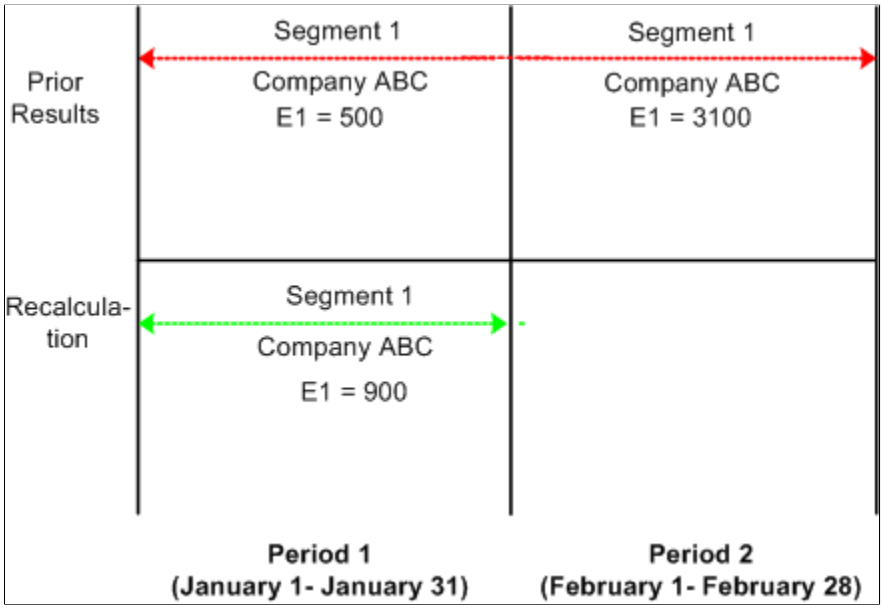
Example 1: No Change in Payment Key Values

When the payment keys of the current period match those of the period that is being recalculated, the system forwards the adjustments to the current period. No new segments are created. Consider the following example of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earning (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.

This graphic is an example of a payroll calculation in which there are no change to the payment key values.



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Period 1	*Period 2*
V1R1	V1R1
Segment 1 (January 1 - 31)/Company ABC E1 = 500	Segment 1 (February 1 - 28)/Company ABC E1 = 1300 (900 + 400)
V1R2	
Segment 1 (January 1 - 31)/Company ABC E1 = 900 Delta = 400 (900 - 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 1.

See Tracking Recalculated Calendars.

Example 2: Payment Key Value Changes in Current Calendar Period

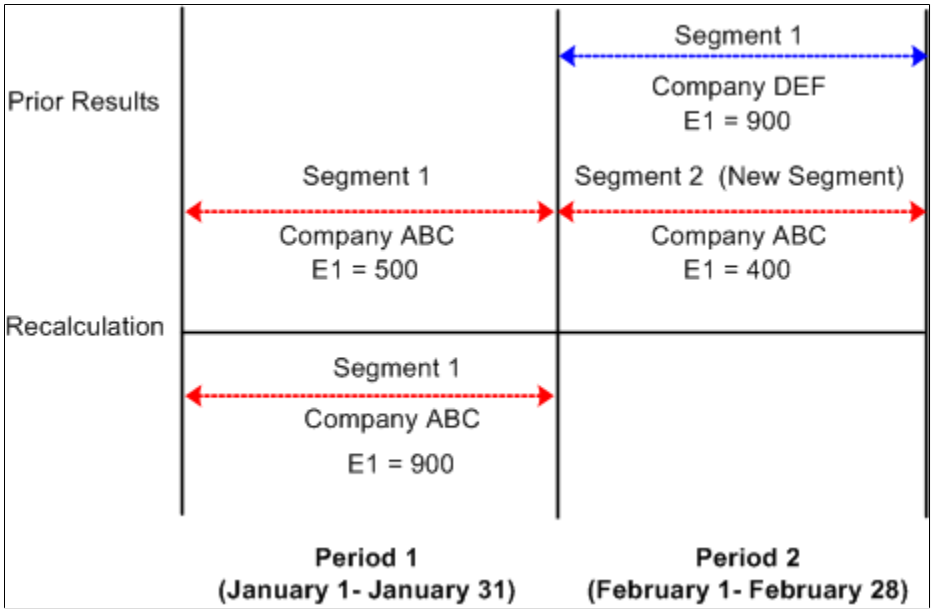
When payment keys in the current period do not match those in the period that is being recalculated, the system creates a new segment in the current period to which to forward the adjustments. Consider the following example of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earning (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.
- On February 1, the payee transfers from company ABC to company DEF.

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This graphic is an example of a payroll calculation in which the payment key value changes for the current calendar period.



Period 1	***Period 2***
V1R1	V1R1
Segment 1 (January 1 - 31)/Company ABC E1 = 500	Segment 1 (February 1 - 28)/Company DEF E1 = 900 Segment 2 (February 1 - 28)/Company ABC E1= 400
V1R2	
Segment 1 (January 1 - 31)/ Company ABC E1 = 900 Delta = 400 (900 - 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.

Because the payee in this example moves from company ABC to company DEF in February, the payment keys in the current calendar (February) no longer match those in the calendar that is being recalculated (January). As a result, the system creates a new segment (segment 2) in February into which to pull the adjustments from period 1, V1R2. The begin and end dates of the new segment are identical to those in the current period (February 1 - 28).

See Tracking Recalculated Calendars.

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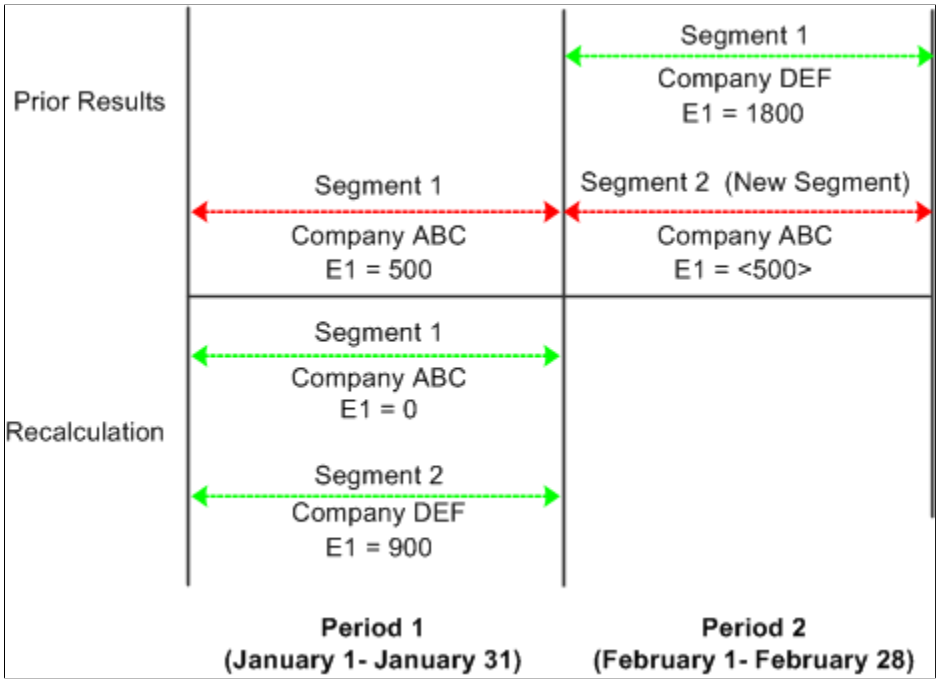
Payment Keys and Retro Deltas

If the value of a defined payment key changes retroactively, so that a calendar that is associated with one set of payment keys must be reprocessed using payment keys with changed values, the system recognizes this condition as a *segment mismatch.* If a segment match on payment keys doesn't exist between the prior and the current periods, a new segment is created in the current period for the forwarded adjustment that results from the deltas that have old payment keys. This process is illustrated in the example below.

Scenario:

- A payee moves from company ABC to company DEF in February. The change is retroactive to January.
- Company ID is defined as a payment key.
- The payee's earning (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.

This graphic is an example of when a segment mismatch occurs during a payroll calculation.



Period 1	***Period 2***
V1R1	V1R1
Segment 1 (January 1 - 31)/Company ABC E1 = 500	Segment 1 (February 1 - 28)/Company DEF E1 = 1800 (900 + 900) Segment 2 (February 1 - 28)/Company ABC E1= <500>

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Period 1	*Period 2*
V1R2	
Segment 1 (January 1 - 31)/Company ABC E1 (reversal segment) = 0 Segment 2 (January 1-31)/Company DEF E1 (recalc segment) = 900 Delta=<500>, Company ABC Delta = 900, Company DEF	

- Delta <500> is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.
- The delta 900 created in period 1, V1R2 is forwarded to period 2, V1R1, segment 1.

When calculating the retro delta for E1 in January, the system cannot match the new value of E1 (900) to the old value of E1 (500) and compute the difference as it ordinarily would (900 - 500 = 400). The old and new versions of E1 belong to different segments, are linked to different payment keys, and are no longer treated as counterparts. To determine the deltas, the system must first reverse the old value of E1 in V1R1; that is, it treats the prior calculation of E1 in period 1 as having no corresponding value in the new segment and subtracts 500 from 0 to generate a negative - 500. Likewise, it sees the new calculation of E1 in period 1 as having no corresponding value in the old segment and subtracts 0 from 900 to generate a new value of 900 for E1.

Note: A *segment mismatch* also occurs when there is segmentation, and the segment dates of a recalculated period do not match those of the original period.

Summing Deltas by Payment Key

The preceding example illustrates an important rule: when summing and forwarding deltas, the system sums only deltas with the same payment keys, and deltas that are associated with one set of payment keys cannot be forwarded to an element linked to different keys. In the preceding example, the delta (<500>) created in period 1, V1R2, is not added to the delta (900) created in period 1, V1R2, because the deltas are associated with different payment keys.

Related Links

Segmentation and Retro

Retroactivity and Positive Input

To correct an instance of positive input, make the adjustment in the pay period in which the original entry was made. For example, if it is July, and you need to correct positive input that was entered in May, access the Positive Input page for the May calendar and add, delete, or correct the instance.

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If you have defined retroactive triggers to detect the online changes, the system recalculates the calendar period using your changes when you run the next payroll cycle for the payee.

Related Links

Making Retroactive Adjustments to Positive Input

Retroactive Deletes

A retroactive delete occurs when there is a retroactive termination, a retroactive pay group transfer, or a retroactive change in pay system. In all cases the information is received after the actual effective dates for these changes. The result is that gross-to-nets are calculated when they should not have been and these results must be completely reversed.

Example 1: Pay Group Transfer with Forwarding Retro

Scenario:

- In period 1, the payee is in pay group A. E1 = 100.
- In period 2, the payee transfers pay groups retroactively to pay group B, effective in period 1. E1= 200.
- The retro calculation involves retro in period 2 back to period 1.

Period 1 - Calendar for Pay Group A
V1R1
Segment 1 E1 = 100
V1R2
Segment 1/ Pay Group A E1 (reversal segment) = 0 Delta = <100>

- In period 1, V1R2, E1 is reversed completely. No new segment is created because the payee should not have a gross-to-net calculation during this period for pay group A.
- The E1 delta of <100> for period 1, V1R2 is not processed for the current calendar (period 2) because the payee is no longer in pay group A. If the current calendar is for pay group B, the delta is not pulled in as an adjustment until you manually redirect the unprocessed delta to a target calendar for pay group B.

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Retroactive Adds

A retroactive add occurs when there is a retroactive hire or a retroactive pay group transfer. With a retroactive hire, there is no previous calculation (prior gross-to-net). In the case of a retroactive pay group transfer, the retro add refers to the pay group to which the payee is transferred.

Example 1: Retroactive Add with Forwarding Retro

Scenario:

- In period 2, information is received regarding a new payee that is hired in period 1.
- The first retro calculation involves retro in period 2 back to period 1.

Period 1	***Period 2***
V1R1	V1R1
Never existed.	Segment 1 E1 = 200 (100 + 100)
V1R2	
Segment 1 E1 = 100 Delta = 100	

- In period 1, V1R2 represents the retro processing for that period. The revision number is 2 even though Version 1 never existed, because the method is forwarding, and the recalculation does not represent the true results.
- The delta for period 1, V1R2 is pulled into period 2, V1R1 as an adjustment.

Currency Changes

When a calendar is reprocessed for retroactivity, Global Payroll uses the original processing currency. This is important because with retroactivity it is necessary to recalculate prior periods in the same currency as the original calculation for the pay period. So, for example, if you were to change the processing currency at the pay entity level between the recalc period and the current period, the difference between the new value and the old value would still be computed in the currency of the original calculation. This means that retro deltas are converted to the processing currency of the period that they are pulled into. The system uses the current segment's exchange rate information (exchange rate type and exchange rate effective date (defined at the payee level) to do the currency conversion.

For example, from January 1998 to June 1998, the currency is French francs. In July, the company decides to use the euro. In July, retroactivity for a payee is effective in June 1998. Everything pertaining to the recalculation is done using French francs. When the delta is calculated, it is calculated in French

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francs and then converted to the euro using the exchange rate information as of the current segment. Retro adjustments are brought forward into the current period in euros.

Tips for Retroactive Processing

The following table provides hints on using retroactive processing.

Question	***Answer***
What is the value of an element that receives a forwarding adjustment?	• When you use forwarding retro, the adjustment is included in the resolved value for the element. • Output results keep the current and adjustment values for earnings and deductions separate. But when the element is used, the two values are summed to obtain the resolved value for the element. • The batch resolution modules sum the current and adjustment values when an element is used.
How do I keep the adjustment value of an element separate from the current value?	Generally, when you use forwarding retro, the adjustment is included in the resolved value of the element. However, to keep the adjustment value for an element separate from the current value, you forward the adjustment to another element using the Retro Process Overrides page. If the purpose of the element is to track adjustments, define the other element with the calculation rule *amount = 0.*
Can Global Payroll calculate retro across countries?	The default retro method, retro process definitions, and trigger event IDs are defined by country. The system does not calculate retro across countries. However, if a payee transfers to another country, and it's later discovered that the payee should have received additional pay while employed in the first country, it might be possible to process retro for that payee even though he or she is inactive in the original country. This depends on the forward limits that apply at the pay entity level and other processing rules that determine how long after a payee is inactive he or she remains eligible for retroactive processing.

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Question	*Answer*
What happens when multiple triggers are generated and each points to a different retro process definition?	Suppose that multiple retro events occur, causing multiple retro triggers to be written to the trigger tables. If these triggers call for that calendar run to be processed (recalculated) using different process definitions, a conflict will occur. In such a situation, where the events that cause retroactive processing activate the application of more than one process definition for the same payee in the same calendar, the system writes an error message and does not process retro. Only the current period is calculated. Retro triggers are not marked as processed. **Note:** The retro conflict method that is specified on the Countries page does not apply to the conflict situation described here. In this situation, the retro conflict method will not resolve the conflict. However, you can change the event ID that is associated with the retro trigger, using the Payee Trigger Retro Expanded page. For a payee, you cannot have more than one process definition resulting from the retro events that cause retroactivity for that calendar run. The same process must apply for all calendars in the calendar group.

Related Links

Countries Page
Understanding Calendars
Setting Up Trigger Definitions

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Chapter 45

Defining Banking Instructions

Understanding Banking

This topic discusses:

- The banking process
- Setup requirements
- Batch processing
- Banking process flow
- Country-specific processing.

The Banking Process

In Global Payroll, the banking process includes:

- Setup.
- Batch processing.
- Tasks for local country extensions.

This topic discusses setup and batch processing. For more information about how banking works with local country extensions, see the banking topic in the corresponding Global Payroll country extension documentation.

Note: If your organization doesn't have direct deposit or electronic transfer for payees, you may not need to use the banking feature.

Setup Requirements

This topic discusses:

- Bank setup requirements
- Funding setup requirements
- Disbursement setup requirements

Bank Setup Requirements

Banks and branches are financial institutions that fund payroll or receive payroll calculations.

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To set up banks:

1. Define bank information on the Bank Table page.

   Set up banks on the Bank Table page, including basic information for all financial institutions involved in the payroll funding and disbursement process. You must complete this page before a bank can be identified as a source bank account or as a recipient.

2. Specify branch information on the Branch Table page (optional).

   Define which branches apply to the banks. A bank can have one or more branches.

   Note: Not all countries require bank branch information.

See Defining Banks and Branches.

Funding Setup Requirements

Funding refers to the source of payroll money.

To set up funding:

1. Define electronic funds transfer (EFT) formats, by country, on the Electronic Transfer Formats page.
2. Specify source banks for payroll on the Source Bank Accounts page.

   Source banks are where payroll disbursements come from. For each source bank, you identify the appropriate bank/branch, account number, and EFT format.

3. Define the level of funding on the Pay Entities - Source Bank Link page.

   Each organization can have various levels of funding sources (source banks). One organization might fund its entire payroll from a single bank; another might define funding at a lower level, such as by company.

See Setting Up Funding.

Disbursement Setup Requirements

Disbursement refers to payroll amount destinations. Net pay disbursements can go to payees, and deduction amounts can be disbursed to recipients, such as a health care provider or a government agency.

To set up disbursements:

1. Define deposit schedules on the Deposit Schedules page.
2. Define recipients on the Deduction Recipients page.

   Recipients can be entities (general recipients) or individuals (individual recipients).

3. Assign recipients to deductions.

   This procedure varies with recipient type.

4. Identify an individual's bank account information and disbursement details on the Bank Account Information page and the Net Distribution page.

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This is necessary for disbursing an individual's net pay electronically.

See Defining Deposit Schedules, Defining Recipients, Assigning Recipients to Deductions and Payees, and Defining Payee Net Pay Elections.

Batch Processing

Batch processing for banking occurs in the Global Payroll core application and in the country extension.

To process bank payment information:

1. Finalize the pay run on the Payroll/Absence Run Control page.

   Before running the banking process, you must finalize the payroll run or approve the items to pay.

2. Run the banking process, using the Payment Preparation page.

   The banking process is a batch job that takes the results of payroll calculations and populates the payment table (GP_PAYMENT), which includes details on each recipient. It identifies the recipient, the amount owed, the source bank, and the account number.

   Note: You must run the banking process in the same order in which you run your payrolls. For example, if you have finalized a payroll for both November and December and try to run the banking process on the December payroll before running it on the November payroll, the process will result in an error.

3. Run the local country batch process.

   Each country has unique file format requirements for transmitting data electronically. Individual processes have been developed for each country that extract data from the payment file and format it appropriately.

Note: For more information about local country batch processing, see the banking section in the corresponding Global Payroll country extension documentation.

You can view the results of the banking process (step 2) and the results of the local country batch process (step 3) using the Review Payments by Cal Group component.

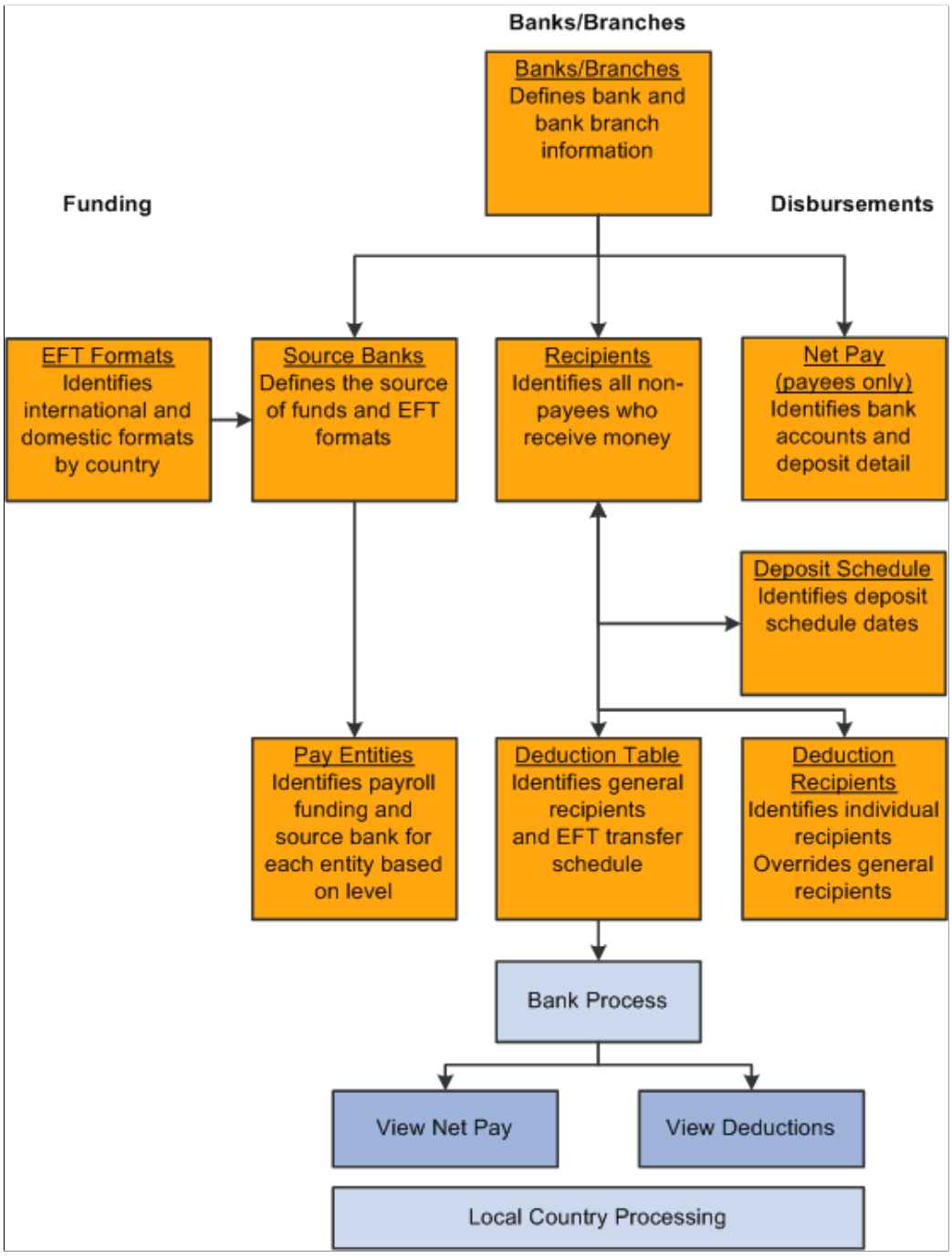
Related Links

Understanding Payroll Processing
Reviewing Banking Results by Calendar Group

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Banking Process Flow

This diagram illustrates the flow of the banking process.



Country-Specific Processing

Global Payroll provides a flexible, generic banking framework that enables organizations with multinational operations to use PeopleSoft Financial Gateway as a single point of distribution for all of their payments. You define application packages and SQL statements for each country in your organization. The existing banking process, GP_PMT_PREP, uses this country-specific setup to generate

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country-specific payments. The Payment for FG (GP_PMT_FG) process sends the country-specific payments to PeopleSoft Financial Gateway.

PeopleSoft Financial Gateway sends a message to the HCM database when an error occurs that displays the status in the Payment Transactions page of the Results by Calendar Group component in PeopleSoft Global Payroll. This streamlines the maintenance of the Financial Gateway Payment Preparation table. You can view more information in the Payments transactions page through multiple tabs and are able to review errors from Financial Gateway in the Errors tab.

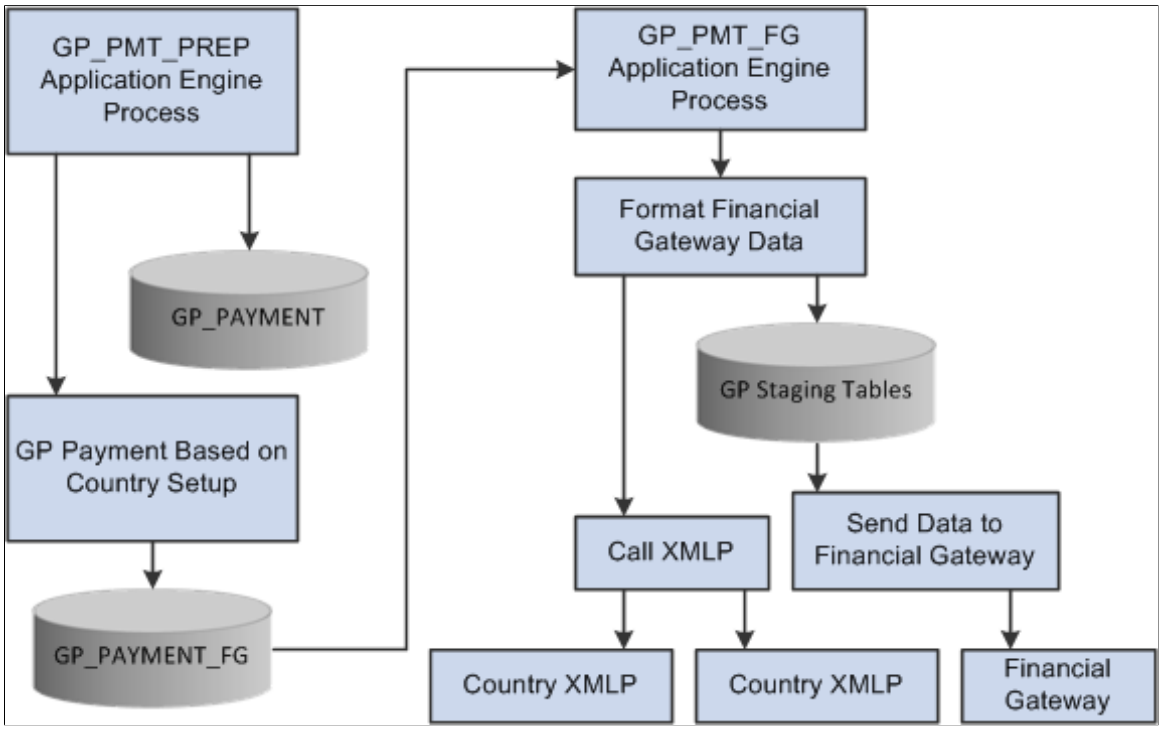
This topic discusses:

- Country-specific data process flow.
- Country-specific setup requirements.
- Country-specific batch processing.
- Integration with PeopleSoft Financial Gateway.

Country-Specific Data Process Flow

The process flow for country-specific payments is slightly different than the regular banking process flow.

This diagram illustrates the process flow for country-specific data.



Country-Specific Setup Requirements

In addition to the normal banking setup requirements, to process country-specific payments you must also:

- Define application packages for a country on the Banking Country Setup Page.

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- Generate a country-specific SQL statement on the Banking Preparation Definition Page.
- Define payment process settings on theInstallation Settings Page.
- See *PeopleTools: Integration Broker Service Operations Monitor* product documentation for both Global Payroll and Financial Gateway.
- See Setup Prerequisites.

Country-Specific Batch Processing

You process country-specific payments using the same Global Payroll Banking Process (GP_PMT_PREP) that you use for non-country-specific banking. When a row of data exists for a country on the Banking Country Setup component, however, GP_PMT_PREP executes country-specific logic.

If the country uses the delivered CORE_BANK:SQL application package, then the system references the banking preparation definition for that country and for each defined sequence processes the country-specific SQL statement using the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page. The system loads the results into the GP_PAYMENT_FG record.

If the country does not use the delivered CORE_BANK:SQL application package, then the system uses the application package defined for the country in the Banking Country Setup component to load results into the GP_PAYMENT_FG record for the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page.

Integration with PeopleSoft Financial Gateway

PeopleSoft Global Payroll enables you to send generated payment details from PeopleSoft Global Payroll to PeopleSoft Financial Gateway. Financial Gateway then dispatches the payments to banks.

Related Links

Setting Up Country-Specific Banking Processing
Sending Payments to PeopleSoft Financial Gateway

Defining Banks and Branches

To define banks and bank branches, use the Banks (BANK_EC) component.

Pages Used to Define Banks and Bank Branches

Page Name	*Definition Name*	*Usage*
Bank Table Page	BANK_EC	Set up basic information for all financial institutions.
Branch Table Page	BANK_BRANCH_EC	Define branch information for a bank. Not all countries require bank branch information.

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Understanding Bank and Branch Definition

You set up bank and bank branch information on the Bank Table page and the Branch Table page.

The pages for defining banks and bank branches are common to all PeopleSoft HR applications and are documented in the Application Fundamentals product documentation.

For a summary of the function of each page, see the overview of setup requirements in the previous topic.

Related Links

Setup Requirements
"Understanding Bank and Bank Branch Setup" (Application Fundamentals)

Setting Up Funding

To define electronic transfer formats, use the Electronic Transfer Formats (EFT_NAME) component. To define source banks, use the Source Bank Accounts (SRC_BANK) component. To define the default source bank for a pay entity and to link a source bank to a pay entity, use the Pay Entities (GP_PYENT) component.

Pages Used to Set Up Funding

Page Name	*Definition Name*	*Usage*
Electronic Transfer Formats Page	EFT_NAME	Define a country's electronic funds transfer (EFT) formats. An EFT is a standard interbank file format.
Source Bank Accounts Page	SRC_BANK	Define the source of funds and EFT formats.
Pay Entities - Processing Details Page	GP_PYENT_PRCS_DTL	Define the default source bank for the pay entity.
Source Bank Link Page	GP_PE_SBANK_LNK	Define source banks for the companies, department, establishments, or pay groups within the pay entity. This is an optional setup task. If you leave the Source Bank Link page blank, the system uses the default source bank defined at the pay entity level on the Processing Details page.

Electronic Transfer Formats Page

Use the Electronic Transfer Formats page (EFT_NAME) to define a country's electronic funds transfer (EFT) formats.

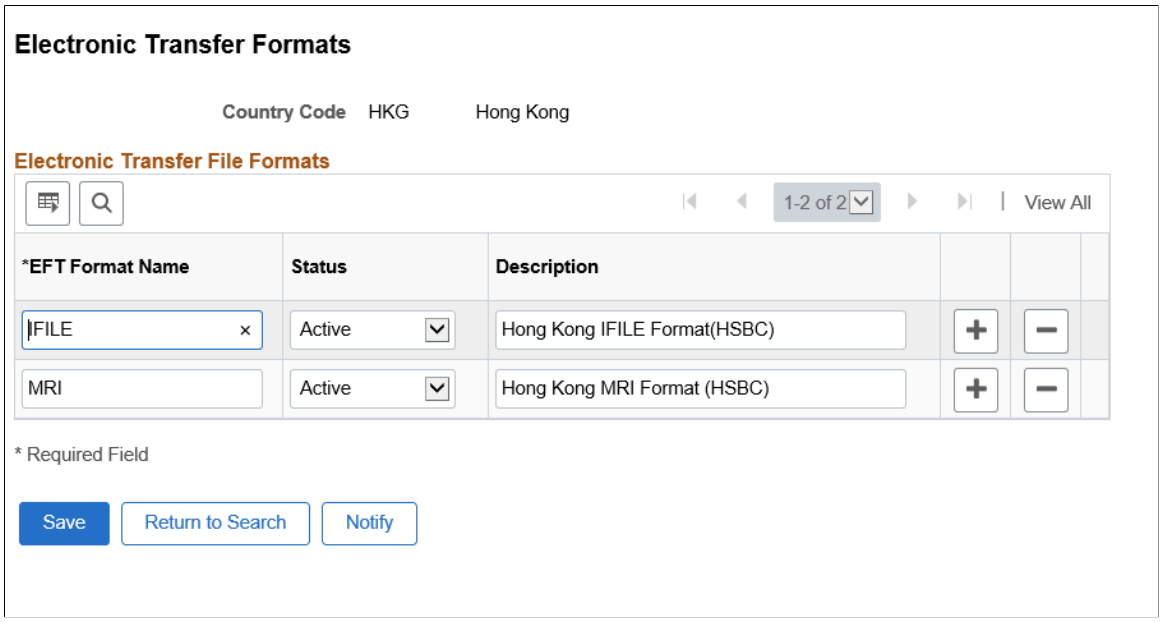
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An EFT is a standard interbank file format.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Electronic Transfer Formats > Electronic Transfer Formats

This example illustrates the fields and controls on the Electronic Transfer Formats page.



Field or Control	*Description*
Country Code	Displays the country code you selected to access this page.
EFT Format Name	Enter a name. An EFT format is a country-specific value that's understood by locally run Structured Query Reports (SQRs). After defining the EFT format name, use this information on the Source Bank Accounts page to indicate the EFT format from which the money is coming. **Note:** Only the EFT formats with active status are available for selection in Source Bank Accounts page. **Note:** For more information about EFT formats for local countries, see the banking topic in the corresponding Global Payroll country extension documentation.

Source Bank Accounts Page

Use the Source Bank Accounts page (SRC_BANK) to define the source of funds and EFT formats.

Navigation:

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Set Up HCM > **Common Definitions** > **Banking** > **Source Bank Accounts** > **Source Bank Accounts**

The Source Bank Accounts page is common to all HR applications and is documented in the Application Fundamentals.

For a summary of the function of the Source Bank Account page, see the overview of funding setup requirements in this topic.

Related Links

"Bank Table Page" (Application Fundamentals)
Setup Requirements

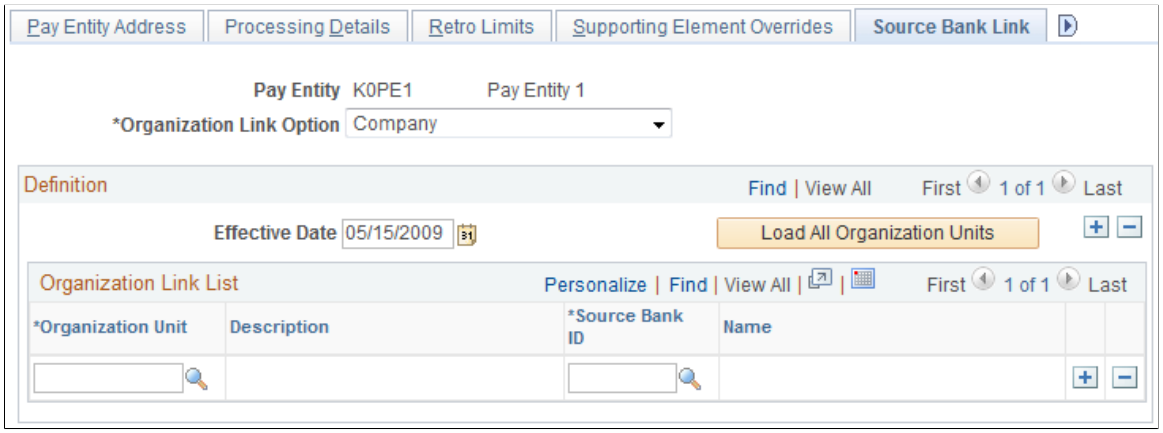
Source Bank Link Page

Use the Source Bank Link page (GP_PE_SBANK_LNK) to define source banks for the companies, department, establishments, or pay groups within the pay entity.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Organizational** > **Pay Entities** > **Source Bank Link**

This example illustrates the fields and controls on the Source Bank Link page.



Payroll can be funded from more than one source bank. Use this page to define all the source banks used to fund payroll for a pay entity. Leave this page blank if you want to fund payroll from the pay entity's default source bank that you defined on the Processing Details page.

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Field or Control	*Description*
Organization Link Option	Select the level of organization at which you're funding payroll. Options are: *Company, Department, Establishment,* and *Pay Group.* See Pay Entities - Processing Details Page. **Note:** If a value in this field changes, the system clears all entries in the **Organization Link List** group box.
Load All Organization Units	Click this button to populate the **Organization Link List** group box. The system populates a list of all active organization units, based on the effective date.

Organization Link List

In this group box, select a source bank ID for each organization unit that you selected in the **Organization Link Option** field.

Field or Control	*Description*
Organization Unit	Select an organization unit for the **Organization Link Option** level that you defined.
Source Bank ID	Enter a source bank ID for each organization unit. Use this field to define the default bank for the pay entity. If you don't define source banks here, the system uses the default bank set up on the Pay Entities - Processing Details page. The Processing Details page is described in another topic in this product documentation.

Example

A pay entity has 10 pay groups. Only 2 of those pay groups use unique source banks; the other 8 use the same source bank.

To set up source banks for this pay entity, you select *Pay Group* in the **Organization Link Option** field.

There are two ways to set up the **Organization Link List** group box:

- List all 10 pay groups in the Organization Link List.

  For the 8 pay groups with the same source bank, list the same source bank ID. For the 2 pay groups with unique source banks, list the unique values for those source bank IDs.

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- Define the default source bank ID for the 8 pay groups on the Processing Details page, and enter only two rows for the 2 unique pay groups on this page.

Note: If you leave the Organization Link List group box blank, the system assumes that you're using the default source bank ID that is defined on the Processing Details page.

Related Links

Defining Pay Entities
Pay Entities - Processing Details Page

Defining Deposit Schedules

To define deposit schedules, use the Deposit Schedules (DEP_SCHED) component.

Page Used to Define Deposit Schedules

Page Name	*Definition Name*	*Usage*
Deposit Schedules Page	DEP_SCHED	Identify dates when payments are debited from the source bank account.

Understanding Deposit Schedules

When you run the banking process, the system assigns a deposit date based on the time of the run and the deposit schedule that's associated with the deduction.

- For deductions that are assigned a deposit schedule, the system looks up the date that comes the soonest after the run date.
- For deductions without an assigned deposit schedule and net pay, the deposit date is the run date.

Example

Run February payroll on the 25th of the month.

Deduction	*Deposit Schedule*	*Deposit Date*
Net pay	No deposit schedule assigned	The date that the banking process is run.
Income tax	Quarterly on the last day of the quarter	March 31
Union dues	Monthly on the first day of the month	March 1

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This example illustrates that the deposit date can filter which transactions are transmitted to the bank in a subsequent process.

Managing Deposits

You have flexibility in defining deposit schedules. So if many deposits are due at month's end, you can create a deposit schedule with a debit date of the last day of the month. Associate these dates with payees and recipients. Run the payment process, telling the system to create a report that includes all the information in the deposit schedule.

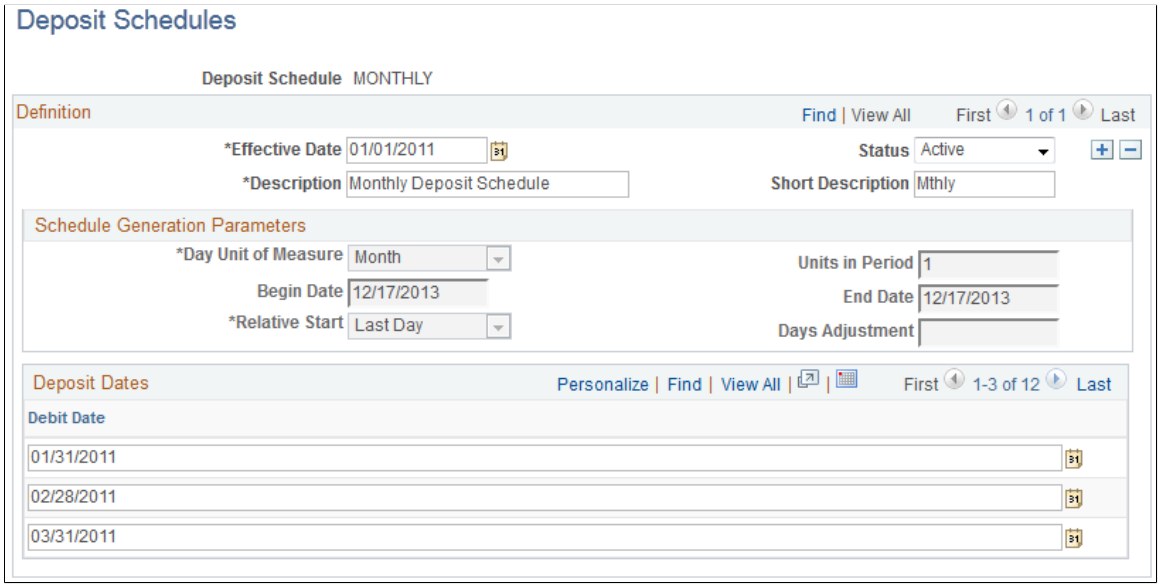
Deposit Schedules Page

Use the Deposit Schedules page (DEP_SCHED) to identify dates when payments are debited from the source bank account.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Deposit Schedules

This example illustrates the fields and controls on the Deposit Schedules page.



Note: When you create a deposit schedule applicable for DSN, follow a specific naming convention. The first letter of the name should depict the frequency of payment to OPS. For example, M = Month, [example: MESTAB1], Q = Quarter, [example: QESTAB1] and Y = Year, [example: YESTAB1]

Schedule Generation Parameters

Use this group box to define details for generating deposits.

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Field or Control	*Description*
Day Unit of Measure	Define the type of schedule that you're building. Options are *Day, Month, Quarter, Week,* and *Year.* Your selection affects time increments for the debit dates. So if you select *Month,* the time increment between debit dates is one month.
Units in Period	Define the frequency for the **Day Unit of Measure** field. If you indicate *Month* there and enter *1* here, this schedule occurs once a month. If you enter *2,* this schedule occurs once every two months.
Begin Dateand **End Date**	Enter the approximate schedule dates. When the system builds schedules, it builds them in this date range.
Relative Start	Select the relative start of the deposit schedule dates. Options are *First Day* (of the month) and *Last Day* (of the month). Specifies the day that the deposit date intervals start. For example, if you select *Month* in the **Day Unit of Measure** field and *Last Day* in the **Relative Start** field, the schedules have deposit dates at the end of the month.
Days Adjustment	Specify how many days to adjust between the relative start date and the deposit date. Say you select *Month* in the **Day Unit of Measure**field, *Last Day* in the **Relative Start** field, a frequency of *1,* and *+10* in the **Days Adjustment** field. The system, on the 10th of each month, generates monthly schedule dates that start the 10th of the following month. **Note:** The **Relative Start** and **Days Adjustment** fields are unavailable for entry if the **Day Unit of Measure** field is set to *Day* or *Week.*
Generate Dates	Click this button to generate a list of debit dates in the **Deposit Dates** group box.

Deposit Dates

This group box is populated based on what you defined in the **Schedule Generation Parameters** group box. It displays the generated dates when deposits are due, based on those parameters.

Defining Recipients

To define deduction recipients and to select recipients' deposit schedules, use the Deduction Recipients (RECIPIENT) component.

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Pages Used to Define Recipients

Page Name	*Definition Name*	*Usage*
Define Deduction Recipients Page	RECIPIENT	Define general and individual recipients for deductions.
Recipient Address Page	RECIPIENT_ADR_SP	Define recipients' address information.
Recipient Deposit Schedule Page	RECIPIENT_DEP_INFO	Select recipients' deposit schedule.

Understanding Recipient Definition

Recipients are entities or individuals who receive voluntary and statutory deductions that are withheld from payees. Global Payroll recognizes two types of recipients:

- General recipient, such as a government agency.

  Receives the amount that's withheld from all payees who have a specific deduction.

- Individual recipient, such as a spouse who receives child support payments.

  Receives the amount that's withheld from one or more payees.

Note: A general recipient is often an entity and an individual recipient is often a person, but this isn't a requirement.

Each recipient has a disbursement schedule. You can create unique deposit schedules to identify deposit dates.

Note: Before you can define a recipient, you must first define general bank information on the Bank Table page.

Related Links

Defining Banks and Branches

Define Deduction Recipients Page

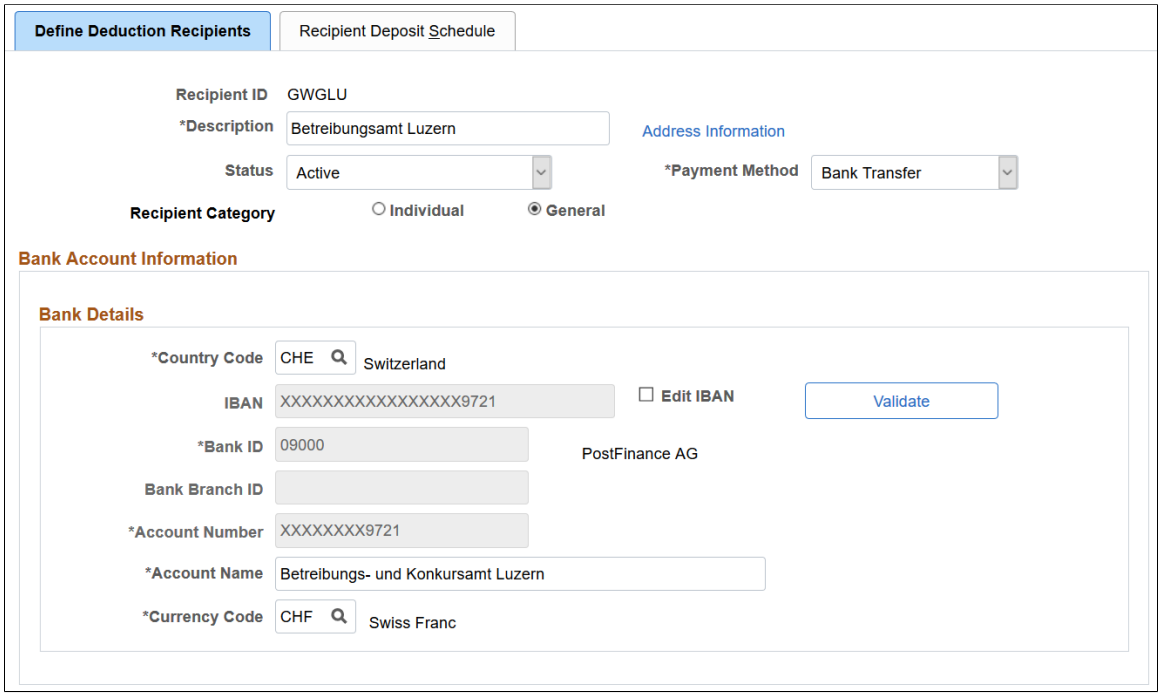
Use the Define Deduction Recipients page (RECIPIENT) to define general and individual recipients for deductions.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Banking** > **Deduction Recipients** > **Define Deduction Recipients**

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This example illustrates the fields and controls on the Define Deduction Recipients page.



Field or Control	*Description*
Address Information	Click the **Address Information** link to access the Recipient Address page, where you'll define country and address information for the recipient.
Payment Method	Select the payment method. Options are *Bank Transfer, Cash, Check, Postal Order* and *Wire Transfer.* **Note:** Bank account information only becomes available when *Bank* and *Wire Transfer* are selected.

Recipient Category

Field or Control	*Description*
Individual	Select if the recipient receives an amount, such as a court order deduction, that is withheld from one or more payees.
General	Select if the recipient receives the amount withheld from all payees who have a particular deduction. General recipients, such as local and national governments for taxes, insurance companies for insurance benefits, and unions for union dues, are entities that receive an amount that might include many payee values.

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Bank Details

Field or Control	*Description*
Country Code	Select the country for the payee's bank account.
Already have an IBAN Number	Select to indicate that the payee has an IBAN. When you select this check box, the **Bank ID, Bank Branch ID,** and **Account Number** fields become display-only and the **IBAN** field and **Validate** button become available. If you deselect this check box for a payee who already has an IBAN entered and validated in the **IBAN** field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected. **Note:** This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.
IBAN (International Bank Account Number)	Enter the IBAN for the payee. This field is editable only if you select the **Already have an IBAN Number** check box or if the **IBAN Required** check box is selected on the IBAN Country Setup page. If data encryption is enabled and the encryption process is run for the RECIPIENT record, the IBAN is encrypted in the database if it belongs to a country that is specified on the “Define Country for Encryption Page” (Application Fundamentals). Also, the IBAN appears as masked on this page. An exception to this is when the user is assigned the *Recipient Bank Account Admin* role, and this role is defined on the “Grant Unmasked Access Page” (Application Fundamentals) for the RECIPIENT record. In this case, the user sees the unmasked IBAN. “Understanding Data Encryption for Global Payroll for United States” (Application Fundamentals).
Edit IBAN	Select to update the IBAN. This field appears together with the IBAN field, when the encryption process is run and the IBAN currently displayed belongs to a country that is specified on the “Define Country for Encryption Page” (Application Fundamentals). When selected, the existing read-only number is cleared from the field for you to enter a new one.

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Field or Control	*Description*
Validate	Click to validate the number entered in the **IBAN** field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the **Bank ID, Bank Branch ID,** and **Account Number** fields based on the entered IBAN. This button is available only if you select the **Already have an IBAN Number** check box or if the **IBAN Required** check box is selected on the IBAN Country Setup page.
Bank ID, Bank Branch ID, and **Account Number**	When the **Already have an IBAN Number** check box is selected or if the **IBAN Required** check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the **Validate** button. **Note:** For German accounts with an IBAN, the **Bank Branch ID** field remains editable. For accounts without an IBAN, manually enter values in the **Bank ID, Bank Branch ID,** and **Account Number** fields. **Note:** Not all countries require branch ID information.
Account Number	Enter the account number for the person. If data encryption is enabled and the encryption process is run for the RECIPIENT record, the account number is encrypted in the database if it belongs to a country that is specified on the “Define Country for Encryption Page” (Application Fundamentals). Also, the account number appears as masked on this page. An exception to this is when the user is assigned the *Recipient Bank Account Admin* role, and this role is defined on the “Grant Unmasked Access Page” (Application Fundamentals) for the RECIPIENT record. In this case, the user sees the unmasked account number. “Understanding Data Encryption for Global Payroll for United States” (Application Fundamentals).
Edit Account Number	Select to update the account number. This field appears together with the Account Number field, when the encryption process is run and the account number currently displayed belongs to a country that is specified on the “Define Country for Encryption Page” (Application Fundamentals). When selected, the existing read-only account number is cleared from the field for you to enter a new one.

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Field or Control	*Description*
Account Name	Enter the account name for the person.
Currency Code	Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.

Related Links

"Bank Table Page" (Application Fundamentals)
"Setting Up IBAN Information" (Application Fundamentals)

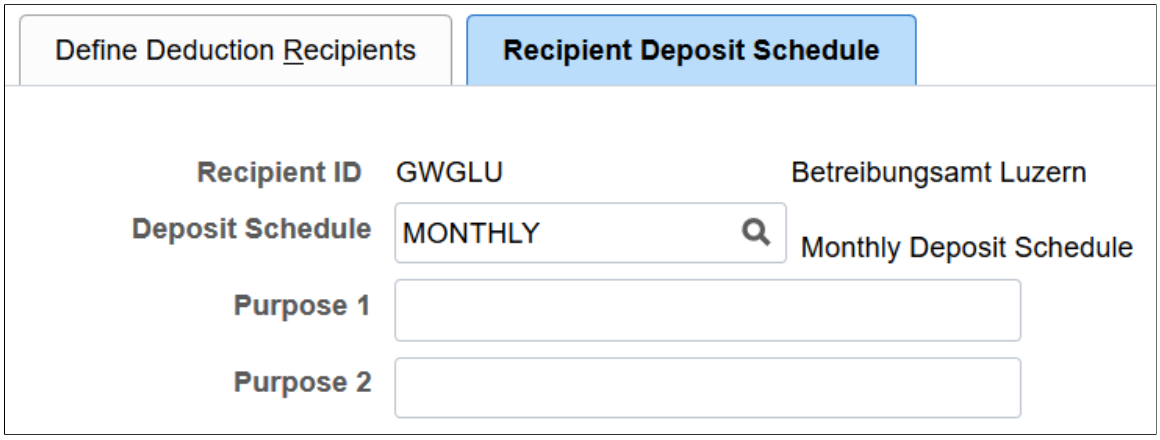
Recipient Deposit Schedule Page

Use the Recipient Deposit Schedule page (RECIPIENT_DEP_INFO) to select recipients' deposit schedule.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Banking** > **Deduction Recipients** > **Recipient Deposit Schedule**

This example illustrates the fields and controls on the Recipient Deposit Schedule.



Field or Control	*Description*
Deposit Schedule	Select the deposit schedule that specifies the recipient's payment frequency. Define deposit schedules on the Deposit Schedules page. See Defining Deposit Schedules.
Purpose 1 and **Purpose 2**	Enter information that's included on the bank transfer file, such as bank routing numbers or names.

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Assigning Recipients to Deductions and Payees

Pages Used to Assign Recipients to Deductions and Payees

Page Name	*Definition Name*	*Usage*
Add Deduction Recipients Page	GP_RCP_PYE	Link an individual recipient to a deduction and a payee. Override the general recipient of a deduction for a specific payee.
Information for Recipient Page	GP_RCP_PYE_SP	Define a new recipient's bank account information.
Recipient Page	GP_RCP_DED	Link a general recipient to a deduction.

Understanding Recipient Assignments

After defining recipients, you assign them to deductions and payees. Where to assign recipients depends on the type of deduction.

When assigning recipients, you'll do the following:

- Link individual recipients to deductions and payees through the payee-level Deduction Recipients page.
- Link general recipients to deductions through the Recipient page of the Deduction component.

The topics below discuss each recipient type in detail.

Individual Recipients

If you have a deduction whose recipient is unique by payee, such as a garnishment deduction that goes to an individual, you assign a recipient on the payee-level Deduction Recipients page.

Note: The payee-level Deduction Recipients page is found under Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients and is discussed in this topic.

See Add Deduction Recipients Page.

General Recipients

If you have a deduction whose recipient is a general entity, such as an insurance payment that goes to an insurance carrier, you establish the recipient information on the deduction definition, telling the system to sum up the amounts from all payees who have this deduction and send the total to one recipient.

When you link a general recipient to a deduction, you choose between:

- Selecting the recipient by recipient ID.

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- Selecting a formula that determines which general recipient receives the deduction.

  The formula is resolved during the Calculate phase of the batch process, when the deduction is resolved. The result is stored in the Earnings and Deductions results table. When you run the banking process, the system retrieves the recipient ID from the results table.

Note: You can override the general recipient of a deduction for a particular payee, on the payee-level Deduction Recipients page.

The Recipient page in the Deduction component is discussed in another topic in this product documentation.

See Defining Deduction Elements.

Add Deduction Recipients Page

Use the Add Deduction Recipients page (GP_RCP_PYE) to link an individual recipient to a deduction and a payee.

Override the general recipient of a deduction for a specific payee.

Navigation:

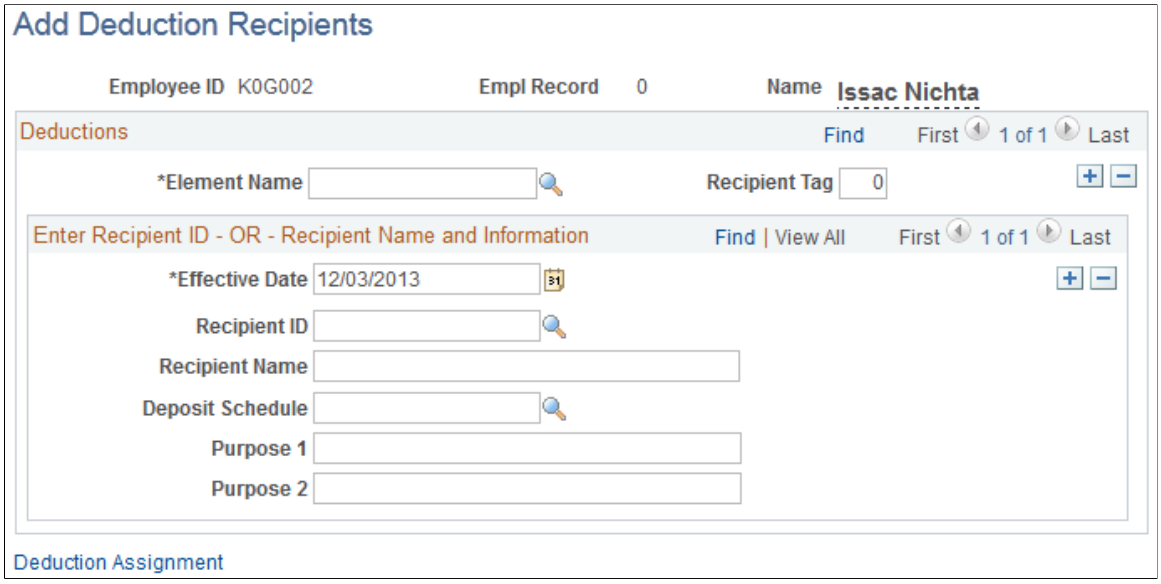
- **Global Payroll & Absence Mgmt** > **Payee Data** > **Net Pay/Recipient Elections** > **Add Deduction Recipients** > **Add Deduction Recipients**
- **Global Payroll & Absence Mgmt** > **Payee Data** > **Assign Earnings and Deductions** > **Element Assignment By Payee**

  Click the **Deduction Recipients** link on the Element Assignment By Payee page.
- **Global Payroll & Absence Mgmt** > **Payee Data** > **Assign Earnings and Deductions** > **Payee Assignment By Element**

  Click the **Edit Recipients** link on the Payee Assignment By Element page - Recipient tab.

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This example illustrates the fields and controls on the Add Deduction Recipients page.



Field or Control	*Description*
Element Name	Select the deduction for which to define recipient information.
Recipient Tag	Enter the recipient tag. Tags are used for multiple resolution of deductions and single resolutions of deductions for Individual Recipients. A given payee could have one or more recipient tags and the tags are associated either with a recipient ID or with a recipient name. Tags are numeric. A Recipient Tag that is associated with an 'Individual' Deduction Recipient must have a value greater than zero. This will ensure the zero Recipient Tag is available if the General Deduction Recipient needs to be assigned to this employee along with individual recipients. The system will add the amount that resolves when there is no earning or deduction assignment.
Recipient ID	Select the recipient ID for a predefined recipient (recipients are set up using the Deduction Recipients component). To define a new recipient, leave this field blank and complete the **Recipient Name** field. When you select an existing recipient, the system displays the recipient name next to the **Recipient ID** field. Click the recipient name link to access the Define Deduction Recipients component (RECIPIENT) where you can view and update the recipient's details.
Recipient Name and **Bank Account Information**	If you want define a new recipient, enter the name of the recipient. When you complete this field, the system displays the **Bank Account Information** link. Click this link to access the Information for Recipient page where you enter the payment method and the recipient's bank account information.
Deposit Schedule	Select a deposit schedule for the recipient.

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Field or Control	*Description*
Purpose 1 and **Purpose 2**	Enter information that's included on the bank transfer file, such as bank routing numbers or names.
Deduction Assignment	Click the **Deduction Assignment** link to access the Earning/ Deduction Assignment page.

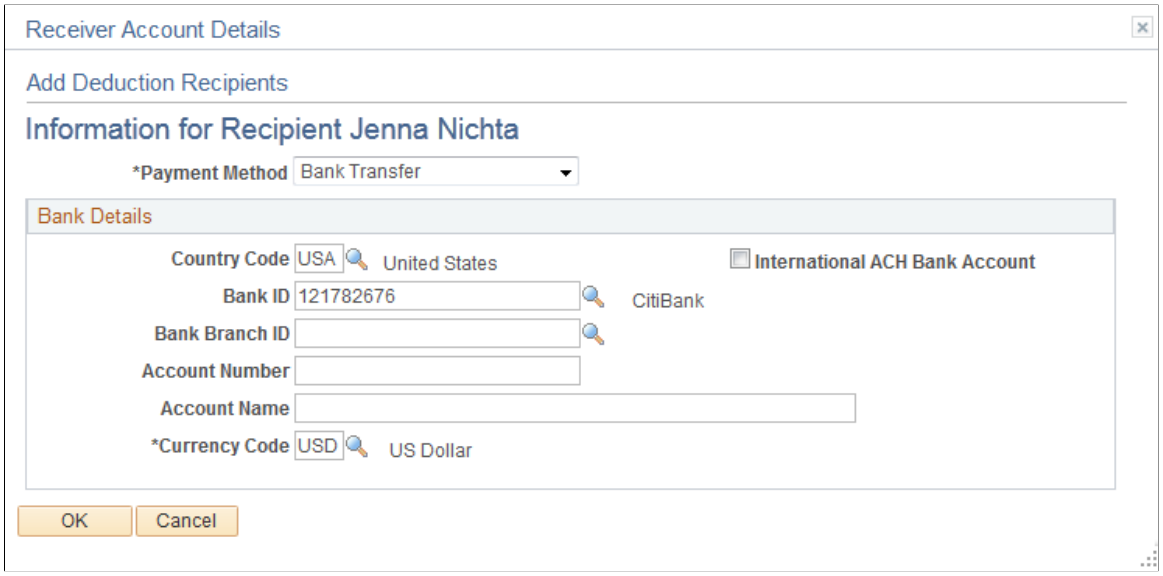
Information for Recipient Page

Use the Information for Recipient page (GP_RCP_PYE_SP) to define a new recipient's bank account information.

Navigation:

Click the **Bank Account Information** link on the Add Deduction Recipients page.

This example illustrates the fields and controls on the Information for Recipient page.



The fields on this page are identical to those on the Define Deduction Recipients page.

Related Links

Defining Recipients

Recipient Page

Use the Recipient page (GP_RCP_DED) to link a general recipient to a deduction.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Payroll Elements** > **Deductions** > **Recipient**

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Select the deduction recipient to link a general recipient to a deduction.

Related Links

Deductions - Recipient Page

Defining Payee Net Pay Elections

Pages Used to Define Payee Net Pay Election Information

Page Name	*Definition Name*	*Usage*
“Maintain Bank Accounts Page” (PeopleSoft Human Resources Administer Workforce)	PYE_BANKACCT	Enter bank account information for a payee. Use this information to track worker direct deposit information.
International Bank Account Nbr Page	BANKACCT_IBAN_SEC	(GBR, FRA, BEL, ESP, CHE, DEU, ITA, and NLD) Generate and edit the International Bank Account Number (IBAN).
Specify Net Pay Elections Page	GP_NET_DIST	Define how a payee's net pay is distributed between the payee's bank accounts.
Bank Prenote Information USA	GPUS_PRENOTE	Indicate whether prenotification files (used in Federal Schedule Reconciliation) need to be generated.

Understanding Payee Net Pay Elections

After setting up banking information for your organization, you can define bank account and net pay election information for each payee.

Note: Payees can manage their own personal payroll information, such as updating personal bank account information and payroll payment distribution instructions, on self-service pages in PeopleSoft ePay. These pages are discussed in the ePay product documentation.

See “Understanding ePay Transactions for Global Payroll” (PeopleSoft ePay).

Specify Net Pay Elections Page

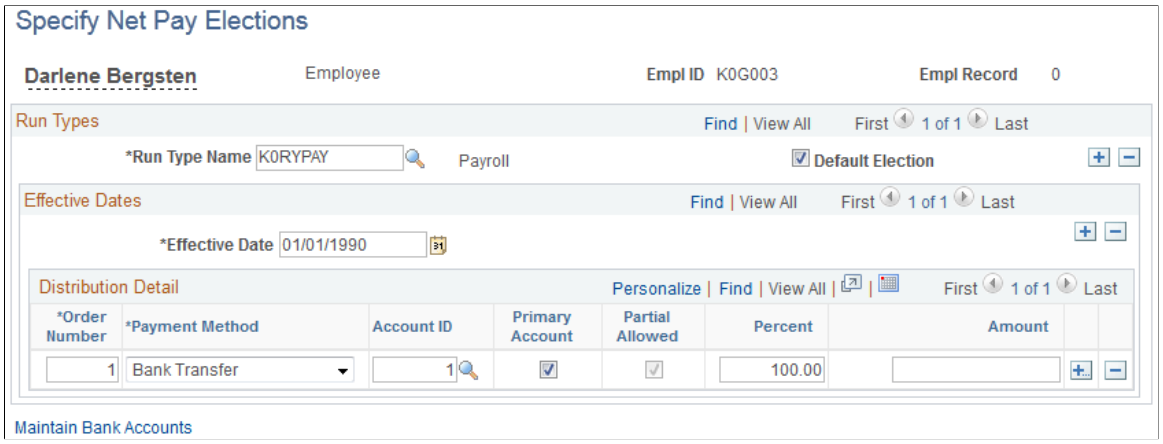
Use the Specify Net Pay Elections page (GP_NET_DIST) to define how a payee's net pay is distributed between the payee's bank accounts.

Navigation:

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Global Payroll & Absence Mgmt > Payee Data > Net Pay/Recipient Elections > Specify Net Pay Elections

This example illustrates the fields and controls on the Specify Net Pay Elections page.



Field or Control	*Description*
Run Type Name	Select for the net pay elections. You can define distributions by run type, such as one distribution for a regular run and another for expenses.
Default Election	Select to indicate the default run type. When the banking process runs, the system checks the run type defined on the pay calendar and seeks a match on the net distribution for the payee. If it finds none, it uses the distribution of the row marked **Default Election.**
Order Number	Enter an order number. This refers to distribution order priorities. Prioritize if a payee has distribution amounts indicated for an account type. Let's say that a payee wants 100 distributed to a savings account every month and everything else distributed to a checking account. The distribution to the savings account gets higher priority.
Payment Method	Select the payment method for the payee. Options are *Bank Transfer, Cash, Check, Postal Order,* and *Wire Transfer.* **Note:** You can create only one row with payment method *Check* or *Cash.* The system does not allow multiple checks or cash amounts per payee for a pay period.
Account ID	Select the bank account ID for the payee if you selected *Bank Transfer* or *Wire Transfer* as the **Payment Method** field. Your choices come from definitions for the **Account ID** field on the Maintain Bank Accounts page. **Note:** No **Account ID** is needed if the **Payment Method** is *Cash, Check,* or *Postal Order.*

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Field or Control	*Description*
Primary Account	Select if this is a payee's primary account. If a payee has set up distribution amounts for allocation to several accounts and a net pay amount remains after allocation, the extra amount goes to the primary account. **Note:** If the net pay becomes a negative amount, it will go into the primary account.
Partial Allowed	Select to have partial amounts distributed from a net pay distribution. Let's say a payee distributes 1200 monthly as follows: • 500: checking account. • 400: savings account. • 300: retirement account. One month, the payee's net pay is only 1050. The system still distributes 500 to the checking account and 400 to the savings account, but it cannot distribute the full 300 to the retirement account. If **Partial Allowed** is selected, the system distributes the partial amount, which is 150 in this case. If **Partial Allowed** isn't selected, the system allocates 150 to the payee's primary account. Nothing is deposited in the retirement account.
Percent	If the distribution to an account is calculated by a percentage of the net payment, enter that percentage.
Amount	If the distribution to an account is to be calculated by an amount, specify that amount. **Note:** You can define a net distribution in percentages, amounts, or both. The total cannot exceed 100 percent. Any amount remaining after percentage allocation is allocated to the primary account, unless otherwise specified.
Maintain Bank Accounts	Click to go to the **Maintain Bank Accounts** page where you can view and update bank account information for the payee.

Overriding Payment Method

You can override the payment defined for a payee, run type, or calendar group using the system element PAYMENT MTHD. This element is resolved during the payroll process and its value is stored in the GP_PYE_SEG_STAT results table. The banking process checks the value stored in this table and if it has a value for payment method, this means that an override payment method is defined for the segment. If there is no value, the normal payment method defined for the payee is used. The payment methods available as overrides are *Check, Cash, Postal Order* or *Primary Account.*

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There are no rules delivered in the Global Payroll core application to update the system element PAYMENT MTHD. Refer to your Global Payroll country extension product documentation for information about how this system element is used.

Setting Up Country-Specific Banking Processing

Pages Used to Set Up Country-Specific Processing

Page Name	*Definition Name*	*Usage*
Banking Country Setup Page	GP_APP_PKG_SETUP	Define an application package for a country.
Banking Preparation Definition Page	GP_SQL_SETUP	Generate and update banking preparation SQL.
SEPA SQL Statement Page	GP_SQL_STATEMENT	Review banking preparation SQL statements.
Installation Settings Page	GP_INSTALLATION	Define payment process settings.

Banking Country Setup Page

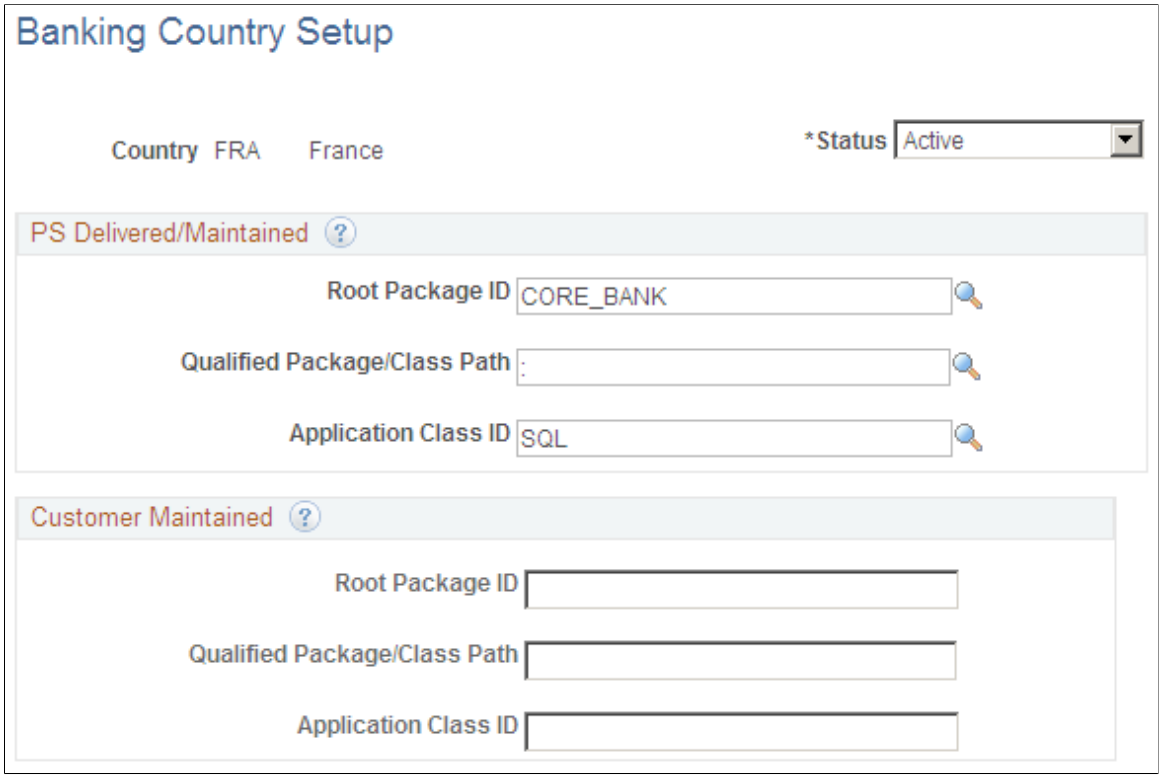
Use the Banking Country Setup page (GP_APP_PKG_SETUP) to define an application package for a country.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Banking** > **Banking Country Setup**

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This example illustrates the fields and controls on the Banking Country Setup page.



Use this page to define the additional country-specific application package that the system runs during payment preparation processing to populate the GP_PAYMENT_FG record. If no entry exists on this page for a country, or if the Status field is set to Inactive for a country, the system processes payment preparation for that country normally, with no country-specific application package.

PS Delivered/Maintained (PeopleSoft delivered/maintained)

This group box is not available to edit and displays the definition for either the default CORE_BANK:SQL application package or the application package that the associated country extension has developed as the default.

Customer Maintained

Use the fields in this group box to define the components of the country-specific application package that you want the system to use to load the GP_PAYMENT_FG record for the country. If you leave the fields in this group box blank, the system uses the default application package defined in the PS Delivered/ Maintained group box to load the GP_PAYMENT_FG record.

Field or Control	*Description*
Root Package ID	Enter the root package ID component of the application package.

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Field or Control	*Description*
Qualified Package/Class Path	Enter the qualified package or class path component of the application package.
Application Class ID	Enter the application class ID component of the application package.

Note: If you use the delivered default CORE_BANK:SQL application package on this page, you must define the SQL for the country on the Banking Preparation Definition page.

See Creating Application Packages and Classes, Creating Application Package Definitions in your *PeopleTools: PeopleCode Developer's Guide* product documentation.

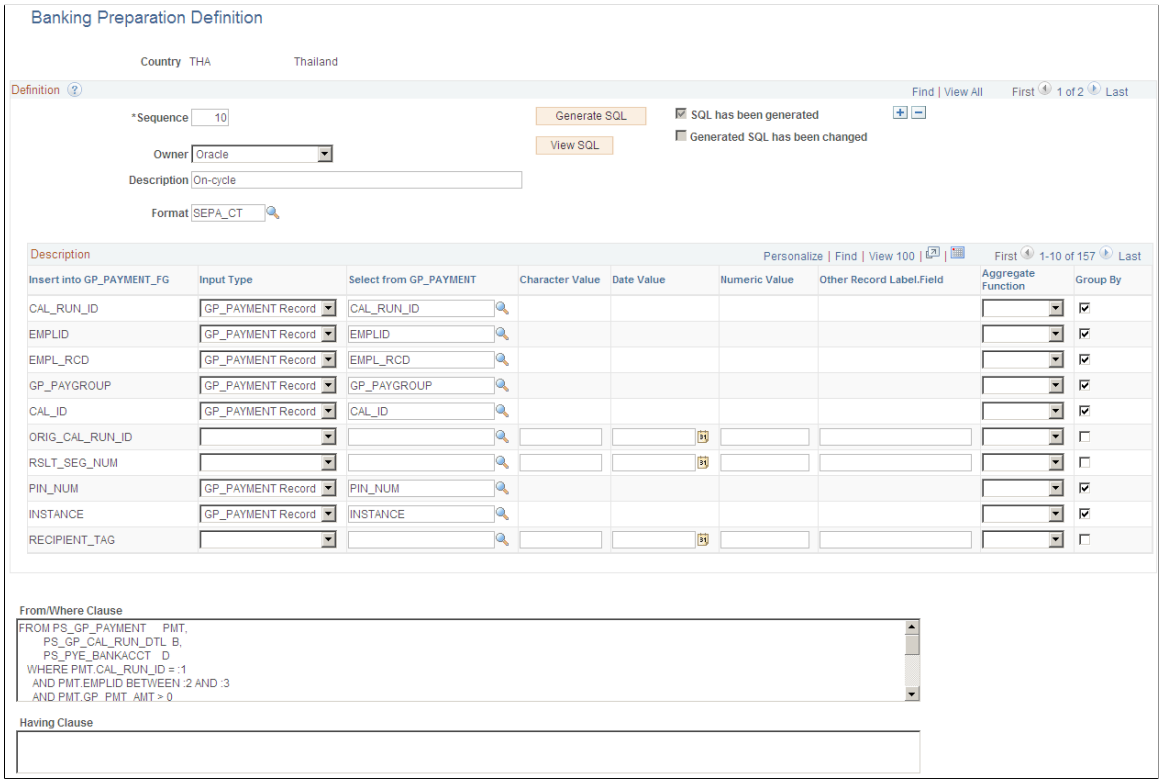
Banking Preparation Definition Page

Use the Banking Preparation Definition page (GP_SQL_SETUP) to generate and update banking preparation SQL.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Banking Preparation Definition

This example illustrates the fields and controls on the Banking Preparation Definition page.



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Use this page to generate and store the SQL that the system uses during the payment preparation process to populate the GP_PAYMENT_FG record.

Note: If you selected an application package for a country other than the default, CORE_BANK:SQL on the Banking Country Setup page, you do not need to generate SQL for the country on this page.

Field or Control	*Description*
Sequence	It is possible to create several sequences of SQL for your country. For example, you might want to generate data separately for different payment types. You can do this by creating multiple rows in the Definition scroll area. Enter a number in the Sequence field for each row. The system processes these rows in ascending order by sequence number.
Owner	Indicate whether the owner of the sequence is *Customer* or *Oracle*.
Description	Enter a description for the sequence.
Format	Select the payment layout. All of the delivered payment layouts for Financial Gateway are available. See the product documentation for *PeopleSoft FSCM: Financial Gateway*.
Generate SQL	Click to save the page and generate a SQL statement based on field definitions of the grid.
SQL has been generated	The system selects this check box to indicate that the SQL has been successfully generated.
View SQL	Click to access the SQL SEPA Statement page where you can review the generated SQL statement and make adjustments to it.
Generated SQL has been changed	The system selects this check box if the SQL statement has been modified on the SQL SEPA Statement page after it was originally generated. **Note:** If you click the Generate SQL button after making changes to the SQL statement, the changes will be overwritten by the SQL generation process.

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Field or Control	*Description*
Insert into GP_PAYMENT_FG	This column includes a row for every field in the GP_ PAYMENT_FG record to which the SQL inserts a value. There are no rows for the following fields, which are controlled by the Global Payroll Banking Process (GP_PMT_ PREP) application engine process: • LASTUPDDTTM • LASTUPDOPRID • PAYMENT_STATUS
Input Type	Select the input type to determine what the system uses to populate the associated field of the GP_PAYMENT_FG. Valid values are: *Character:* Select to enter a character value for the field. The **Character Value** becomes available to edit when you select this value. *Date:* Select to enter a date value for the field. The **Date Value** field becomes available to edit when you select this value. *GP_PAYMENT Record:* When you select this value, the system populates the GP_PAYMENT_FG field with the value from a field in the GP_PAYMENT record. The **Select from GP_PAYMENT**, **Aggregate Function**, and **Group By** fields become available to edit when you select this value. *Number:* Select to enter a numeric value for the field. The **Numeric Value** field becomes available to edit when you select this value. *Other Record.Field:* Select to assign a value to the field based on a field from a record in the database other than GP _PAYMENT. The **Other Record Label.Field**, **Aggregate Function**, and **Group By** fields become available to edit when you select this value. **Note:** If you leave the input type for a field blank, then the system will load the GP_PAYMENT_FG field with a blank or zero value depending on the field type.
Select from GP_PAYMENT	Enter the GP_PAYMENT field from which the system loads the GP_PAYMENT_FG field. If there is an equivalent field in the GP_PAYMENT record, the default value of this field is the same as the value of the **Insert into GP_PAYMENT_FG** field.
Character Value	Enter the character value with which the system loads the GP_ PAYMENT_FG field.
Date Value	Enter the date value with which the system loads the GP_ PAYMENT_FG field.

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Field or Control	*Description*
Numeric Value	Enter the numeric value with which the system loads the GP_PAYMENT_FG field.

Other Record Label.Field	Enter the record and field from which the system loads the GP_PAYMENT_FG field.
	
	For example, if you wanted the value of a GP_PAYMENT_FG field to be the employee's birthplace you would enter PERS.BIRTHPLACE in this field. In addition, you would also need to adjust the value in the From/Where Clause field to the following:
	
	`FROM PS_GP_PAYMENT PMT, PS_PERSON PERS W⇒`
	
	`HERE PMT.CAL_RUN_ID = :1 AND PMT.EMPLID ⇒`
	
	`BETWEEN :2 AND :3 AND PMT.EMPLID = PERS.⇒`
	
	`EMPLID`
	
	Note: It is your responsibility to set up the **From/Where Clause** field so that all keys for the **Other Record Label. Field** are appropriately tied to GP_PAYMENT.

Aggregate Function	This field is available only if the input type is **GP_PAYMENT Record** or **Other Record.Field**. Valid values are: *AVG* (average), *COUNT*, *MAX* (maximum), *MIN* (minimum), and *SUM*. When you select a value in this field, the system wraps the corresponding GP_PAYMENT field value or other record field value with the selected aggregate function in the generated SQL. For example, if you select the aggregate function of SUM for GP_PMT_AMT, then GP_PMT_AMT is listed in the select list from GP_PAYMENT as SUM(PMT.GP_PMT_AMT).
Group By	This field is available only if the input type is **GP_PAYMENT Record** or **Other Record.Field**. Select to include the corresponding field value in the GROUP BY list of the generated SQL statement. **Note:** When grouping fields, keep in mind that the fields that appear in your SELECT list that are not aggregated using an aggregate function must also be included in the GROUP BY list. Otherwise, your SQL statement will be invalid and the Global Payroll Banking Process (GP_PMT_PREP) that uses it will result in a "Not a GROUP BY expression" error.

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Field or Control	*Description*

From/Where Clause	The default statement in this field is:
	`FROM PS_GP_PAYMENT PMT WHERE PMT.CAL_RUN⇒`
	`_ID = :1 AND PMT.EMPLID BETWEEN :2 AND :⇒`
	`3`
	You do not need to modify this default statement unless you define one or more fields with an input type of *Other Record. Field*. Refer to the **Other Record Label.Field** field definition for more information on modifying the **From/Where Clause** field.

Having Clause	Use this field in conjunction with the Group By field to filter the results that the Group By SELECT statement returns. **Note:** Because this field is always used in conjunction with the Group By field, it is subject to the same constraints regarding the fields that must be included in the GROUP BY list.

Note: To comply with Single Euro Payment Area (SEPA) formats and standards, PeopleSoft Global Payroll for France, PeopleSoft Global Payroll for Spain, and PeopleSoft Global Payroll for Switzerland deliver country-specific SQL sequences. See “Processing SEPA Payments for France” (PeopleSoft Global Payroll for France), “Processing SEPA Payments for Spain” (PeopleSoft Global Payroll for Spain), and “Running International Bank Processing (SEPA – via FG)” (PeopleSoft Global Payroll for Switzerland).

SEPA SQL Statement Page

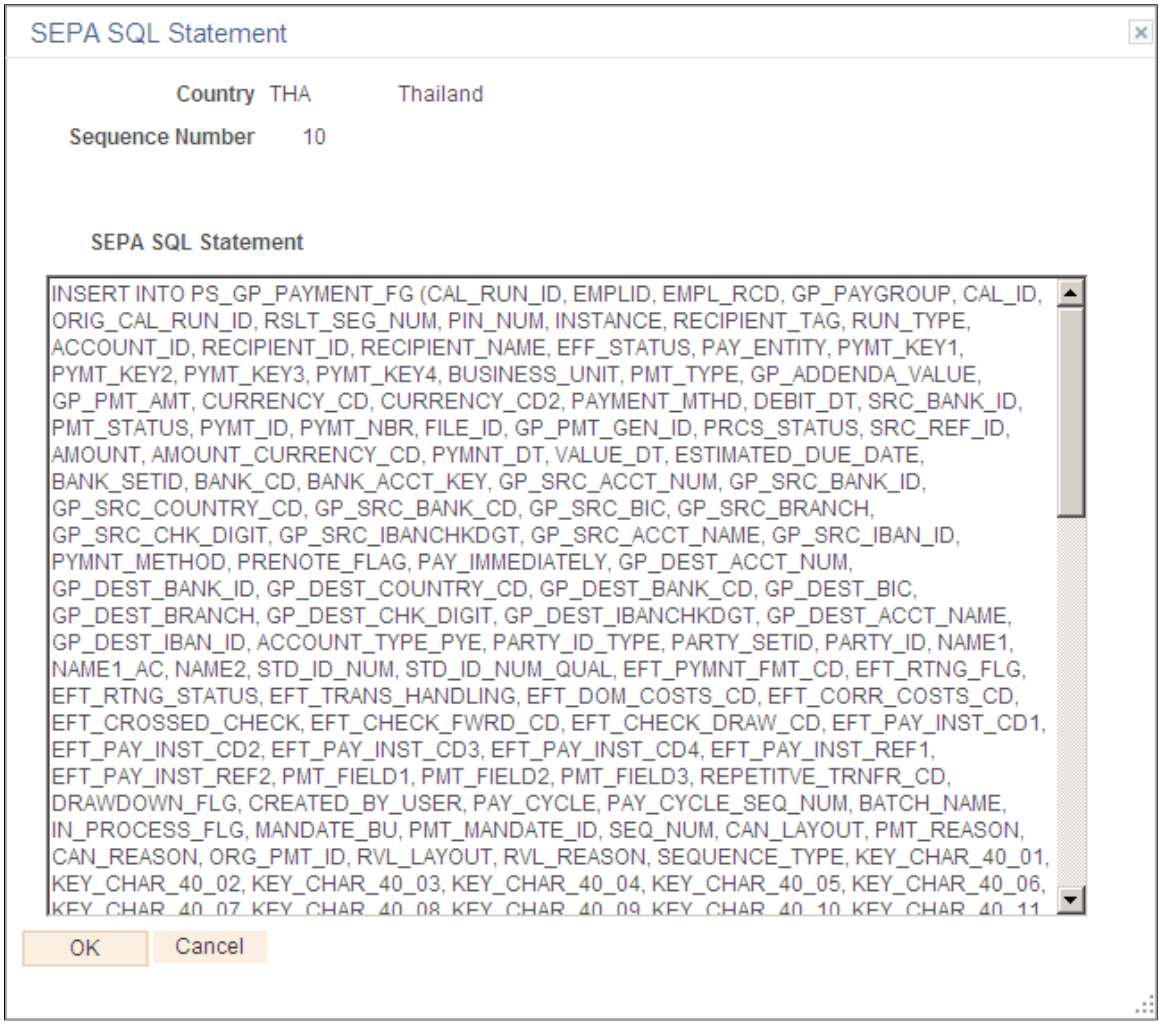
Use the SEPA SQL Statement page (GP_SQL_STATEMENT) to review banking preparation SQL statements.

Navigation:

Click the **View SQL** button on the Banking Preparation Definition page.

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This example illustrates the fields and controls on the SEPA SQL Statement page.



This page enables you to view and edit the SQL statement generated when you click the Generate SQL button on the Banking Preparation Definition page. If you make changes to the SQL statement and click OK, the system selects the Generated SQL has been changed check box.

Installation Settings Page

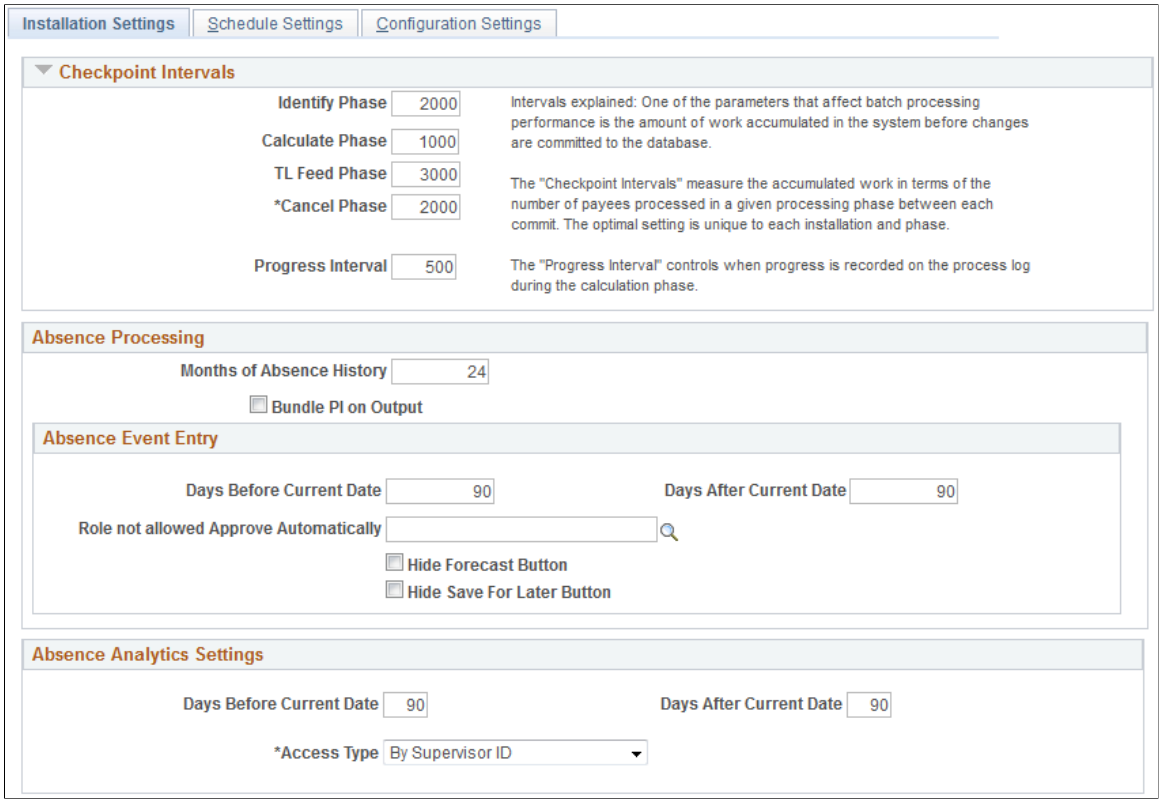
Use the Installation Settings page (GP_INSTALLATION) to define payment process settings.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Installation Settings** > **Installation Settings**

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This example illustrates the fields and controls on the Installation Settings page.



Payment Processing

Use this group box to define database-specific payment processing settings.

Field or Control	*Description*
Database Identifier	Enter a unique alphanumeric identifier that the system adds to payment messages sent to Financial Gateway. This enables the system to distinguish messages sent from multiple HCM nodes to a single Financial Gateway node.
Payment Count	Enter the number of payments that you want the system to chunk together with each payment message. For example, if you enter 3000 here, the system will create and publish a separate payment message for every 3000 rows of payment data.

Related Links

Installation Settings Page

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Running the Banking Process

Page Used to Run the Banking Process

Page Name	Definition Name	Usage
Run Payment Prep Process Page	GP_PMT_PREPARE	Run a process that creates payments for net pay, individual recipient, and general recipient deductions for a calendar run.

Understanding the Banking Process

To prepare payments, the system uses the Payroll Results table that is created when you run payroll. The Global Payroll Banking Application Engine process (GP_PMT_PREP) populates a table, GP_PAYMENT, that contains payment information . The process creates payments for each segment and stores net pay by calendar period ID for each employee ID, employee record, and run type. The system does not store net pay if the value is zero, except for manual payments.

Note: The GP_PMT_PREP process extracts data as of the current system date, not as of the period end date.

Note: The process that creates payment files is a local function documented in the corresponding local country documentation.

Example 1: Payment Processing for Employee with Pay Increase

This table shows the net pay elections for an employee:

Payment Method	Bank Account	Primary Account	Partial Amount	Percent	Amount
Transfer	DEF				100
Transfer	ABC	Y	Y	100%	

The employee has a pay increase effective December 15 and a net pay of 3500 for the month. This table shows the payroll results for December:

Segment	Period	Pay Entity	Cal Prd ID	Amount
1	December 1–15	AP	Monthly	1500
2	December 15 — 31	AP	Monthly	2000

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This table shows the results of running the banking process for this employee:

Payment Method	Segment	Amount	Cal Prd ID	Source Bank	Bank Account
Transfer	1	100	Monthly	Bank 1	DEF
Transfer	1	1400	Monthly	Bank 1	ABC
Transfer	2	2000	Monthly	Bank 1	ABC

Example 2: Payment Processing for Employee with Multiple Jobs

This table shows the net pay elections for the same employee with multiple jobs, but only one net pay election defined:

Empl Rcd	Payment Method	Bank Account	Primary Account	Partial Amount	Percent	Amount
0	Transfer	DEF				100
0	Transfer	ABC	Y	Y	100%	

The employee works for different departments with different source banks, with a total net pay of 4100. This table shows the payroll results for December:

Empl Rcd	Segment	Period	Pay Entity	Cal Prd ID	Amount
0	1	December 1–15	AP	Monthly	1500
0	2	December 15 — 31	AP	Monthly	2000
1	1	December 1 —31	AP	Monthly	600

This table shows the results of running the banking process for this employee:

Empl Rcd	Payment Method	Segment	Amount	Cal Prd ID	Source Bank	Bank Account
0	Transfer	1	100	Monthly	Bank 1	DEF

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Empl Rcd	*Payment Method*	*Segment*	*Amount*	*Cal Prd ID*	*Source Bank*	*Bank Account*
0	Transfer	1	1400	Monthly	Bank 1	ABC
0	Transfer	2	2000	Monthly	Bank 2	ABC
1	Check	1	600	Monthly	Bank 3	No alloc

In this example the amount for the employee's second job (empl rcd 1) is not allocated because no net pay election is defined for this job.

Country-Specific Batch Processing

You process country-specific payments using the same Global Payroll Banking Process (GP_PMT_PREP) that you use for non-country-specific banking. When a row of data exists for a country on the Banking Country Setup component, however, GP_PMT_PREP executes country-specific logic.

If the country uses the delivered CORE_BANK:SQL application package, then the system references the banking preparation definition for that country and for each defined sequence processes the country-specific SQL statement using the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page. The system loads the results into the GP_PAYMENT_FG record.

If the country does not use the delivered CORE_BANK:SQL application package, then the system uses the application package defined for the country in the Banking Country Setup component to load results into the GP_PAYMENT_FG record for the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page.

Related Links

Understanding Banking

Run Payment Prep Process Page

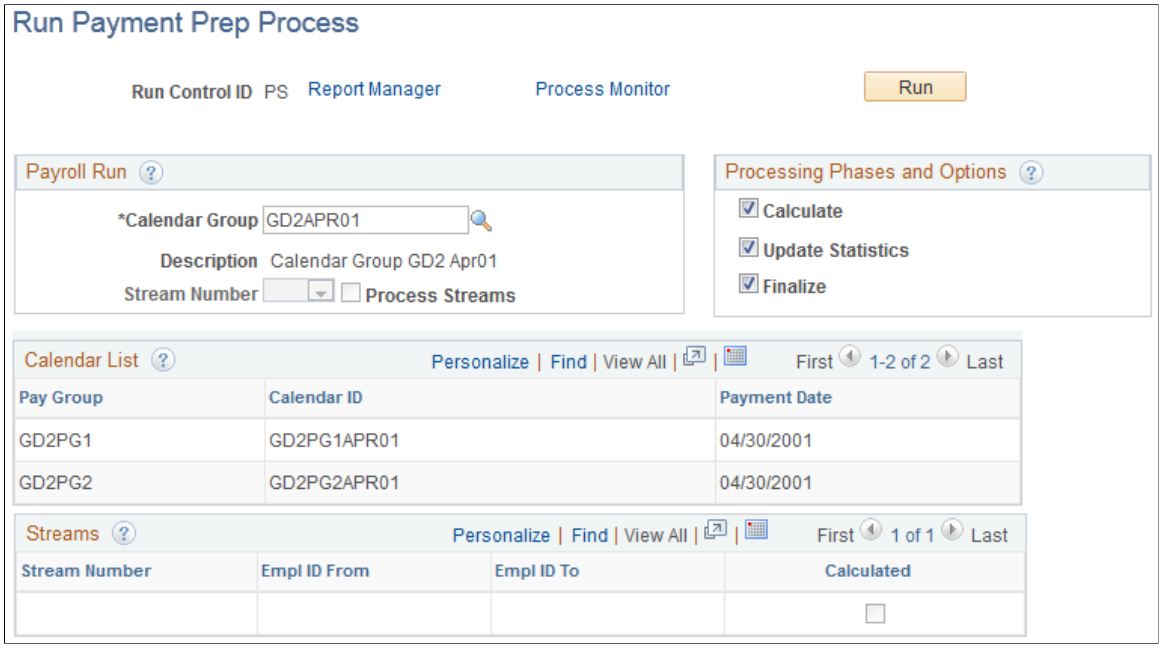
Use the Run Payment Prep Process page (GP_PMT_PREPARE) to run a process that creates payments for net pay, individual recipient, and general recipient deductions for a calendar run.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Run Payment Prep Process** > **Run Payment Prep Process**

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This example illustrates the fields and controls on the Run Payment Prep Process.



Field or Control	*Description*
Calendar Group	Select the calendar group on which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.
Stream Number	If the **Process Streams** check box is selected and you select **Calculate** in the **Processing Phases and Options** group box, you must select the stream number to process. Each stream number represents a predefined range of payees.
Process Streams	The **Process Streams** check box is selected automatically if you selected the stream processing option when defining the calendar group.

Processing Phases and Options

Field or Control	*Description*
Calculate	Select to have the system create the payment file by matching the finalized results from the payroll process with information you defined in banking setup. You can run the Calculate step repeatedly until you finalize the banking process.

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Field or Control	*Description*
Update Statistics	Select to have the banking system generate statistics to help the data administrator fine-tune system performance.
Finalize	After everything is calculated, select Finalize. (If you used stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.) **Note:** If you're not using streams, you can select Calculate and Finalize at the same time.

Calendar List

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Streams

This group box displays all streams associated with the calendar group.

Related Links

Creating Process Streams

Reviewing Banking Results by Calendar Group

Pages Used to Review Banking Results

Page Name	*Definition Name*	*Usage*
Net Pay Page	GP_PMT_NP_VIEW	View payee net pay by calendar group.
Deductions Page	GP_PMT_DED_VIEW	View deductions for recipients by calendar group.
Payment Transactions Page	GP_PMT_FG_VIEW	Displays the SEPA payment results loaded to the GP_PAYMENT_FG record.

Understanding Banking Results

After you run the banking process, you can view net pay and deductions for a payee. For calendar run IDs associated with specific countries, you can also view details about payment transactions.

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Note: See your local country documentation for more information about local country bank processing.

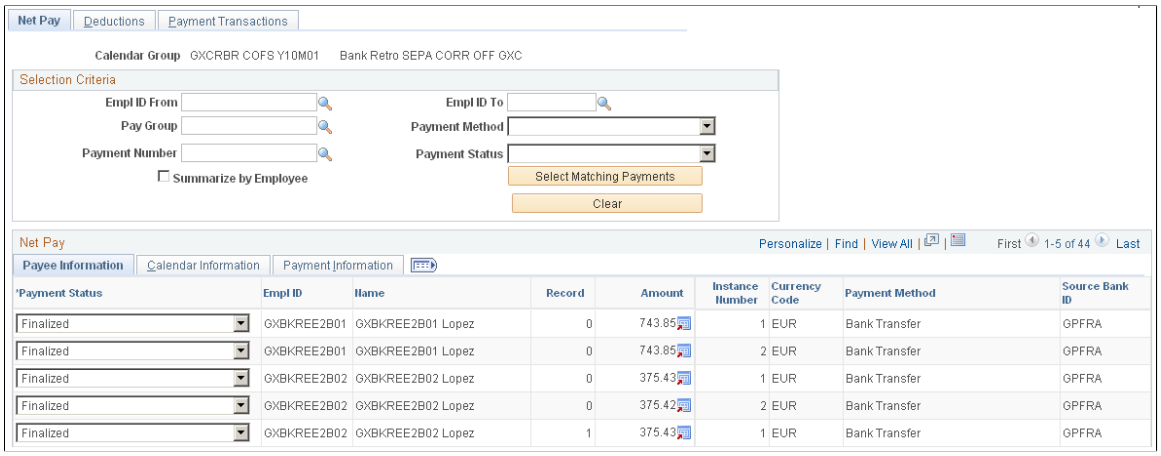
Net Pay Page

Use the Net Pay page (GP_PMT_NP_VIEW) to view payee net pay by calendar group.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Review Payments by Cal Group** > **Net Pay**

This example illustrates the fields and controls on the Net Pay page.



Note: If there are more than 300 rows of data, a message will appear indicating that if you want to view more records for the calendar group, you need to enter specific criteria.

Selection Criteria

Use the fields in this group box to select the employees you want to view. When you click the **Select Matching Payments** button, the system populates the **Net Pay** group box.

Field or Control	*Description*
EmplID From and **EmplID To**	Select the range of employees whose net pay you want to view.
Pay Group	Select the pay group for which you want to view net pay results.
Payment Method	Select the payment method for which you want to view net pay. Options are *Bank Transfer, Cash, Check, Postal Order,* and *Wire Transfer.*

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Field or Control	*Description*
Payment Number	Enter a payment number for the net pay. **Note:** For the Global Payroll core product, payment numbers are used for off-cycle manual payments. See Understanding Off Cycle Processing.
Payment Status	Select the payment status for the banking results. Options are *Finalized, Hold, Manually Paid, No Active Allocations, Prepared, Payment Transferred,* and *Void.*
Summarized (by Employee)	Select this check box to view a summary of employee payments for each calendar period, payment method, and source bank. If you leave this check box deselected, the system lists the payments for each segment in the pay period. However, if you select this check box, the system lists the total amount for all segments with the same payment method and source bank.
Select Matching Payments	Click this button to populate the Net Pay group box with payments that match the criteria you have defined.
Clear	Click this button if you want to clear the data in the Net Pay group box.

Payee Information

Select the Payee Information tab.

This tab displays the payment status, employee ID, name, record number, instance number, amount, currency code, payment method, and source bank ID that is associated with each payment.

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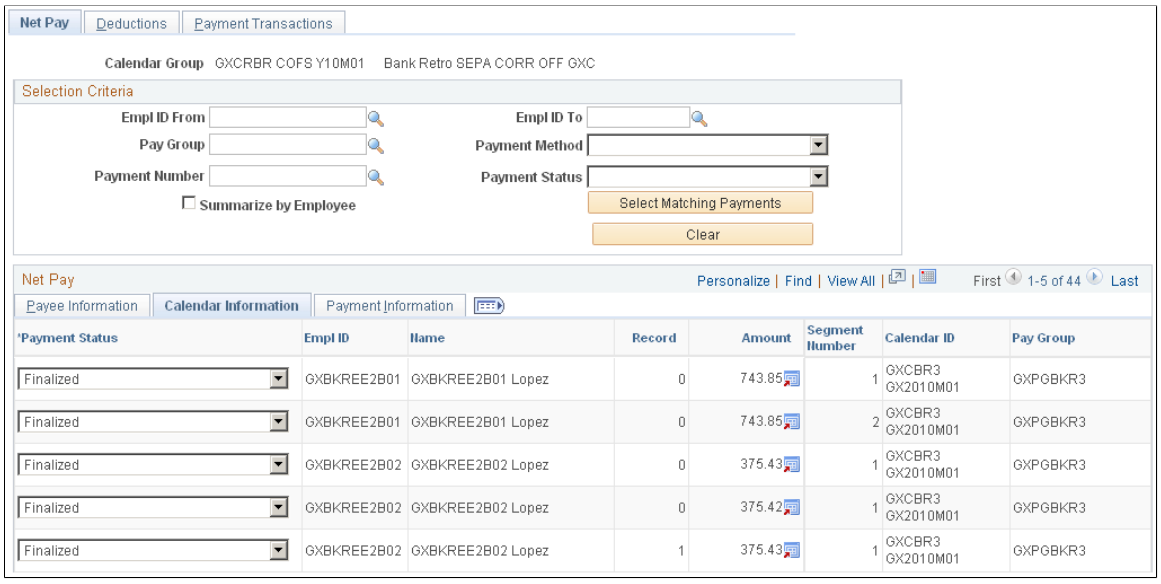
Field or Control	*Description*
Payment Status	Displays the payment status. You can change the payment status only when the banking process has been finalized and you have not selected the Summarize (by Employee) check box. Options are: *Hold:* Use this status to stop a payment from being transferred to the bank. When you want to make the payment, change the status from *Hold* to *Finalized.* You cannot change the status to *Hold* after a payment has been transferred. *Manually Paid:* You cannot change the status of manual payments. *Prepared:* The system sets this status when you run the banking process and payments are first allocated. *Payment Transferred:* Indicates that the payment has been transferred to the bank. During local country processing, the system changes the status from *Prepared* to *Payment Transferred.* *No Active Allocations:* Indicates that no net pay elections are defined for the payee on the Net Pay Elections page. *Finalized:* The payment has been created and finalized. You can change the status of finalized payments to *Void,* or *Hold.* *Void:* Use this status to cancel a payment. Once you void a payment, you cannot unvoid it. **Note:** When you void a payment, the system voids the net pay and deductions that make up the payment. **Note:** If you are voiding a payment because you are using an off-cycle to correct or reverse a payment, setting it to void doesn't automatically create a recalculation of the payroll. You need to run the off-cycle for this to occur.

Calendar Information

Select the Calendar Information tab.

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This example illustrates the fields and controls on the Net Pay page: Calendar Information tab.

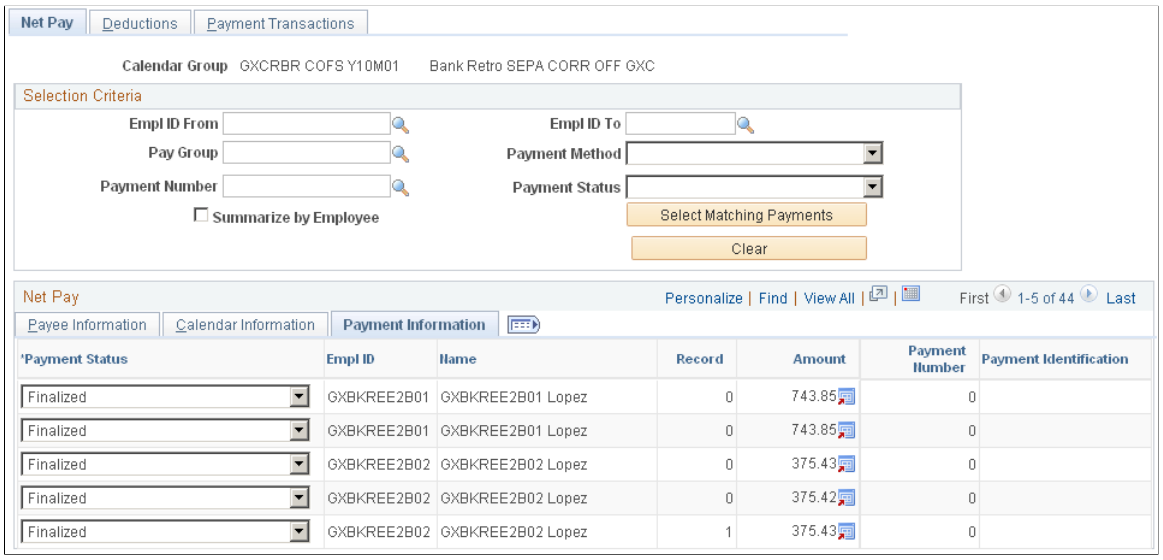


This tab displays the segment number, calendar ID, and pay group that is associated with each payment.

Payment Information

Select the Payment Information tab.

This example illustrates the fields and controls on the Net Pay page: Payment Information tab.



This tab displays the payment number and payment identification that is associated with each payment. These fields are blank except for manual payments entered in an off-cycle payroll for the core process.

Note: Some country extensions use payment numbers and payment identification for their regular banking processes and not only for manual payments.

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Related Links

Understanding Off Cycle Processing

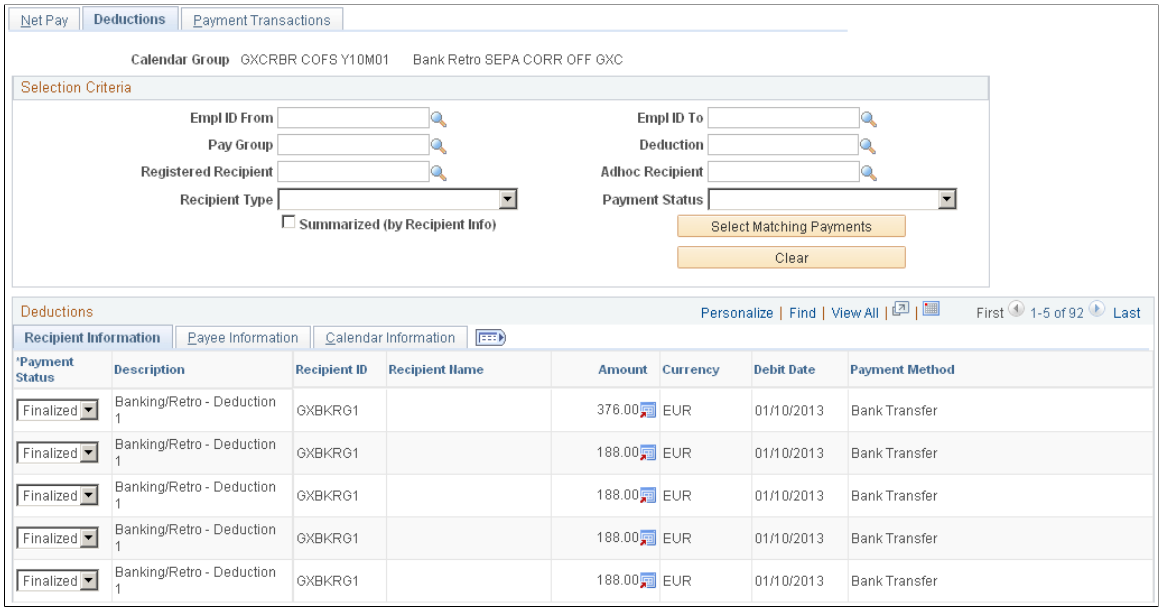
Deductions Page

Use the Deductions page (GP_PMT_DED_VIEW) to view deductions for recipients by calendar group.

Navigation:

Global Payroll & Absence Mgmt > Payment Processing > Review Payments by Cal Group > Deductions

This example illustrates the fields and controls on the Deductions page.



Note: If there are more than 300 rows of data, a message will appear indicating that if you want to view more records for the calendar group, you need to enter specific criteria.

Note: Many of the fields on the Selection Criteria group box on the Deductions page are similar to the fields on the Net Pay page. These common fields are documented with the Net Pay page. Fields unique to the Deductions page are documented below.

See Net Pay Page.

Field or Control	*Description*
Registered Recipient	Select the recipient ID to view deductions for recipients defined on the Define Deduction Recipients page.
Adhoc Recipient	Select a recipient in this field if you want to view deductions for recipients defined on the Assign Deduction Recipients page.

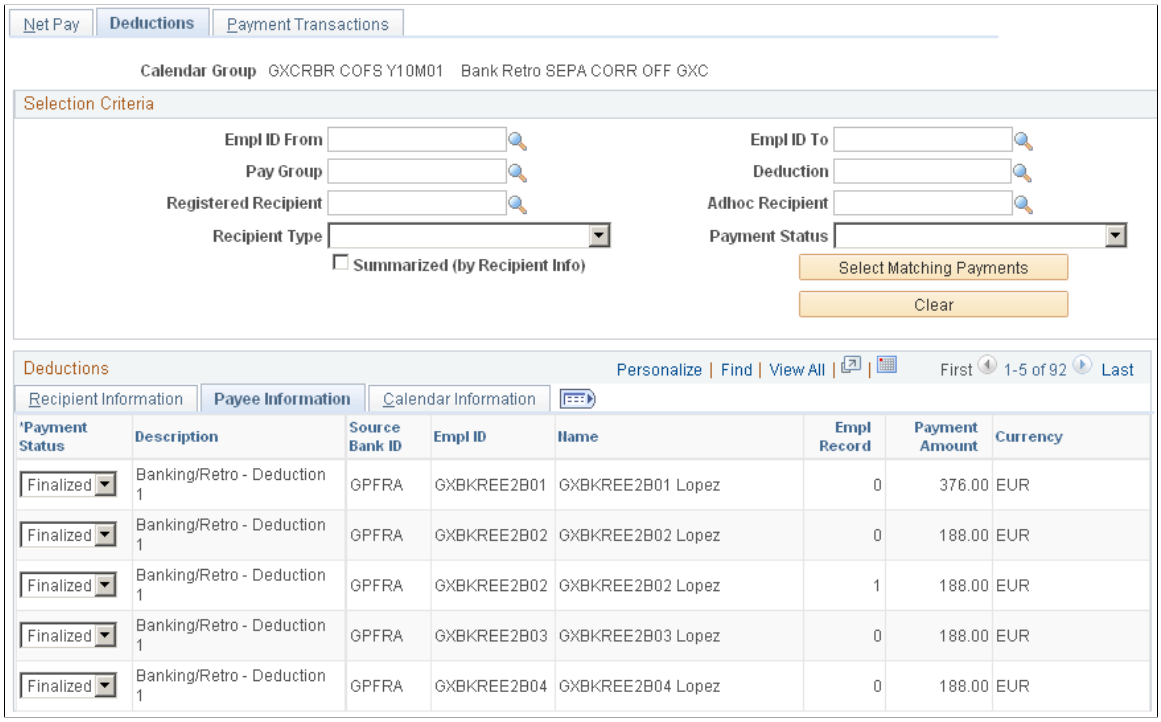
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Field or Control	*Description*
Recipient Type	Select *General Recipient Deduction* or *Individual Recipient Deduction.*
Summarized (by Recipient Info)	Select this check box to display the total amounts paid to recipients. If you leave this check box deselected, the system lists the amounts paid to recipients for each payee.

Payee Information

Select the Payee Information tab.

This example illustrates the fields and controls on the Deductions page.



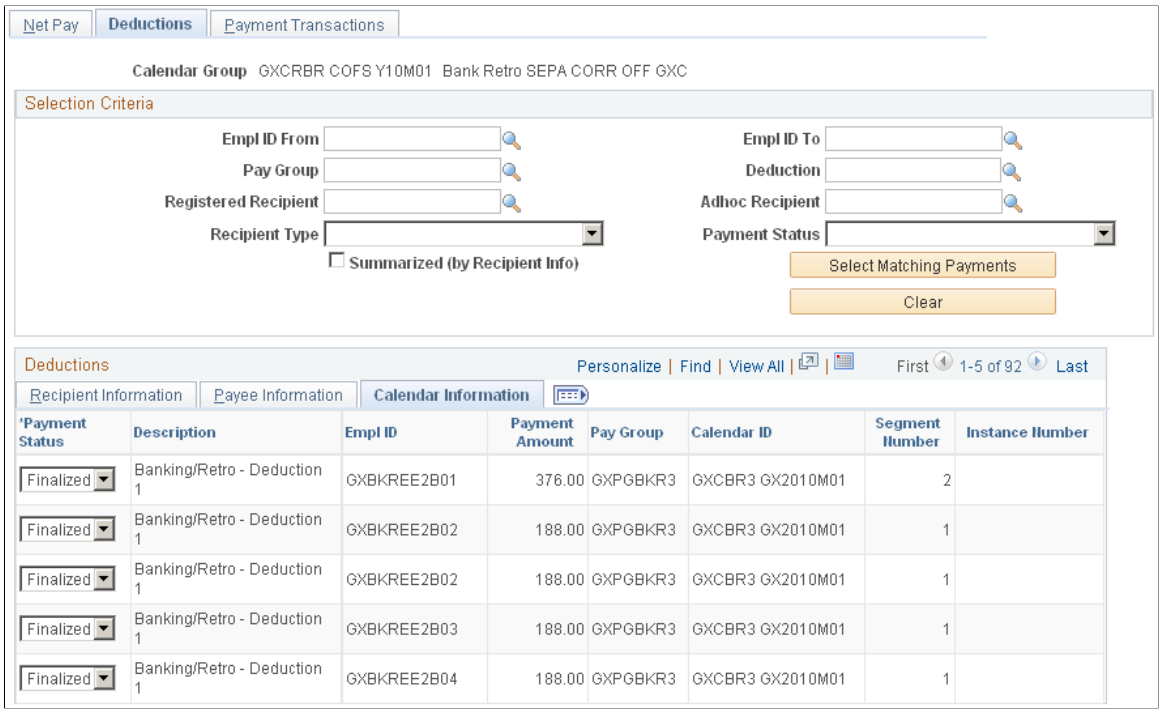
This tab displays information about the payee.

Calendar Information

Select the Calendar Information tab.

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This example illustrates the fields and controls on the Deductions page: Calendar Information tab.



This tab displays information about the calendar.

Payment Transactions Page

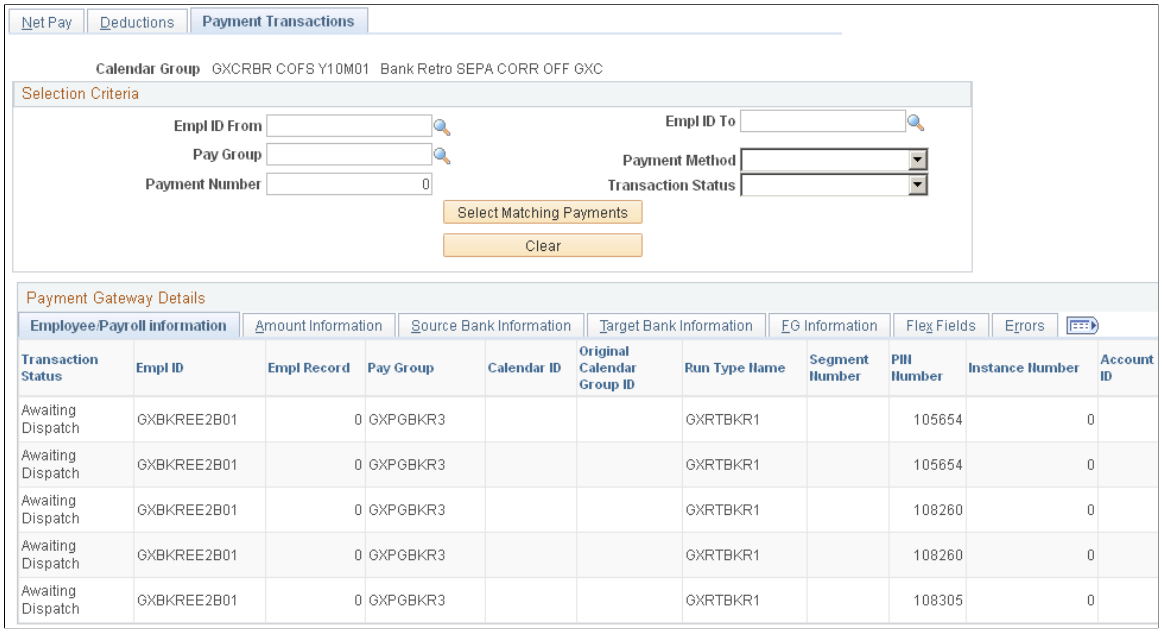
Use the Payment Transactions page (GP_PMT_FG_VIEW) to displays the SEPA payment results loaded to the GP_PAYMENT_FG record.

Navigation:

Global Payroll & Absence Mgmt > Payment Processing > Review Payments by Cal Group > Payment Transactions

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This example illustrates the fields and controls on the Payment Transactions page.



This page displays the payment processing results loaded to the GP_PAYMENT_FG record for a specific calendar group.

Note: This page appears in the Review Payments by Cal Group component only for calendar run IDs associated with countries that have an application package defined on the Banking Country Setup page with a status of Active.

Selection Criteria

Use this group box to filter the results displayed in the Payment Gateway Details scroll area. You can filter by **Empl ID** (employee ID), **Pay Group**, **Payment Method**, **Payment Number**, and **Transaction Status**.

Field or Control	*Description*
Select Matching Payments	Click to display the payment details that match your selection criteria.
Clear	Click to clear the results displayed in the Payment Gateway Details scroll area.

Payment Gateway Details: Payee Information Tab

This tab displays the values of the standard payment field values.

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Note: This tab also displays the Transaction Status for each row. This status indicates where the payment is in the process of sending it to Financial Gateway and dispatching it to external banks. It is updated by both the Payment for FG (GP_PMT_FG) process and the PAYMENT_RESPONSE message received from Financial Gateway.

See Sending Payments to PeopleSoft Financial Gateway.

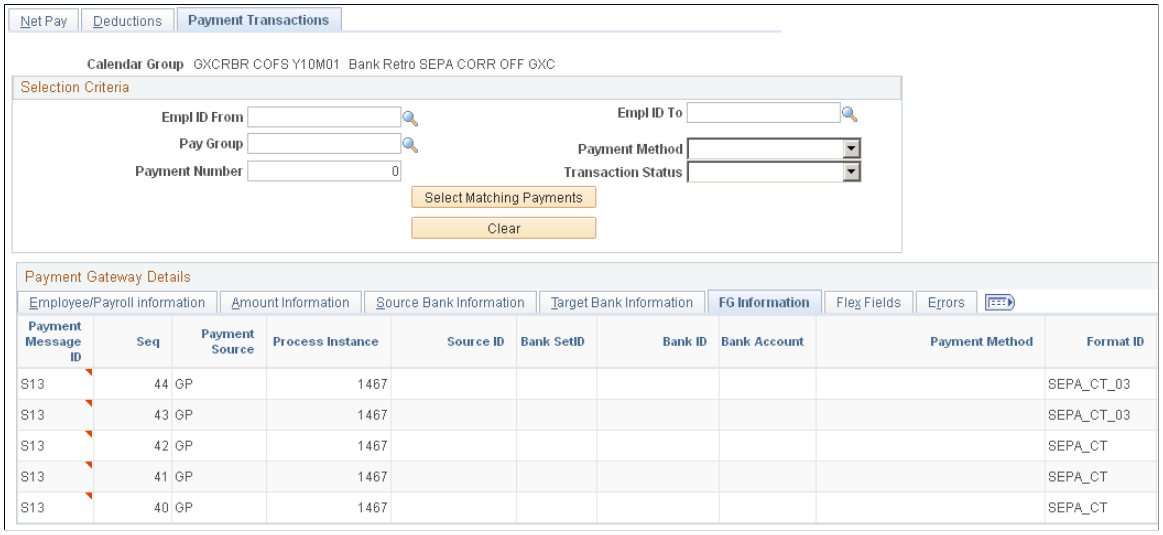
Payment Gateway Details: Configurable Fields Tab

This tab displays the values of the configurable payment field values.

FG Information (Financial Gateway information)

Use the FG Information tab to view the payment messages sent to PeopleSoft Financial Gateway

This example illustrates the fields and controls on the Payment Transactions page: FG Information tab.



Field or Control	*Description*
	If you configure the GP_SEPA_PMT_DETAILS related content service, which is associated with the Review Payments by Cal Group component, this icon appears for each ID in the **Payment Message ID** column. Click the icon and select **Payment Details** to open the Review Payment Details page from PeopleSoft Financial Gateway in a pane next to the Payment Transactions page.

See the product documentation for *PeopleSoft FSCM: Financial Gateway*.

Using Banking Information with Local Country Processes

After setting up information in the Global Payroll core application, you can use this information when running local country processes to create payment files and payment reports.

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Each country extension has its own SQRs and formats. You can write your own SQRs, extracting data from the output file that the system created in the core application in the banking process.

To prepare payments:

1. Finalize your payroll.
2. Run the banking process.
3. View payments on the View Net Pay page and the View Deductions page.
4. Print a report of payments after payment processing.

   Refer to your country extension product documentation for information about the reports available.
5. Prepare recipient payments to generate payments for general recipients.

   After the core banking process is finalized, an SQR process populates a table that country-specific processes use to generate payment files and reports for general recipients.
6. Prepare payee payments to generate payments for individual recipients.

   After the core banking process is finalized, an SQR process populates a table that country-specific processes use to generate payment files and reports for individual recipients.

Note: In steps 4 and 5, the process isn't necessarily run by local SQRs. Whether you run the process with SQRs or not, the result is an interface file to banks or another medium for automated transfers.

Note: To see which local processes need to be run, refer to the banking topic in your local country documentation.

Using Retroactive Calculations in Banking

This topic provides an overview of the retroactive process in banking and discusses how to:

- Select the corrective method for default retro processing.
- Select the forwarding method for default retro processing.
- Review deduction processing details.
- Review an example of using the Use Current Results + Adjustment without selecting the **To Process Banking** check box.
- Select the Use Current Results + Adjustment for banking.
- Review an example of selecting the To Process Banking check box when forwarding is the default retro method.

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Understanding the Retroactive Process in Banking

In the banking process, making sure that the appropriate source bank funds transactions and the right recipients or net pay accounts are debited and credited can require retroactive calculations to correct previous calculations. To determine how to handle transactions, banking must recognize retro processing and the method used.

Define your payroll retroactivity defaults on the Countries page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries). This page is discussed in other topics in this product documentation.

See Countries Page, Setting Up Retroactive Processing.

Selecting the Corrective Method for Default Retro Processing

If you select *Corrective* as the **Default Retro Method** on the **Countries** page, the system completes the following steps when retroactive processing occurs:

1. Recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Replaces previous calculations with the recalculated values for the elements of the pay run.
3. Updates balance and segment accumulators in the recalculated period.
4. Computes retro deltas and stores them in the recalculated period.
5. Computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the **Retro Process Overrides** page).
6. Determines if any differences exist between the net pay from the prior calculation and the recalculation.
7. Banking processes the differences. Reverses all segments for net pay entries from the prior calculation where the net pay isn't being forwarded.

   Inserts new segment net pay entries from the recalculation where the net pay isn't being forwarded.
8. Distributes all net payments according to the net distribution sets matching the run type, the EmplID/ Empl Record (employee ID and employee record), and period ID combination.

   Deletes all entries where the sum is zero.

Note: If the net difference is negative, the system takes the amount and assigns it to the primary account.

Note: In the case of a payroll reversal, the banking process posts the reversal of the prior period and posts new calculated values in addition to the difference.

Selecting the Forwarding Method for Default Retro Processing

If you select *Forwarding* as the **Default Retro Method** on the **Countries** page, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retro.

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2. Recalculated values for the elements are used to compute the retro deltas for the recalculated period, but do not replace the previous calculations.
3. The system updates segment accumulators only. (Although you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the **Earnings/Deductions Accumulators** pages even when the retro method is forwarding).
4. The system computes retro deltas and stores them in the recalculated period.
5. The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the **Retro Process Overrides** page).
6. The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.

Reviewing Deduction Processing Details

The deduction process completes the following, regardless of retro method:

1. Reverse deductions from all prior retro period calculations in the calendar group.
2. Reinstate reversed deductions where the payroll method is forwarding, because the purpose is to reassign the correct recipient.
3. Insert the new transactions for any recalculated deductions where the method is corrective.

   This involves two steps, first for general recipients and then for individual recipients.
4. Remove entries resulting in 0 that have the same recipient ID.

Example of Banking without the "To Process Banking" Check Box Selected

This is what happens when the "To Process Banking" option is not selected.

This example illustrates the interaction between source bank, recipient, and payee accounts for net pay. February (February 1, 2004 − February 28, 2004) represents the current period, with retro processing going back to January (January 1, 2004 − January 31, 2004).

- Company ABC uses Source Bank 123. Company DEF uses Source Bank 789.
- Payee changes from Company ABC to Company DEF, effective February 1.
- Company ABC changes from Source Bank 123 to Source Bank 456, effective February 15.
- Earning 1 rate changes from 100 to 150, effective January 1.
- Deduction 1 rate changes from 20 to 25, effective January 1; no recipient change.
- Deduction 1 recipient changes from Recipient X to Recipient Y, effective February 1.
- Deduction 2 recipient changes from Recipient A to Recipient B, effective January 1; no rate change.
- Payee account distribution changes from Account 1 to Account 2, effective February 1.

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Version/ Revision Number	*January 2004 Company ABC*	*Distribution Information*	*February 2004 Company DEF*	*Distribution Information*
V1R1		Source Bank 123		Source Bank 789
	Earning 1 = 100		Earning 1 = 150	
	Deduction 1 = 20	Recipient X	Deduction 1 = 30	Recipient Y
	Deduction 2 = 15	Recipient A	Deduction 2 = 15	Recipient B
	Net Pay = 65	Payee Account 1	Net Pay = 105	Payee Account 2
V2R1		Source Bank 456		
	Earning 1 = 150	Difference of 50.00		
	Deduction 1 = 25	Difference of 5 to Recipient X		
	Deduction 2 = 15	<15> Recipient A 15 Recipient B		
	Net Pay = 110	Difference of 45 to Payee Account 2		

Explanation of January recalculation (V2R1):

- Deduction 1

  The difference between V1R1 and V2R1 results in 5.

  The recipient is determined based on where the payee was when the deduction was first calculated (January V1R1). In this case, because there was no change in recipient for Deduction 1, the difference of 5 goes to Recipient X, funded by Source Bank 456.

- Deduction 2

  No difference exists.

  There's a recipient change retroactive to January. From Recipient A, 15 is reversed and inserted to Recipient B. Each transaction is "charged" to Source Bank 456.

- Net Pay

  The difference between V1R1 and V2R1 results in 50.

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The payee account distribution is determined based on the pay date of the current calendar (February). The difference, 50, goes to Payee Account 2 and is funded by Source Bank 456.

This example illustrates that net pay and deductions are allocated to Company (payment keys) and recipients are based on pay period, whereas source bank and payee accounts are selected based on when transactions are created.

Selecting the Use Current Results + Adjustment for Banking

Most organizations that implement Global Payroll choose the default method that the application uses to process banking in relation to retro. These organizations need only specify, on the Countries page, the retro method, either forwarding or corrective, that is used by their organization or is most appropriate for their country extension of Global Payroll.

Other organizations prefer to post only V1R1 results to banking. The **To Process Banking** check box on the Countries page is an additional option that addresses this business requirement, and permanently changes the way that the system handles banking in relation to retro. The default setting for the **To Process Banking** check box is deselected. When you select it, you are telling the system not to reverse old payments in banking and to skip all sections and steps responsible for retro calculation (reversing) and instead implement results from V1R1 and adjustments only.

If you select the **To Process Banking** check box on the Countries page, the effect is different depending on the default retroactive method:

- If the **Default Retroactive Method** is *Corrective,* the enhancement does not change the behavior of corrective retro in banking.
- If the **Default Retroactive Method** is *Forwarding,* retroactivity changes as follows:
    - The system does not reverse prior amounts or post recalculated amounts during retroactive processing. Instead, the system implements current results (V1R1) plus adjustments in banking.
    - You may have to manually correct any discrepancies you identify in banking payments because retroactive changes to recipients or accounts cannot be reflected by the current results plus adjustment method.
    - In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment, regardless of the default retro method defined on the Countries page, or the check boxes you select in the **Use Current Results + Adjustment** group box.

      Segmentation mismatch occurs when a segmented period is recalculated retroactively, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

Note: Do not enable either setting in the **Use Current Results + Adjustment** group box if you are satisfied with the way the system currently handles retroactive processing in relation to banking and GL. These settings are not backward compatible.

Note: Once you enable one or both of the **Use Current Results + Adjustment** settings, you cannot change them back to the default setting. The check boxes become read-only and remain so.

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Note: The tables used by and modified in banking and GL are independent. Consequently, you can select the **To Process Banking** and the **To Process General Ledger** check boxes independently of one another.

Note: The settings for **Use Current Results + Adjustments** are country-specific. The selections you make on the Countries page apply to that country only.

Example: Selecting the To Process Banking Check Box When Forwarding is the Default Retro Method

In this example a deduction with a payment of 100 is made to Recipient 1 in January. In February the recipient is changed to Recipient 2, effectively dated in January, thus triggering retroactive processing. When the **To Process Banking**check box is selected for banking, and forwarding is the default retro method, the system posts this recipient and amount information to banking results:

Month	*Version/Revision*	*Amount*	*Recipient*	*Action*
January	V1R1	100	1	Resolution (last period)
February	V1R1	100 + 0	2	Resolution (current period + adjustment)

In this example, the system does not process the reversal and reinstatement. It processes only the current period plus adjustment. (The adjustment in this case is 0 because the amount of the deduction does not change.)

Sending Payments to PeopleSoft Financial Gateway

You send generated payment details from PeopleSoft Global Payroll to PeopleSoft Financial Gateway. Financial Gateway then dispatches the payments to banks in compliance with country-specific rules and standards.

Related Links

Understanding Banking
Setting Up Country-Specific Banking Processing

Page Used to Send Payments to Financial Gateway

Page Name	*Definition Name*	*Usage*
Payment File Generation Page	GP_FG_RUNCTRL	Send payments to Financial Gateway.

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Setup Prerequisites

Before you can send payment requests to Financial Gateway, there are some setup steps you must complete outside of Global Payroll. You must:

- Set up Integration Broker.
- Set up banks for countries in your PeopleSoft Financials system.

Setting Up Integration Broker

Global Payroll publishes payment data to and from Financial Gateway via Integration Broker. It is necessary to set up Integration Broker in both the Global Payroll and Financial Gateway environments.

To set up Integration Broker in your Global Payroll environment:

1. On the Gateways page, configure the Gateway URL and ping it to confirm that it connects.
2. On the PeopleSoft Node Configuration page of the Gateways component, configure your nodes and ping them to confirm that they connect.
3. Access the Service Configuration page and confirm that the Target Location field is set up correctly.
4. Using the Nodes component, configure the local and remote nodes. Use your HCM system as the local node and your Financials system as the remote node.

   For the remote node, be sure to define the Content URL and Portal URL fields on the Portal page of the Nodes component. The system uses the URL you enter in these fields for related content.
5. Create a routing for the PAYMENT_REQUEST service operation using the HCM node as the sender node and the Financials node as the receiver node.
6. Ensure that the PAYMENT_REQUEST service operation and its routing are active using the Service Operations component.
7. Create a routing for the PAYMENT_RESPONSE_OUT_ASYNC service operation using the HCM node as the receiver node and the Financials node as the sender node.
8. Ensure that the PAYMENT_RESPONSE_OUT_ASYNC service operation and its routing are active using the Service Operations component.
9. Configure the nodes for single signon using the Single Signon page.
10. Use the Queue Status component to confirm that the PAYMENT_REQUEST queue is running.

To set up Integration Broker in your Financial Gateway environment:

1. On the Gateways page, configure the Gateway URL and ping it to confirm that it connects.
2. On the PeopleSoft Node Configuration page of the Gateways component, configure your nodes and ping them to confirm that they connect.
3. Access the Service Configuration page and confirm that the Target Location field is set up correctly.
4. Using the Nodes component, configure the local and remote nodes. Use your Financials system as the local node and your HCM system as the remote node.

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5. Ensure that the PAYMENT_REQUEST service operation and routing are active using the Service Operations component.
6. Create a routing for the PAYMENT_REQUEST service operation that uses the HCM node as the sender node and the Financials node as the receiver node.
7. Create a PAYMENT_REQUEST queue using the Queues component.
8. Create a routing for the PAYMENT_RESPONSE_OUT_ASYNC service operation using the HCM node as the receiver node and the Financials node as the sender node.
9. Ensure that the PAYMENT_RESPONSE_OUT_ASYNC service operation and its routing are active using the Service Operations component.
10. Ensure that the PAYMENT_DISPATCH service operation and its routings are active using the Service Operations component.
11. Configure the nodes for single signon using the Single Signon page.
12. Use the Queue Status component to confirm that the PAYMENT_REQUEST queue is running.

Setting Up Banks for Countries

For each country for which you intend to send payment data to Financial Gateway, you must set up a bank in your PeopleSoft Financials system that matches the source bank information for your pay entity in your Global Payroll system. For each bank:

1. Create a bank using the Bank Information (BANK_PNL1) page.
2. Create a bank branch using the Bank Branch Information (BANK_BRNCHPNL) page.
3. Set up a bank integration layout on the Bank Integration Layouts (BANK_INTEGRATION) page.
4. Create an external account on the External Accounts (BANK_PNL2) page.

- See *PeopleTools: Integration Broker Testing Utilities and Tools* product documentation.
- Defining “Financial Gateway Integration Options, Registering a Source Application with Financial Gateway” in the PeopleSoft Financial Gateway product documentation.

Payment File Generation Page

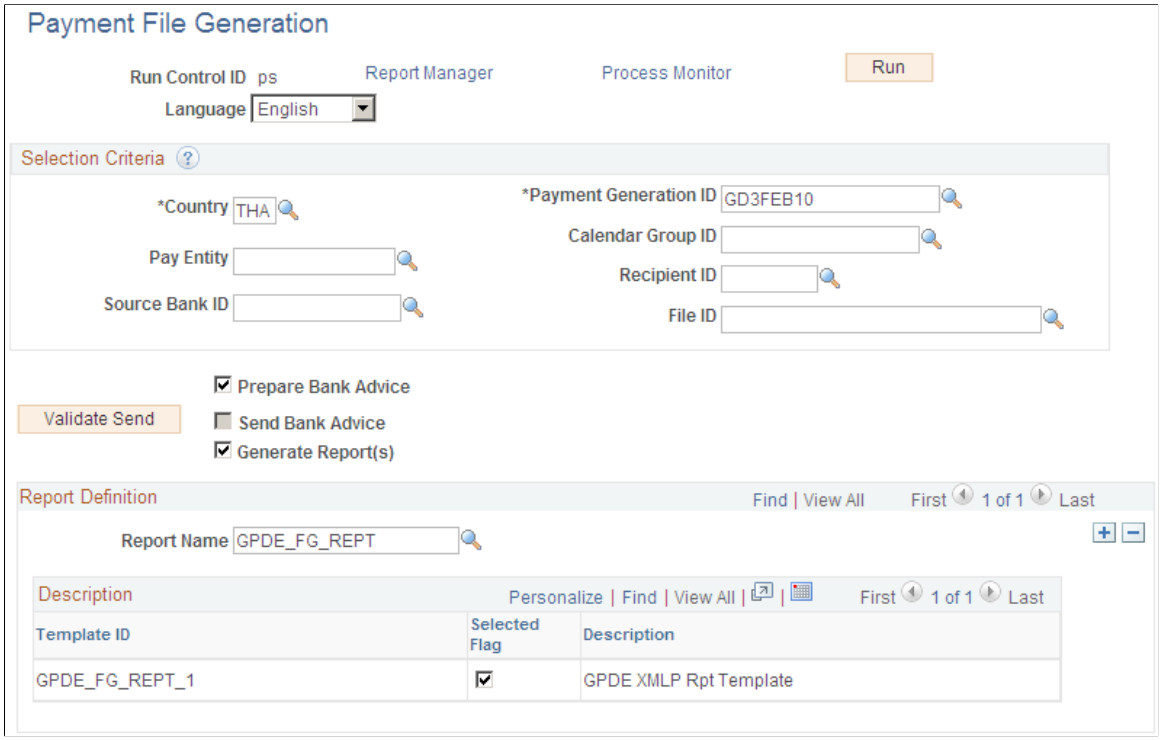
Use the Payment File Generation page (GP_FG_RUNCTRL) to send payments to Financial Gateway

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Payment File Generation**

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This example illustrates the fields and controls on the Payment File Generation page.



Use this page to initiate payment requests that send payment data to Financial Gateway.

Selection Criteria

Use the fields in this group box to filter the payments that you want to send to Financial Gateway. You can filter the payments by **Country, Payment Generation ID, Pay Entity, Calendar Group ID, Recipient ID, Source Bank ID,** and **File ID.**

Field or Control	*Description*
Validate Send	Click to ensure that the payments that meet your selection criteria have been finalized before you send them to Financial Gateway. If the selected rows are invalid, the **Reason** field appears on the page.
Reason	This field appears when you click the **Validate Send** button to display the reason that the selected payment rows are invalid. If the selected payments are valid, this field does not appear.

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Field or Control	*Description*
Prepare Bank Advice	When you select this check box, the Payment for FG (GP_PMT_FG) process identifies the rows of GP_PAYMENT_FG that meet your selection criteria and prepares them to be sent to Financial Gateway. Also, when you select this check box, the Debit Date field becomes available. **Note:** Subsequent runs of the Prepare Bank Advice process pick up any new rows that meet the selection criteria, but they do not affect rows that were already prepared during the first run.
Send Bank Advice	This check box becomes available to select only after you run the Payment for FG (GP_PMT_FG) process with the **Prepare Bank Advice** check box selected and successfully validate the payments using the **Validate Send** button. When you select the **Send Bank Advice** check box, the Payment for FG (GP_PMT_FG) process inserts the prepared payment rows into staging tables and publishes them to Financial Gateway through Integration Broker using the PAYMENT_REQUEST message. **Note:** Once you run the Payment for FG (GP_PMT_FG) process with the Send Bank Advice check box selected, you cannot cancel or resend the bank advice.
Generate Reports	When you select this check box, the Payment for FG (GP_PMT_FG) process generates Oracle Business Intelligent Publisher (BI Publisher or BIP) reports using the templates defined in the **Report Definition** group box. **Note:** If you select the **Generate Reports** check box when the **Prepare Bank Advice** check box is deselected, you receive a message reminding you that you cannot generate reports for payments for which you have not yet prepared the bank advice. You can, however, run the Payment for FG (GP_PMT_FG) process with both the **Prepare Bank Advice** and **Generate Reports** selected.

Report Definition

Use this group box to define which BI Publisher reports generated when you select the **Generate Reports** check box.

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Field or Control	*Description*
Report Name	Enter the name of the report you want to generate. The system populates the Template ID and Description columns for all templates associated with the selected report.
Selected Flag	Select this check box next to the report template you want to use. By default, the system selects this check box for the default template associated with the selected report.

Transaction Status Changes

When you run the Payment for FG (GP_PMT_FG) process, it affects the transaction status of each payment transaction included in the selection criteria. In addition, Financial Gateway affects the status of payment transactions through the PAYMENT_RESPONSE message. The following table lists all possible transaction statuses along with how they are updated:

Transaction Status	*Results From*
Pay Prep Run	GP_PMT_PREP This is the status that all payment transactions begin with after undergoing the GP_PMT_PREP process.
Prepare Bank Advice Run	GP_PMT_FG with the Prepare Bank Advice check box selected.
Processing	The GP_PMT_FG currently running.
Payment Sent to FG	GP_PMT_FG with the Send Bank Advice check box selected.
Canceled	PAYMENT_RESPONSE message when transactions are canceled in Financial Gateway.
Error	PAYMENT_RESPONSE message when transactions are not received successfully by Financial Gateway.
Awaiting Dispatch	PAYMENT_RESPONSE message when transactions are received successfully by Financial Gateway.
Paid	PAYMENT_RESPONSE message when transactions are paid to the recipient.

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Transaction Status	*Results From*
Received by Bank	PAYMENT_RESPONSE message when the external bank successfully receives dispatched transactions from Financial Gateway.
Dispatched to Bank	PAYMENT_RESPONSE message when Financial Gateway dispatches the transactions to the external bank.

Note: You must manually correct any payments with a status of Error.

You can view the status of your payments using the Payment Transactions page.

See Payment Transactions Page.

Negative Payments

Global Payroll Core by default does not prevent you from sending negative payments to Financial Gateway. Likewise, Financial Gateway by default does not prevent you from sending negative payments to banks. Therefore, if it is necessary to prevent negative payments from being sent to banks, country extensions can:

- Prevent negative payments from being created in the first place during payment processing. Global Payroll for France and Global Payroll for Switzerland are examples of country extensions that do this.
- Prevent the system from sending negative payments to Financial Gateway by using the Having Clause field on the Banking Preparation Definition page to modify the CORE_BANK:SQL application package so that it filters out any negative payments. Global Payroll for Spain is an example of a country extension that does this.
- Configure Financial Gateway so that it does not dispatch any negative payments received from Global Payroll to the banks. Global Payroll for Germany and Global Payroll for the Netherlands are examples of country extensions that do this.

Customers who want to process negative payments can configure their systems to do so if they have contracts with their banks to allow it.

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Chapter 46

Reconciling Payments

Understanding the Payment Reconciliation Process

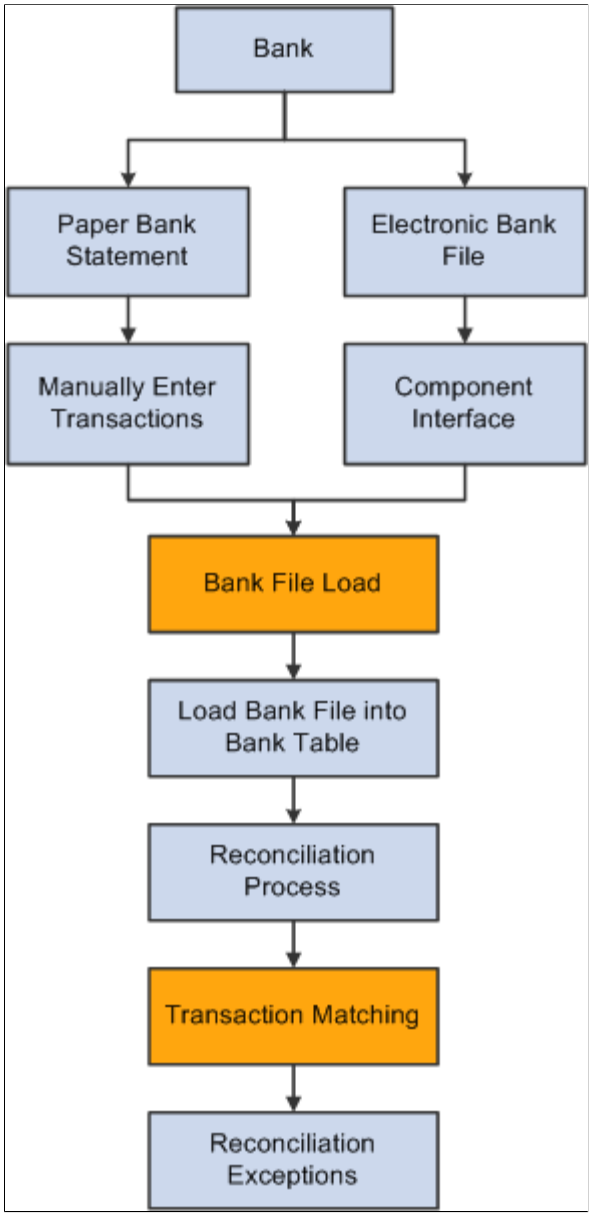
Global Payroll enables you to reconcile checks. You can view which checks are cashed or outstanding. You are able to manage transaction exceptions, such as date or amount differences.

The reconciliation process (GP_BNK_RECON) matches the keys from the bank file with the same keys in Global Payroll's source bank file. An exception is created if any of these keys do not match.

- Payment number.
- Transaction amount.
- Transaction type or payment methods (if provided in the bank file).

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This diagram shows the process flow of bank reconciliations.



Prerequisite

To use the check reconciliation feature, the bank must supply your company with check detail information. The bank can supply one of three types of files:

- Bank Administration Institute (BAI) — Detailed file formatted by banks to provide bank statements electronically.
- Cleared check file — Smaller electronic files usually only containing cleared checks.
- Hard copy format — Paper bank statements with detailed check information.

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Entering Bank File Information

Page Used to Enter Bank File Information

Page Name	*Definition Name*	*Usage*
Bank File Entry Page	GP_BNK_FILE_ENTRY	Enter bank transactions manually, if a bank file has not already been loaded using the Component Interface or another method of importing the payment transactions into the bank tables.

Understanding Bank Files

If the bank supplies an electronic or flat file, it can be loaded into the bank tables using Excel to CI (PeopleTools Component Interface). You must create an Excel workbook to use with the delivered bank tables. Executing the Excel to CI will render that the same validation and edits are applied as if a user was entering the bank file online.

See *PeopleTools: PeopleCode API Reference* product documentation.

Bank File Entry Page

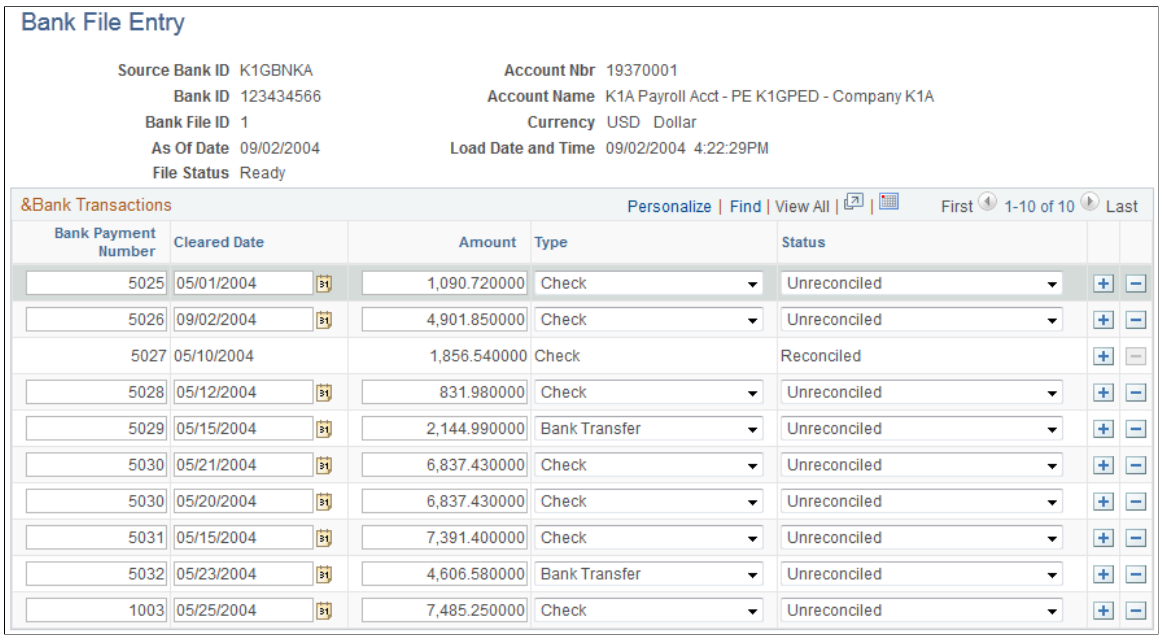
Use the Bank File Entry page (GP_BNK_FILE_ENTRY) to enter bank transactions manually, if a bank file has not already been loaded using the Component Interface or another method of importing the payment transactions into the bank tables.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Bank File Entry**

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This example illustrates the fields and controls on the Bank File Entry page.



Field or Control	*Description*
Currency Code	Currency retrieved from the Source Bank ID. This field is display only.
Bank File ID	A unique sequence number assigned whether the bank file is loaded using component interface or manually.
As Of Date	Enter the day on the bank statement or represents the date on the bank file.
Load Date and Time	Defaults to the current date and time when the bank file is entered or loaded through component interface.
File Status	There are three valid values: *Ready:* Assigned when the bank file is first entered manually or loaded using the component interface *In Progress:* Set if the bank file was previously reconciled and contains exceptions. *Complete:* Set when all transactions in the bank file have successfully been reconciled.
Bank Payment Number	Enter the check number or reference for any bank charges or fees.
Cleared Date	Enter the date the checks were presented for payment at the bank. (clear date)

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Field or Control	*Description*
Amount	Enter the check or transaction amount that cleared the bank.
Type	Enter the type of method of payment. Valid Values are *Check* , *Transfer,* and *Wire.*
Status	Enter the status of the transaction. The default value is *Unreconciled.* The values that are auto-assigned as result of running the payment reconciliation process are: *Unreconciled, Reconciled, Amount Difference, Different Pay Method, Duplicate,* and *Not Found.* The remaining values that are user assigned if there is a manual reconciliation are: *Stop Payment, Re-Numbered, Expired*, *Unclaimed, Void,* and *Date Difference.* **Note:** When a transaction status is manually changed from *Unreconciled* to *Reconciled* a warning is issued. This warning alerts the user that a transaction is being reconciled only on the bank side to a transaction on the system side. A user changing the status of a bank transaction only allows the completion of the reconciliation process (the file status changes from *In Progress* to *Complete*). Reconciling a bank transaction without matching it to a system transaction brings the bank file and general ledger out of balance , it is the user's responsibility to journalize this type of transaction in their general ledger. When the status of a transaction is set to *Reconciled* it becomes display only and users can no longer modify it. Users can also set this status manually on the Manual Reconciliation page.

Running the Reconciliation Process

Page Used to Run the Reconciliation Process

Page Name	*Definition Name*	*Usage*
Run Payment Reconciliation Page	GP_BNK_RCN_RC	Enter processing instructions for the bank reconciliation process.

Run Payment Reconciliation Page

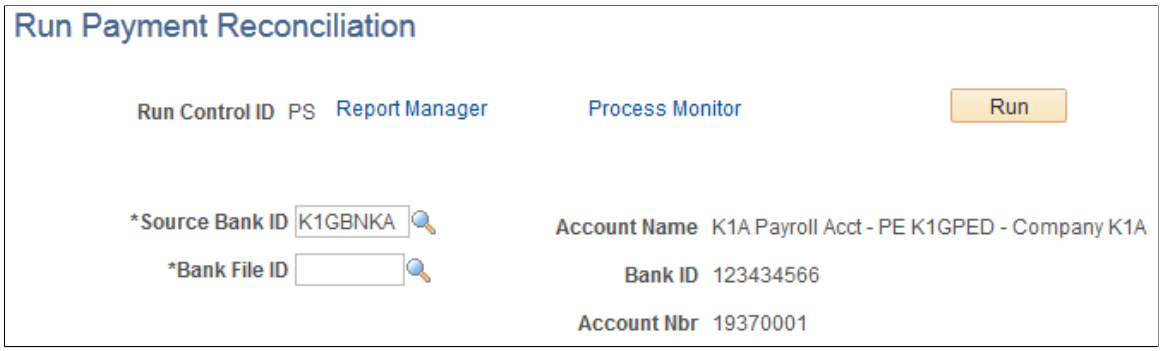
Use the Run Payment Reconciliation page (GP_BNK_RCN_RC) to enter processing instructions for the bank reconciliation process.

Navigation:

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Global Payroll & Absence Mgmt > Payment Processing > Run Payment Reconciliation > Run Payment Reconciliation

This example illustrates the fields and controls on the Run Payment Reconciliation page.



Field or Control	*Description*
Source Bank ID	Select the **Source Bank ID** in which to run the reconciliation. This is a required field. The process looks at all unreconciled transactions in the system for the selected source bank ID and attempts to match them based on payment number, payment type, and payment amount. Transactions not meeting the criteria are marked as exceptions.
Bank File ID	Select the **Bank File ID** in which to run the reconciliation. This is a required field.

Note: If the payment reconciliation process runs multiple times against a given bank file, each time the process will reset the reconciliation status back to *Unreconciled* for bank transactions not previously reconciled.

Viewing Transactions

Page Used to View Exception Transactions

Page Name	*Definition Name*	*Usage*
Reconciliation Exceptions Page	GP_BNK_RCN_EXCP	View exception transactions that resulted from the reconciliation process.

Reconciliation Exceptions Page

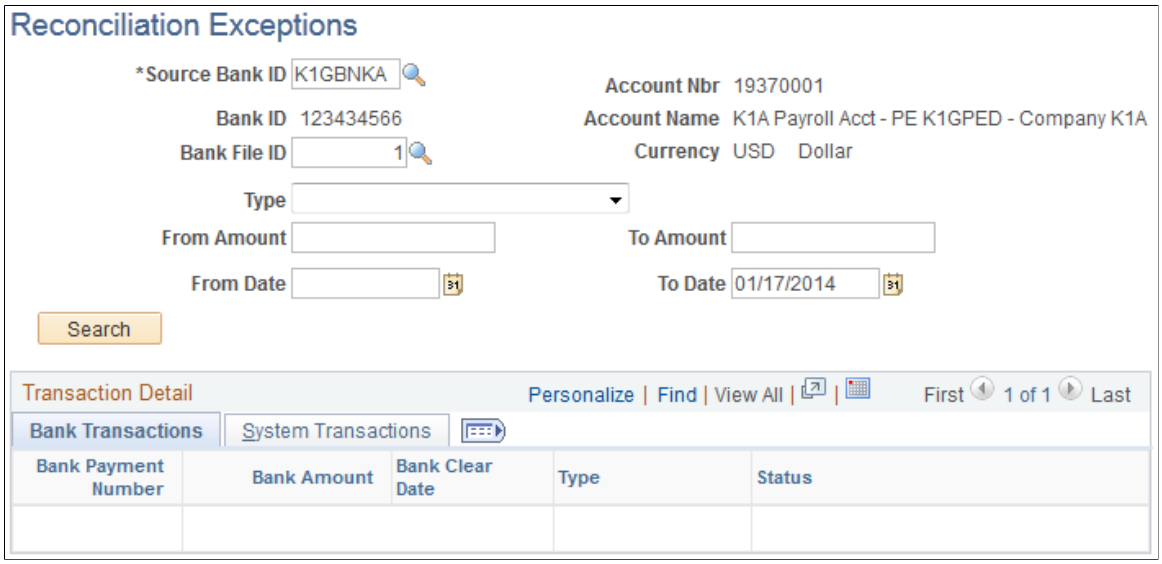
Use the Reconciliation Exceptions page (GP_BNK_RCN_EXCP) to view exception transactions that resulted from the reconciliation process.

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Navigation:

Global Payroll & Absence Mgmt > Payment Processing > Reconciliation Exceptions

This example illustrates the fields and controls on the Reconciliation Exceptions page.



Field or Control	*Description*
Source Bank ID	Enter the source bank ID. This required field derives the values for the **Bank Account, Bank ID, Account Name,** and **Currency** fields.
Bank File ID	A unique sequence number assigned whether the bank file is loaded using component interface or manually. If this field along with the Source Bank ID is entered the user will view transaction generated from the auto reconciliation process. If this field is left blank the user will view the updated system transactions only. These would include transactions with a status of *Expired, Stop,* or *Unclaimed.*
From Amount and **To Amount**	Enter from and to amounts to narrow the search criteria.
From Date and **To Date**	Enter from and to dates to narrow the search criteria.
Type	Enter the type of method of payment. Valid Values are *Check* , *Transfer,* and *Wire.*
Search	Click this button to search on the criteria entered. Once the search is complete the reconciliation exceptions will display.

Note: Results can be exported to Excel.

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Viewing Reconciled Transactions

For auditing purposes, you may want to view which bank transaction reconciled to the system transaction. You must create a query in order to view this information.

During the auto generate reconciliation process, the system will assign a unique bank file ID to each process, as well as, a unique sequence number for each reconciled transaction. To view these reconciled transactions, you can query a report where GP_BNK_FILE_DTL.SEQ_NBR = GP_PYMT_BNK_TBL.SEQ_NBR. This query displays the reconciled system transactions and the line of bank data it was reconciled against.

Resolving Exceptions

Page Used to Resolve Exceptions

Page Name	*Definition Name*	*Usage*
Manual Payment Reconciliation Page	GP_BNK_RCN_MAN	Enables users to update exceptions or unreconcile transactions.

Manual Payment Reconciliation Page

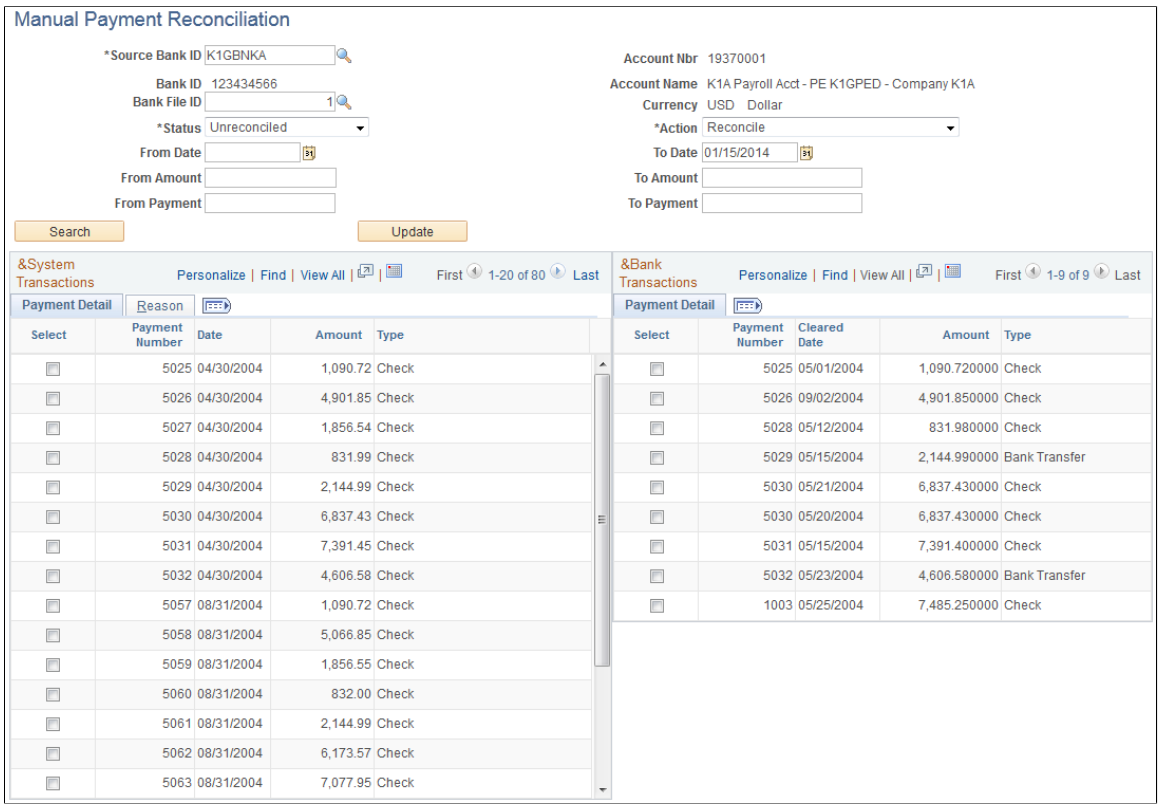
Use the Manual Payment Reconciliation page (GP_BNK_RCN_MAN) to enables users to update exceptions or unreconcile transactions.

Navigation:

Global Payroll & Absence Mgmt > **Payment Processing** > **Manual Payment Reconciliation** > **Manual Payment Reconciliation**

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This example illustrates the fields and controls on the Manual Payment Reconciliation page.



Search Criteria

Select criteria for searching records. Once search criteria is retrieved you can select to update the entries.

Field or Control	*Description*
Source Bank ID	Enter the source bank ID. This required field derives the values for the **Bank ID, Account #,** and **Currency** fields.
Bank File ID	A unique sequence number assigned whether the bank file is loaded using component interface or manually.
Status	Enter the status of the transactions in which you want to search. Valid values are: *Reconciled, Unreconciled, Expired, Stop Payment, Void,* and *Unclaimed.*

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Field or Control	*Description*
Action	The **Action** selected will update the **Status** of the transaction. Valid values are: *Expire, Reconcile, Stop Payment, Mark Unclaimed, Reset to unreconciled,* and *Void.* For example, if a transaction has a **Status** of *Unreconciled* and you want to change it to *Void,* you would select the *Unreconciled* transaction and enter an **Action** of *Void.* When this transaction is updated the **Status** will be changed to *Void.* **Note:** You can select a value in this field only if the value of the **Status** field is *Unreconciled.* For all other **Status** field values, the **Action** field has a value of *Reset to unreconciled* and is not editable.
From Date and **To Date**	Enter from and to dates to narrow the search criteria.
From Amount and **To Amount**	Enter from and to amounts to narrow the search criteria.
From Payment and **To Payment**	Enter from and to payments to narrow the search criteria.
Search	Click to search on the criteria entered. Once the search is complete bank transactions will display on the left side if there are bank file transactions with a status of *Unreconciled* and system transactions on the right, if there are unreconciled transactions. **Note:** After the search, the payment reconciliation non-matched transactions will be updated with an exception status. This will cause the bank side to display *No Transaction.* In this case, users should be able to view them on the Reconciliation Exceptions page. Then, with proper authorization, they can edit their status and manually reconcile. Users should be able to run the payment reconciliation process multiple times since each time the process resets the exception status of bank transactions not reconciled.
Update	Click to update transactions from the current **Status** to the **Action** selected. You will be prompted to enter a comment to justify the reason for updating a system transaction. Comments can always be entered, if desired. But a warning will be issued if no comments are entered when dealing with *Unclaimed, Expired, Stop*, or *Void* transactions.

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Reason Tab

Use this tab to enter a reasons for the manual payment status updates.

Bank Transactions / System Transactions

When attempting to reconcile transactions manually:

- If the amounts of selected transactions are different, the user will not be able to update or reconcile the transactions.
- If transactions have different payment numbers or payment methods, the user will receive a warning.

Examples of Types of Manual Reconciliations

This table lists examples of types of manual reconciliations:

Transaction	***Example***
Expire all unreconciled transactions that have a date of March 15, 2004 (This example is the same whether dealing with expiring unreconciled transactions or unclaimed transactions.)	Select the Status of Unreconciled. Enter the Start Date of March 31, 2004 and the Days from Issuance is 16. These values cause the search to display transactions with a date that is 16 days from the Start Date (March 15, 2004). Once the search is complete, select the Action of Expire, select the transactions to expire and update the transactions.
If a mistake was made on one (or more) of the transactions selected from the first example, you will need to unreconcile an expired transaction.	Select the Status of Expired. Enter the Start Date of March 31, 2004 and the Days from Issuance is 16. These values cause the search to display transactions with a date that is 16 days from the Start Date (March 15, 2004). Once the search is complete, select the Action of Unreconciled, select the transaction to unreconcile and update the transaction.
Stop payment on an unreconciled transaction (This example is the same whether dealing with stop payments or voided transactions.)	Select the Status of Unreconciled to search all unreconciled transactions. Once the search is complete, select the Action of Stop Payment, select the transactions to stop payment on and update the transactions. Remember, you will also have to contact the bank to place a stop payment on this transaction.

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Chapter 47

Managing Applications and List Sets

Understanding Applications and List Sets

Application definitions and list sets work together, so you can configure the appearance of:

- Administrator Results
- Reports
- Processes

Application definitions are high-level groups of settings that enable you to define what types of fields and field values you require at multiple element levels (list sets, element groups, and elements, for example). When you create a list set, the system prompts you to enter an application. Based on the application definition you select, the Define List Set page refreshes to display the available configuration fields.

List sets enable you to create groups of elements and corresponding element attributes to associate with a specific application, such as administrator results, a new report, or a process. For example, if you were to create your own report, you could have a list of earnings, deductions, and accumulators from which you would extract your report data from the payroll results. You can further specify the circumstances under which certain elements may or may not be printed. The List Set feature enables you to do this without having to create new pages and new records. In summary, list sets enable you to:

- Associate groups of elements with a specific application.
- Associate which element groups are part of the list set.
- Set up the configuration required for the application at various levels, including the list set level, element group level, and element level.

Note: To illustrate the relationship between applications and lists sets, we present exhibits in this topic that reference the delivered RSLT_ADM application. This application is delivered for use with the Administrator Results component, and is only one of many ways in which you can define applications and lists sets to control a variety of reports and processes in your system.

Primary List Set Components

The Application Definition and List Set feature is composed of three key parts:

- Element Groups

  An element group is a list of elements. A payroll administrator can use element groups to create a list of elements that may be used for one or multiple applications.

- Application Definitions

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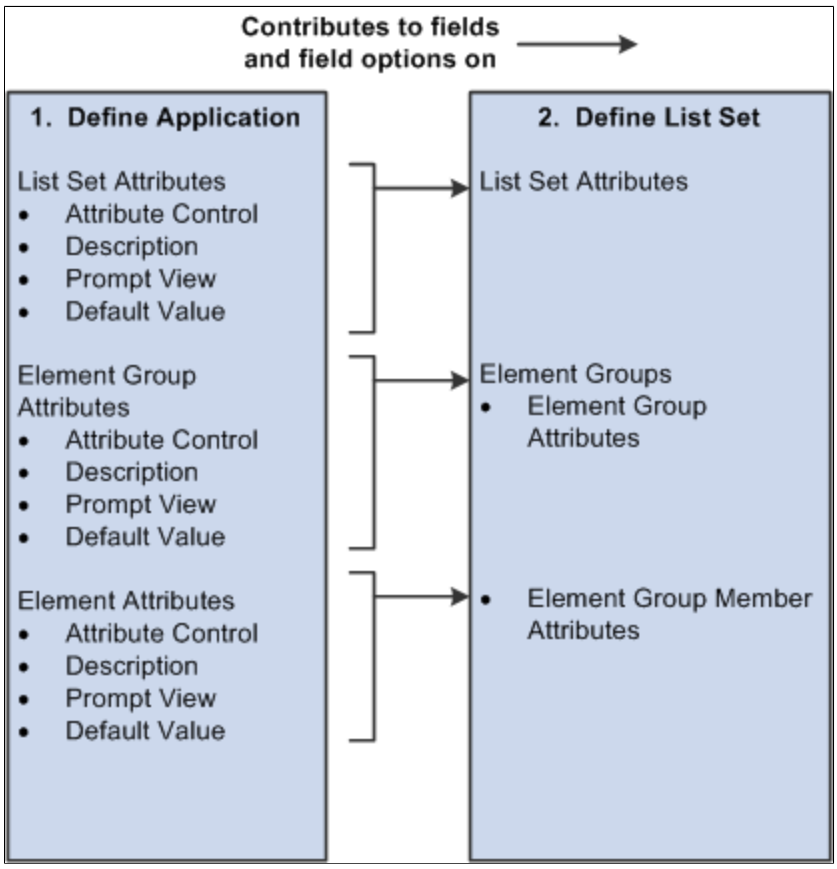
An application definition describes a set of attributes, such as sequence or print options, used to indicate what attributes the payroll administrator will need to assign to elements in a list set to make them available for an application.

- List Sets

  A list set is a set of element groups connected to an application definition in order to assign application specific attributes to element lists. The payroll administrator uses list sets to group the element groups together and assign attributes to the elements, element groups, or the entire set. The list set includes all of the elements that will be available for the application.

Setup Flow of Application Definitions and List Sets

This diagram illustrates how setup on the Application Definition page determines which fields appear on the Define List Set page.



How to Set Up Applications and List Set Configurations

To build a list set using an application definition you must complete the following steps:

1. Use the Define Application page to identify and label the attributes you want to define. These can be defined at the list set, element group, and element level. The system uses the information on the Define Application page to populate the List Set page.

2. Use the Define Values for Attribute secondary page to specify additional values, as necessary.

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3. Use the Define List Set page to identify various element groups that you want to associate with the list set, and specify attribute values for each. If you defined any attributes at the list set level on the Define Applications page, the system displays them here. You may also create new element groups from this page if you have note previously done so.

4. Use the Element Group Attributes secondary page to view or update element group and element attribute details.

Common Elements Used to Manage Applications and List Sets

Field or Control	*Description*
Application	A feature, process, or report delivered by Global Payroll or a country extension or developed by the customer that requires the use of element groups and list sets.
Attribute	Characteristics defined for elements in a list, groups in a set, or for an entire set of elements such as at the element level "Print Rate" check box or at the list level "Rate Column Label" character field.
Element Group	An element group is a list, or group of elements.
List Set	A set of element groups defined for use with an application.

Prerequisite

Element groups are needed on the Define List Set page. Therefore, before you can set up application definitions and lists sets, you should set up element groups. If you do not set up Element Groups prior to creating a list set, you will have the opportunity to create the element group as you go. However, PeopleSoft recommends that you define any needed element groups before you set up applications and list sets.

See Defining Element Groups.

Setting Up Applications

To set up applications, use the Define Application (GP_ELN_APP) component.

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Pages Used to Set Up Application Definitions

Page Name	*Definition Name*	*Usage*
Define Application Page	GP_ELN_APP	Define attributes attached to a list set, an element group, or an element.
Define Values for Attribute Page	GP_ELN_LIST_SET GP_ELN_LIST_LST GPE_ELN_LIST_PIN	Set up the specific attribute values available for a list set, element group, or element.

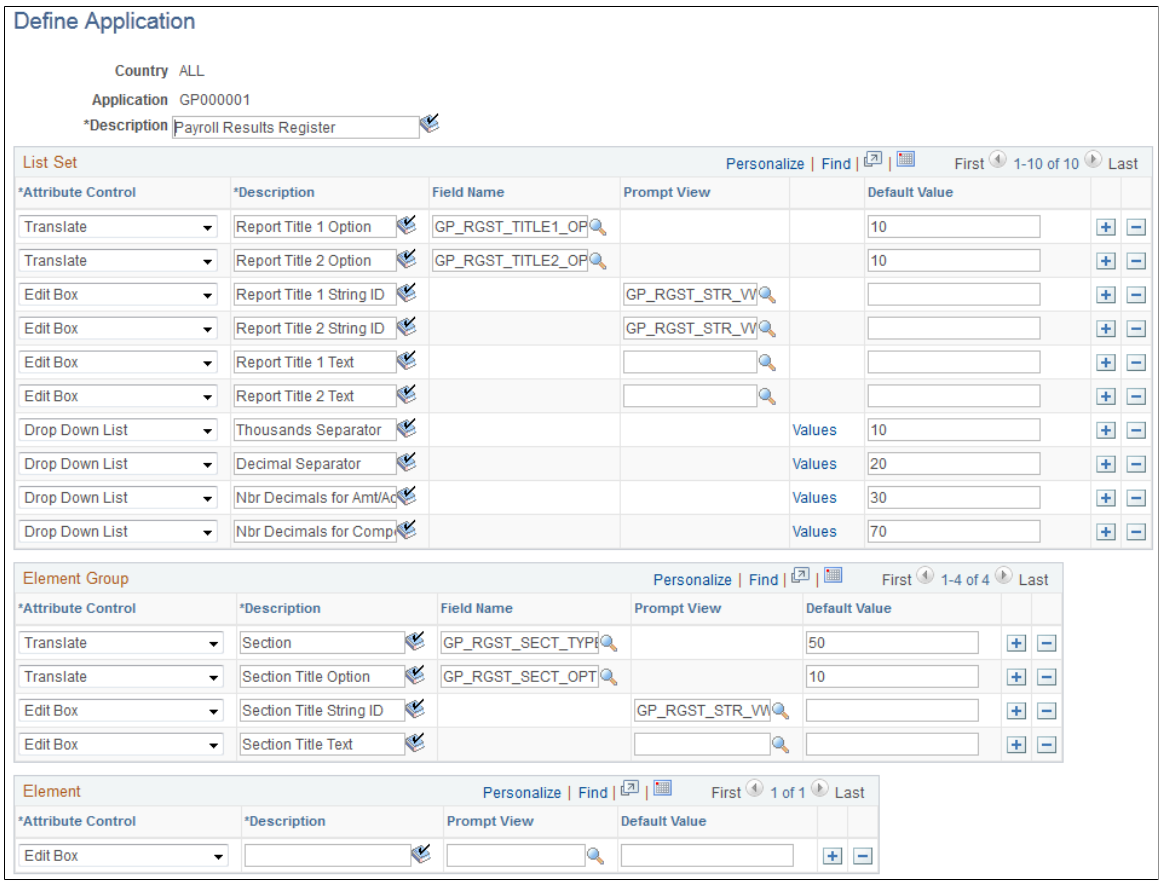
Define Application Page

Use the Define Application page (GP_ELN_APP) to define attributes attached to a list set, an element group, or an element.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Define Application

This example illustrates the fields and controls on the Define Application page.



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Note: PeopleSoft delivers an application of GP000001 with a country of *ALL* (shown in the preceding exhibit), designed to work in conjunction with the Payroll Results Register report. You should not modify this delivered application. Link this delivered application with a list set of your choosing, and use it to control the format of the Payroll Results Register report and the data that it contains.

See Reporting Payroll Data.

There is no minimum number of attributes required for each level (represented by the three group boxes). An application definition can be created without specifying attributes. This may be done for applications for which you intend to use the list set solely to group multiple element groups. There is a maximum of ten attributes for each level.

Attributes defined at the list set level apply to all of the element lists in the set.

Field or Control	*Description*
Attribute Control	Specify how to display the attribute on the Define List Set page. Options are: • *Check Box:* This attribute is displayed as a check box. • *Drop Down List:* This attribute is a character field that only accepts input from a list of values that you can create on the Define Values for Attribute page. • *Edit Box:* This attribute is a character field that accepts any character value. • *Translate:* This attribute is a character field that only accepts input from a prompt list of translate values.
Description	Enter the field label name to appear on the List Set Definition page.
Prompt View	Select a record from which to create a prompt table. The input will be validated against this table. This field is available only if the **Attribute Control** is *Edit Box.* **Important!** This is straight prompting on the record specified. There is no additional security utilized nor any relationship prompting (for example, using SetID logic, and so on).
Values	Select this link to record the available values on the Define Values for Attribute page. This field is available only if the **Attribute Control** is *Drop Down List.*
Field Name	Enter an element that contains translate values. The system presents these translate values in a drop down field on the Define List Set page. This field is available only if the **Attribute Type** is *Translate.*

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Field or Control	*Description*
Default Value	To have the system populate a specific attribute value on the Define List Set page, enter a valid default value. The default value must be valid for the associated attribute control.

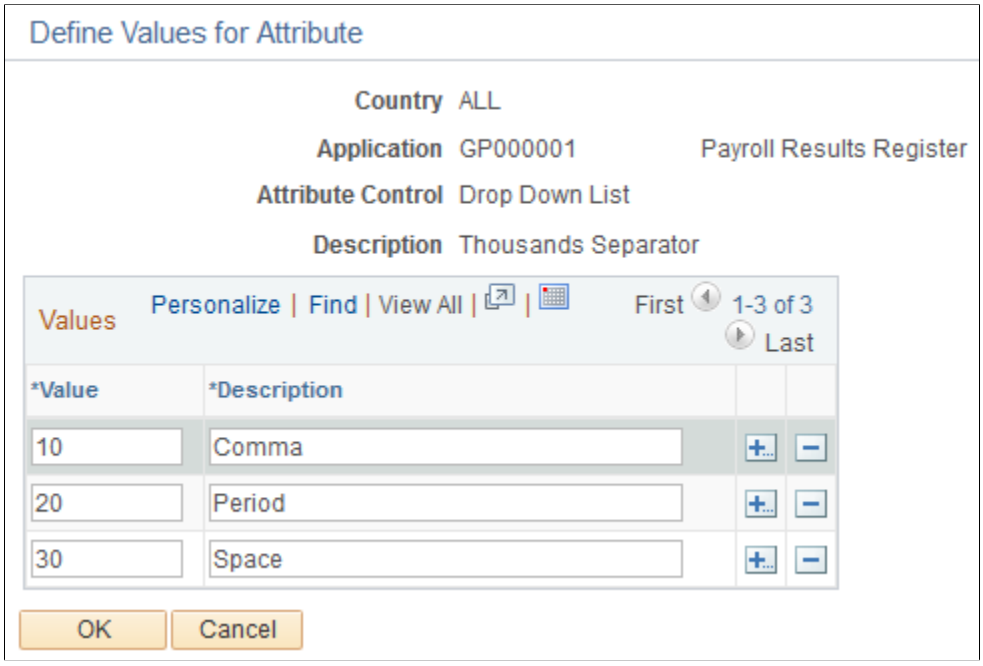
Define Values for Attribute Page

Use the Define Values for Attribute page (GP_ELN_LIST_SET) to set up the specific attribute values available for a list set, element group, or element.

Navigation:

For attribute controls with a value of *Drop Down List,* click the **Values** link on the Define Application page.

This example illustrates the fields and controls on the Define Values for Attribute page.



For attributes with an attribute control of *Drop Down List,* you must specify the drop down field values. The system displays these values as options on the Element Group Attributes page during list set setup. You can use any value in the **Value** column as a default value.

Field or Control	*Description*
Value	Enter the value returned.
Description	Enter the description associated with the value.

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Setting Up List Sets

To set up list sets, use the Define List Set (GP_ELN_SET) component.

Pages Used to Define List Sets

Page Name	*Definition Name*	*Usage*
Define List Set Page	GP_ELN_SET	Assign element groups to an application.
Element Group Attributes Page	GP_ELN_SET_SEC	Enter the element and element group attribute values for a list set.

Define List Set Page

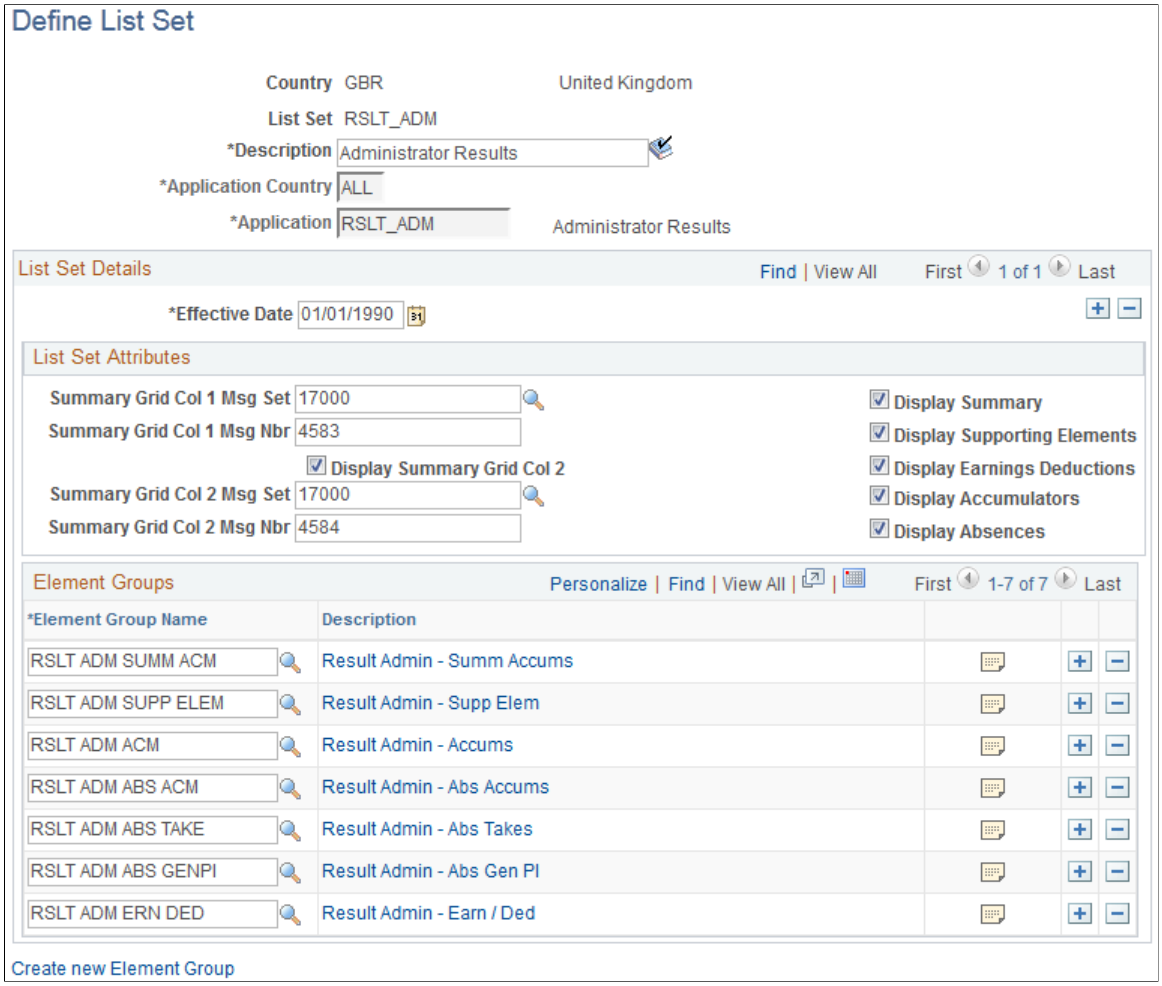
Use the Define List Set page (GP_ELN_SET) to assign element groups to an application.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Define List Set**

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This example illustrates the fields and controls on the Define List Set page.



Field or Control	*Description*
Description	Enter a description for the list set.
Application Country	Select the country for which you want to locate an application definition.
Application	Select the application definition. Doing so will cause the system to display a variety of fields on the page, based on the values defined for the application definition.

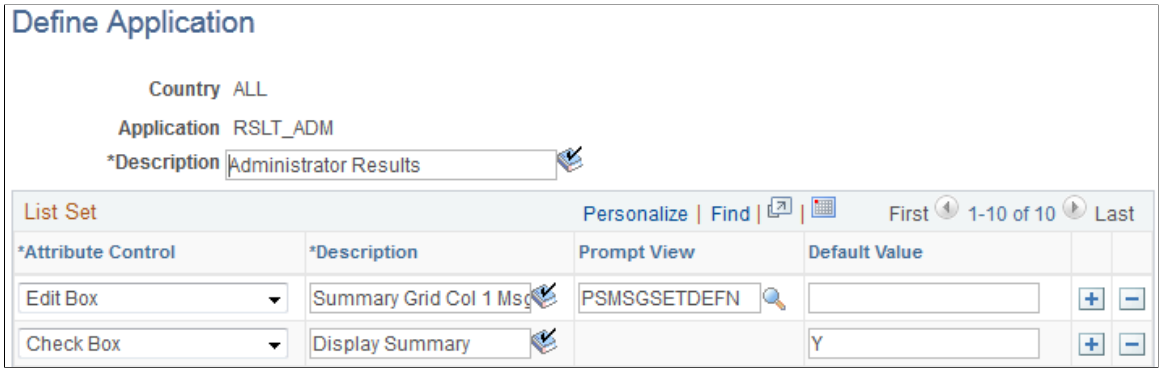
List Set Attributes

All of the fields in the List Set Attributes group box are user-defined and come from the setup on the Define Application page. For example, the **Summary Grid Col 1 Msg Set** field in the previous exhibit was defined on the Define Application page using the **Attribute Control, Description,** and **Prompt View** fields. The **Display Summary** check box was defined there as well. In row number 2 of the following exhibit, you can see that the Display Summary check box was set up with a default value of

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Y for yes. This means that on the Define List Set page in *Add* mode for the *RSLT_ADM* application, the **Display Summary** check box appears and is selected by default.

This example illustrates the setup source for the List Set Attributes group box.



Element Groups

Initially, in *Add* mode, there are no element groups in this group box. You must select all of the element groups you want to associate with this list set. If you want to assign an element group that has not yet been created, you may do so by clicking the Create new Element Group link.

Field or Control	***Description***
Element Group Name	Enter the element groups to associate with this list set. The element groups you specify can appear in any component, report, or process you configure using the list set.
Description	Click to access the Element Group Members page, where you can review details for the element group, and make changes if necessary.
Element Group Details	Click to access the Element Group Attributes page, where, depending on your settings on the Application Definition page, you can define more specifically where and how the details for each element group will appear in related components, reports, and processes.
Create new Element Group	Click to access the Element Groups component in *Add* mode where you can create an element group. This link is useful if you have not previously defined an element group that you want to reference in your list set. See Defining Element Groups.

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Note: The Define List Set page displays all of the added and updated elements with their default attribute values. The system first loads the list of elements from the element group definition and then assigns the values of the attributes from the GP_ELN_PIN_ATTR table. Thus, the page always displays the exact element group members. If an element is removed from the element group, the element is removed from the list set. The element group member list is refreshed each time the user views the Element Group Details page.

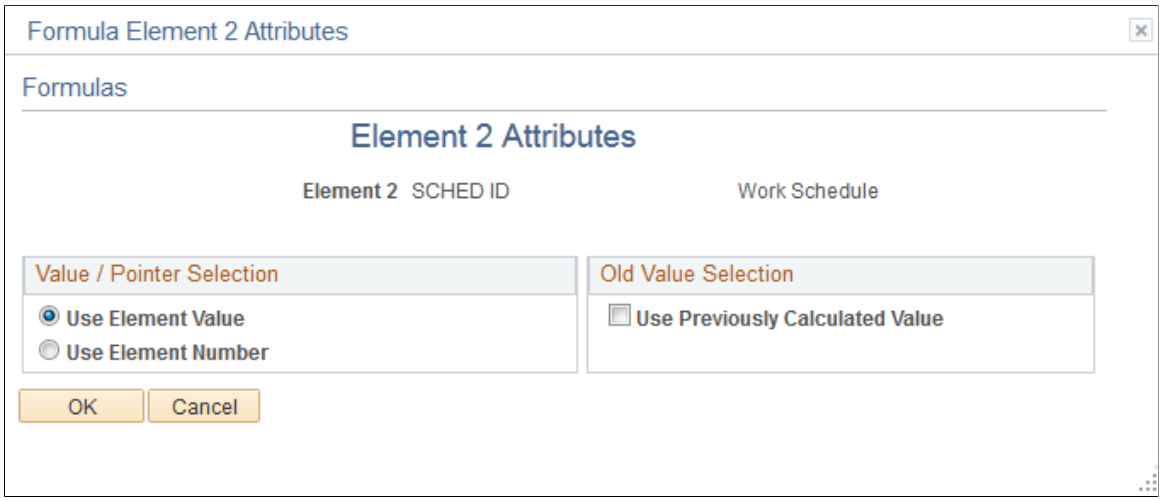
Element Group Attributes Page

Use the Element Group Attributes page (GP_ELN_SET_SEC) to enter the element and element group attribute values for a list set.

Navigation:

Select the **Element Group Details** icon on the Define List Set page.

This example illustrates the fields and controls on the Element Group Attributes page.



The fields available on this page depend upon the values selected on the Define Application page. The system refreshes the values on this page each time you access it, in order to account for any changes at the element group level. Each time you access the page, the system:

- Brings in any new elements that are members of the defined element group, along with their default attribute values.
- Removes any elements that are no longer members of the defined element group.

Use this page to define more specifically where and how the details for each element group appear in components, reports, and processes that use this list set.

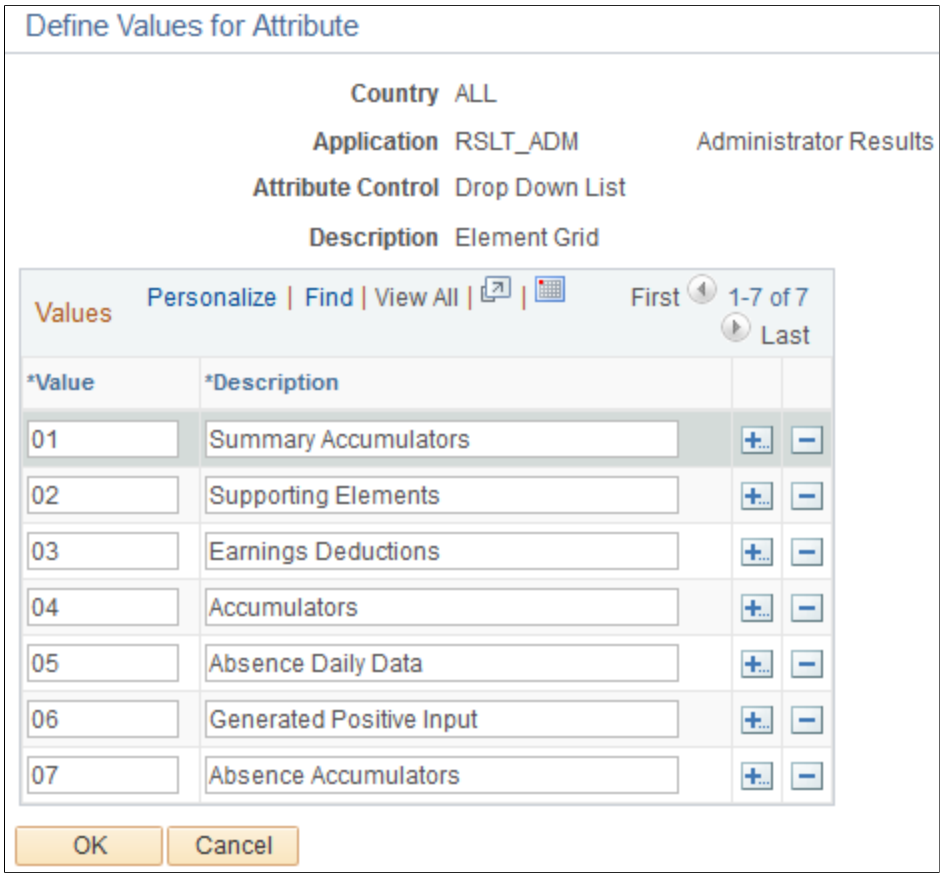
Element Group Attributes

All of the fields in the Element Group Attributes group box are user-defined and come from the setup on the Define Application page. For example, the **Element Grid** field in the previous exhibit was defined on the Define Application page using the **Attribute Control, Description,** and **Values** fields. In the following exhibit, you can see that the **Element Grid** field was set up with valid values of

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Summary Accumulators, Supporting Elements, Earnings Deductions, Accumulators, Absence Daily Data, Generated Positive Input, and *Absence Accumulators*:

This example illustrates the fields and controls on the Example of the setup source for the Element Group Attributes group box.



Element Group Members and Attributes

Each element that is a member of the element group appears in the Element Name column on the Element Group Attributes page. Then, based on settings from the Define Application page setup, you can specify details for reach. For example, the Column header on the Attributes tab of the Element Group Attributes page comes from the **Attribute Control** and **Description** fields on the Define Application page.

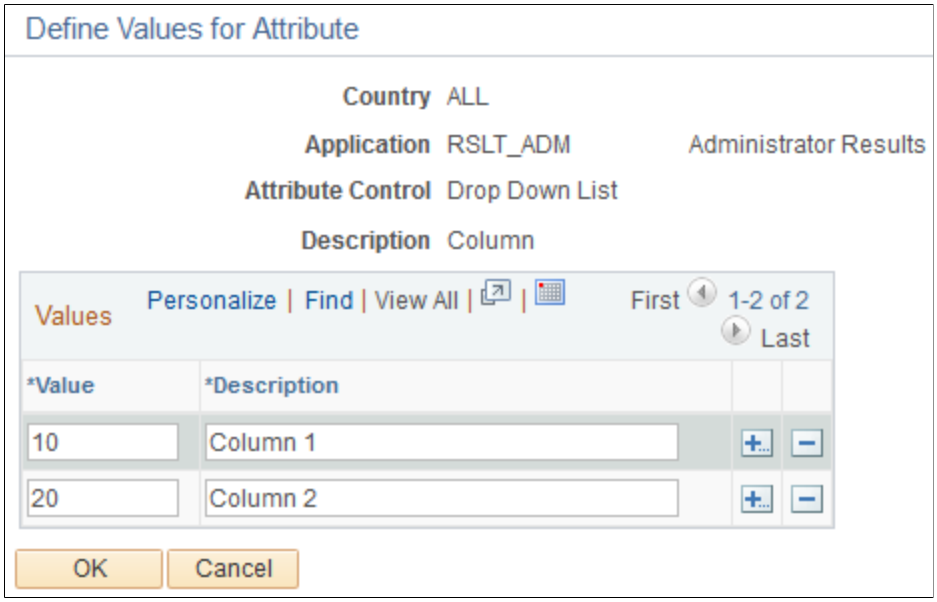
This example illustrates the fields and controls on the Example of the setup source for columns in the Element Group Members and Attributes group box.



The available values under the **Column** header on the Attributes tab of the Element Group Attributes page comes from the corresponding **Define Values for Attribute** page.

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This example illustrates the fields and controls on the Example of the setup source for the field values in the Element Group Members and Attributes group box.

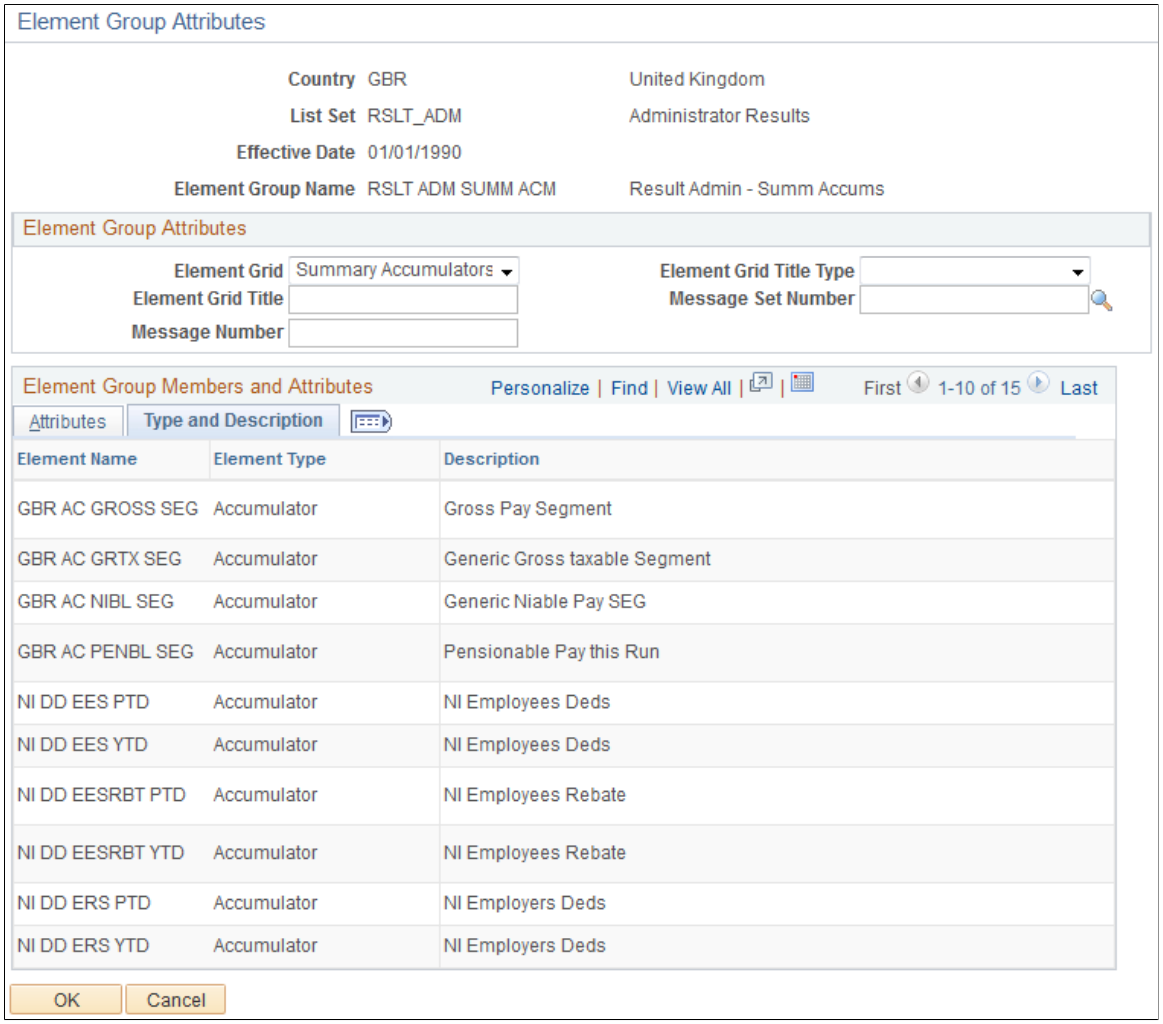


Type and Description

Select the Type and Description tab.

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This example illustrates the fields and controls on the Element Group Attributes page: Type and Description tab.



On this tab you can view the element type and description values for each element. These values come from the element setup. The description is what appears in the component, report, or process you configure using this list set.

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Chapter 48

Using the Utilities

Understanding the Global Payroll Utilities

This topic discusses:

- Utility usage guidelines.
- The packaging and upgrading processes.
- Base and related languages.
- The versioning functions.
- The delete functions.
- The process of connecting UNIX and NT directories.

Common Terms Used in Global Payroll Utilities

Field or Control	*Description*
Element Map	Depicts the relationships between the elements in your database. For example, if you have an earning element with a calculation rule of rate × units, where the number of units is returned by a formula, you can use the element map to see how the components and formula elements are connected to your earning element. The element map plays a critical role in packaging and moving elements and data to other databases. Because the map must be current and accurate when you create packages, the system rebuilds it when you start the process that creates rule packages. During mapping, the system validates that the defined fields exist in the records. **Note:** Mapping includes PIN-level records only. You must include those records that don't have a PIN number as the primary key in order to use the non-rule packager.
Focus Element	The focal point of a process or action.
Non-rule	Non-rule data includes processing results, payee data, setup definitions, and other data where PIN_NUM isn't the primary key.

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Field or Control	*Description*
Package Status	Click this link to access the Package Status page.
PIN Code (pay item name code)	The only element attribute that must be unique across databases. Like a PIN number, it's automatically assigned to every element, those delivered by PeopleSoft and those that you create. The Code consists of the element name plus the suffix *ALL* if the element is used by all countries, or a three-character country code if the element is used by one country—for example, BASE ALL or BASE ITA. When you move elements between databases, the system compares the elements that you're exporting with those in the target database. PIN code is one of the attributes that the system checks when comparing elements.
PIN Number (pay item name number)	This number is a pointer back to a PIN name-related data in GP_PIN and other tables. It is generated and assigned to every element, those delivered by PeopleSoft and those that you create. Global Payroll programs access and process elements by referring to their PIN numbers (PIN_NUM), not their names. PIN numbers are assigned sequentially in a given database, meaning that the same element can have different PIN numbers in different databases. So when you move elements between databases, the utilities don't rely on the PIN number to determine if the source elements that you're copying exist in the target database.
Rule	In Global Payroll a rule is an element or combination of elements used to define a business rule. For example, an earning or deduction rule or a count or rounding rule. The primary key for rule-definition tables is PIN_NUM.
Target PIN Number (target pay item name number)	The element's PIN number in the target database.
Upgrading	This process consists of copying items from a source database to a target database; comparing the copied items with items already in the target database; overlaying items in the target database or adding new items, depending on the comparison results; and deleting selected items from the target database.
Source Database	The database containing the rule or non-rule elements that you are packaging and moving into the target database.
Target Database	The database into which you are moving the packaged rule or non-rule elements from the source database.

Related Links

Why the Core Application Uses Pay Item Name (PIN) Processing

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Utility Usage Guidelines

Global Payroll provides a suite of integrated tools for implementing and maintaining the elements that define your payroll rules. You can use these utilities to view the relationships between elements, package and move elements and data between databases, and delete elements. When implementing your payroll system, you can use the utilities to move all or selected rules that you've created and tested into your production database. In an existing system, these utilities streamline the process of introducing new rules, installing system updates, and moving processing results and payroll data to other databases.

Here are some guidelines for using the utilities:

- Operations involving the utilities can have a significant impact on the system, so anyone using these tools must be very familiar with Global Payroll.
- Source and target databases must use the same PeopleTools release.
- The source and target databases used by the non-rule packager must share the same base language.
- Do not change the PIN_CODE in the Global Payroll language table (GP_PIN_LANG).

  Doing so can affect your ability to move elements.
- The utilities shouldn't be used during a pay run or while online work is being performed, but rather after business hours.
- *You can import only one package at a time.*

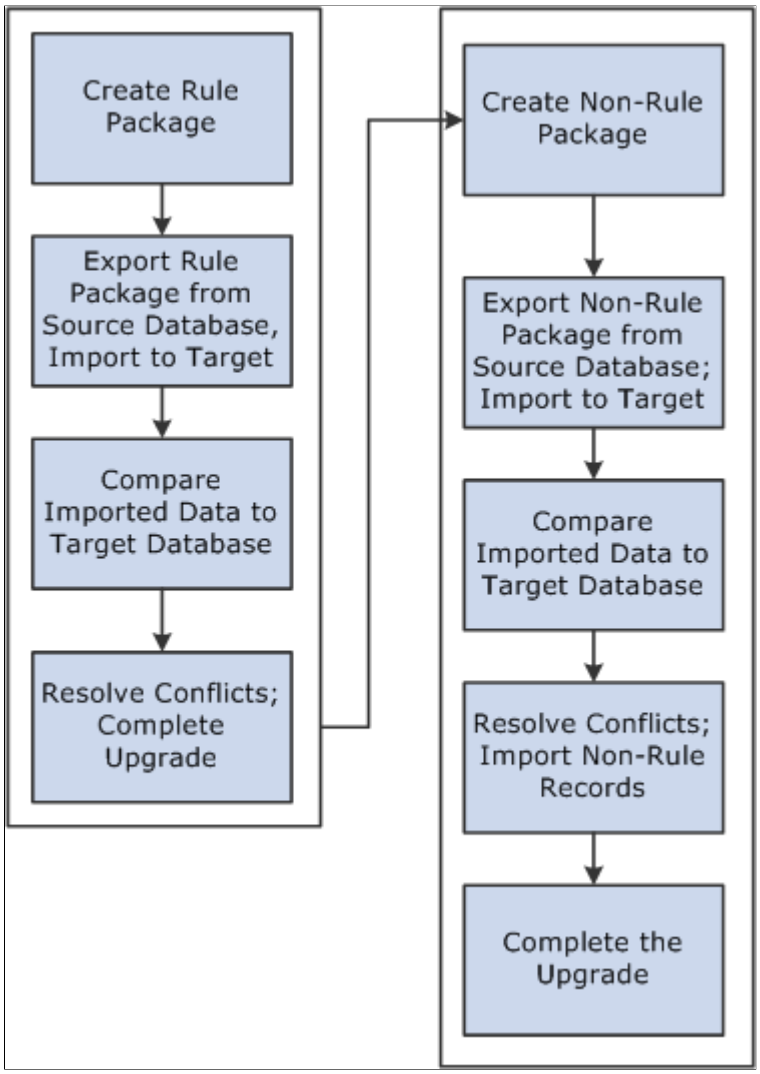
  Warning! Attempting to import more than one package at a time could result in the loss of critical data.

The Packaging and Upgrading Processes

To move rules and data between databases, you use several utilities in a specific sequence.

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This illustration shows the typical sequence for using the utilities to move rules and data between databases.



To move rules and data between databases:

1. Create and upgrade a rule package.

   A rule package contains elements that are defined in records with PIN_NUM as the primary key. You use the Create/Export Rule Package and Apply Rule Package components to package and upgrade the elements you want to move. You can select individual elements for a package by name or by attribute, or you can select elements based on their version number. You tell the system whether you want to include only the focus elements or the focus elements plus the elements the focus elements use, based on the element map.

   You can direct the system to delete or upgrade elements in the target database. A batch process creates a package of elements that you can view online.

   After creating a package, you export it from the source database and import it into the target database; the system adds 50 000 000 to the value of each PIN number in the package to avoid overwriting elements in the target database that have matching PIN numbers.

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A batch compare process follows, in which the system compares the packaged elements with those in the target database. The goal is to determine which elements are new to the target database, which match elements that exist in the database, and which need deleting according to your instructions. Elements that are new to the target database are assigned the next PIN number.

After reviewing the results of the comparison and resolving conflicts, you complete the upgrade process.

2. Create and upgrade a non-rule package.

   Non-rule packages contain data from records where PIN_NUM is *not* the primary key—plus information about related elements.

   To create a non-rule package:

   a. Define the criteria for creating the package of data to move.

   b. Export the non-rule data and element information from the source database.

   c. Import information for the elements (not the elements themselves) into the target database.

   d. Run a compare process that compares the packaged elements with those in the target database and identifies conflicts to address before importing non-rule data.

   e. Import the non-rule data and start an upgrade process that renumbers the PINs in the non-rule data records that were moved to the target database.

      For example, imagine that the absence results record (GP RSLT ABS) contains a take element with a PIN number of 1333 on the source database. The element was moved to the target database, and because it matches (based on PIN code) an element in the target database with PIN number 3453, the non-rule packager renumbers the PIN number in the absence results record.

Base and Related Languages

In the case of rule packages, the source and target database need not have the same base language. The rule packager, using Data Mover functionality, can identify the base language in the target database and use the correct language from either the base or related language table if that language existed in the source package. Additionally, the rule packager also creates a related language entry on the target database for the source database's base language. Consider the following example:

A German (DEU) target database contains the following data:

Base Data

PIN_NUM	***PIN_CODE***	***Translatable Data***	***Nontranslatable Data***
701	GP_TEMP001_DEU	Current German Text content	Current values on the target database

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You create a package from an English (ENG) source database copying PIN_CODE GP_TEMP001 for base language only. The system:

- Exports a data file containing information for PIN_CODE GP_TEMP001 from the ENG database.

  The data file contains the new PIN_NUM of 50 000 701.

- Imports the data file to the target database.

  Upon import, DataMover automatically creates a related language row with a language code of ENG.

The German target database now looks like this:

PIN_NUM	*PIN_CODE*	*Translatable Data*	*Nontranslatable Data*
701	GP_TEMP001_DEU	CONTENT	Current values on the target database
50 000 701	GP_TEMP001_DEU	SALARY	New values from the source database

Related Language Data

PIN_NUM	*PIN_CODE*	*LANGUAGE_CD*	*Translatable Data*
50 000 701	GP_TEMP001_DEU	ENG	SALARY

The system then:

- Connects 50 000 701 with 701 using the PIN_CODE.
- Copies the DEU translatable fields from 701 to 50 000 701.
- Deletes the original PIN_NUM 701.
- Renumbers the new rows with the PIN_NUM of the target database.

The result of the process is updated information on the base table and a new ENG entry on the related language table, as shown below.

Base Table

PIN_NUM	*PIN_CODE*	*Translatable Data*	*Nontranslatable Data*
701	GP_TEMP001 DEU	CONTENT	New values from the source database

Related Language Table

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PIN_NUM	*PIN_CODE*	*LANGUAGE_CD*	*Translatable Data*
701	GP_TEMP001 DEU	ENG	SALARY

Had the package been defined as both *base* and *related languages,* the swapping of languages to some extent would already have been completed by datamover during the package import (if a related language row for the language of the target database was part of the package.) This would result in overlaying translatable fields of the base row with the contents of the copied language row. If only the related language was copied with the package, the process is the same as described above, except for translatable fields of the base row of the target database, which would be updated to contain the values of the moved language row.

The Versioning Functions

You can use the versioning utilities of Global Payroll to assign a version number to elements, and then have the system package only elements with this version number. Having created a package by version, you can move it to another database. In this case, the system moves changes from element definitions or component records (for example, if you change only an earning calculation, the element definition itself is not moved).

Version-based packages only pull data from the database base language table, not from the Pay Item Names — Related Language table (GP_PIN_LANG). The only way to move related language information from GP_PIN_LANG is to use a regular rule package.

The Delete Functions

To delete rules from the target or source database, you can enter instructions for deleting elements when defining the selection criteria for a package. To preserve the integrity of your data, you can delete an element only if it's not associated with other data. That is, the element being deleted must meet all of the following conditions:

- Not used in a result table.
- Not associated with payee data.
- Not linked to a non-rule table.
- Not used by another element.
- Not created by the PeopleSoft system.

Important! PeopleSoft recommends that you place elements to be deleted in a separate package from elements that you want to move from the source to the target database.

Related Links

Define Criteria By Element Page
Define Criteria By Attribute Page

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The Process of Connecting UNIX and NT Directories

When your application runs on UNIX, exporting and importing packages involves additional considerations if you create data mover scripts on the UNIX machine and run the data mover used for importing and exporting packages via an NT Process Scheduler.

Because UNIX and NT reference directories differently, you must define a shared directory that can be accessed by both platforms. In order to do so, the same paths must be mounted on both platforms. The path name must be defined identically on both machines. For example, we have defined the following directory structure to store datamover files:

- NT system: \\xx-xxx\hcm\datamover\
- UNIX system: /xx-xxx/hcm/datamover/

When you specify the path names before creating scripts, importing packages, or exporting packages, you must always use the NT notation including the double back slash. PeopleCode automatically transcribes the path name to the appropriate platform notation when needed.

Important! You *must* add the location of your scripts to the psprcs.cfg file in the NT Process Scheduler. You should verify that the section marked *[Data Mover]* has the Input and Output paths pointed to the same drive.

Defining Element Relationships

To define element relationships, use the Define Element Relationships (GP_PIN_FLD_MAP1) component.

The Define Element Relationships utility builds an element map that shows how elements with PIN numbers are related. It defines the relationship between elements, and enables packager to determine if elements are used in non-rule data, which is important when deleting elements and packaging non-rule data.

Although the packager process rebuilds the map when you create a rule package, we recommend that you rebuild the map when you define new elements, change existing elements, or delete elements. It's also advisable to rebuild the map for the target database after completing an upgrade. This ensures that the map is current when displayed.

Pages Used to Define Element Relationships

Page Name	*Definition Name*	*Usage*
Define/Build Page	GP_PIN_FLD_MAP	Start the GP_PINMAP process, which rebuilds element maps. View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.

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Page Name	*Definition Name*	*Usage*
Validation Page	GP_PIN_FLD_MAP_ERR	Review for errors after rebuilding the element map.

Related Links

Adding Records to an Element Map

Define/Build Page

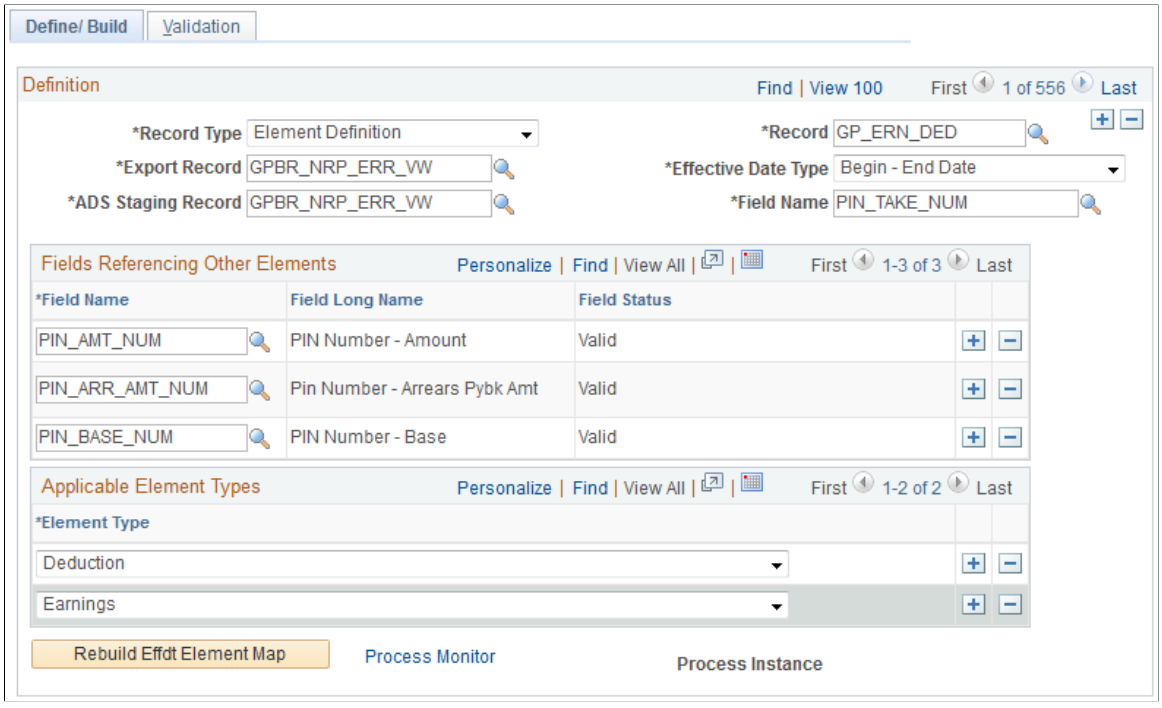
Use the Define/Build page (GP_PIN_FLD_MAP) to start the GP_PINMAP process, which rebuilds element maps.

View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Define Element Relationships > Define/Build

This example illustrates the fields and controls on the Define/Build page.



This page only lists those records that contain elements (which store PIN numbers). PIN NUM is often the key to these records, though this is not always the case.

Note: You cannot edit or delete this page if it displays information for a PeopleSoft-delivered object.

See Adding Records to an Element Map.

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Field or Control	*Description*
Record Type	Select a record type, which is the type of record that contains elements. Values are: *Element Definition:* Records of this type define elements with a primary key of PIN_NUM. Examples: GP_ERN_DED (earnings and deductions), GP_ABS_TAKE (absence takes), GP_ARRAY arrays and GP_FORMULA (formulas). **Note:** The Element Definition record type is used only by PeopleSoft. Records that contain elements but don't define elements have one of the following record types: *Set-up Definition:* These are records you define when you implement Global Payroll. Examples: GP_ELIG_GRP_MBR (eligibility group member) and GP_RUN_TYPE_DTL (run type detail). *Output Result Data:* These records contain calculation results. Examples: GP_RSLT_ACUM (accumulator results) and GP_RSLT_PIN. *Payee Data:* These records contain payee-specific data. Examples: GP_ABS_EVENT (absence events) or GP_PYE_OVRD (payee overrides).
Record	Displays the name of the record, containing one or more elements.
Export Record	Displays the name of the record that the system uses when exporting this data to another database.

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Field or Control	Description
Effective Date Type	Identifies whether the record is effective-dated. If this field is set incorrectly, the packager may fail. *Effdt* (effective date): This is the default value. Indicates that the record is effective-dated. Example: GP_BRACKET. **Note:** If you include in a package an element that has more than one effective-dated row, the system tries to match each row when comparing the source elements with the target database. If it finds a match, it replaces the row in the target database; if it doesn't find a match, it adds the row to the target database. And if a row in the target database has no match , the system leaves the row in the target database unchanged. *No Effdt* (not effective-dated): Indicates that the record doesn't have an effective date. Example: GP_ARRAY. **Note:** If you include in a package an element with no effective date, the system replaces all data for that element in the target database when you upgrade the package. *Begin − End:* Indicates that the record isn't effective-dated but contains begin and end dates. Example: GP_ACM_MBR. **Note:** If you include in a package an element with begin and end dates, the system replaces all data for that element in the target database when you upgrade the package.
Field Name	Displays the name of the field in the record that contains other PIN number elements. For a record type of *Element Definition,* the system displays the name of the key field (PIN_NUM).

Fields Referencing Other Elements

This group box displays all fields that store the PIN numbers of (member) elements that are used by the record/field combination at the top of the page.

The sample page displays information for GP_ERN_DED, the record that defines earning and deduction elements. This record can use up to 17 elements. PIN_AMT_NUM and PIN_BASE_NUM are some of the fields that store PIN numbers of member elements. For example, PIN_BASE_NUM identifies the element that returns the base amount. To resolve an earning or deduction element, the system must know the PIN numbers of elements that store the amount, base, generation control instructions, and so on.

Field or Control	Description
Field Name	Displays the name of the field that stores a member element's PIN number.

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Field or Control	*Description*
Field Long Name	Displays the long name of the field.
Field Status	Displays the field's status. Values are: *Valid:* Indicates that the field in the record existed when the element map was last rebuilt. *Invalid:* Indicates that a field has been renamed or removed from the record, or that the record no longer exists. The system flags invalid fields when you rebuild the element map.

Applicable Element Types

When the record type is *Element Definition,* this group box identifies the corresponding element types. For example, the element types that apply to GP_ERN_DED are *Earnings* and *Deductions.*

Field or Control	*Description*
Element Type	Important when packaging elements. The element type that you select when creating a package gives the system information needed to select rows from the appropriate record.
Rebuild Effdt Element Map (rebuild effective-dated element map)	Click to start the rebuild process. If the system cannot build the element map because of errors, this message appears on the page: "Effdt Element Map hasn't been built. Please check Validation page for errors." **Note:** If the rebuild process is unsuccessful, an error message also appears in the message log.

Validation Page

Use the Validation page (GP_PIN_FLD_MAP_ERR) to review for errors after rebuilding the element map.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Define Element Relationships** > **Validation**

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This example illustrates the fields and controls on the Validation page.



Review this page for errors generated by the rebuild process.

Field or Control	***Description***
Status	Displays *Invalid* if an error occurred. Usually means that a field has been renamed or removed from the record, or that the record no longer exists. If this is a PS Delivered/Maintained (PeopleSoft delivered/ maintained) record, contact PeopleSoft support. If the error involves a record that you created, check the record to make sure all the fields are still valid.
Record (Table) Name	Identifies the record that contained the invalid field.
PIN Nbr Fieldname (pay item name number field name)	Displays the name of the field that appears in the **Field Name** field at the top of the Define/Build page.
Field Name	Displays the field name that no longer exists in the record but appears on the Define/Build page.
Message	Displays an error message pertaining to the specific field.

Adding Records to an Element Map

The procedure for adding records to an element map depends on the record's main (first) key:

- If the main key is PIN_NUM, the record type is *Element Definition* (also called Rule Definition).

  Note: Rule definitions are created only by PeopleSoft.

- If the main key is not PIN_NUM, the record type is *Output Result Data, Payee Data,* or *Set Up Definition,* depending on its purpose.

This topic discusses how to add non-rules to an element map.

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Adding Non-Rules to an Element Map

This topic describes the procedure for adding non-rule definitions to an element map, where the record's main key is not PIN_NUM.

To add a non-rule to an element map:

1. Use PeopleTools to create a SQL view for the record.

   The view must have the same structure as your new record, as illustrated in the following example.

   In the Select statement, enter + *50 000 000* after each field in the record that references a PIN number.

2. On the Define/Build page, add a row for the new record.

3. Complete these fields on the Define/Build page:

   a. For **Record Type,** select *Output Result Data, Payee Data,* or *Set up Definition.*

   b. For **Record,** select your new record.

   c. For **Export Record,** select the view that you created in step 1.

   d. For **Effective Date Type,** select the appropriate value for the record.

   e. For **Field Name,** select any field in the record that references PIN_NUM.

   f. In the **Fields Referencing Other Elements** group box, list each field within your record that contains a PIN number.

      This includes the field name defined in step e. You can select only PIN_NUM.

Example

This illustration shows how your SQL statement should match the record structure.

Record Fields | Record Type

Num	Field Name	Type	Len	Format	Short Name	Long Name
1	EMPLID	Char	11	Upper	ID	EmplID
2	EMPL_RCD	Nbr	3		Empl Rcd#	Empl Rcd Nbr
3	PIN_NUM	Nbr	8		PIN Number	PIN Number
4	BGN_DT	Date	10		Begin Date	Begin Date
5	**PIN_SOVR_NUM**	Nbr	8		Supp Ovr PIN	Supp Element PIN numb
6	END_DT	Date	10		End Date	End Date
7	ENTRY_TYPE_SOVR	Char	3	Upper	Element Type	Element Entry Type
8	**SOVR_VAL_CHAR**	Char	25	Upper	Value	Character Value
9	SOVR_VAL_NUM	Sign	12.6		Value	Numeric Value
10	**SOVR_VAL_DT**	Date	10		Value	Date Value

```
SELECT EMPLID
,EMPL_RCD
,PIN_NUM + 50000000
,BGN_DT
,PIN_SOVR_NUM + 50000000
,END_DT
,ENTRY_TYPE_SOVR
```

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```
,SOVR_VAL_CHAR
,SOVR_VAL_NUM
,SOVR_VAL_DT
  FROM PS_GP_PYE_OVR_SOVR
```

Viewing Element Relationships

You can use the View Element Relationships utility to view hierarchical maps, including a map that existed as of a specific date.

Pages Used to View Element Relationships

Page Name	*Definition Name*	*Usage*
Uses Page	GP_PINTREE_EFFDT	View a map of elements that a focus element uses. The element relationship map must be built before the data is displayed.
Used By Page	GP_PINTREE_EFFDT2	View elements that use the focus element.

Uses Page

Use the Uses page (GP_PINTREE_EFFDT) to view a map of elements that a focus element uses.

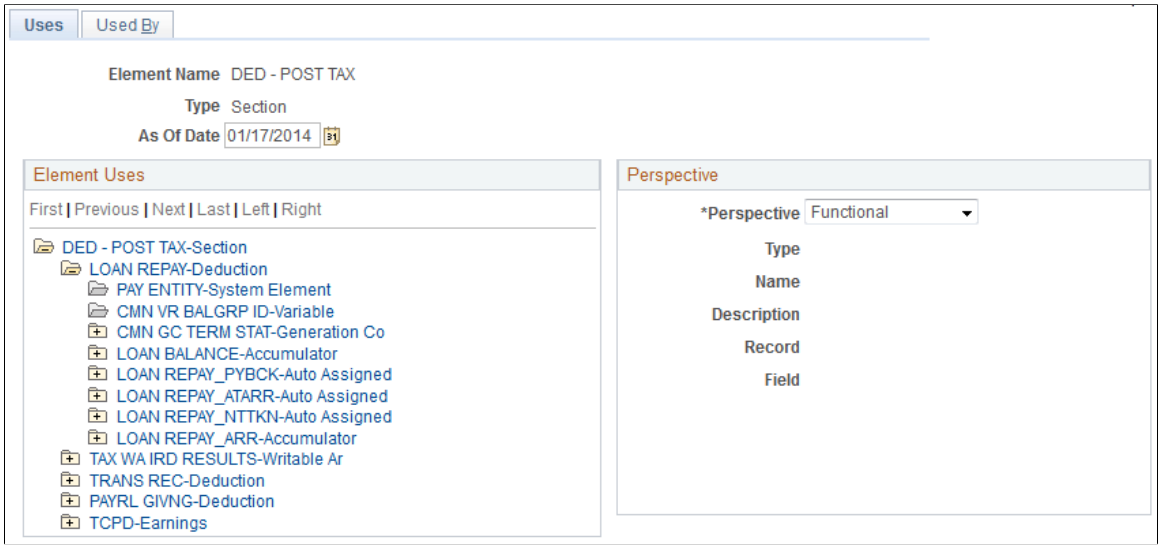
The element relationship map must be built before the data is displayed.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **View Element Relationships** > **Uses**

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This example illustrates the fields and controls on the Uses page.



Element maps include fields that contain PIN_NUM only. So, when looking at the map for an earning element, you don't see fields for frequency, currency, and other non-element information.

Field or Control	*Description*
Element Name	Displays the name of the element that you selected on the search page. This is the *focus* element.
Type	Displays the element type of the focus element.
As Of Date	To see the relationship map that was in effect on a specific date, enter the date in this field.
Element Uses	Click the element name to view its member elements. This information appears in a tree structure that expands or collapses as you click the + or − folder before an element name.

Perspective

To see additional information on a related element, click the element name in the **Element Uses** group box and select a view in the **Perspective** field.

Field or Control	*Description*
Perspective	Select the format for the data in this group box. Values are: *Functional:* Displays descriptive names of the data. *Technical:* Displays technical names for the data.

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Field or Control	*Description*
Type	*Functional:* Displays the name of the element type for the selected element. *Technical:* Displays the 2 character code of the element type for the selected element.
Name	Displays the name of the selected element. (The name is the same in the functional and technical views.)
Description	Displays the description of the selected element. (The description is the same for the functional and technical views.)
Record	*Functional:* Displays the descriptive name of the record in which the selected element resides. *Technical:* Displays the technical name of the record in which the selected element resides.
Field	*Functional:* Displays the descriptive name of the field that stores the element's value. *Technical:* Displays the technical name of the field that stores the element's value.

Used By Page

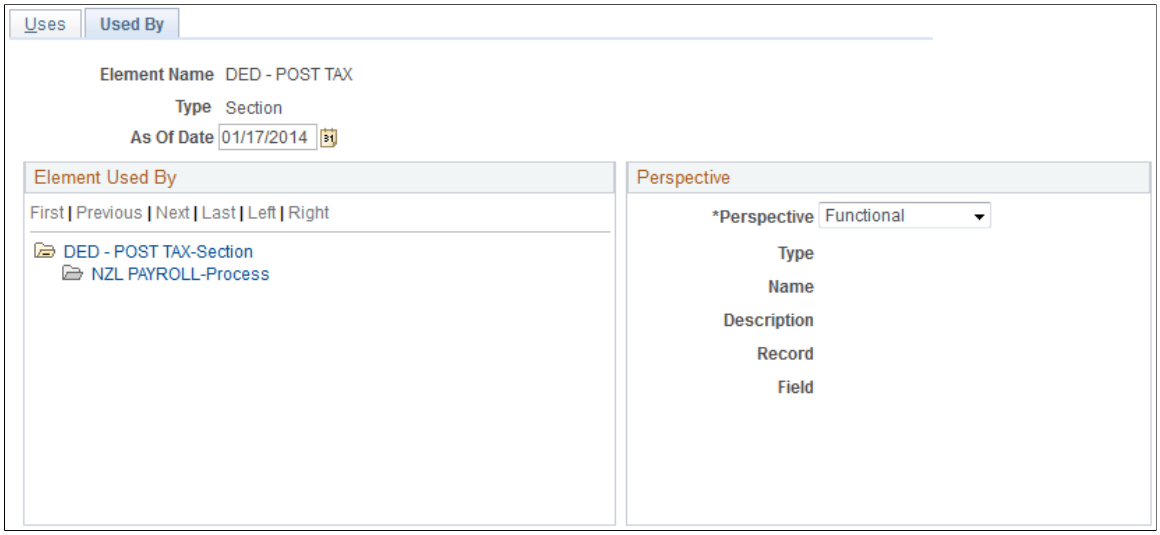
Use the Used By page (GP_PINTREE_EFFDT2) to view elements that use the focus element.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **View Element Relationships** > **Used By**

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This example illustrates the fields and controls on the Used By page.



This page resembles the Uses page but shows all elements that use the focus element.

Related Links

Uses Page

Creating and Exporting Rule Packages

Global Payroll offers a streamlined package creation process that enables you to create rule packages, create import/export scripts, and export rule packages using a single component for both standard and version based rule packages. You can run each step in this process—from package creation, to script creation, to package export—as part of a continuous sequence of steps, or run one step at a time. The Global Payroll system ensures that each step is complete before the next step begins, and displays the status of the package so that you can track your progress through the export process.

In addition, Global Payroll enables you to specify a default location on the Installation Settings page for the scripts used in the import/export process so that you do not need to enter the same basic information each time you export a package.

Pages Used to Create and Export Rule Packages

Page Name	*Definition Name*	*Usage*
Package Definition Page	GP_PKG_DFN	Name a rule package and enter a description and comments.
Define Criteria By Element Page	GP_PKGCRIT_ELM_SEC	Define selection criteria for a package by element.

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Page Name	*Definition Name*	*Usage*
Define Criteria By Attribute Page	GP_PKGCRIT_ATR_SEC	Define selection criteria for a package by attribute.
Where Clause Page	GP_PKG_CRIT2_SEC	View and modify the SQL Where clause for the selection criteria defined on the Define Criteria By Attribute page.
Define Criteria By Version Page	GP_PKGCRIT_VER_SEC	Define selection criteria for a package by version.
Package Processing Page	GP_PKG_S_RUNCTL	• Package elements meeting the selection criteria you have defined. • Generate scripts for the export and import process. • Export packages.
View Package Page	GP_PKG_VIEW	View the elements in a rule package. View the action (upgrade or delete) that the system takes when you copy the package. You can clear elements in the package.
View Version Detail Page	GP_PKG_VERDTL_SEC	View version details for a package by version.
Package Status Page	GP_PKG_DTTM_SEC	View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.
View Scripts Page	GP_PKG_SCRIPTS_SEC	View export, import, and cleanup scripts.

Understanding How to Create and Export Rule Packages

To create and export a rule package:

Note: Rule packages can only include elements defined in records having PIN_NUM as the key.

1. Define criteria for selecting the elements in a rule package.

   You can define different kinds of selection criteria:

   - Use the Define Criteria By Element page of the Create/Export Rule Package (GP_PKG_CREXP) component to select elements for a package by name.
   - Use the Define Criteria By Attribute page of the Create/Export Rule Package component to select elements by attribute (element type, owner, used by, class, category, country).

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You can modify the SQL code that the system uses to select elements when you define criteria by attribute.

- Use the Define Criteria By Version page of this component to select elements for a package based on their version number.

You can specify criteria by element *and* by attribute for the same package. If you do this, the system selects all elements that meet the criteria specified on the Define Criteria By Element page *or* the Define Criteria By Attribute page.

You cannot define criteria by version for a package together with criteria by element and/or by attribute. Version criteria are exclusive of other selection criteria.

2. Run the create package process to package the elements meeting the selection criteria.

   Do this on the Package Processing page of the Create/Export Rule Package component.

3. View the package and clear any elements that you do not want to move to the target database.

   Do this on the View Package page of the Create/Export Rule Package component

4. Run the create scripts process.

   Do this on the Package Processing page.

   Note: The system generates three scripts for the export and import process: xxx_exp.dms (export script), xxx_imp.dms (import script), and gp_cleanup.dms (cleanup script), where xxx represents the name of the rule package.

5. Review the scripts created in step 4 (above).

   Do this on the View Scripts page of the Create/Export Rule Package component.

6. Run the export package process.

   Do this on the Package Processing page.

   You must export the package before you can import it into the target database.

Note: This topic represents the create rule package, create import/export scripts, and export rule package steps as separate, discrete processes; however, you can also run these steps as part of a single continuous process.

Warning! If you add or change an element after creating a package, you must recreate the package to include your changes.

Package Definition Page

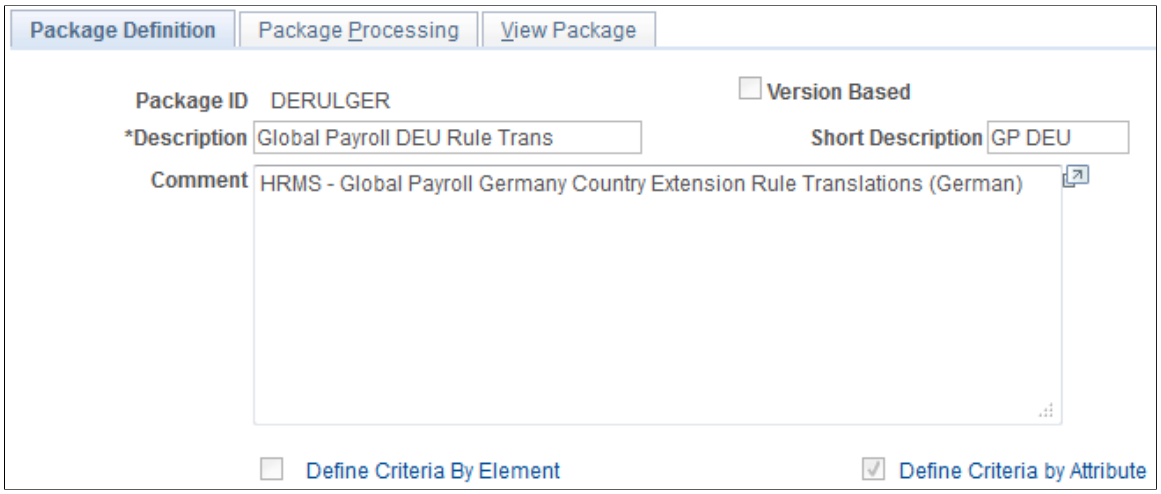
Use the Package Definition page (GP_PKG_DFN) to name a rule package and enter a description and comments.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Create/Export Rule Package

This example illustrates the fields and controls on the Package Definition page.



Field or Control	*Description*
Description and **Comment**	Enter a description of the package and comments.
Version Based and **Define Criteria By Version**	Select the **Version Based** check box to define a package using version criteria. By default, this check box is deselected. When you select this check box, the **Define Criteria By Version** link appears and the Define Criteria By Element and Define Criteria By Attribute Links disappear. Click the **Define Criteria By Version** link to access the Define Criteria By Version page, where you can specify the version of the elements that you want to include in the rule package.
Define Criteria By Element	Click the link to access the Define Criteria By Element page, where you can select elements to include in the package by name. **Note:** When you specify the elements to include in the package on the Define Criteria By Element page and click OK, the check box in front of this link is automatically selected.

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Field or Control	*Description*
Define Criteria by Attribute	Click the link to access the Define Criteria By Attribute page, where you can select elements to include in the package based on attributes of the elements. **Note:** When you define element attributes on the Define Criteria By Attribute page and click OK, the check box in front of this link is automatically selected **Note:** You cannot define version based criteria for a package together with element or attribute criteria, as these package types are mutually exclusive. The system provides the following controls to prevent this from occurring: After you define and save version criteria for a package, you cannot access the Define Criteria By Element or Define Criteria By Attribute pages to add element and attribute criteria. In addition, if you try to combine package types before saving your work—for example, you define a version based rule package and then try to define additional criteria by element or by attribute—all of the version criteria you have already entered will be deleted at save time and you will receive a warning message.

Note: After you import a package, the **Define Criteria By Element, Define Criteria By Attribute,** and **Define Criteria By Version** links are disabled and you can no longer modify the selection criteria.

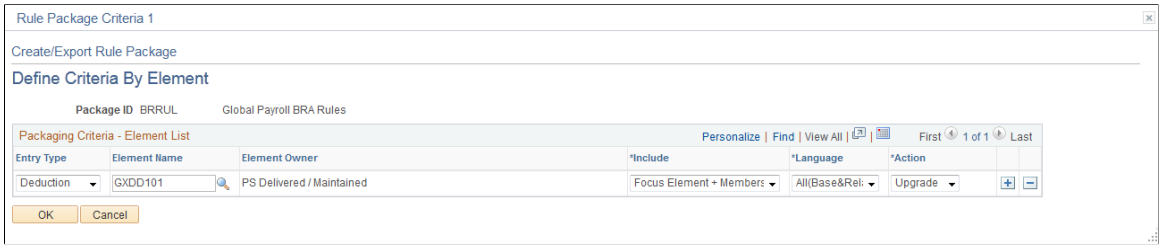
Define Criteria By Element Page

Use the Define Criteria By Element page (GP_PKGCRIT_ELM_SEC) to define selection criteria for a package by element.

Navigation:

Click **Define Criteria By Element** link on the Package Definition page.

This example illustrates the fields and controls on the Define Criteria By Element.



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Packaging Criteria - Element List

Field or Control	*Description*
Entry Type	Select the entry type for the element to include in the package. This determines which elements you can select in the **Element Name** field.
Element Name	In this required field, select the name of the element to include in the package. This element is referred to as the *focus* element.
Element Owner	Identifies who created the element that you selected in the **Element Name** field and who's responsible for maintaining it. Valid values are *Customer, Modified, PS Mnt* (PeopleSoft Maintained), *PS NonMnt,* and *PS Secure.*
Include	Select the elements to include in the package. Valid values are: *Focus Element + Members:* The system includes focus elements (the elements in the **Element Name** field) as well as any member elements used by the focus elements (as depicted on the Uses page). *Focus Element Only* (default): The system includes focus elements as well as any auto generated components and accumulators. First level elements are selected as information only elements. ***Warning!*** Select *Focus Element Only* only if you know that the target database contains all of the member elements. If it doesn't, the system reports an error during the compare process. **Note:** The system always includes information for the member elements in the package—even when you select *Focus Element Only.* Although the member elements aren't copied to the target database, the system uses the information to perform the compare process described later in this topic.

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Field or Control	*Description*
Language	Specify whether to copy base and related language data to the target database. All fields on GP_PIN that are translatable have associated related language data. Related language data is stored on the related-language table for GP_PIN, GP_PIN_LANG. Valid values are: • *All(Base&Related):* Add all language information to the package. • *Base:* Select to get only the base language data. • *Related:* Copy all language data related to the element but not the base language for the element itself.
Action	Select the action the system should take with this element when upgrading the target database. Values are: *Upgrade* (default): Adds the element to the target database or updates a matching element that's in the target database. *Delete:* Deletes the element from the target database. (One database can be used as both the source and target database.) You cannot delete elements that meet any of the following conditions: • Used in a results table. • Associated with payee data. • Linked to a non-rule table. • Used by another element. • Delivered by the PeopleSoft system. **Note:** You can delete the related language or all language information but not the base language alone. If you are deleting both a parent and a child element, you must still unhook the child from the parent. ***Warning!*** PeopleSoft strongly recommends that you place deletes in a separate package from all other elements.

Related Links

Base and Related Languages

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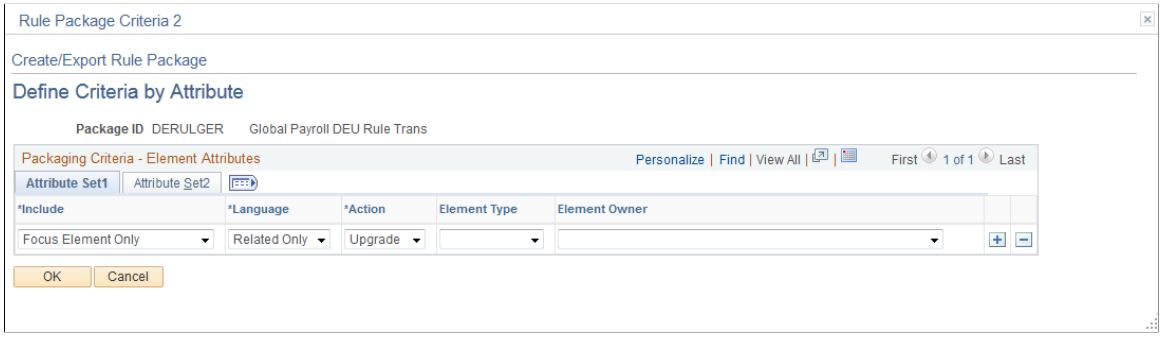
Define Criteria By Attribute Page

Use the Define Criteria By Attribute page (GP_PKGCRIT_ATR_SEC) to define selection criteria for a package by attribute.

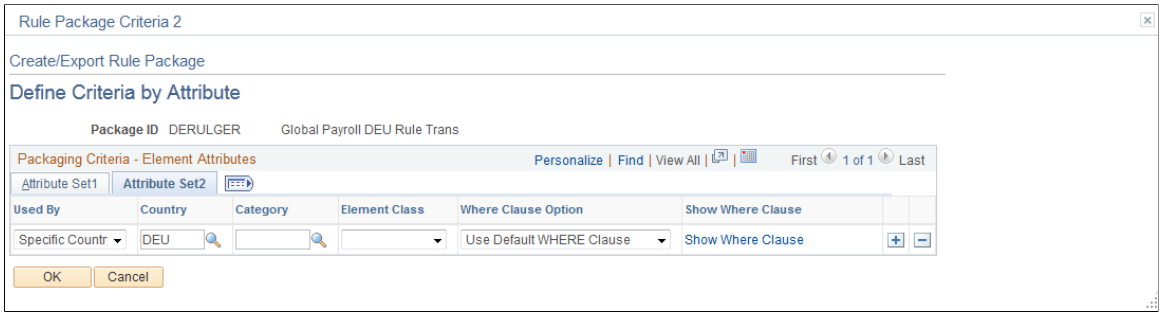
Navigation:

Click **Define Criteria By Attribute** link on the Package Definition page.

This example illustrates the fields and controls on the Define Criteria by Attribute page - Attribute Set1 tab.



This example illustrates the fields and controls on the Define Criteria by Attribute page - Attribute Set2 tab.



Attribute Set1

Select the Attribute Set1 tab.

Field or Control	*Description*
Include	Specify whether the package includes only focus elements (which meet the selection criteria on the Attribute Set1 tab) or also includes elements that are used by the focus elements. Values are *Focus Element + Members* and *Focus Element Only.* *Focus Element + Members:* The system includes focus elements (in the **Element Name** field) as well as any member elements used by the focus elements (as depicted on the Element Relationship Uses page). *Focus Element Only* (default): The system includes focus elements as well as any auto generated components and accumulators. First level elements are selected as information only elements. Information only elements are used by the focus element and its immediate children (if this information has not been previously selected). ***Warning!*** Select *Focus Element Only* only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the compare process. **Note:** The system always includes information for the member elements in the package—even when you select *Focus Element Only.* Although the member elements aren't copied to the target database, the system uses the information to perform the compare process described later in this topic.
Language	Specify whether to copy base and related language data for GP_PIN fields to the target database. All fields on GP_PIN that are translatable have related language data. This data is stored in the related-language table for GP_PIN, GP_PIN_LANG. Valid values are: • *All:* Add all language information to the package. • *Base:* Select to get only the base language data. • *Related:* Copy all language data related to the element but not for the base element itself.

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Field or Control	*Description*
Action	Select the action the system should take with this element when upgrading the target database. Values are: *Upgrade* (default): Adds the element to the target database or updates a matching element that's in the target database. *Delete:* Deletes the element information from the target You cannot delete elements that meet any of the following conditions: • Used in a results table. • Associated with payee data. • Linked to a non-rule table. • Used by another element. • Delivered by the PeopleSoft system. **Note:** You can delete the related language or all language information but not the base language alone. If you are deleting both a parent and a child element, you must still unhook the child from the parent. ***Warning!*** PeopleSoft strongly recommends that you place deletes in a separate package from all other elements.
Element Type	Select the element type.
Element Owner	Select the element owner. Valid values are: *Customer, Modified, PS Mnt, PS Non-Mnt,* and *PS Secure.*

Attribute Set2

Select the Attribute Set2 tab.

Field or Control	*Description*
Used By	Select where elements are used. Valid values are *All Countries* (default) and *Specific Country.* If you select *Specific Country,* you must select the country in the **Country** field.
Country	Select the country's three-digit country code if you selected *Specific Country* in the **Used By** field.

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Field or Control	*Description*
Category	To select only elements assigned to a particular category, select the category. (You assign a category to an element on the Element Name page.)
Element Class	Select the element class to package. (You assign an element class to an element on the Element Name page.) Valid values are: *Customary, Not Classified, Sample Data, Statutory,* and *System Data.*
Where Clause Option	The system converts the criteria entered on the Define Criteria by Attribute page into SQL in order to select elements for the package. Values are: *Use Default WHERE Clause:* Tells the system to use the default Where clause. If the where clause has been changed and *Use Default WHERE Clause* is selected again, the page discards any SQL code modifications you have made and reverts to the Where clause based on the criteria you specified. *Change WHERE Clause:* Makes all other fields on the page unavailable and puts the SQL code on the Where Clause page in edit mode.
Show Where Clause	Displays the Where Clause page, where you can view and alter the SQL code containing your selection criteria.

Related Links

Define Criteria By Element Page
Understanding Security
Base and Related Languages

Where Clause Page

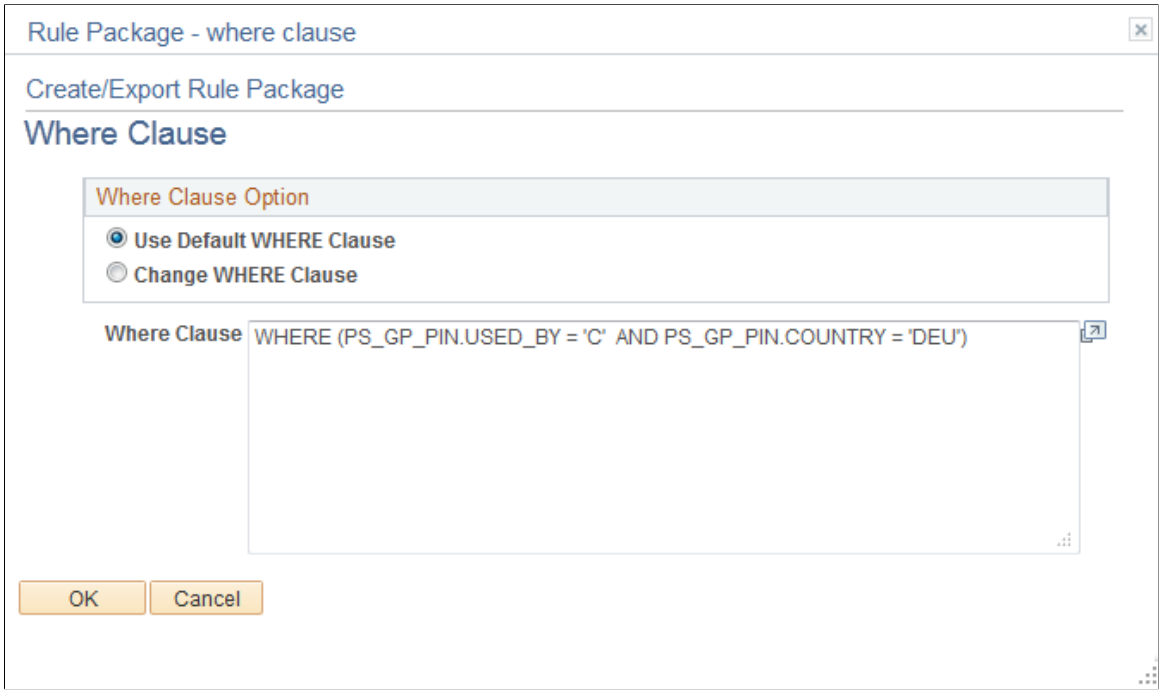
Use the Where Clause page (GP_PKG_CRIT2_SEC) to view and modify the SQL Where clause for the selection criteria defined on the Define Criteria By Attribute page.

Navigation:

Click the **Show Where Clause** link on the Define Criteria By Attribute page.

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This example illustrates the fields and controls on the Where Clause.



Field or Control	***Description***
Where Clause Option	Select *Use Default WHERE Clause* to use the default clause or revert to it after editing the SQL code. Any edits you make to the Where clause will be lost when you select *Use Default WHERE Clause.* Select *Change WHERE Clause* to make the code on the lower part of the page available for editing.
Where Clause	If you select *Use Default WHERE Clause* as the **Where Clause Option,** the system displays the Where clause of the SQL statement that it created based on the selection criteria defined on the Define Criteria by Attribute page. The Where clause is not editable. If you select *Change Where Clause,* you can edit the SQL Where clause. The following rules apply: • Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.) • Add the prefix PS_GP_PIN to field names that you enter. Example: PS_GP_PIN.RECALC_IND. **Note:** When you Click OK and save, the system checks for the use of PIN_NUM, and looks for SQL syntax errors.

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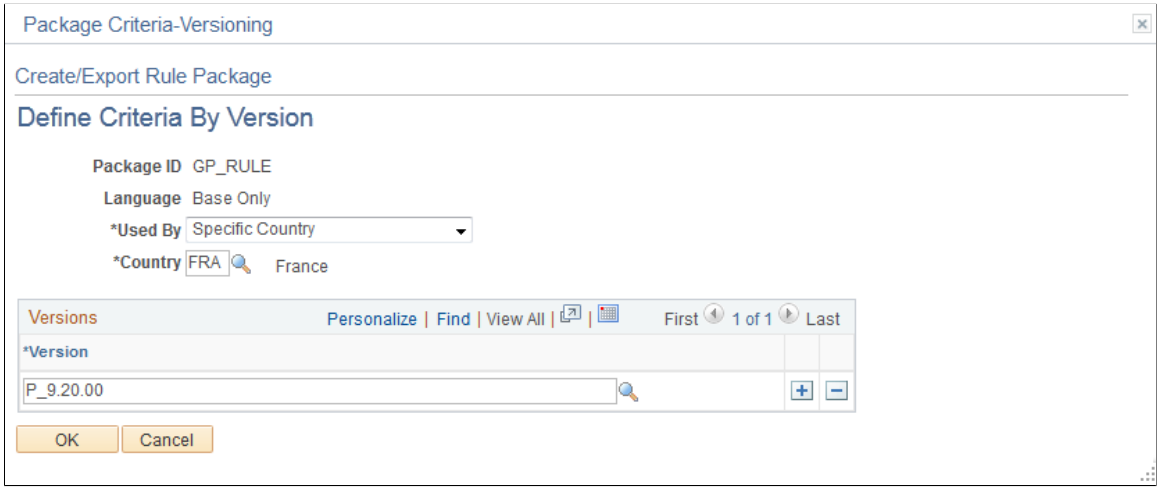
Define Criteria By Version Page

Use the Define Criteria By Version page (GP_PKGCRIT_VER_SEC) to define selection criteria for a package by version.

Navigation:

Select the **Version Based** check box on the Package Definition page and click the **Define Criteria By Version** link.

This example illustrates the fields and controls on the Define Criteria By Version page.



Field or Control	***Description***
Used By	Select *All Countries* or *Specific Country* depending on whether you are defining version criteria for all countries or a single country.
Specific Country	If you select *Specific Country* in the **Used By** field, specify the country.
Version	Select the version of elements to include in the package. You can select multiple versions if they are for the same country.

Package Processing Page

Use the Package Processing page (GP_PKG_S_RUNCTL) to .

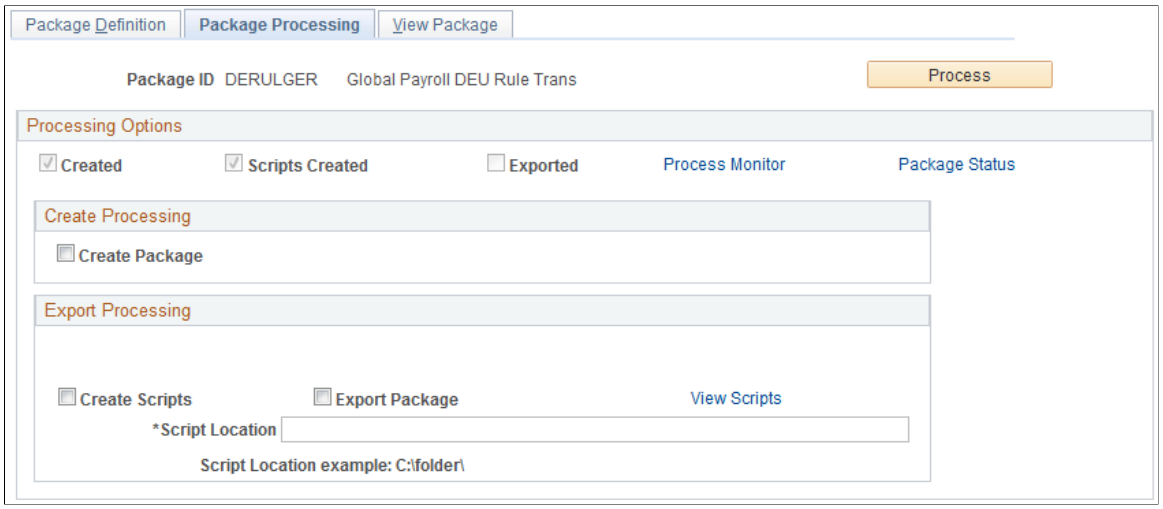
- Package elements meeting the selection criteria you have defined.
- Generate scripts for the export and import process.
- Export packages.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Create/Export Rule Package > Package Processing

This example illustrates the fields and controls on the Package Processing.



After defining selection criteria for a package, use the Package Processing page to:

- Create packages based on the selection criteria you have defined.
- Create scripts to use in the export and import process.
- Export packages to the target database.
- Track the status of a package.

During the export process, the system automatically adds 50, 000, 000 to the value of the PIN number assigned to each element so that it can distinguish the imported elements from elements that exist in the target database.

Processing Options

The check boxes under **Processing Options** display the status of the creation and export process. Status values are:

- *Created*: If this check box is selected, the package has been created.
- *Scripts Created*: If this check box is selected, scripts have been created for the package.
- *Exported*: If this check box is selected, the package has been exported to the target database.

Field or Control	*Description*
Package Status	Click to access the Package Status page, where you can view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

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Create Processing

Field or Control	*Description*
Create Package	Select **Create Package** to have the program create the package based on the criteria, attributes, or version you have defined.

Export Processing

Field or Control	*Description*
Create Scripts	Select **Create Scripts** to have the system to generate three scripts for the export and import process: xxx_exp.dms (export script), xxx_imp.dms (import script), and gp_cleanup.dms (cleanup script), where xxx represents the name of the rule package. This check box becomes available under the following conditions: • You select the Create Package check box. • The package has already been created. **Note:** You must specify a path to the script location to generate a script. **Note:** You can select **Create Package** and **Create Scripts** at the same time, and the system will generate the package and then create the export and import scripts. However, you cannot select **Create Scripts** before you generate the package.

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Field or Control	*Description*
Script Location	Specify the path to the location where you want the scripts to be created. This field becomes available when you: • Select the Create Scripts check box. • Select the Export Package check box. • Have created the scripts for a package. The location of the scripts and data files must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
View Scripts	Click to access the View Scripts page, where you can review export and import scripts.

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Field or Control	*Description*
Export Package	Select **Export Package** to have the system export the package during processing. This field becomes available when you: • Select the Create Package and Create Scripts check boxes. • Have created a package and then select the Create Scripts check box. • Have created the package and the scripts. After exporting the package from the source database, you can import it into the target database using the Apply Rule Package (GP_PKG_APPLY) component. **Note:** During the export process, the system automatically adds 50 000 000 to the value of the PIN number assigned to each element so that it can distinguish the imported elements from elements that exist in the target database.

Process

Click the **Process** button to call and run the processes denoted by the check boxes you have selected: **Create Package, Create Scripts,** and **Export Package.** Note that you can select all three check boxes at the same time and run these processes as a single, continuous sequence, or run one process at a time. However, the processes must run in the order of create package first, then create scripts, then export package.

Note: When you click the Process button the Process Monitor page appears, so that you can monitor the process. Wait until the program finishes before opening a page associated with the package.

View Package Page

Use the View Package page (GP_PKG_VIEW) to view the elements in a rule package.

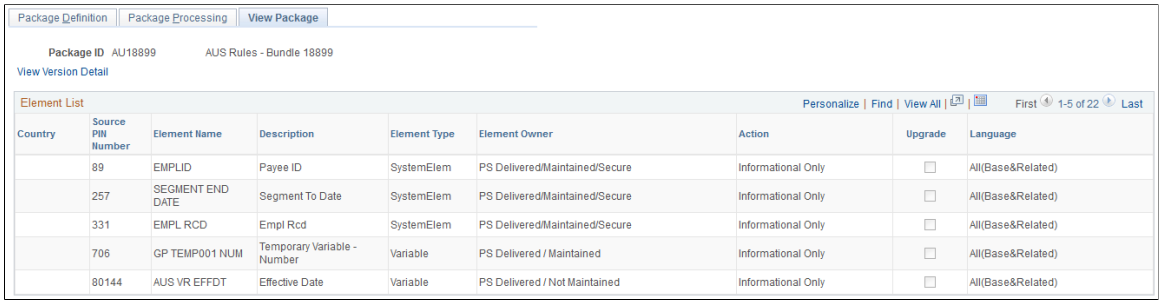
View the action (upgrade or delete) that the system takes when you copy the package. You can clear elements in the package.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Create/Export Rule Package** > **View Package**

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This example illustrates the fields and controls on the View Package page.



After creating a package, you can view the elements in the package and individually select any elements that you do not want to export to the target database.

Field or Control	***Description***
Action	Displays the action applicable to the element in your package. Values are: *Upgrade, Delete,* and *Info Only.* When deleting items, the source database and target database can be the same.
Upgrade	This check box is selected by default to include the element in the package for export. deselect it to exclude the element from the export.
View Version Detail	If the elements displayed on the View Package page are packaged by version, the View Version Detail link appears. Click this link to access the View Version Detail page, where you can view each element's version number and the database records (tables) containing the element definitions.

View Version Detail Page

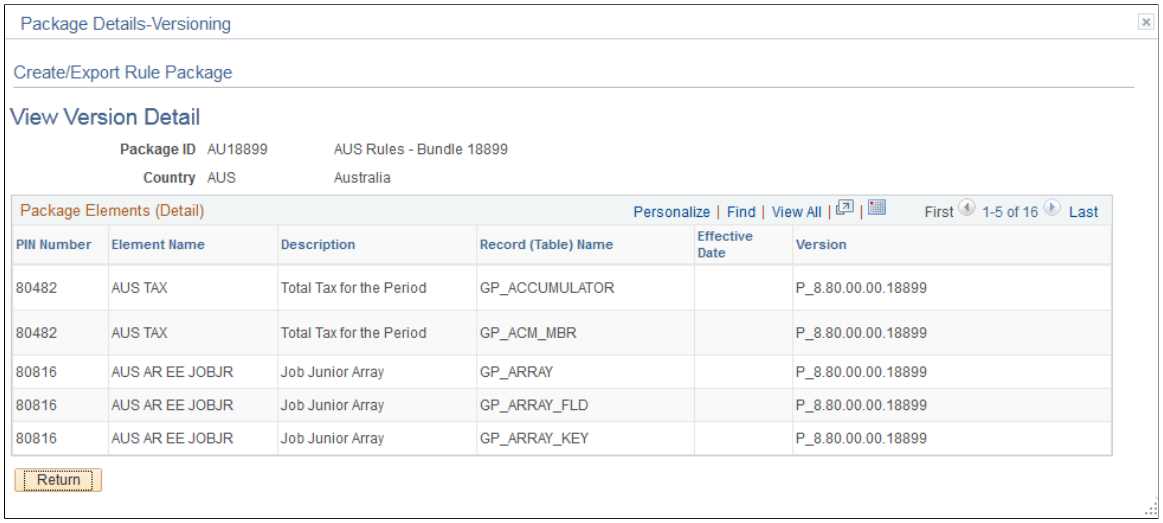
Use the View Version Detail page (GP_PKG_VERDTL_SEC) to view version details for a package by version.

Navigation:

Click the **View Version Detail** link on the View Package page for a package by version.

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This example illustrates the fields and controls on the View Version Detail page.



For elements packaged by version, access the View Version Detail page to view each element's version number and the database records (tables) containing the element definitions.

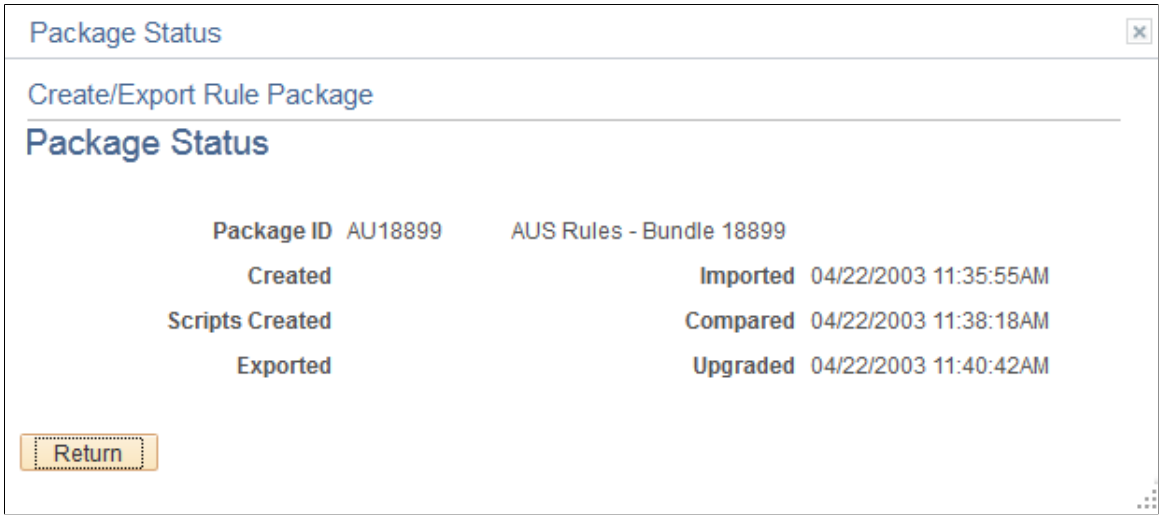
Package Status Page

Use the Package Status page (GP_PKG_DTTM_SEC) to view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

Navigation:

Click the **Package Status** link on the Package Processing page.

This example illustrates the fields and controls on the Package Status page.



View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

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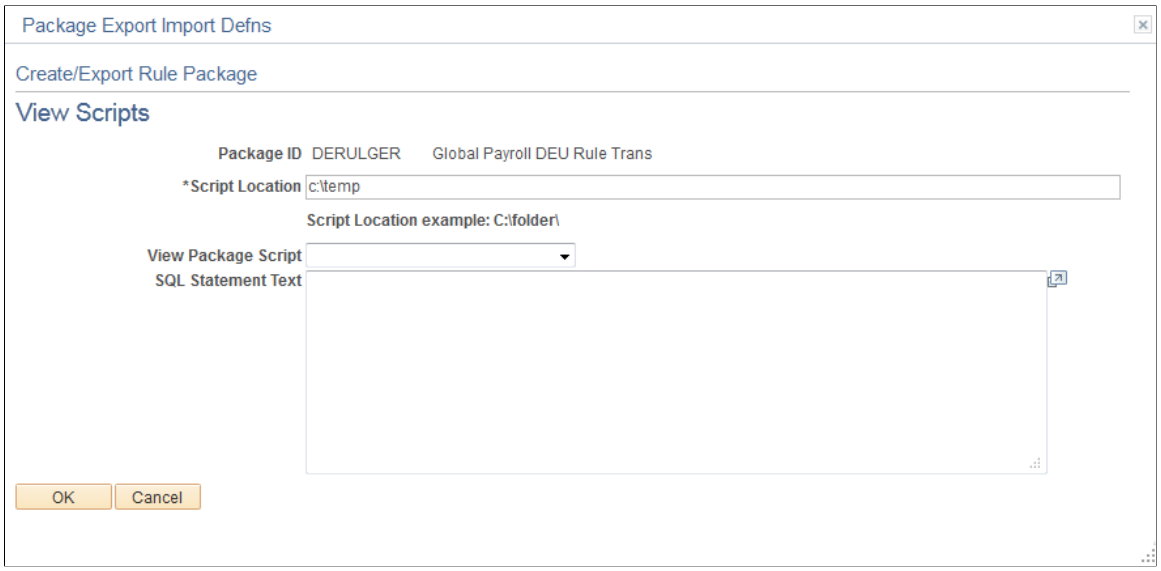
View Scripts Page

Use the View Scripts page (GP_PKG_SCRIPTS_SEC) to view export, import, and cleanup scripts.

Navigation:

Click the **View Scripts** link on the Package Processing page.

This example illustrates the fields and controls on the View Scripts page.



Field or Control	*Description*
Script Location	Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
View Package Script	Select the type of script that you want to view: export, import, or cleanup. The DataMover script appears.

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Importing, Comparing, and Upgrading Rule Packages

Global Payroll offers a streamlined package import and compare process that enables you to run the import, compare, and upgrade process using a single component for both standard and version based rule packages. You can run each step in this process—from package import, to comparison, to upgrade—as part of a continuous sequence of steps, or run one step at a time. The Global Payroll system ensures that each step is complete before the next one begins, and displays the status of the package so that you know exactly where you are in the process.

In addition, Global Payroll enables you to specify default packager-related options on the Installation Settings page so that you do not need to enter the same basic information each time you run the import, compare, and upgrade process. Use the Installation Settings page to:

- Specify a default location for the scripts used in the import process.
- Specify compare report print options for standard and version based rule packages to control the type of information that appears in the compare report.
- Specify the conditions under which an upgrade is permitted—that is, you can elect to proceed with upgrades despite errors and warnings in the compare process, or choose not to allow upgrades containing errors or warnings.

See Installation Settings Page.

Pages Used to Import, Compare, and Upgrade Rule Packages

Page Name	*Definition Name*	*Usage*
Package Definition Page	GP_PKG_DFN	View the description and package ID of a rule package.
Package Processing Page	GP_PKG_T_RUNCTL	• Import rule packages into the target database. • Run the compare process and generate the compare report. • Run the upgrade process.
Package Elements Page	GP_PKG_ELEM_UPG	View the results of the compare processes and clear elements from the upgrade process.
Package Compare Audit Page	GP_PKG_CMP_AUDIT	Review for errors that occur during the compare process. Before continuing with the upgrade process, correct the errors and rerun the compare process.

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Page Name	*Definition Name*	*Usage*
Package Status Page	GP_PKG_DTTM_SEC	View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.
View Scripts Page	GP_PKG_SCRIPTS_SEC	View export, import, and cleanup scripts.

Understanding Rule Package Imports, Comparisons, and Upgrades

After running the export process, use the Apply Rule Package (GP_PKG_APPLY) component to import the package into to the target database, compare the rules in the source database to those in the target database, and upgrade the rule package.

To import, compare, and upgrade a rule package:

1. Run the import process on the Package Processing page of the Apply Rule Package component.
2. Compare the packaged elements with the elements in the target database by running the compare process and generating the compare report on the Package Processing page of the Apply Rule Package component. Generating the compare report is optional.

   The system determines which elements are new to the target database, which update existing elements in the target database, and which need deleting from the target database.
3. Review the compare report and the results displayed on the Package Elements and Package Compare Audit pages of the Apply Rule Package component to determine the results of the compare process.

   On the Package Elements page you can exclude elements from the upgrade process.
4. Resolve warnings and errors that are identified in the compare report, on the Package Elements page, and on the Package Compare Audit page during the compare process.

   Warnings and errors can occur for several reasons. For example, the source element could use other elements that don't exist in the target database and are not included in your package or an element that you want to delete could be used in a results table. The corrective action depends on the type of error and warning.
5. Rerun the compare process on the Package Processing page after correcting errors or excluding elements from the package.
6. Run the upgrade process after deciding whether to proceed with errors and/or warnings.

   Do this on the Package Processing page.

   During the upgrade process the system:

   - Updates the imported elements with the correct PIN number if they already exist in the database.
   - Assigns new numbers to the new elements.

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- Deletes rows according to the option chosen in the package.

You can run this process only once.

Note: This topic presents the package import, comparison, and upgrade steps as separate, discrete processes; however, you can run these steps as part of a single continuous process.

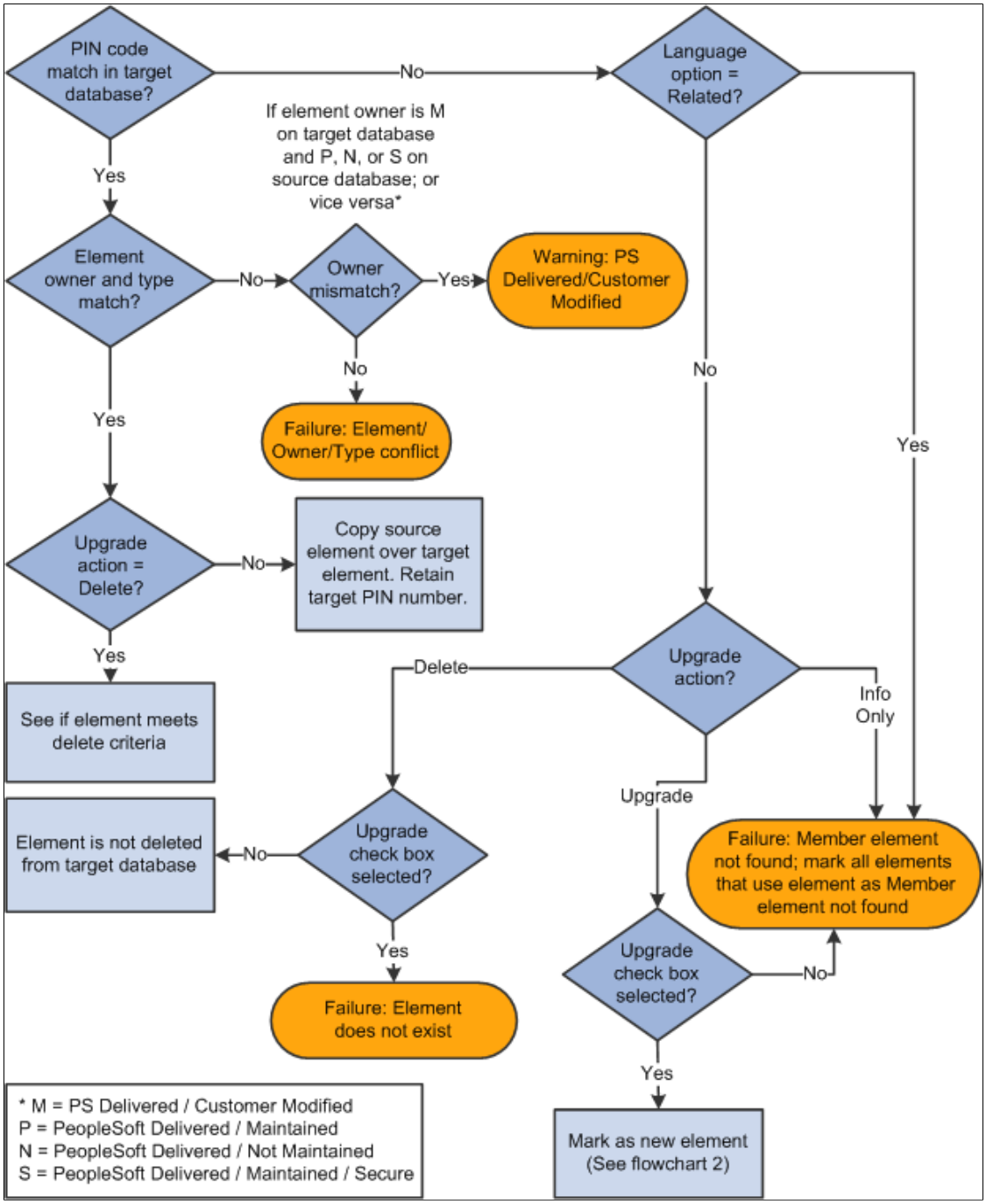
Note: Before moving rule and non-rule packages, it is recommended that you back up the target database.

What Happens During the Compare Process

For each exported element, the system looks for an element in the target database with the same PIN code, element type, and element owner.

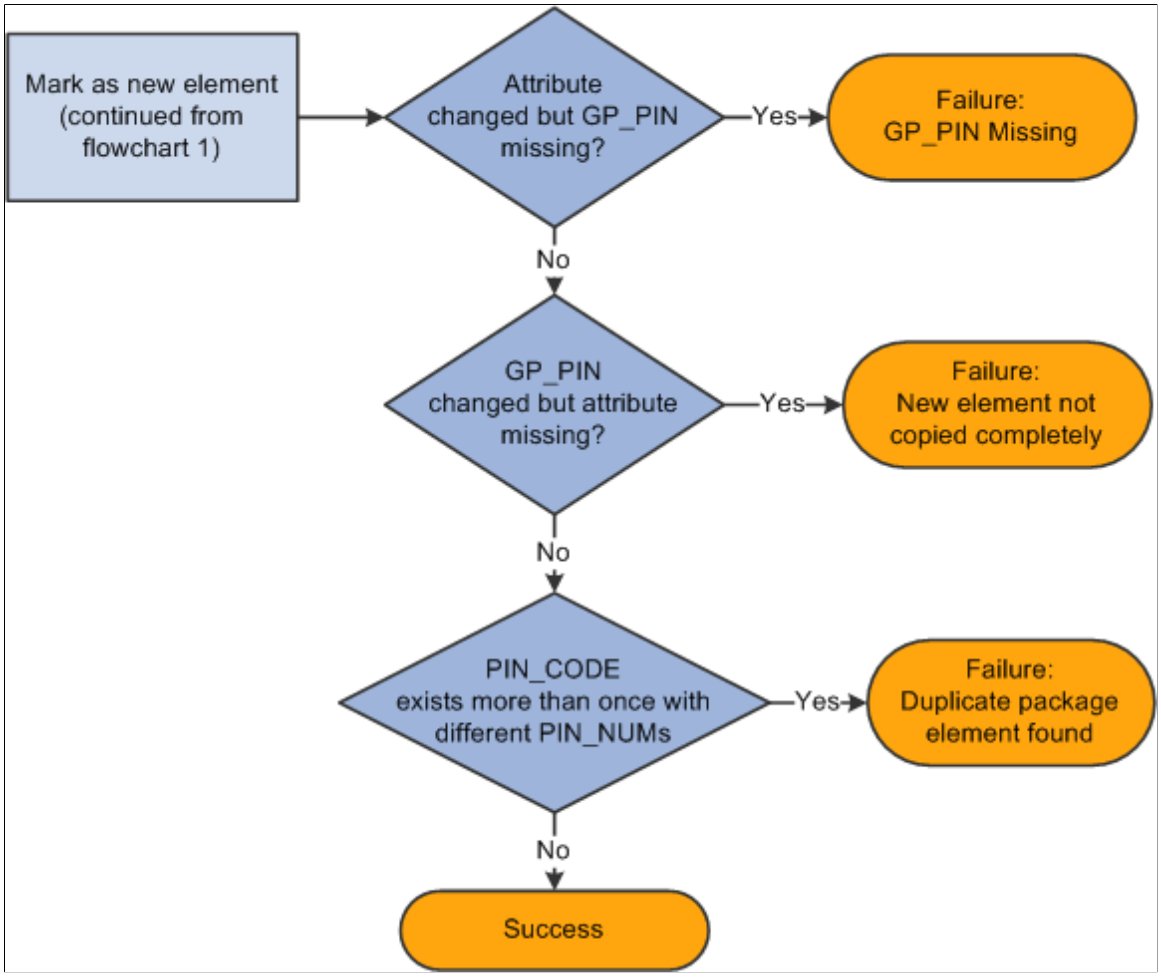
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This flowchart shows the logic that the system uses to perform the comparison and generate the resulting warning or error messages (flowchart 1).



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This flowchart shows the logic that the system uses to perform the comparison and generate the resulting warning or error messages (flowchart 2).



Warning! Upgrades override elements in the target database with the information that has been sent over from the source.

Important! When you upgrade an existing element, the system updates the matching element in the target database, but it does not delete member data unless there is new member data to replace it. For example, if you delete the last row of an existing formula in the source database and then export and apply a package to the target database, the child rows remain unchanged in the target database. Likewise, if you remove all child elements from the Generate Positive Input Member List for an absence take in the source database, the system does not remove the child elements from the same absence take in the target database.

Related Links

The Delete Functions

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Running the Compare Report

You can generate a compare report while performing the compare process. The compare report enables you to see what elements the Rule Package will change on a field-by-field basis. Use this information to decide whether to upgrade a specific element.

The compare report creates a report displaying the affected elements and what the differences are between the elements in the Rule Package and the elements in the target database. The compare report can only be run at the same time as the compare process.

Note: We provide a sample compare report in the sample reports PDF file delivered with this product documentation.

Compare Report Summary Page

The summary page is the first page of the compare report. It includes the following information:

- Type of rule package (regular or version based).
- Version of the elements included in the rule package if the package is version based.
- The names of the source and target databases.
- The date and time that the import and compare processes were run.
- The countries with elements included in the package.
- The total number of elements in each of the categories listed below, depending on the Compare Report Print Options selected on the Package Processing page:
    - Elements with errors/warnings.
    - Modified elements.
    - New elements.
    - Deleted elements.
    - Unchanged elements.

Note: These totals are for all of the elements in a package except those that are for information only, and are not separated by country. The exception to this rule is that the total for errors/warnings includes informational elements.

Compare Report Body

The body of the compare report consists of four columns. The columns and contents are described in the following table:

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Column	*Contents*
Element	• PIN code. • PIN type. • Upgrade action (either Upgrade, Delete, or Informational Only). • Upgrade (either Yes or No). • Compare status. • Error or Warning (if applicable). **Note:** Upgrade action, upgrade, compare status, and error or warning messages appear only on the Elements With Error/ Warning Messages page of the report.
Record.Field	Record and field name for the values contained in the Source Database and Target Database columns.
Source Database	Data values that are moving from the source to the target database as part of the Rule Package for the applicable record or field name.
Target Database	Data values that are currently in the target database for the applicable record or field name.

Note: Elements in the compare report are displayed based on the alphabetical order of their country codes. For example, elements for *CHE* (Switzerland) appear before elements for *DEU* (Germany). The country code *All* (Across All Countries) appears if there is an element in the package that is defined for *All* countries or that is in error/warning status.

Elements Displayed in the Compare Report

The compare report is made up of different topics containing detailed information about different categories of elements:

- Elements with Errors or Warnings — All elements that have an error or warning message appear in this first section with basic information about the element (if it is available). All errors and warnings should be looked into and resolved before continuing the upgrade process.
- Modified Elements — This section is for modified elements and displays the rows (records and fields) that will be changed in an upgrade. If a new row of data is being added, it also appears in this section.

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Important! The element definition tables for array, bracket, formula, fictitious calculation, and historical rule elements include a sequence number field. This field is not always displayed online and has a purely technical function; however, you may see these elements appearing in the compare report as *modified* due only to changes in their sequence number. This is expected, as the report provides a field-by-field comparison. If the report lists these elements as modified, you should determine whether fields and information other than sequence number have changed (as this is what is critical from a functional perspective). If only the sequence number has changed, there will be no functional impact from an upgrade to these elements.

Important! Rate Code elements are keyed by both PIN Number (PIN_NUM) and HR Compensation Rate Code (COMP_RATECD). As a result, if the HR Rate Code is changed in an element definition, you will see this displayed in the modified elements section of the compare report as a new row (with 2 key fields appearing) and a deleted row (with 2 key fields appearing).

- New Elements — This section is for new elements in the rule package (elements that are not in the target database), and displays the following fields from GP_PIN: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS.
- Deleted Elements — This section is for deleted elements, and displays the following fields from GP_PIN: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS.
- Elements with no changes — Only pin code and element name are displayed in this section.

Note: These report sections are displayed country by country in alphabetical order of the country codes. For example, report sections for CHE (Switzerland) appear before those for DEU (Germany). If you request a report section and there are no elements belonging to that category, the following message appears in that section of the compare report: "There are no elements that qualify for this section." For country code 'All' (Across All Countries), the report sections only print out if there are elements to report on. No page is printed if no elements exist for 'All' in the section—not even the message noted above appears. Country code 'All' pages always appear at the end of the report.

Note: For formulas, only the formula text is displayed in the compare report, rather than details about each individual field.
For all PIN Number fields, the compare report displays the corresponding PIN Code instead of the PIN Number.

Note: In the compare report, record information is printed in the following sort order: GP_PIN (if applicable), Parent Element Definition Record (if applicable), and Child Element Definition Records (if applicable). Within each of these records, the data displayed is sorted by effective-date descending (if effective date is in the record) and then by key fields ascending.

Package Definition Page

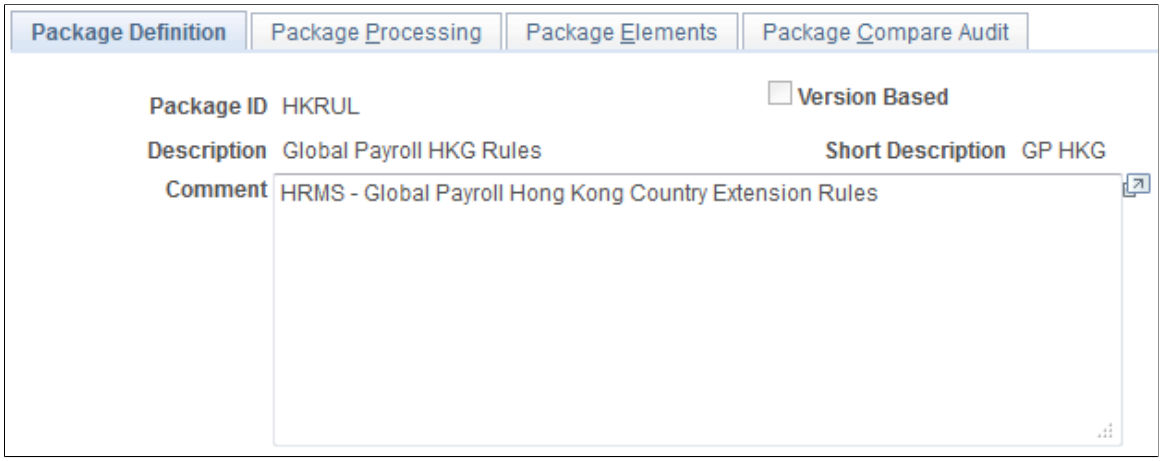
Use the Package Definition page (GP_PKG_DFN) to view the description and package ID of a rule package.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Apply Rule Package** > **Package Definition**

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This example illustrates the fields and controls on the Package Definition page.



View the Package ID and description of the package you are comparing and upgrading.

Package Processing Page

Use the Package Processing page (GP_PKG_T_RUNCTL) to:

- Import rule packages into the target database.
- Run the compare process and generate the compare report.
- Run the upgrade process.

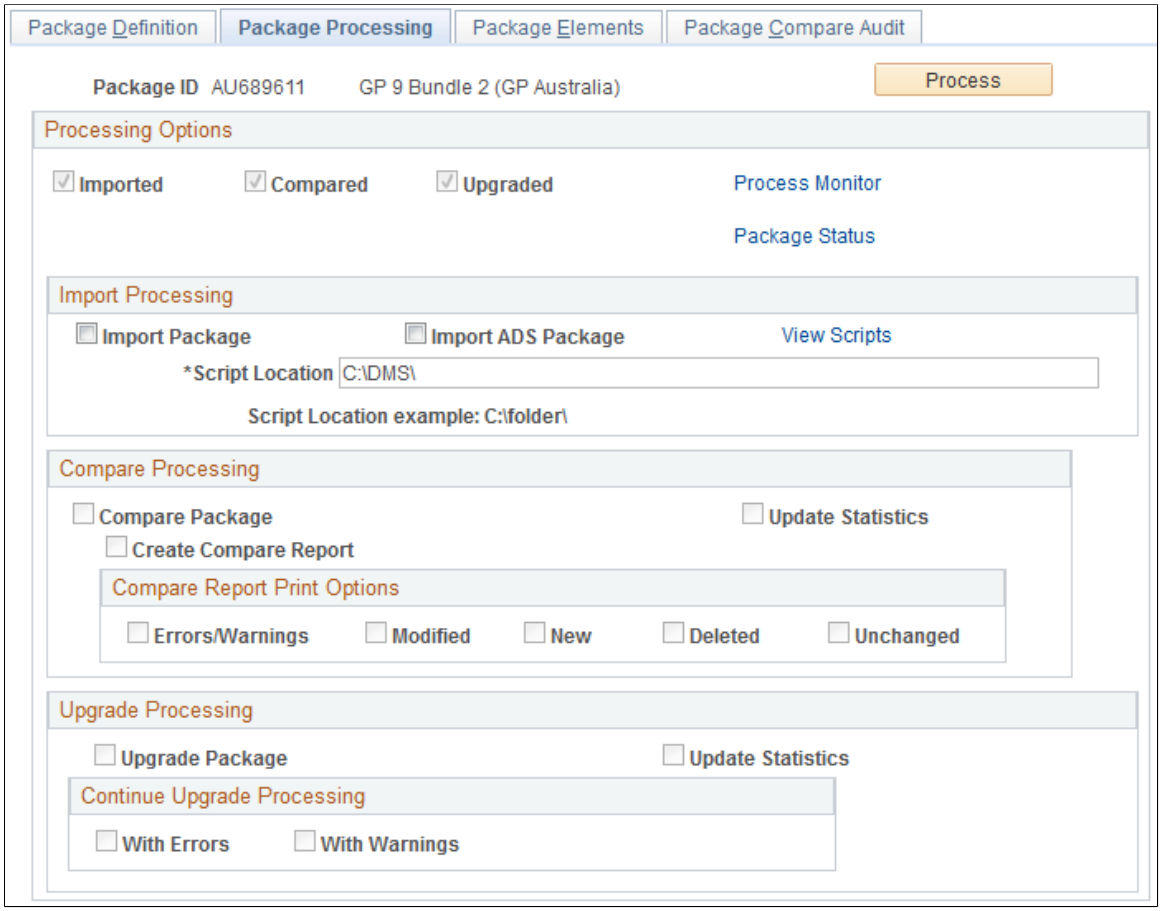
Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Apply Rule Package > Package Processing

Access this page from the *target* database.

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This example illustrates the fields and controls on the Package Processing page.



Use this page to import, compare, and upgrade rule packages and to track the status of an upgrade.

Processing Options

The check boxes under **Processing Options** display the status of the upgrade. Status values are:

- *Imported*: If this check box is selected, the package has been imported into the target database.
- *Compared*: If this check box is selected, the elements in the package have been compared with those in the target database.
- *Upgraded*: If this check box is selected, the target database has been upgraded with the elements in the package.

Field or Control	***Description***
Package Status	Click to access the Package Status page, where you can view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

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Import Processing

Field or Control	*Description*
Import Package	Select **Import Package** to instruct the system to import the elements in the package into the target database during processing. You must specify a path to the scripts used to import the package. This check box is always enabled, regardless of whether the package has already been imported.
Script Location	Specify the path to the location where you want the scripts to be created. The location of the scripts and data files must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
View Scripts	Click to access the View Scripts page, where you can view the export, import, and cleanup scripts.

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Compare Processing

Field or Control	*Description*
Compare Package	Select **Compare Package** to have the system compare the imported elements with those in the target database during processing. This check box is enabled when: • The package has already been imported but not upgraded. • You select the Import Package check box. When the compare process is complete, check the Package Upgrade tab on the Package Elements tab and then review the Package Compare Audit page for errors.
Create Compare Report	Select to generate a report comparing elements in the rule package to the elements in the target database on a field-by-field basis. This check box is enabled when you select the Compare Package check box.
Update Statistics	Select to update statistics in the appropriate tables when running the compare process.

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Field or Control	*Description*
Compare Report Print Options	These check boxes determine what data appears in the compare report. • *Errors/Warnings*: Report includes all warning or errors that occur during the compare. The default setting for this check box is *on*. • *Modified*: Report includes packaged elements that are different from those in the target database. The default setting for this check box is *on*. • *New*: Report includes the new elements. The default setting for this check box is *off*. • *Deleted*: Report includes the elements selected for deletion. The default setting for this check box is *off*. • *Unchanged*: Report includes the elements that have not changed. The default setting for this check box is *off*. **Note:** You can set default print options for the compare report on the Installation Settings page. You can override these defaults when you run the compare process on the Package Processing page. See Installation Settings Page.

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Upgrade Processing

Field or Control	*Description*
Upgrade Package	Select **Upgrade Package** to have the system upgrade the target database with the elements in the package during processing. This check box is enabled when: • The package has been compared but not upgraded. • You select the Compare Package check box. This process upgrades only those elements that pass the compare process without errors. You can upgrade a package only once. --- **Note:** The upgrade process will not be completed if there are errors or warnings—unless you select *upgrade with errors and/or warnings.* If you choose *not* to upgrade with errors and warnings and there is an error or a warning, the process monitor will show success but the message log will display one of the following messages: 1. "The Upgrade process cannot continue because the compare process finished with some elements having a status of Error. Please see online 'Package Elements' page or review the 'Error/Warning' section of your report." *or* 2. "The Upgrade process cannot continue because the compare process finished with some elements having a status of Warning. Please see online 'Package Elements' page or review the 'Error/Warning' section of your report." Even with the upgrade with errors and warnings check boxes selected, at least one element must have a status of success for the process to upgrade the elements. You must fix the errors. --- **Important!** Do not run the compare and upgrade processes together with regular payroll processes. This is to avoid affecting other users. ---
Update Statistics	Select to generate and view statistics on the upgrade process. This check box becomes available when you select Upgrade Package.

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Field or Control	*Description*
Continue Upgrade Processing	Select *With Errors* and/or *With Warnings* to proceed with the upgrade despite errors and warnings in the compare report. If you do not select one or both of these options, and there are errors or warnings, the process will not upgrade. The process will run to success but a message will be generated with information about the errors or warnings. These check boxes become available when the Upgrade Package check box is selected. **Note:** Even with the *With Errors* check box selected, elements that are in error are not included in the upgrade—only elements in the package that are not in error are upgraded in the target database when you run the upgrade process. By contrast, selecting the *With Warnings* check box does not prevent an element with an associated warning from being included in the upgrade if the upgrade check box is selected. However, if you do not select *With Errors* and/or *With Warnings,* and there is even a single error or warning, the process will not upgrade. The process will run to success but a message will be generated with information about the errors or warnings. **Note:** You can set default options for continuing an upgrade on the Installation Settings page. You can override these defaults when you run the upgrade process on the Package Processing page. See Installation Settings Page.

Process

Click the **Process** button to call and run the processes denoted by the check boxes you have selected: **Import Package, Compare Package,** and **Upgrade Package.** Note that you can select all three check boxes at the same time and run these processes as a single, continuous sequence, or run one process at a time. However, the processes must run in the order of import first, then compare, then upgrade.

Note: When you click the Process button the Process Monitor page appears, so that you can monitor the process. Wait until the program finishes before opening a page associated with the package.

Package Elements Page

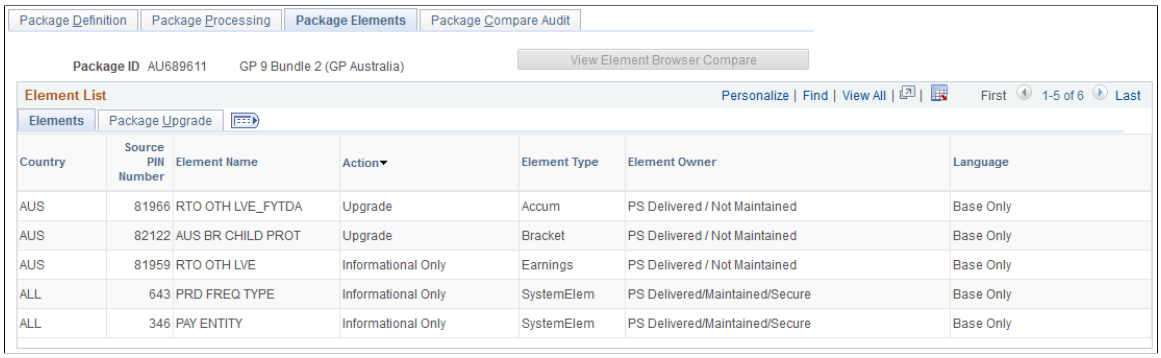
Use the Package Elements page (GP_PKG_ELEM_UPG) to view the results of the compare processes and clear elements from the upgrade process.

Navigation:

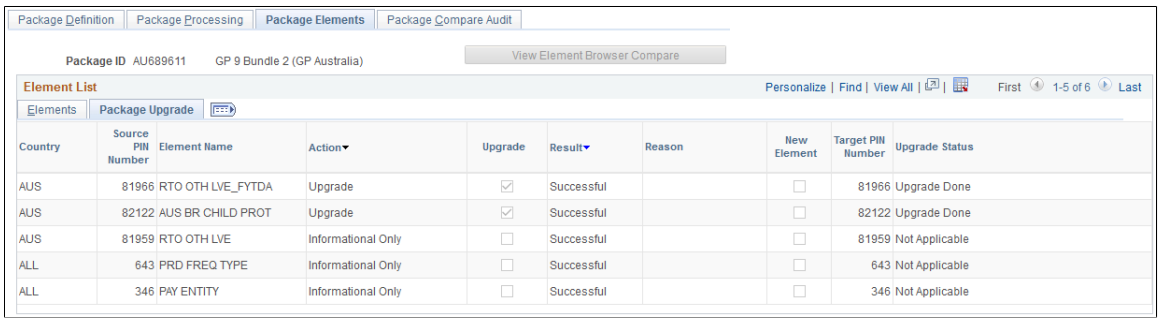
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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Apply Rule Package > Package Elements

This example illustrates the fields and controls on the Package Elements page: Elements tab.



This example illustrates the fields and controls on the Package Elements page: Package Upgrade tab.



This page displays the results of the compare process. If failures are reported, correct the errors before continuing with the upgrade. The Package Compare Audit page provides additional information about the errors.

Field or Control	*Description*
View Element Browser Compare	Click this button to load the package into the Element Browser Page where you can view a comparison of the elements updated by the package. **Note:** This button is available only for rules packages that have been compared, but not yet upgraded.
Source Pin Number (source pay item name number)	Displays the PIN number of the element from the source database (without an added 50 000 000).
Element Name	Displays the name of the element in the source database.

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Field or Control	*Description*
Upgrade	Select this option to overwrite the element with the data from the source database. If you modified the target element then your changes will be lost. To exclude the element from the upgrade process, deselect the check box. Excluded elements will retain any changes you may have made. **Important!** If you exclude an element from the package, you must rerun the compare process before resuming the upgrade.
Result	Displays the result of the comparison. Values are: *Not Done:* You haven't yet run the compare process. *Success:* The compare process encountered no errors. *Failure:* The compare process failed. The **Reason** field shows why. *Warning:* The PeopleSoft system has modified the element in the source database (the upgrade flag is checked on) or you have taken control of the element ownership (the upgrade flag is checked off). The **Reason** field explains the reason for the warning. In order to accept or ignore the change, update the upgrade flag to indicate whether you want the element upgraded. **Note:** Failures are listed first, followed by warnings and then successes, so if the entries on the first page all read Success, you can assume that the entire comparison process succeeded.

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Field or Control	*Description*
Reason	If the compare process failed or generated a warning, one of the following reasons appears here: *New Element Not Copied Completely:* You're trying to copy a new element into the target database but that element has no GP_PIN record—only a definition. (For example, you stamp and package elements by version. Another person modifies the element and clears the version number.) Restamp the element with the appropriate version and export it again. **Note:** This error occurs when an element is new and only GP_PIN is brought in and not the definition, or when the definition is there but not GP_PIN. *Element Owner / Type Conflict:* The PIN code for the source element matches a PIN code in the target database, but the owner or element type doesn't match. Use the Element Rename page to change the PIN code in the target database. If an element is customer-defined, the Element Owner field on the Compare and Upgrade Package - Package Elements page reads *Customer.* *Member Element not found:* The source element uses other elements that don't exist in the target database and aren't included in the package. Remove the element from the upgrade process by deselecting the *Upgrade* check box, or include the missing elements in the packaging criteria, recreate the package in the source database, and re-import it. *Mbr Element Owner/Type Conflict* (member element owner/type conflict): This is similar to the *Element Owner/Type Conflict* message but applies to a member element that's used by the focus element. Use the Element Rename page to change the PIN code in the target database. *Element does not exist:* You're trying to delete an element that's not in the target database. *PS Delivered/Customer Modified:* This warning indicates that the element in the target database has been modified and no longer matches the element in the source database. To accept the PeopleSoft or customer modifications and overwrite any changes in the target database, select the **Upgrade** check box. The element ownership remains PS Delivered/Customer Modified once the check box is selected. *PS Delivered/PS Modified:* This warning indicates that the PeopleSoft system has changed the ownership of the element in the source database so that it's no longer PeopleSoft delivered or maintained. To reject the change, deselect the **Upgrade** check box. *Cannot delete PS-Owned Element:* You're trying to delete a PeopleSoft-owned element from the target database. You cannot delete such elements. *Duplicate Package Element Found:* You're trying to import an element that is in another package that's being upgraded.

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Field or Control	Description
	Used in Non-Elem Defn (element definition): You are trying to delete an element that is used in a non-element definition. Modify the non element definition so that it no longer uses this element. *Used in Output Results:* You are trying to delete an element that is used in a processing result table. (Results cannot be deleted from the result tables.) *Used in Payee Data:* You're trying to delete an element that's associated with payee data. Modify the payee data so that it no longer uses this element. *Used in Rule Defn* (definition): You are trying to delete an element that is used by another element. Modify the rule definition so that it is no longer uses this element. *Auto-component used in RuleDfn (rule definition):* You are trying to delete an element whose component is used by a rule definition. Modify the element definition so that it is no longer uses this component.
New Element	The check box is selected if the element to be upgraded isn't in the target database.
Upgrade Status	Indicates whether the upgrade process has occurred. Changes from *Not Done* to *Done* after you complete the compare and upgrade processes.

Package Compare Audit Page

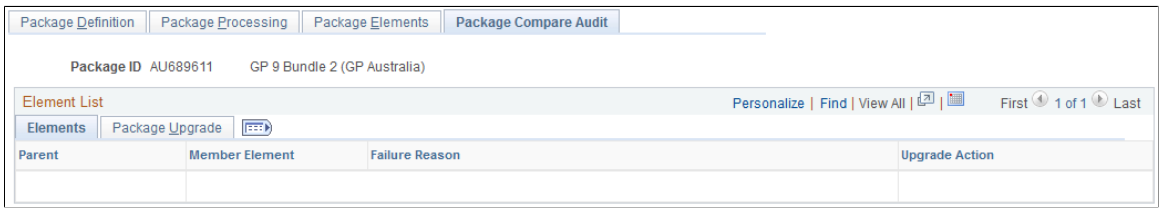
Use the Package Compare Audit page (GP_PKG_CMP_AUDIT) to review for errors that occur during the compare process.

Before continuing with the upgrade process, correct the errors and rerun the compare process.

Navigation:

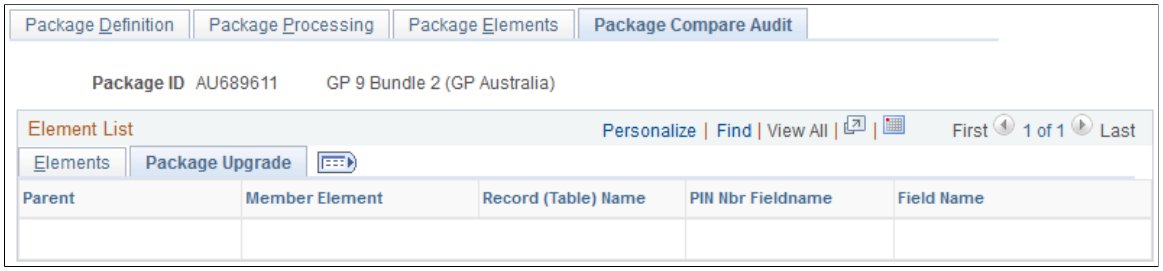
Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Apply Rule Package** > **Package Compare Audit**

This example illustrates the fields and controls on the Package Compare Audit page - Elements tab.



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This example illustrates the fields and controls on the Package Compare Audit - Package Upgrade tab.



Field or Control	*Description*
Parent	Displays the name of the parent element.
Member Element	Displays the name of the member element that generated the error.
Failure Reason	Displays the cause of the failure. The same information appears in the **Reason** field on the Package Elements tab.
Upgrade Action	Displays the action that the system was trying to take when the error occurred. Values are: *Upgrade, Delete,* and *Info Only.*

Package Upgrade

Select the Package Upgrade tab.

Field or Control	*Description*
Parent	Displays the name of the parent element that generated the error.
Member Element	Displays the name of the member element that generated the error.
Record (Table) Name	Displays the name of the record that stores the parent element and its members.
PIN Nbr Fieldname (pay item name number field name)	Displays the name of the field that contains the key field.
Field Name	Displays the name of the field that contains the member element that created the error.

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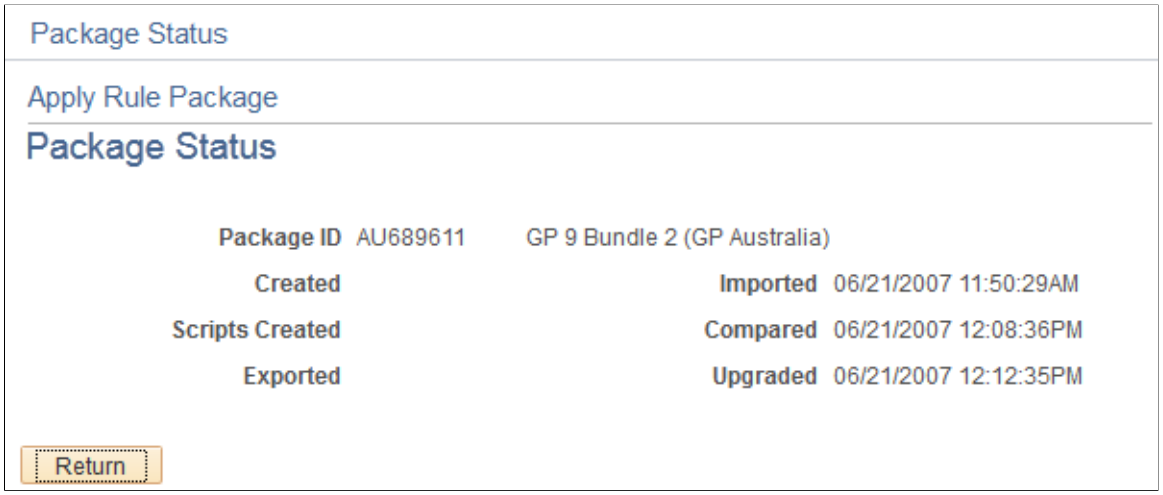
Package Status Page

Use the Package Status page (GP_PKG_DTTM_SEC) to view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

Navigation:

Click the **Package Status** link on the Package Processing page.

This example illustrates the fields and controls on the Package Status page.



View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

View Scripts Page

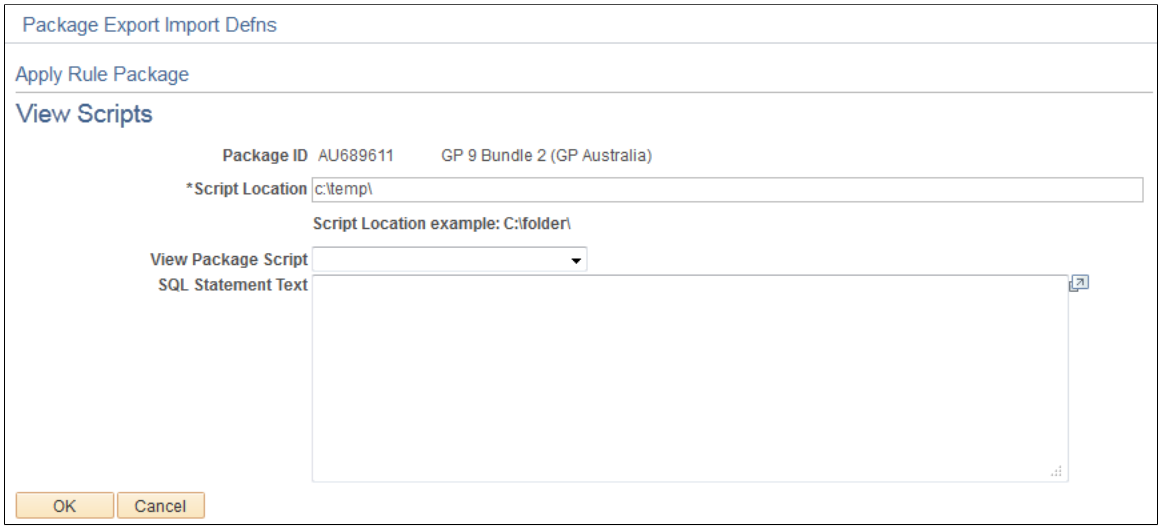
Use the View Scripts page (GP_PKG_SCRIPTS_SEC) to view export, import, and cleanup scripts.

Navigation:

Click the **View Scripts** link on the Package Processing page.

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This example illustrates the fields and controls on the View Scripts page.



Field or Control	*Description*
Script Location	Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the section titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
View Package Script	Select the type of script that you want to view: export, import, or cleanup. The DataMover script appears.

Renaming Elements

Page Used to Rename Elements

Page Name	*Definition Name*	*Usage*
Rename Element Codes Page	GP_PIN_RENAME	Change an element's PIN code.

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Understanding How to Rename Elements

Sometimes the compare process finds an element in the target database whose PIN code is the same as the source element's, but the two elements have different element types or owners. In this case, you receive one of the following error messages: "Element Owner/Type Conflict" or "Mbr Element Owner/Type Conflict."

To continue exporting the element, you can use the Element Rename Utility to change the PIN code of the target element. After changing the PIN code, always rerun the compare process.

When you instruct the system to change an element's PIN code, it checks the following:

- Is the new PIN code already in use?

  If yes, the system generates an error.

- Is the old PIN code used in PeopleSoft Time and Labor?

  If yes, the system creates a warning. Remap the element in Time and Labor to reflect the new code.

- Is the new PIN code the same as the old PIN code?

  If yes, the system issues a warning.

Important! Do not rename an element when you are in the process of creating a package. PeopleSoft created elements cannot be renamed.

Warning! Time and Labor stores PIN code information, so if you make a change, you must update Time and Labor data accordingly.

Related Links

The Delete Functions

“Integrating Time and Labor with Global Payroll” (PeopleSoft Time and Labor)

Rename Element Codes Page

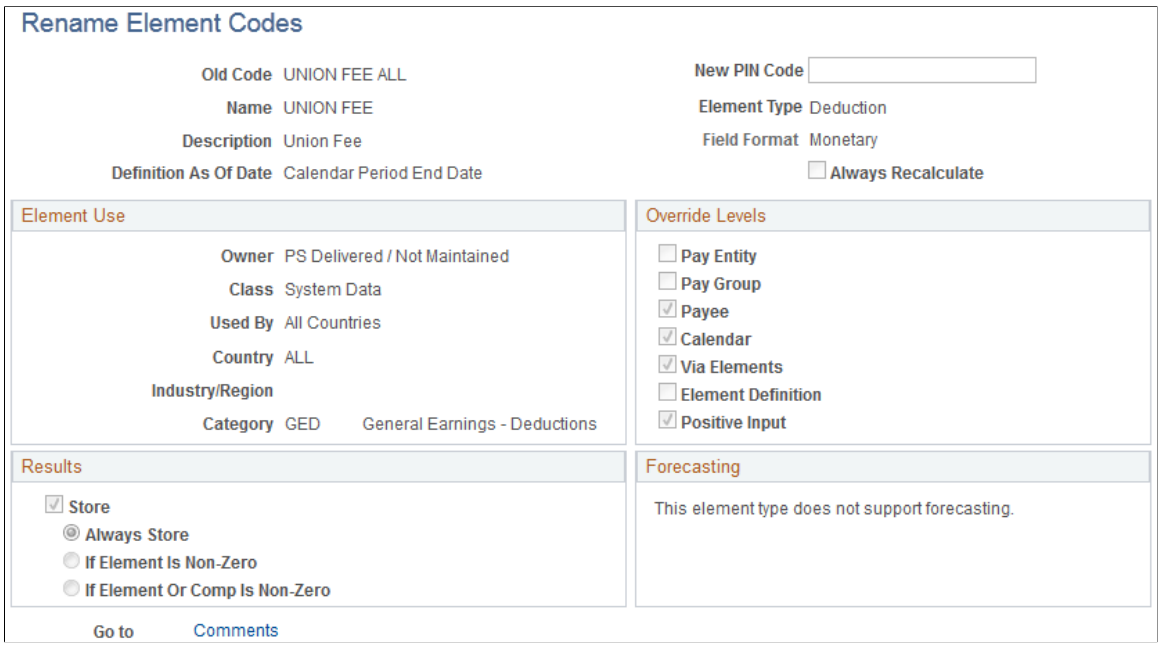
Use the Rename Element Codes page (GP_PIN_RENAME) to change an element's PIN code.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Rename Element Codes** > **Element Rename**

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This example illustrates the fields and controls on the Rename Element Codes page.



Field or Control	*Description*
New PIN Code (new pay item name code)	Enter the new code. The old PIN code is replaced when you save. **Note:** When renaming a PIN, make sure that you use the PIN name plus the country suffix. For example: PIN NAME DEU.

Creating and Exporting Non-Rule Packages

Pages Used to Create and Export Non-Rule Packages

Page Name	*Definition Name*	*Usage*
Create Non-Rule Package - Package Definition Page Export Non-Rule Package - Package Definition Page	GP_NR_PKG_DFN	Name or view a non-rule package and enter a description and comments.
Create Non-Rule Package - Package Criteria Page	GP_NR_PKG_CRIT	Define criteria for selecting items for the non-rule package and create the package.

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Page Name	*Definition Name*	*Usage*
Create Non-Rule Package - Package Records Page	GP_NR_PKG_RECS	View and optionally edit the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.
Export Non-Rule Package - Package Records Page	GP_NR_PKG_DATA	• Create scripts and export package records and element information. • View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.
Create Non-Rule Package - Package Elements Page Export Non-Rule Package – Package Elements Page	GP_NR_PKG_ELMTS	View the elements of a non-rule package.
Export Non-Rule Package - View Scripts Page	GP_NR_PKG_EXPIMP	View non-rule export and import scripts.
Export Non-Rule Package - Package Status Page	GP_NR_PKG_DTTM_SEC	View the date and time a package was created, exported, imported, compared, and upgraded.

Understanding How to Create and Export Non-Rule Packages

Non-rule packages contain both non-elements and element information. Non-elements are those that belong to records where PIN_NUM is *not* the primary key.

Important! When creating a non-rule package, make sure that records that are related to the record you are moving are included in the same package. To move a complete set of related data, you need to understand which records are related.

Before moving non-rule data, make sure that the elements that are associated with the non-rule data exist in the target database. You can do this by creating a rule package that contains the elements that are associated with the data record that's being moved and copying (upgrading) the rule package to the target database.

For example, suppose that you are moving non-rule calendar detail records. Calendar details are associated with the process number element (PIN_PRC_NUM). Before moving the calendar data, create a rule package that contains the process number element and move it to the target database. The system can assign a new PIN number to this element in the target database, if necessary. Once this package is in the target database, you can move the calendar details by creating a non-rule package.

When the system moves the calendar details, it finds the process number element in the target database, retrieves the new PIN number that was assigned during the rule upgrade process, and renumbers the

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process number PIN in the calendar detail record. (Without renumbering, the calendar detail would contain PIN numbers that may not exist or are not related the element used by that calendar in the target database.)

To create and export a non-rule package:

1. Create the non-rule package.

   To do this, use the Create Non-Rule Package (GP_NR_PKG_CREATE) component.

   On this component you can:

   - Define the selection criteria for the records to move from the source database.
   - Run the create package process.
   - View the rules that are associated with the data that you're moving.

2. Export the non-rule package.

   To do this, use the Export Non-Rule Package (GP_NR_PKG_EXPORT) component.

   The system exports the non-rule data and the element information contained in the non-rule package.

Note: Global Payroll enables you to specify a default location for the scripts used in the export non-rule package process so that you do not need to enter the same basic information each time you export a package. To do this, access the Installation Settings page for Global Payroll **(Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Installation Settings)** and specify the script location.

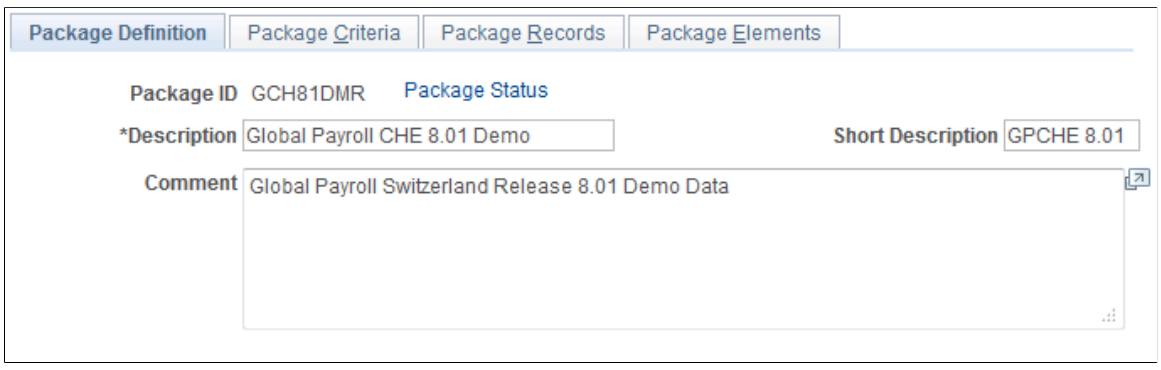
Create Non-Rule Package - Package Definition Page

Use the Create Non-Rule Package - Package Definition page (GP_NR_PKG_DFN) to name or view a non-rule package and enter a description and comments.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Create Non-Rule Package > Package Definition

This example illustrates the fields and controls on the Create Non-Rule Package - Package Definition page.



Enter a description of the package and comments.

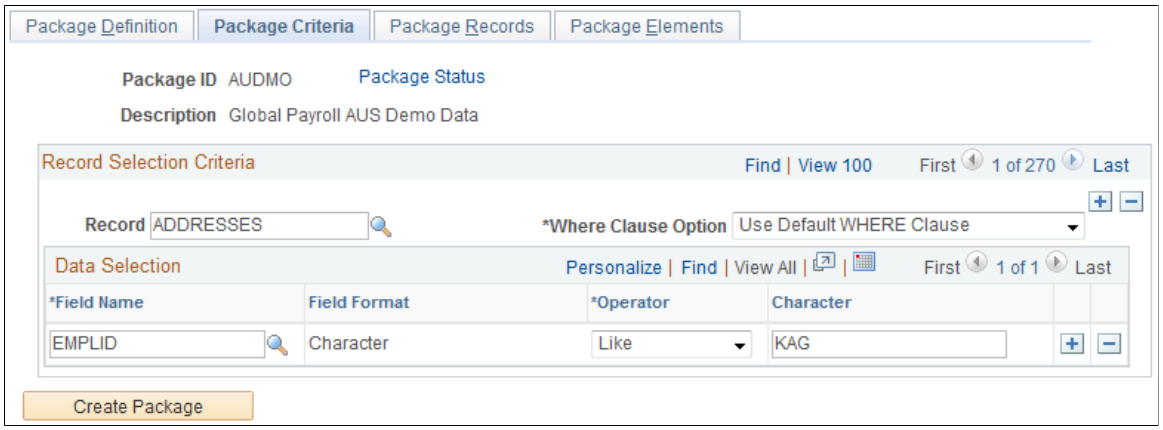
Create Non-Rule Package - Package Criteria Page

Use the Create Non-Rule Package - Package Criteria page (GP_NR_PKG_CRIT) to define criteria for selecting items for the non-rule package and create the package.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Create Non-Rule Package** > **Package Criteria**

This example illustrates the fields and controls on the Create Non-Rule Package - Package Criteria page.



Field or Control	*Description*
Package ID	Displays the package ID.
Record	Select the record that contains the data to move. The **Data Selection** group box becomes available.
Where Clause Option	The system converts the criteria entered on this page into SQL in order to select elements for the package. Values are: *Use Default WHERE Clause:* Tells the system to use the default Where clause. If the where clause has been changed and *Use Default WHERE Clause* is selected again, the page discards any SQL code modifications you have made and reverts to the Where clause based on the criteria you specified. *Change WHERE Clause:* Makes all other fields on the page unavailable and puts the SQL code on the Package Records page in edit mode.

Data Selection

Use the fields in the Data Selection group box to indicate which data to move. Selection criteria are optional, but if you don't enter selection criteria, no delete process is performed on the target database

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before source data importation. This can result in a "Duplicate Record" message from Data Mover during import, or it can cause the upgrade process to fail.

Field or Control	*Description*
Field Name	Select the field on which to base the selection criteria. (It is advisable to use a key field, which are identified in the prompt table's Key Position column.)
Field Format	Displays the format of the field that you selected.
Operator	Select the operator that the system uses to select the data to include in the package. Values are <, <=, <>, =, >, >=, and *LIKE*. If you select *LIKE,* you can enter a partial value, such as *S,* in the field to the right. In the field on the right of the **Operator** field, enter the value the system searches for. (The name of this field varies with field format.)
Create Package	Click to create the package after defining the selection criteria. The Create Non-Rule Package - Package Records page appears when the package is created. To review the package contents, select the Package Elements tab.

Create Non-Rule Package - Package Records Page

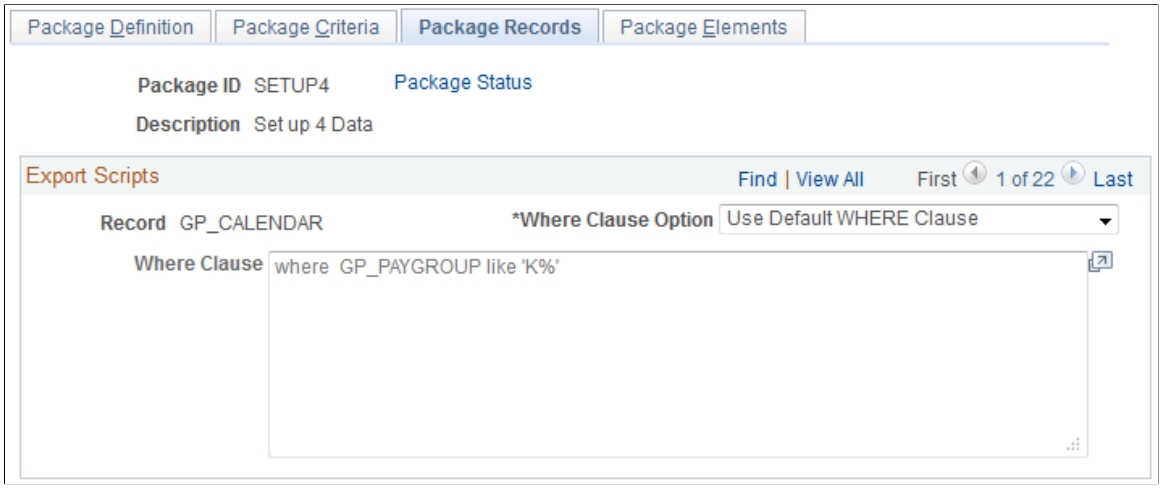
Use the Create Non-Rule Package - Package Records page (GP_NR_PKG_RECS) to view and optionally edit the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Create Non-Rule Package** > **Package Records**

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This example illustrates the fields and controls on the Create Non-Rule Package - Package Records.



Field or Control	*Description*
Record	Displays the record from which fields are selected.
Where Clause Option	Select a Where clause option. Values are: *Change WHERE Clause:* Select to edit the SQL code on the lower part of the page. *Use Default WHERE Clause:* Select to use the default clause or revert to it after editing the SQL code. Changes that you have made to the Where clause are lost and the field is disabled.
Where Clause	If you selected *Use Default WHERE Clause* in the **Where Clause Option** field, the system displays the Where clause of the SQL statement it created based on the selection criteria that you entered for the package on the Create Non-Rule Package - Package Criteria page. This WHERE clause cannot be edited. If you selected *Change Where Clause,* you can edit the SQL. Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.)

Create Non-Rule Package - Package Elements Page

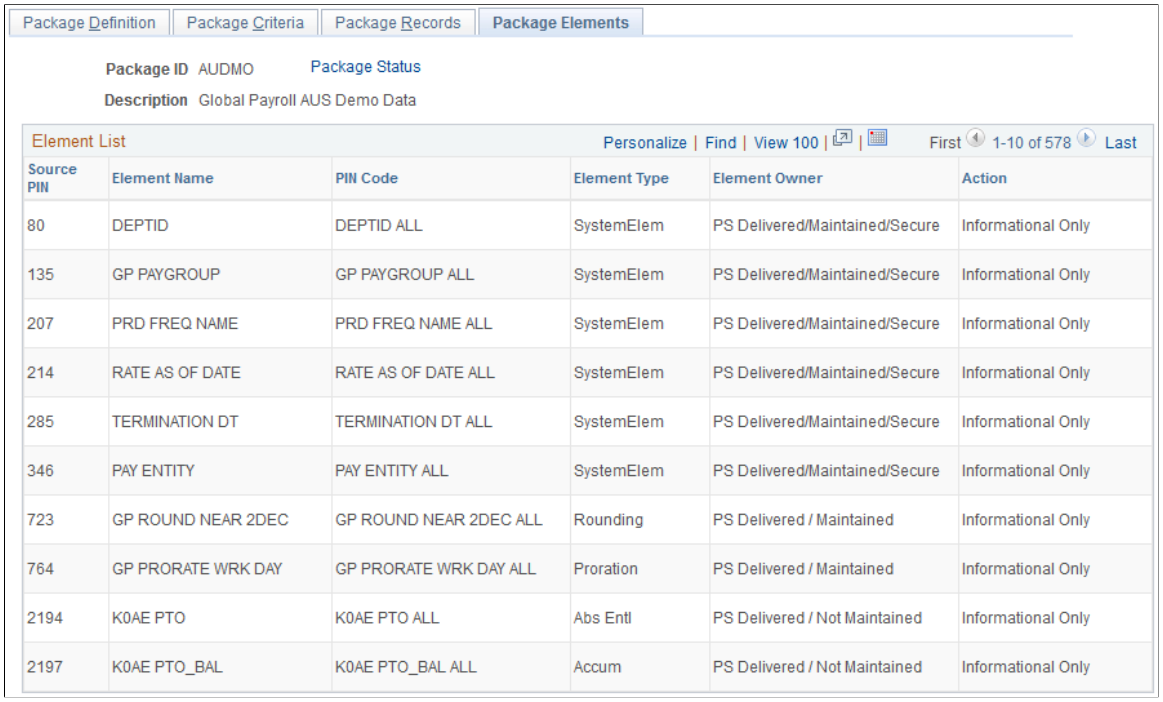
Use the Create Non-Rule Package - Package Elements page (GP_NR_PKG_ELMTS) to view the elements of a non-rule package.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Create Non-Rule Package** > **Package Elements**

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This example illustrates the fields and controls on the Create Non-Rule Package - Package Elements page.



Source PIN	Element Name	PIN Code	Element Type	Element Owner	Action
80	DEPTID	DEPTID ALL	SystemElem	PS Delivered/Maintained/Secure	Informational Only
135	GP PAYGROUP	GP PAYGROUP ALL	SystemElem	PS Delivered/Maintained/Secure	Informational Only
207	PRD FREQ NAME	PRD FREQ NAME ALL	SystemElem	PS Delivered/Maintained/Secure	Informational Only
214	RATE AS OF DATE	RATE AS OF DATE ALL	SystemElem	PS Delivered/Maintained/Secure	Informational Only
285	TERMINATION DT	TERMINATION DT ALL	SystemElem	PS Delivered/Maintained/Secure	Informational Only
346	PAY ENTITY	PAY ENTITY ALL	SystemElem	PS Delivered/Maintained/Secure	Informational Only
723	GP ROUND NEAR 2DEC	GP ROUND NEAR 2DEC ALL	Rounding	PS Delivered / Maintained	Informational Only
764	GP PRORATE WRK DAY	GP PRORATE WRK DAY ALL	Proration	PS Delivered / Maintained	Informational Only
2194	K0AE PTO	K0AE PTO ALL	Abs Entl	PS Delivered / Not Maintained	Informational Only
2197	K0AE PTO_BAL	K0AE PTO_BAL ALL	Accum	PS Delivered / Not Maintained	Informational Only

Note: This display page lists the rule elements used in the records being moved to the new database. These are informational elements. The page doesn't show data in records where PIN Num is not a field.

Export Non-Rule Package - Package Records Page

Use the Export Non-Rule Package - Package Records page (GP_NR_PKG_DATA) to:

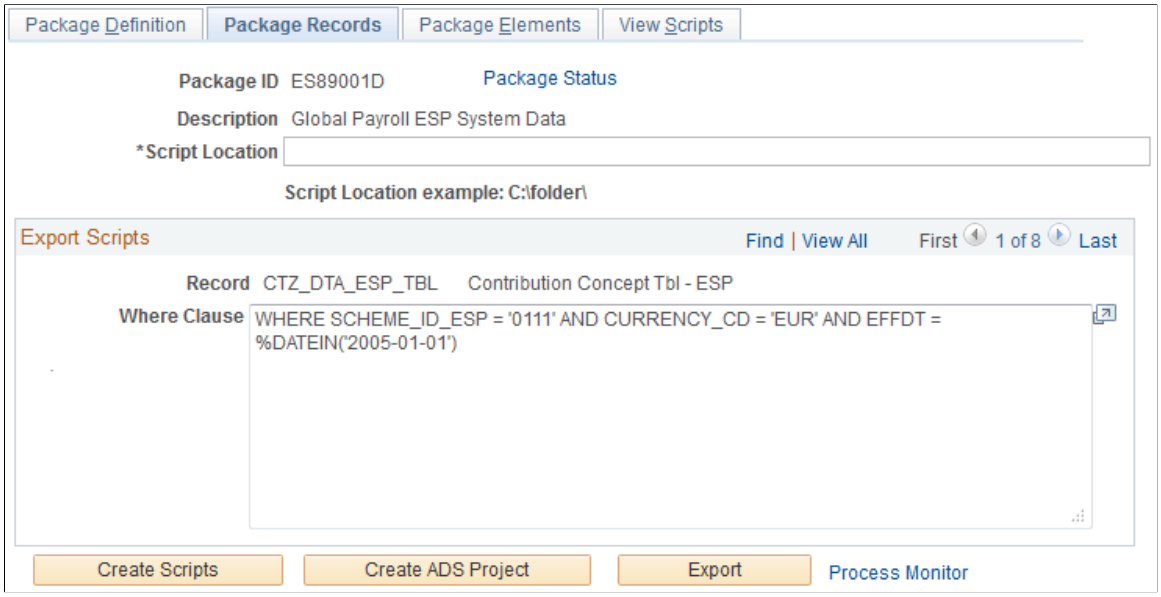
- Create scripts and export package records and element information.
- View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Export Non-Rule Package > Package Records

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This example illustrates the fields and controls on the Export Non-Rule Package - Package Records page.



Field or Control	*Description*
Script Location	Specify the path to the location where you want the import/export scripts to be created when you click the **Create Scripts** button. The location of the scripts and data files must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the section titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
Record	Displays the name of the record containing the data that you're exporting.
Where Clause	Displays the Where clause of the SQL statement that selects the data to be exported.

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Field or Control	*Description*
Create Scripts	Click to create the import and export scripts for the non-rule package: xxx_elements_imp.dms, xxx_elements_exp.dms, xxx_records_exp.dms, and xxx_record_imp.dms (where xxx = name of package). The scripts will be created in the script location you specify.
Export	Click to export the package once you have selected a script location.

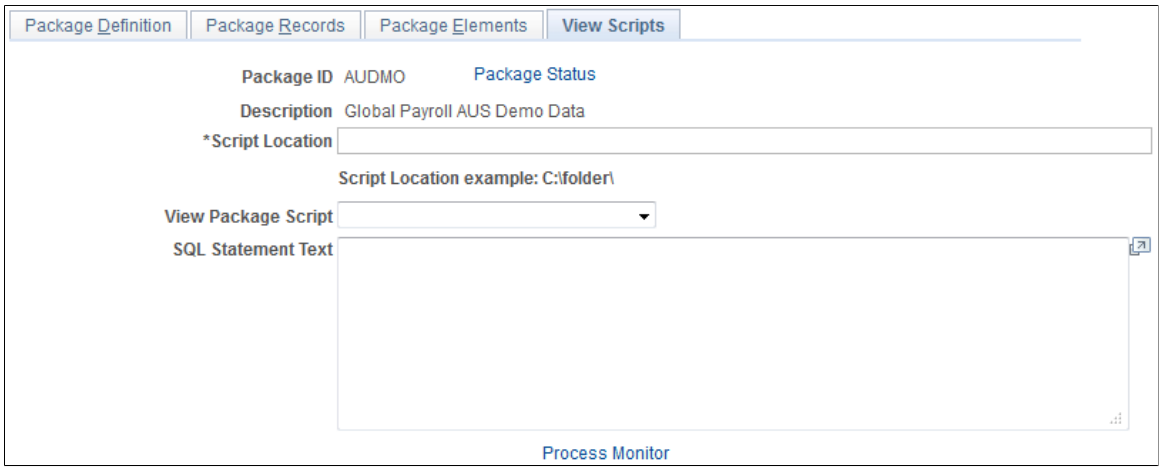
Export Non-Rule Package - View Scripts Page

Use the Export Non-Rule Package - View Scripts page (GP_NR_PKG_EXPIMP) to view non-rule export and import scripts.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Export Non-Rule Package** > **View Scripts**

This example illustrates the fields and controls on the Export Non-Rule Package - View Scripts page.



Field or Control	*Description*
Script Location	Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
View Package Script	Select the type of script that you want to view: either export or import scripts for the elements and records. The DataMover script appears.

Export Non-Rule Package - Package Status Page

Use the Export Non-Rule Package - Package Status page (GP_NR_PKG_DTTM_SEC) to view the date and time a package was created, exported, imported, compared, and upgraded.

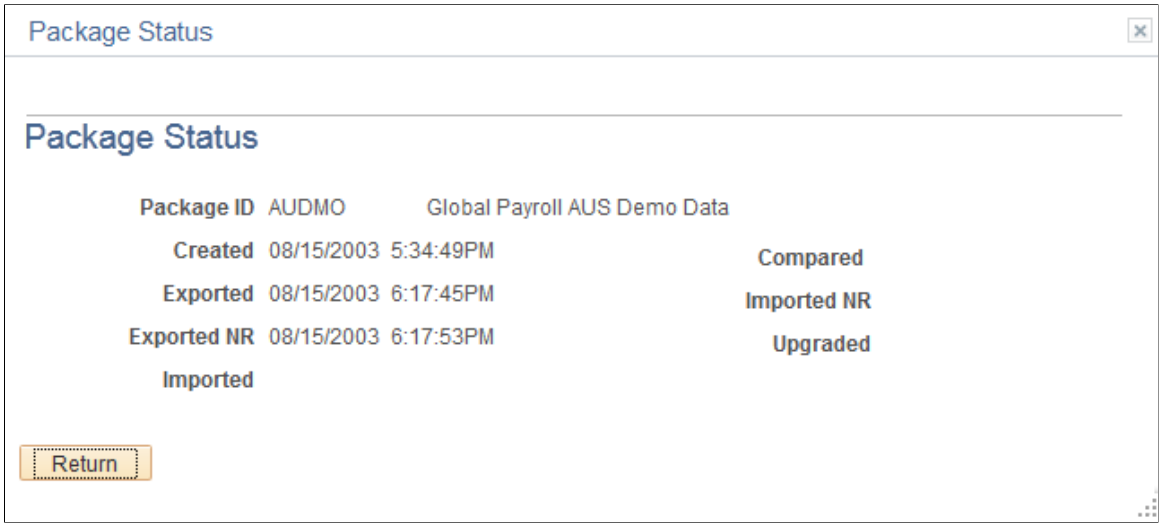
Navigation:

Click the Package Status link on any page in the Export Non-Rule Package and Create Non-Rule Package components:

- Click Package Status link on Package Definition page.
- Click Package Status link on Package Criteria page.
- Click Package Status link on Package Records page.
- Click Package Status link on Package Elements page.
- Click Package Status link on View Script page.

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This example illustrates the fields and controls on the Export Non-Rule Package - Package Status.



View the date and time a package was created, exported, imported, compared, and upgraded.

Importing, Comparing, and Upgrading Non-Rule Packages

Pages Used to Import, Compare, and Upgrade Non-Rule Packages

Page Name	*Definition Name*	*Usage*
Import Non-Rule Elements - Package Definition page Compare Non-Rule Package – Package Definition Page Import Non-Rule Records – Package Definition Page Upgrade Non-Rule Package – Package Definition Page	GP_NR_PKG_DFN	• Name a non-rule package and enter a description and comments. • View the name and description of a non-rule package.
Import Non-Rule Elements - Package Records Page Import Non-Rule Records - Package Records Page	GP_NR_PKG_DATA	• Import non-rule element information into the target database. • Import non-rule records into the target database. • View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

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Page Name	*Definition Name*	*Usage*
Upgrade Non-Rule Package - Package Records Page	GP_NR_PKG_RECS	• View the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page. • Upgrade a non-rule package. The compare process must be successfully completed before you can upgrade the package.
Compare Non-Rule Package - Package Elements Page Import Non-Rule Elements – Package Elements Page Import Non-Rule Records – Package Elements Page	GP_NR_PKG_ELMTS	• Compare data from the source database with the data in the target database. • View the contents of the imported package.
Import Non-Rule Elements - View Script Page Import Non-Rule Records – View Script Page	GP_NR_PKG_EXPIMP	View export/import scripts.
Package Status Page	GP_NR_PKG_DTTM_SEC	View the date and time a package was created, exported, imported, compared, and upgraded.

Understanding How to Import, Compare, and Upgrade Non-Rule Packages

After creating and exporting a non-rule package:

1. Import the non-rule elements.

   To do this, use the Import Non-Rule Elements (GP_NR_PKG_IMPORT) component.

   The system imports the element information only—not the elements themselves.

2. Compare the elements in the non-rule package with those in the target database to ensure that the non-rule elements are in the target database.

   To do this, use the Compare Non-Rule Package (GP_NR_PKG_COMPARE) component.

   Using this component you:

   - Compare the element information in the package with the element information in the target database.
   - Identify any missing elements that need to be moved into the target database.

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3. Import the non-rule records.

   To do this, use the Import Non-Rule Records (GP_NR_PKG_IMPRECS) component.

4. Upgrade the non-rule package.

   To do this, use the Upgrade Non-Rule Package (GP_NR_PKG_UPGRADE) component.

Note: Global Payroll enables you to specify a default location for the scripts used in the import non-rule package process so that you do not need to enter the same basic information each time you import a package. To do this, access the Installation Settings page for Global Payroll (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings) and specify the script location.

Import Non-Rule Elements - Package Definition page

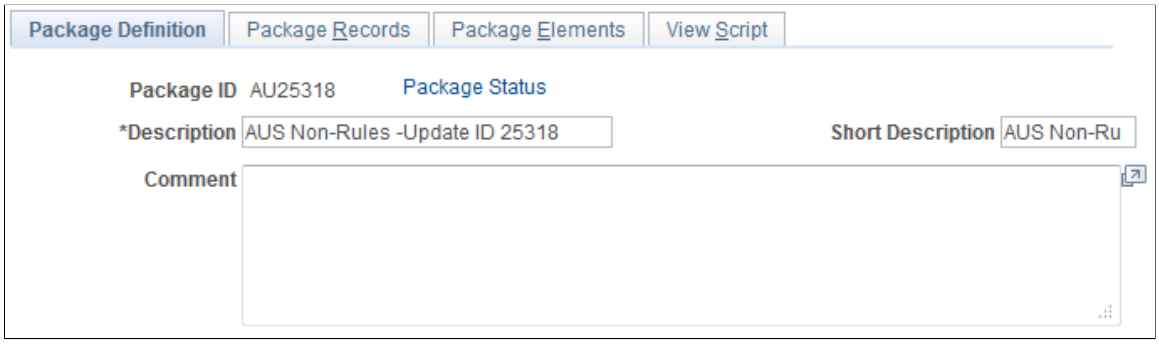
Use the Import Non-Rule Elements - Package Definition page (GP_NR_PKG_DFN) to .

- Name a non-rule package and enter a description and comments.
- View the name and description of a non-rule package.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Import Non-Rule Elements** > **Package Definition**

This example illustrates the fields and controls on the Import Non-Rule Elements - Package Definition page.



Enter or view a description of the package and comments.

Import Non-Rule Elements - Package Records Page

Use the Import Non-Rule Elements - Package Records page (GP_NR_PKG_DATA) to .

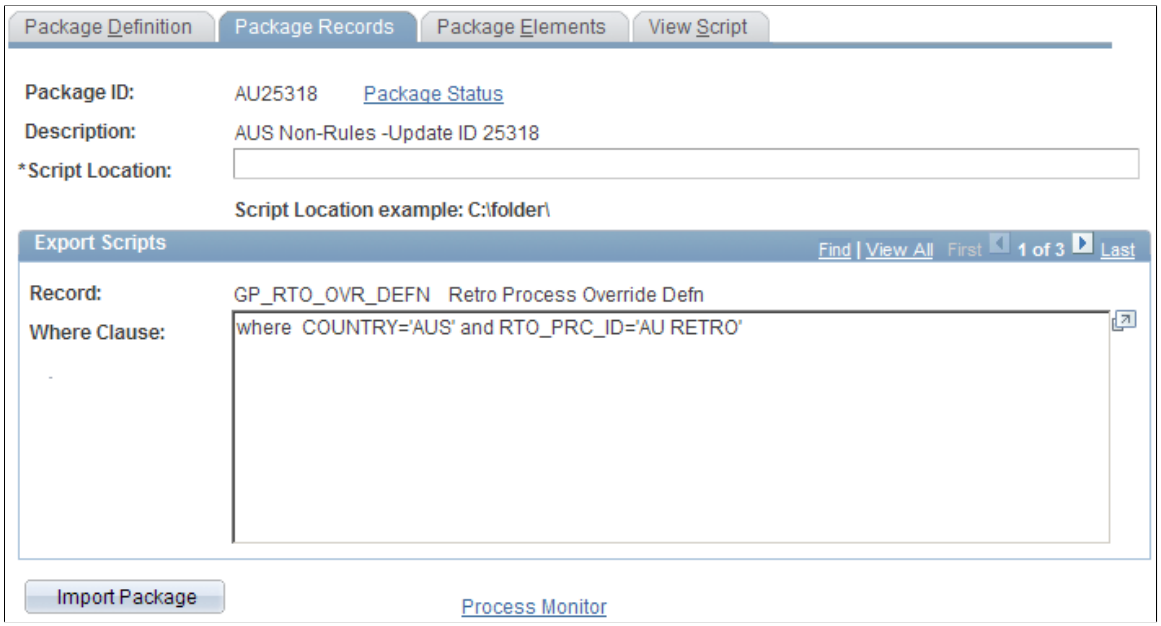
- Import non-rule element information into the target database.
- Import non-rule records into the target database.
- View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Import Non-Rule Elements > Package Records

This example illustrates the fields and controls on the Import Non-Rule Elements - Package Records page.



Field or Control	*Description*
Script Location	Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
Import Package	If the button is available, click to start the import process.

Compare Non-Rule Package - Package Elements Page

Use the Compare Non-Rule Package - Package Elements page (GP_NR_PKG_ELMTS) to .

- Compare data from the source database with the data in the target database.

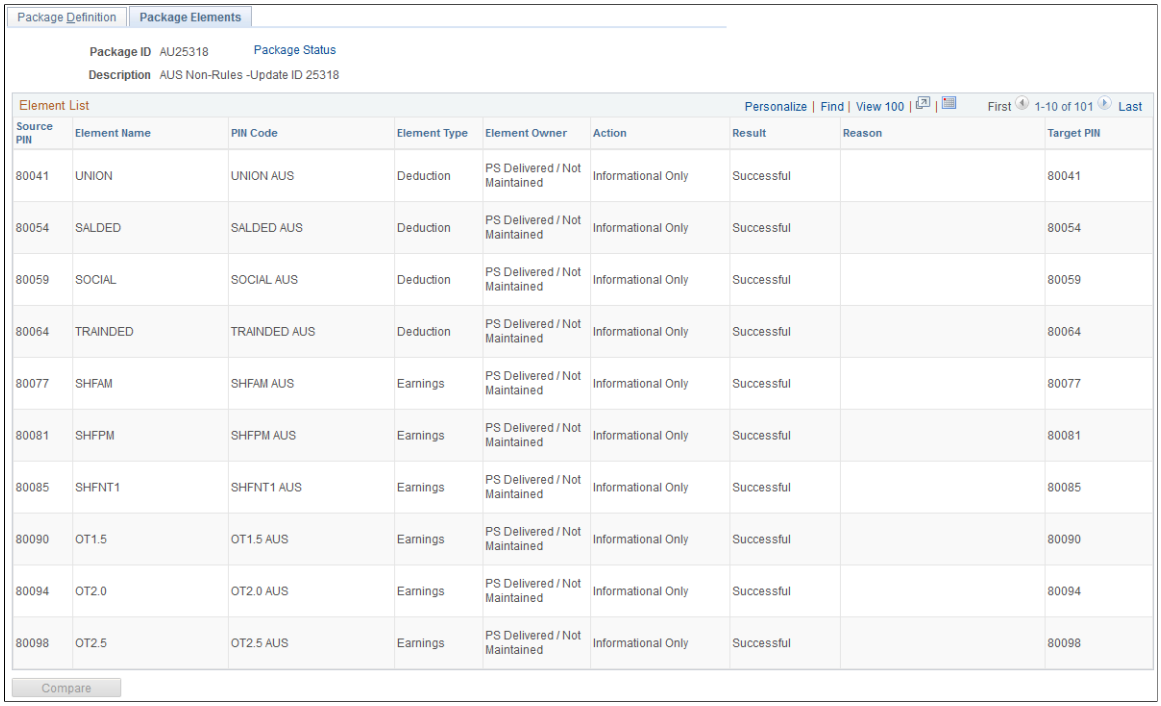
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- View the contents of the imported package.

Navigation:

(Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Compare Non-Rule Package > Package Elements

This example illustrates the fields and controls on the Compare Non-Rule Package - Package Elements page.



Package Definition | Package Elements

Package ID AU25318 Package Status

Description AUS Non-Rules -Update ID 25318

Element List — Personalize | Find | View 100 | First 1-10 of 101 Last

Source PIN	Element Name	PIN Code	Element Type	Element Owner	Action	Result	Reason	Target PIN
80041	UNION	UNION AUS	Deduction	PS Delivered / Not Maintained	Informational Only	Successful		80041
80054	SALDED	SALDED AUS	Deduction	PS Delivered / Not Maintained	Informational Only	Successful		80054
80059	SOCIAL	SOCIAL AUS	Deduction	PS Delivered / Not Maintained	Informational Only	Successful		80059
80064	TRAINDED	TRAINDED AUS	Deduction	PS Delivered / Not Maintained	Informational Only	Successful		80064
80077	SHFAM	SHFAM AUS	Earnings	PS Delivered / Not Maintained	Informational Only	Successful		80077
80081	SHFPM	SHFPM AUS	Earnings	PS Delivered / Not Maintained	Informational Only	Successful		80081
80085	SHFNT1	SHFNT1 AUS	Earnings	PS Delivered / Not Maintained	Informational Only	Successful		80085
80090	OT1.5	OT1.5 AUS	Earnings	PS Delivered / Not Maintained	Informational Only	Successful		80090
80094	OT2.0	OT2.0 AUS	Earnings	PS Delivered / Not Maintained	Informational Only	Successful		80094
80098	OT2.5	OT2.5 AUS	Earnings	PS Delivered / Not Maintained	Informational Only	Successful		80098

Compare

After completing the first part of the export and import process, log onto the target database and perform the compare process, which verifies that the elements needed by the data you're moving exist in the target database. The compare process checks PIN code and PIN type.

If the elements don't exist or if the element types do not match, the compare process fails and you must create a rule package and move the package to the target database before continuing with the non-rule upgrade.

Element List

This group box shows the results of the comparison of the source and target databases. If the compare process reports failures, correct the errors before continuing with the upgrade process.

Field or Control	*Description*
Source PIN (source pay item name)	Displays the PIN number of the element from the source database (without 50000000 added).
Element Name	Displays the name of the element in the source database.

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Field or Control	*Description*
PIN Code (pay item name code)	Displays the element's PIN code.
Element Type	Displays the element's type.
Element Owner	Identifies who created the element and who's responsible for maintaining it. Valid values are: *Customer, Modified, PS Mnt, PS NonMnt,* and *PS Secure.*
Result	Displays the results of the comparison: *Not Done:* You haven't yet run the compare process. *Success:* The compare process didn't encounter any errors. *Failure:* The compare process failed. The **Reason** field shows why.
Reason	If the compare process failed, displays one of the following values: *Not Found:* Create a new rule package that includes the missing elements and move the package to the target database before continuing with the non-rule upgrade. *Type Cnflt* (type conflict): The element types do not match. Most likely this error occurred because you created an element that has the same PIN code, but a different type. Rename your element and create a new rule package that includes the element that is being used.
Target PIN (target pay item name)	Displays the PIN number of the element from the target database (without 50000000 added).
Compare	Click to start the compare process. Once the process is complete, the **Element List** group box shows, element by element, whether a match was found. If the process generates no errors, the following message appears: "Compare process completed successfully. You can now import non-rule records from the source database."

Import Non-Rule Records - Package Records Page

Use the Import Non-Rule Records - Package Records page (GP_NR_PKG_DATA) to

- Import non-rule element information into the target database.

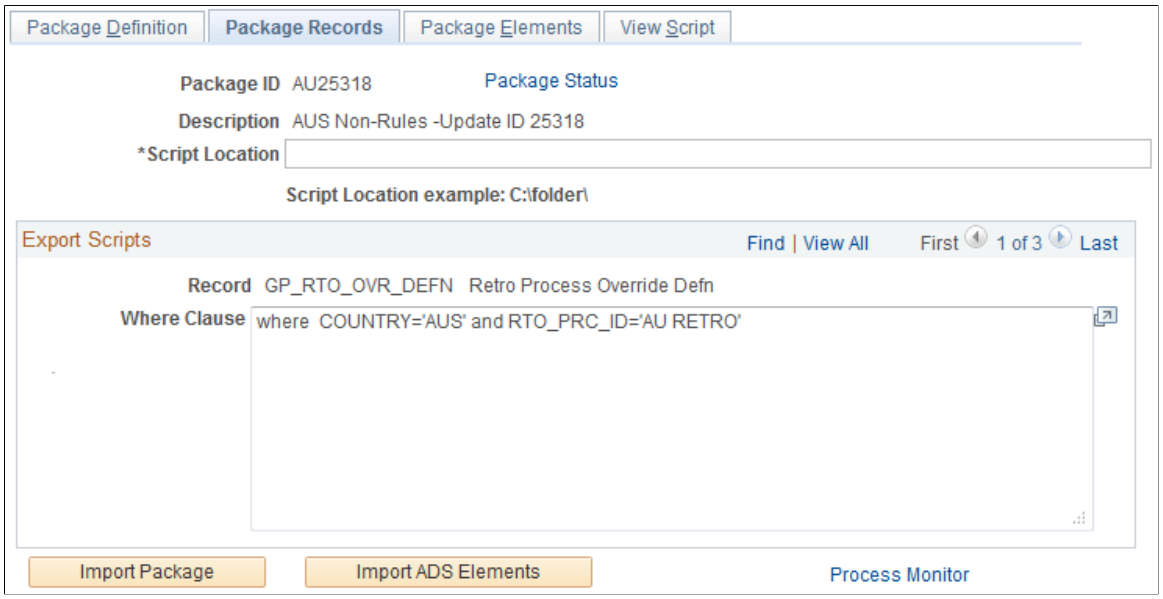
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- Import non-rule records into the target database.
- View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Import Non-Rule Records > Package Records

This example illustrates the fields and controls on the Import Non-Rule Records - Package Records page.



After reviewing the results of the compare process and moving any missing elements into the target database, you can import the non-rule records into the target database.

Click the **Record Import** button to import the records.

Upgrade Non-Rule Package - Package Records Page

Use the Upgrade Non-Rule Package - Package Records page (GP_NR_PKG_RECS) to:

- View the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.
- Upgrade a non-rule package.

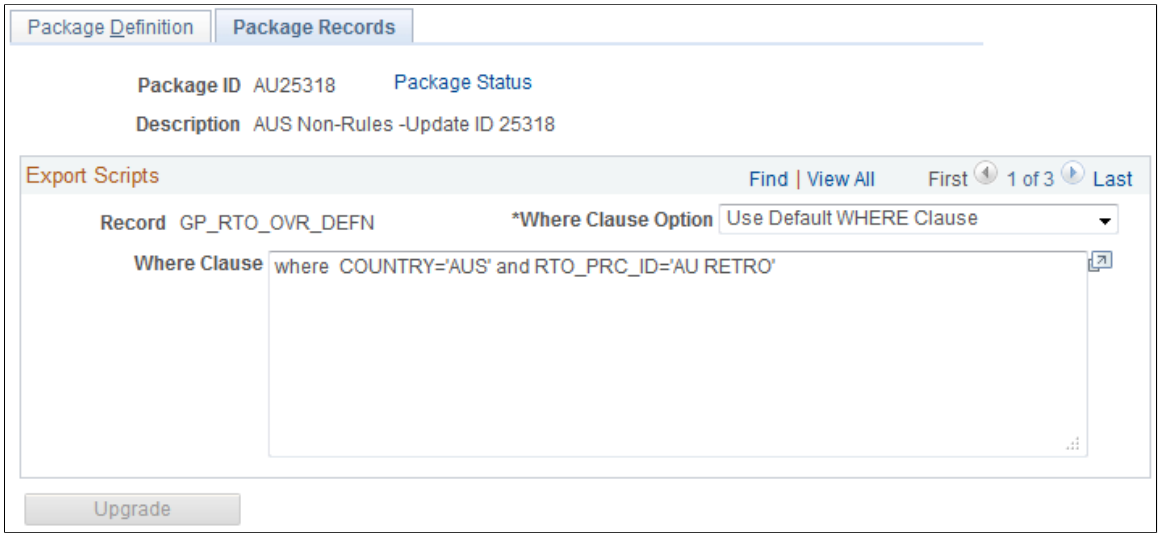
  The compare process must be successfully completed before you can upgrade the package.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Upgrade Non-Rule Package > Package Records

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This example illustrates the fields and controls on the Upgrade Non-Rule Package - Package Records.



The final step is to renumber the elements on the non-rule data that you've imported so that they have the same PIN numbers as the matching elements in the target database, using the Upgrade Non-Rule Package component.

Field or Control	*Description*
Upgrade	Click to start the upgrade process. A message tells you when the process is complete. You cannot compare or upgrade the same package again unless you re-import records and elements into the target database.

Import Non-Rule Elements - View Script Page

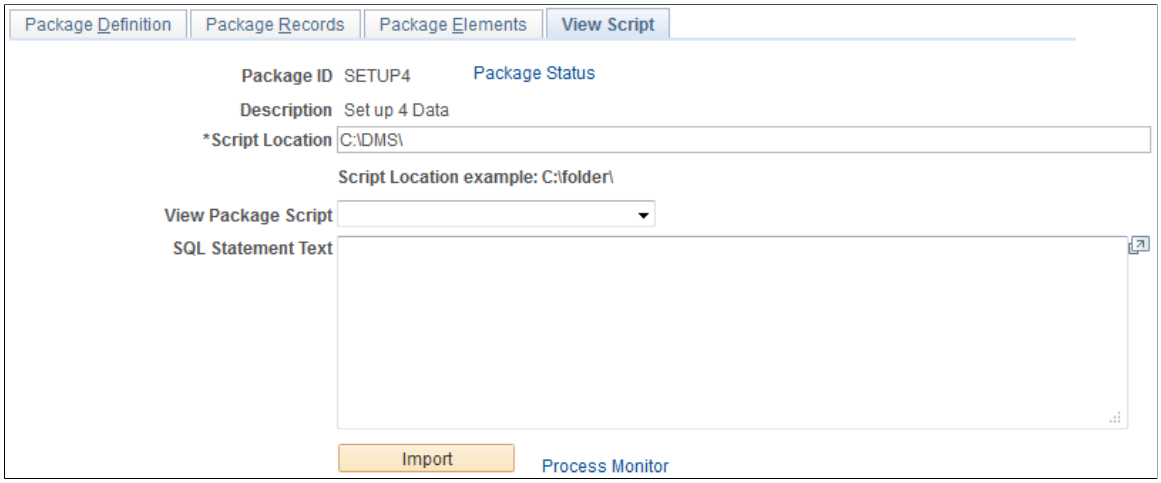
Use the Import Non-Rule Elements - View Script page (GP_NR_PKG_EXPIMP) to view export/import scripts.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Manage Global Payroll Packages > Import Non-Rule Elements > View Script

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This example illustrates the fields and controls on the View Script page.



Field or Control	*Description*
Script Location	Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg). **Note:** We discuss how to specify the script location in the Process Scheduler configuration file in the section called *The Process of Connecting UNIX and NT Directories.* See The Process of Connecting UNIX and NT Directories. **Note:** You can define a default script location on the Installation Settings page for all packager scripts. See Installation Settings Page.
View Package Script	Select the type of script that you want to view: export or import. The DataMover script appears.

Package Status Page

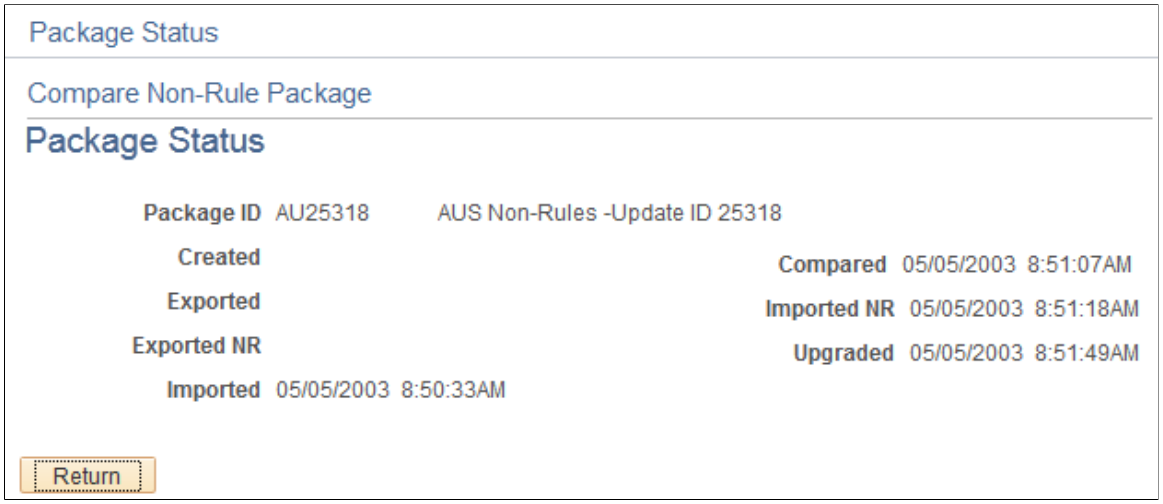
Use the Package Status page (GP_NR_PKG_DTTM_SEC) to view the date and time a package was created, exported, imported, compared, and upgraded.

Navigation:

Click the **Package Status** link on any page in the Import Non-Rule Package, Compare Non-Rule Package, or Upgrade Non-Rule Package components.

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This example illustrates the fields and controls on the Package Status page.



View the date and time a package was created, exported, imported, compared, and upgraded.

Copying Packages

Note: Copying packages alone does not prepare the package for export. You must also run the create rule or non-rule process, which attaches all elements to the package.

Pages Used to Copy Packages

Page Name	*Definition Name*	*Usage*
Copy Rule Package Page	GP_PKG_COPY	Copy an existing rule package and its selection criteria. This does not copy the element information.
Copy Non-Rule Package Page	GP_NR_PKG_COPY	Copy an existing non-rule package and its selection criteria. This does not copy the element information.

Copy Rule Package Page

Use the Copy Rule Package page (GP_PKG_COPY) to copy an existing rule package and its selection criteria.

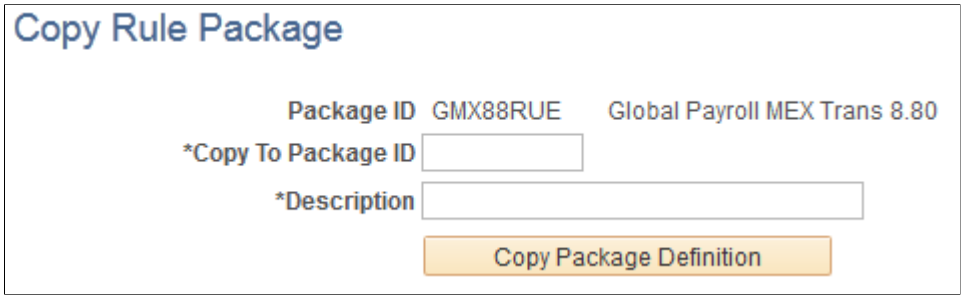
This does not copy the element information.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Copy Rule Package**

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This example illustrates the fields and controls on the Copy Rule Package.



Field or Control	*Description*
Copy To Package ID	Enter up to eight alphanumeric characters for the new package ID.
Copy Package Definition	Click to copy the package.

Copy Non-Rule Package Page

Use the Copy Non-Rule Package page (GP_NR_PKG_COPY) to copy an existing non-rule package and its selection criteria.

This does not copy the element information.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Copy Non-Rule Package**

See the field descriptions for the Copy Rule Package page.

Related Links

Copy Rule Package Page

Stamping and Packaging Elements by Version

Pages Used to Stamp and Package Elements by Version

Page Name	*Definition Name*	*Usage*
Version Stamping Page	GP_STAMPING	Stamp elements with a new version number, and initiate the stamping process.

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Page Name	*Definition Name*	*Usage*
Define Version Relationships Page	GP_VER_RULE_DFN	View version relationships between element definition records. Displays the Rule Definition record and the corresponding child records.

Understanding How to Stamp and Package Elements by Version

Versioning is a way to track the elements that were delivered for each release or update and to package elements by version. For example, elements delivered with Global Payroll 8.9 are labeled 8.90.00. Major releases, updates, and hot fixes typically require a new version of all or some previously delivered rules.

You can assign a version number (or label) to multiple elements and use the versioning utilities to package elements by version so that they can be moved to another database.

When you package elements by version, the system pulls the rows associated with the version that you specify. Once the elements are packaged, you can move them across databases, using the same procedures that apply to rule packages; you export the elements, compare them with existing elements in the database, and complete the upgrade.

To package elements by version:

1. Stamp the appropriate version number(s) on the elements that you want to package using the Version Stamping (GP_STAMPING) component.
2. Use the Define Criteria By Version page of the Create/Export Rule Package (GP_PKG_CREXP) component to define selection criteria for packaging the elements that you stamped in step 1.
3. Follow all other instructions presented earlier in this topic for creating and exporting rule packages.

   See Creating and Exporting Rule Packages.
4. Follow the instructions presented earlier in this topic for importing, comparing, and upgrading rule packages.

   See Importing, Comparing, and Upgrading Rule Packages.

Related Links

Defining Element Names

Version Stamping Page

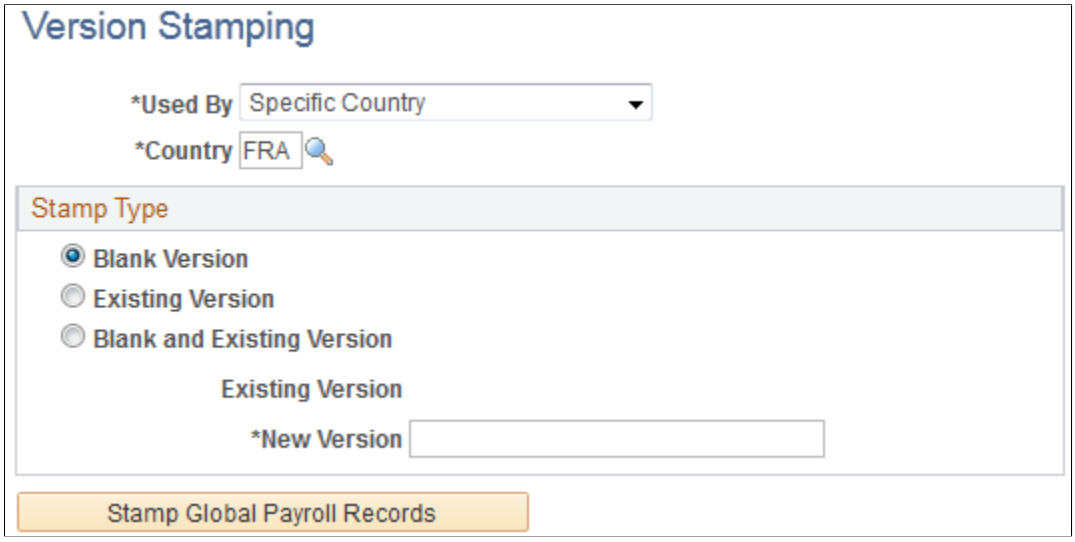
Use the Version Stamping page (GP_STAMPING) to stamp elements with a new version number, and initiate the stamping process.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Version Stamping**

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This example illustrates the fields and controls on the Version Stamping page.



Use this page to *stamp* a version on elements that you add or modify or to restamp an existing version of an element.

Field or Control	***Description***
Used By	You can stamp elements that are applicable to all countries or limit the stamping to one country. If you select *All Countries,* the **Country** field defaults to *All.* If you select *Specific Country,* specify the country code in the **Country** field.
Stamp Type	Indicate the elements to stamp: *Blank:* Elements that have no existing version. *Existing Version:* Elements whose version is what you specified in the **Existing Version** field. *Blank and Existing Version:* Elements with no existing version and elements associated with the version that you specified in the Existing Version field.
Existing Version	Becomes available when you select *Existing Version* or *Blank and Existing Version* as the stamp type. Select from any existing version. The system looks for all elements associated with the version that you select.

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Field or Control	Description
New Version	Enter up to 16 alphanumeric characters for the name of the new version. The system adds the prefix *C_* to the name if this is a customer installation. A package coming from the PeopleSoft system would have version numbers, preceded by *P_*. When using the User Version functionality provided on the Element Name page, the system adds the prefix *INT_* to those versions. The Element name page is documented in another topic in this product documentation. See Defining Element Names.
Stamp Global Payroll Records	Click to initiate the stamping process. The system stamps the selected elements with the new version after clearing the existing Version entries, if any.

Note: Versioning occurs only in element definition records (records with a primary key of PIN_NUM).

Define Version Relationships Page

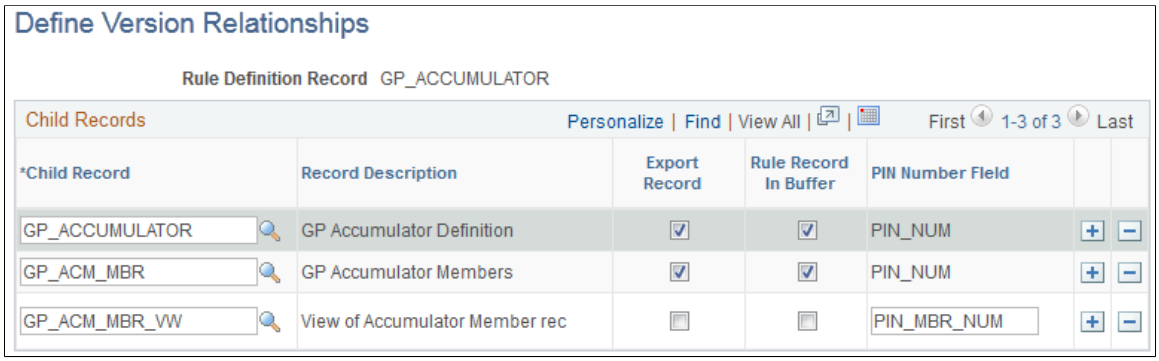
Use the Define Version Relationships page (GP_VER_RULE_DFN) to view version relationships between element definition records.

Displays the Rule Definition record and the corresponding child records.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Define Version Relationships** > **Define Version Relationships**

This example illustrates the fields and controls on the Define Version Relationships page.



Field or Control	Description
Rule Definition Record	Displays the name of the parent record that contains the field GP_VERSION.

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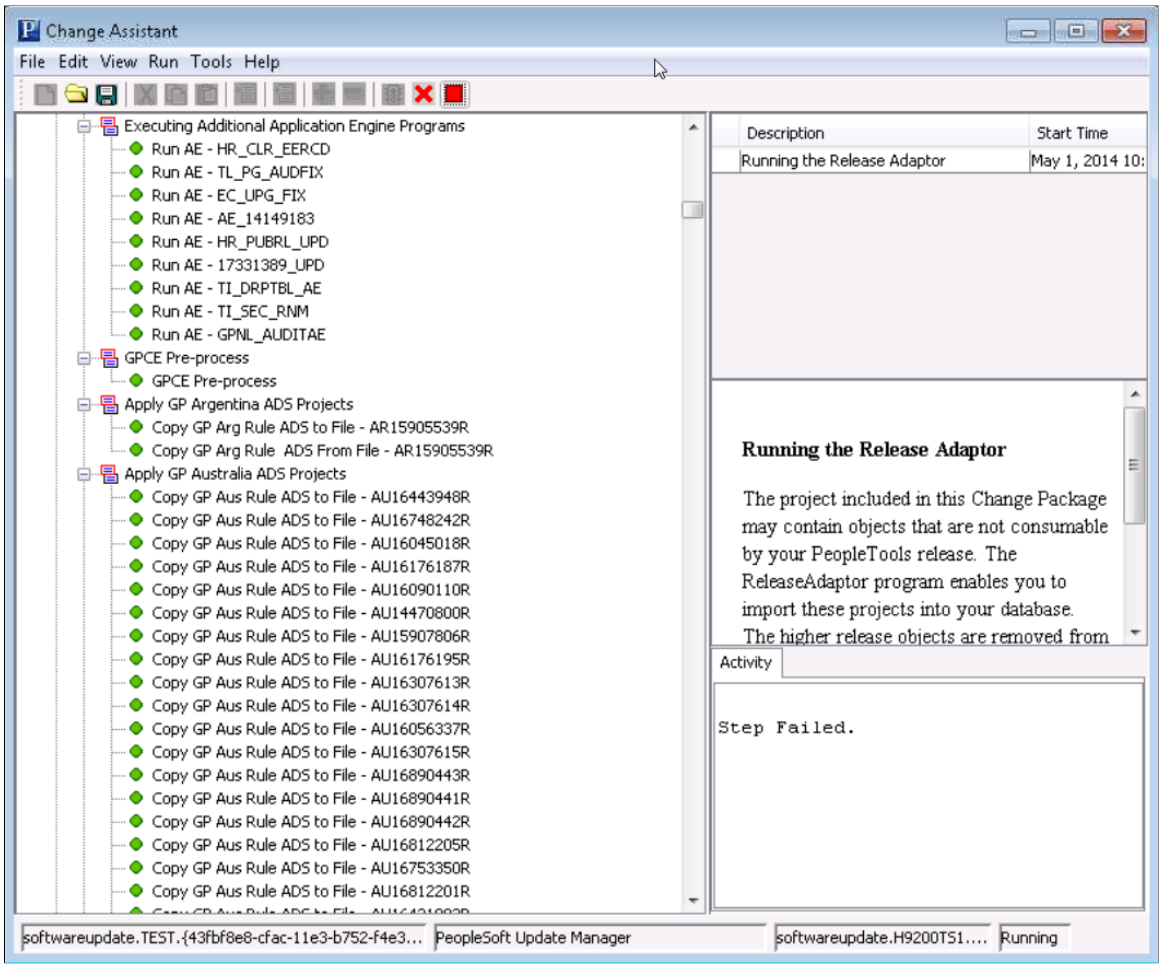
Field or Control	*Description*
Child Record	Displays the child record whose data when changed causes GP_VERSION to be cleared from the corresponding row in parent record. (The name of the parent record is displayed here if there are no children.)
Export Record	Selected if the child record is to be included in the version package for export and import. For example, when an accumulator element changes, only data in GP_ACCUMULATOR and GP_ACM_MBR needs to be moved. The child record, GP_ACM_MBR_VW, does not need to be exported and imported because it is used only to associate accumulators with earnings and deductions in the Earnings and Deductions components.
Rule Record in Buffer	Applicable to accumulators only. Selected if the record that has GP_VERSION is in the component buffer (for example, when an earning accumulator is changed, and needs GP_VERSION cleared). Record GP_ACCUMULATOR is not in the component buffer. Select this check box to prevent the system from looking for the record in RECNAME_RULE_DFN in the component buffer and issue a SQLEXEC instead. The child record that exists in the earnings component is GP_ACM_MBR_VW.
PIN Number Field	Displays the name of the PIN_NUM field on the record that needs GP_VERSION cleared. Using the earlier example, the earning accumulator PIN_NUM is contained as PIN_MBR_NUM in the earning component buffer and PIN_NUM itself contains the earning PIN. So, when updating data for GP_ACCUMULATOR, data for PIN_MBR_NUM value and not PIN_NUM value from the earnings component must be updated.

Applying Packages through PeopleSoft Update Manager

You can use Change Assistant to apply rule and non-rule packages that are extracted from a PeopleSoft Update Manager (PUM) image. Applying rule and non-rule packages using Change Assistant is automated and does not require manual intervention.

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This is an example of what Change Assistant looks like with rule packages extracted from PeopleSoft Update Manager.



Change Assistant is a standalone application that enables you to assemble and organize the steps necessary to apply updates and fixes for PeopleSoft application maintenance updates as well as performing upgrades. For more information on Change Assistant, see the product documentation for *PeopleTools: Change Assistant and Update Manager*.

Application Engine Programs

The automated application of rules packages through Change Assistant uses the following Application Engine (AE) programs:

- Merge GP Rule: GP_PKG_ADSMR
- Compare Merged Rule Package: GP_PKG_ADCNR
- Upgrade Merged Rule Package: GP_PKG_ADUNR
- Apply Nonrule Package: GP_NR_APPLY

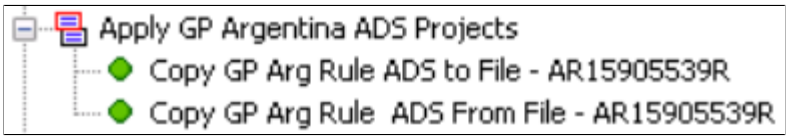
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Applying Rule Packages Extracted from PUM Using Change Assistant

If a change package created from a PUM image includes rule packages, Change Assistant generates the following steps that you can use to automatically apply the rule packages to the target database.

1. Export the package data from the PUM image, and import it into the target database for all fixes that are a part of the change package.

   These are examples of jobs that copy GP rules package data between databases.

   Note: Change Assistant uses PeopleTools Application Data Sets (ADS) to move data between the databases rather than data mover scripts.

2. Create a single merged GP rule package, per country extension.

   This is an example of a job that creates a merged GP rule package.

   The name of the merged package created by this process can be found in the log file generated by this step.

3. Compare and generate a compare report for the merged package.

   This is an example of a job that compares and generates a compare report for a merged package.

   The system generates a single consolidated compare report even though it may have identified multiple packages as part of the fix.

   Note: Change Assistant provides a manual stop here so that you can review the compare report.

4. Upgrade the merged rule package.

   This is an example of a job that upgrades a merged package.

5. Upgrade the related language data for the rule package.

Applying Non-Rule Packages Extracted from PUM Using Change Assistant

If a change package created from a PUM image includes non-rules packages, Change Assistant generates the following steps that you can use to automatically apply the non-rule packages to the target database.

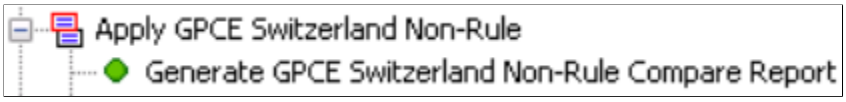
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1. Export the package data from the PUM image, and import it into the target database for all fixes that are a part of the change package.

   Note: Change Assistant uses PeopleTools Application Data Sets (ADS) to move data between the databases rather than data mover scripts.

2. Generate a non-rule compare report.

   This is an example of a job that generates a non-rule compare report.

   This step generates a report that contains all the information that would be shown after a non-rules compare from PIA. The system generates a single non-rule compare report per country extension that is applied.

   Note: Change Assistant provides a manual stop here so that you can review the compare report.

3. Apply a non-rule package.

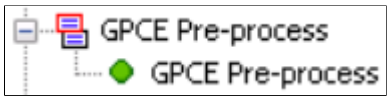
   This is an example of a job that applies a non-rule package.

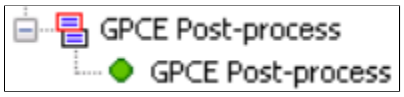
   This step applies all non-rule packages for a single country extension. The system generates an apply non-rule package step for every country extension for which a non-rule package existed in the list of bugs being applied.

Running Pre and Post Processes

This is an example of a pre-process for Global Payroll country extensions.



This is an example of a post-process for Global Payroll country extensions.



The pre- and post-process steps perform clean-up activities on tables related to packager.

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Chapter 49

Defining Security

Understanding Security

Security refers to the ability to restrict users from viewing or updating certain data or payees.

In Global Payroll, there are two levels of security:

- Element-level security

  Restricts the elements that a user can view or update, based on the User Rules Profile page and the **Used By, Owner,** and **Override Levels** fields on the Element Name page.

- Payee-level security

  Restricts the payees that a user can view, based on the standard HR security in PeopleSoft HR.

Note: Global Payroll can also use the group security feature in PeopleSoft Time and Labor.

Element Usage Security

You set up profiles for your users that give them access to country-specific element information. For example, if your organization operates only in France, users do not need element information that is specific to the United Kingdom. *Element-usage security* limits the number of elements that appear in prompt tables and on search pages to those that are relevant to the user.

Owner Security

Owner security refers to who owns and maintains an element—PeopleSoft or the customer. Certain elements can be modified only by PeopleSoft, while others can be modified by the customer.

The **Owner** field on the Element Name page identifies an element's owner.

Related Links

Defining Element Names

Override Levels

Override levels for an element vary, depending on the element type. Typical override levels include Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition, and Positive Input. You select these on the Element Name page by using check boxes. These check boxes indicate whether the element can be updated through overrides or by another element.

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The update Via Element security feature controls which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the **Map Retrieved Fields to Variable Elements** fields on the Field Map and Keys page).
- Brackets (through the **Return Columns** fields on the Bracket Search Keys/Return Columns page).
- Dates (through the **Date Extract** fields on the Date Extract page).
- Formulas (through the **Assign To** columns on the Formula Field-by-Field page).

The system checks the User Rules Profile and element-usage security to ensure that only elements that are available for access can be updated by another element.

Related Links

Defining Element Names

Common Elements Used to Define Security

Field or Control	*Description*
Prompt edits	Records or views that you use as an online prompt on a specified field.
Query security records	Records or views that you use in PeopleSoft Query.
Search records and **search views**	Records and views that you use to access a component.

Restricting User Access

You can control whether a user can access elements that are defined for all countries or for a specific country and whether a user can take control of PeopleSoft-delivered and maintained elements.

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Page Used to Restrict User Access

Page Name	*Definition Name*	*Usage*
User Rules Profile	GP_OPR_RULE_PRF	Control whether a user has access to elements defined for all countries or a specific country. Also define if users can take control of PeopleSoft Delivered/ Maintained elements. Create a user ID in PeopleTools before using this page.

Understanding How to Restrict Access to Country-Specific Elements

When you create an element, you designate (in the **Used By** field of the Element Name page) whether it can be used by all countries or by a specific country. An element cannot use an element that is defined at a lower level. For instance, a duration element that is defined for *All Countries* cannot use a variable defined for only one country—France, for example. It can only use elements defined for *All Countries.* However, a duration that is defined for France can use variables defined for France as well as variables defined for *All Countries.*

The Global Payroll User Profile page defines the default values that users see in the **Used By** and **Country** fields when adding an element.

This table shows how the settings on the Global Payroll User Profile page affect the **Used By** and **Country** fields on the Element Name page:

Global Payroll User Profile page	*Element Name page*
Used By = All Countries	Used By = All Countries is the default. Country field defaults to value *ALL.*
Used By = Specific Country	Used By = Specific Country and can't be changed. Country field defaults to Country and can't be changed.

Warning! Carefully consider the consequences of changing the **Used By** field after you save an element that is defined for *All Countries.* Problems can result if the element has been used in payroll processing.

Note: The User Rule Profile in Global Payroll is in addition to the User Rules Profile in HR.

Global Payroll User Profile Page

Use the Global Payroll User Profile page (GP_OPR_RULE_PRF) to control whether a user has access to elements defined for all countries or a specific country.

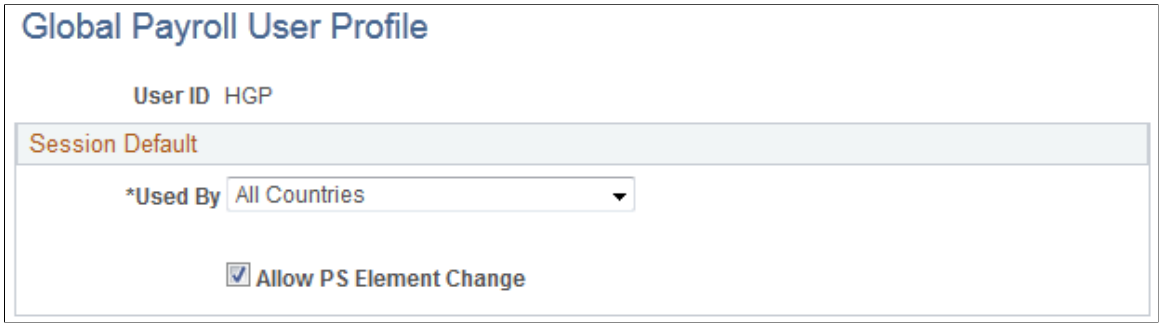
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Also define if users can take control of PeopleSoft Delivered/Maintained elements. Create a user ID in PeopleTools before using this page.

Navigation:

Set Up HCM > Security > User Maintenance > Global Payroll User Profile > User Rules Profile

This example illustrates the fields and controls on the Global Payroll User Profile page.



All search views refer to the information that you enter here to determine which elements to display.

Session Default

Field or Control	*Description*
Used By	Specify which elements the users with this User ID can access. Values are: *All Countries:* Elements defined for All Countries. *Specific Country:* Elements defined only for the country you select in the **Country** field. **Note:** You associate a rule with a country when you define an element on the Element Name page.
Allow PS Element Change (allow PeopleSoft element change)	Select to enable users to take control of PS Delivered/ Maintained elements. Taking control of an element means that a user can edit the element's definition and change the element owner to PS Delivered-Customer Modified. Once a user takes control of an element, it cannot be changed back to PS Delivered/Maintained.

See *PeopleTools: Security Administration* product documentation.

Related Links

Defining Element Names

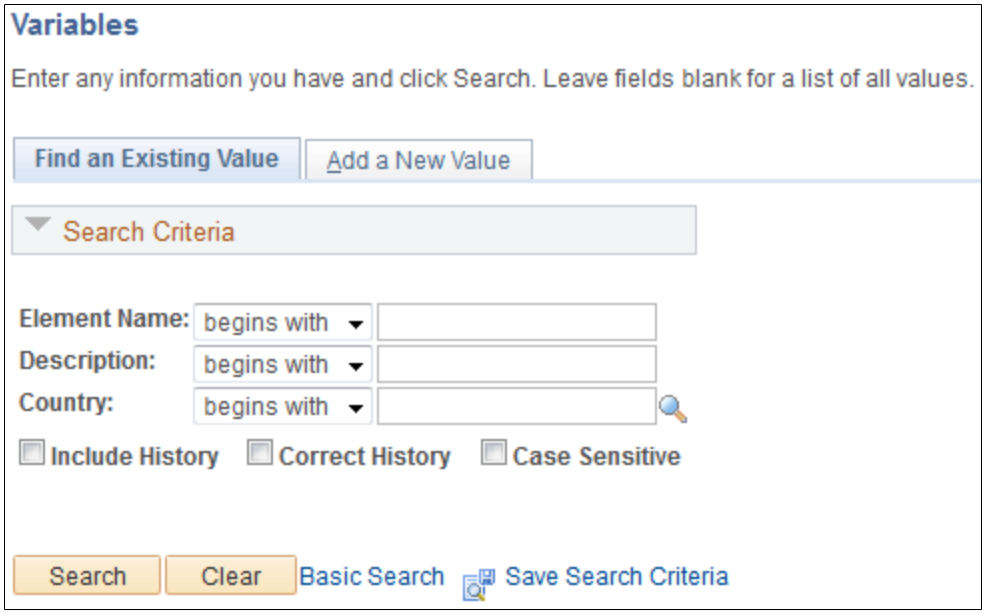
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Element Security

This topic discusses the security that governs element selection for a component.

The following tables describe element-level security by menus and components. Following is an example of the Search page that is referred to in the tables:

This example illustrates the fields and controls on the Search page.



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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements - All Element Definition Components

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If **User Rules Profile** = *All Countries,* then **Used By** = *All Countries* Or **Used By** = *Specific Country.* If **User Rules Profile** = *Specific Country,* then **Used By** = *All Countries* Or **Used By** = *Specific Country.* **Country** must match the **Country** on the User Rules Profile page.	*Element-usage security:* If **Used By** = *All Countries,* then the elements it can use must also be **Used By** = *All Countries.* If **Used By** = *Specific Country,* then the elements it can use must either be **Used By** = *All Countries* Or **Used By** = *Specific Country,* and the value in the **Country** field must equal the country that the element is being used by. *Update by element security:* For the following elements, you can update element security with the **Via Element** override check box on the Element Name page: - Formula definitions/**Assigned To** field. - Date definitions/**Date Extract** fields. - Bracket definitions/**Return Columns** field. - Array definitions/**Retrieved** fields. **Note:** If **User Rules** = *Specific Country,* you cannot change the **Used By** field on such an element.

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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Security is handled inside the component.	*Element usage (which element groups appear in the prompt list):* If **User Rules Profile** = *All Countries,* then No security. If **User Rules Profile** = *Specific Country,* then **Used By** = *All Countries* Or **Used By** = *Specific Country.* **Country** on the Element Name page must match the **Country** on the User Rules Profile page.

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Add Mode - When you add a new Pay Entity, the system has no information about the Pay Entity, so there is no security. Applicable to Non-Add mode. If **User Rules Profile** = *All Countries,* then No security. If **User Rules Profile** = *Specific Country,* then Pay Entity **Country** must = User **Country.**	*Supporting Element Overrides - element usage is based on Pay Entity Country:* You must enter Pay Entity Country before entering any Supporting Element Overrides. **Used By** = *All Countries* Or **Used By** = *Specific Country,* and **Country** on the Element Name page matches **Country** on the Pay Entity page. **Pay Entity Override** is selected on the Element Name page.

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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Add Mode - When you add a new Pay Group, the system has no information about the Pay Group, so there is no security. Mode does not equal Add. If **User Rules** = *All Countries,* then No security. If **User Rules Profile** = *Specific Country,* then Pay Entity **Country** = User **Country.**	*Rounding/Proration elements - element usage is based on Pay Entity Country:* **Used By** = *All Countries* Or **Used By** = *Specific Country,* and **Country** matches Pay Entity **Country.** *Supporting Element Overrides - element usage is based on Pay Entity Country:* **Used By** = *All Countries* Or **Used By** = *Specific Country,* and **Country** matches Pay Entity **Country.** **Pay Group Override** is selected on the Element Name page.

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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing - Run Types

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Security is handled inside the component.	*Element usage (which process list appears on the prompt list):* If **User Rules Profile** = *All Countries,* then No security. If **User Rules Profile** = *Specific Country,* then **Used By** = *All Countries* Or **Used By** = *Specific Country,* and **Country** matches User **Country.** The Run Types page includes a group box to enable the entry of earnings for variable compensation awards. For this group box, element selection is governed by the country of the process list. Elements shown are either where Used By = *All Countries* or where **Country** is the same as the **Country** of the process list element.

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars

Security in the Search Page	*Security Governing Element Selection From Within the Component*
Applicable to all modes (in relation to the Pay Group field). If **User Rules Profile** = *All Countries,* then No security. If **User Rules Profile** = *Specific Country,* then Pay Entity *Country* that is associated with the pay group must match User *Country.*	*Supporting Element Overrides and Elements to Exclude - element usage is based on Pay Entity Country:* **Used By** = *All Countries* Or **Used By** = *Specific Country,* and **Country** matches Pay Entity **Country.** **Calendar** override check box must be selected.

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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendar Group

Security in the Search Page	*Security Governing Data Selection From Within the Component*

Add Mode - When you add a new calendar group, the system has no information about the calendar group, so there is no security.
 	
Applicable to Non-Add mode.
 	
If **User Rules Profile** = *All Countries,* then
 	
No security.
 	
If **User Rules Profile** = *Specific Country,* then
 	
Calendar Run ID **Country** must match User **Country.**
	Country - Valid countries are based on User Rules Profile Country:
	
	If **User Rules Profile** = *All Countries,* then No security
	
	If **User Rules Profile** = *Specific Country,* then Calendar Run ID Country appears as the default in User Country and cannot be changed.
	
	Pay Group/Calendar ID is based on Calendar Run ID Country:
	
	You must enter Calendar Run ID Country before entering Pay Groups, or Calendar IDs.
	
	Pay Group **Country** (Country of the Pay Entity that is associated with the Pay Group) must match Calendar Run ID **Country.**
	
	Calendar **Country** (of the Pay Entity Country that is associated with Pay Group for Calendar) must match Calendar Run ID **Country.**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions

Security on the Search Page	*Security Governing Element Selection From Within the Component*

For all modes.
 	
If **User Rules Profile** = *All Countries,* then
 	
No security.
 	
If **User Rules Profile** = *Specific Country,* then
 	
Country = User **Country.**
	Security is handled by the search page security.

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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides

Security on the Search Page	*Security Governing Element Selection From Within the Component*

For all modes.
 	
If **User Rules Profile** = *All Countries,* then
 	
No security.
 	
If **User Rules Profile** = *Specific Country,* then
 	
Country = User **Country.**
	Formula Element, Element, and Forward to Element - element usage is based on Retro Process Definition Country:
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country,* and **Country** matches Retro Process Definition **Country.**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions (retroactive event definitions)

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Country Security (which countries appear on prompt list):
 	
If **User Rules Profile** = *All Countries,* then
 	
User is allowed to work on any country in Global Payroll.
 	
If **User Rules Profile** = *Specific Country,* then
 	
The only valid value is the **Country** that matches User **Country.** This value is defaulted in and the field is disabled.
	Retro Process Definition (for Event Process Definition) Security (which retro process definitions appear in prompt list): The **Country** on the Retro Process Definition must match the selected **Country.**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definition

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Country Security (which countries appear in prompt list):
 	
If **User Rules Profile** = *All Countries,* then
 	
User can work on any country in Global Payroll.
 	
If **User Rules Profile** = *Specific Country,* then
 	
The only valid value is the **Country** that matches User **Country.** This value is defaulted in and the field is disabled.
	Element usage is based on Country of Event:
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country,* and **Country** matches Event **Country.**

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Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definition

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Country Security (which countries appear in prompt list):
 	
If **User Rules Profile** = *All Countries,* then
 	
User can work on any country in Global Payroll.
 	
If **User Rules Profile** = *Specific Country,* then
 	
The only valid value is the **Country** that matches User **Country.** This value is defaulted in and the field is disabled.
	In the **Trigger Event ID** field, the system shows only trigger event IDs that are valid for the country selected. In addition, for the trigger type of Segmentation and record = GP_PYE_OVRD, the user must select elements on the Trigger Definitions – Field Values page. Available elements are those with **Used By** = *All Countries* or **Used By** = the country of the trigger definition.

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Define Chartfield Allocation

Security on the Search Page	*Security Governing Element Selection From Within the Component*

In All Modes.
 	
If **User Rules Profile** = *All Countries,* then
 	
No security.
 	
If **User Rules Profile** = *Specific Country,* then
 	
Pay Entity **Country** = User **Country.**
	ChartFields - element usage is based on Pay Entity Country:
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country,* and **Country** matches Pay Entity **Country.**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Names, Element Name

Security for the View Element Names component is based on the User Rules Profile. If a user has access to *All Countries,* the user can see elements for all countries. If the user has access to a specific country only, the user can see elements for that country only or elements defined for *All Countries.*

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, View System Elements by Source, System Elements by Source

The View System Elements by Source component shows only system elements. Because these elements are always defined for *All Countries,* any user can view them.

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Payee Security

This topic discusses payee security by HR and group.

Payee payroll data is sensitive information because it often contains pay-related information. Global Payroll provides payee-level security that restricts the payees that a user can view.

HR Security

Global Payroll delivers the standard HR security. Payee-level security affects all Global Payroll reports as well as every component, search record or view, and prompt record and view that contains the EMPLID field. All components that are entered with an employee ID contain payee-level security.

A security tree is used to limit the payees that a user can view or report on.

The following tables indicate payee-level security by menus and components.

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Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Payee-level security applies.	*Element usage is based on Country of the Payee, which is based on the Pay Entity that is associated with the Pay Group:*
	
	To determine Payee **Country,** the system retrieves the payee's pay group from the JOB record. Then it retrieves the Pay Entity for the Pay Group and looks at the **Country.** If a JOB row cannot be found, the country used is the one associated with the user that has logged in. This is the country from the User Rules Profile data for that user.
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country,* and **Country** matches Payee **Country.**
	
	The Element Assignment By Payee component enables you enter a category first to narrow the list of elements to those matching the specified category. Categories shown are those that are valid for the country of the payee.
	
	In addition, Payee Override must be selected on the Element Name page for an element to appear.
	
	Supporting Element Overrides - element usage is based on Payee Country:
	
	If **Element Country** = *All Countries,* then
	
	Used By = *All Countries.*
	
	If **Element Country** = *Specific Country,* then
	
	Used By = *Specific Country,* and **Country** matches Payee **Country.**

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Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements

Security on the Search Page	*Security Governing Element Selection From Within the Component*
Payee-level security applies.	Element Usage (based on Country of Payee which is based on Pay Entity associated with Pay Group) To determine Payee Country, the system first retrieves the Pay Group for the Payee from the JOB record. Then the system retrieves the Pay Entity that is associated with this Pay Group and looks at the Country. If a JOB row cannot be found, the country associated with the user that has logged in is used. This is the country in the User Rules Profile data for that user. Used By = All Countries Or Used By = Specific Country, and Country matches Payee Country Payee Override also needs to be selected on the Element Name page.

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Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input

Security on the Search Page	*Security Governing Element Selection From Within the Component*

Payee-level security applies.	*Element Usage (based on Country of Pay Entity associated with Pay Group)*
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country,* and **Country** matches Pay Entity **Country.**
	
	Positive Input Override also needs to be selected on the Element Name page.
	
	Supporting Element Overrides - element usage is based on Country of Pay Entity:
	
	If **Element Country** = *All Countries,* then
	
	Used By = *All Countries.*
	
	If **Element Country** = *Specific Country,* then
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country,* and **Country** matches **Country of Pay Entity.**
	
	Positive Input Override also needs to be selected on the Element Name page.

Group Security

Group security is a Time and Labor security feature that can be used by Global Payroll if the two applications are integrated. Group security enables you to restrict access to employee records and the Global Payroll reports.

See *PeopleTools: Security Administration* product documentation.

Related Links

“Understanding Static and Dynamic Groups” (PeopleSoft Time and Labor)

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Chapter 50

Integrating with PeopleSoft General Ledger

Understanding the General Ledger Interface

Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Global Payroll and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

Common Elements Used in the General Ledger Interface

Field or Control	*Description*
ChartFields	Chartfields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to General Ledger, you can also transmit the values associated with up to eight chartfields for the payee. When integrating Global Payroll with General Ledger, you map valid combinations of chartfield values to a business unit's general ledger (GL) account numbers. You define what elements are to be used as chartfields. You can select variable elements plus any of the following system elements: COMPANY, COUNTRY, DEPTID, EMPLID, EMPL_CTG, EMPLOYEE SUBCAT1, EMPLOYEE SUBCAT 2, ESTABID, FUNCTION_CD,, GP_PAYGROUP, JOBCODE, LOCATION, POSITION_NBR, REG_REGION, STATE, TARIFF_AREA_GER, TARIFF_GER, GP_COUNTRY. Many of these system elements come from the Job record. PeopleSoft delivers the following 15 variables as standard chartfields for use in integrating to General Ledger: GP GL AFF INTRA1, GP GL AFF INTRA2, GP GL AFFILIATE (Affiliate), GP GL ALT ACCOUNT (Alternate Account), GP GL BUDGET REF (Budget Reference), GP GL CHARTFIELD1 (Chartfield 1), GP GL CHARTFIELD2, GP GL CHARTFIELD3, GP GL CLASS (Class Field), GP GL DEPT (GL Department), GP GL FUND (Fund Code), GP GL OP UNIT(Operating Unit), GP GL PRODUCT (Product), GP GL PROGRAM (Program Code), and GP GL PROJECT (Project).
Grouping	A set of similar earnings, deductions, or segment accumulators that you group together for mapping to the same GL account.

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Integrating Global Payroll with General Ledger

To integrate Global Payroll with General Ledger, use the Chartfields (GP_GL_CHARTFLD), Element Groupings (GP_GL_GROUP), and Account Mapping (GP_GL_MAP) components.

Pages Used to Integrate Global Payroll with General Ledger

Page Name	*Definition Name*	*Usage*
Chartfields Page	GP_GL_CHARTFLD	For a pay entity and business unit, select chartfields for allocating your costs to General Ledger accounts.
Element Groupings Page	GP_GL_GROUP	For a pay entity and business unit, group similar earnings, deductions or accumulators so that they can be mapped to General Ledger accounts. Complete the ChartFields page first.
Account Mapping Page	GP_GL_MAP	For a pay entity and business unit, map chartfields and grouping codes to a General Ledger account number. Define grouping codes first.
GL Distribution Overrides Page	GP_GL_DIST	Override chartfield values at the Job level for an employee. Before using this page, you must define chartfield values on the ChartFields page.
Positive Input - Details Page	GP_PI_MNL_SEC	Override the value of a chartfield for a particular instance of an element.

See *PeopleSoft General Ledger* product documentation.

Understanding Integration Points for the Global Payroll and General Ledger Interface

Integration points are interfaces between PeopleSoft applications. They enable the transfer of data from one database to another.

The Global Payroll and General Ledger interface uses integration points to retrieve account number and business unit information from General Ledger and to send payroll results to General Ledger.

Note: To research the technical details of an integration point that is used by PeopleSoft applications, see the Interactive Services Repository in the Implementation Guide topic of My Oracle Support.

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Retrieving Account Data from General Ledger

When you set up the integration with General Ledger, Global Payroll must receive the following integration point messages:

ACCOUNT_CHARTFIELD_FULLSYNCH

BUS_UNIT_FS_FULLSYNC

BUS_UNIT_GL_FULLSYNC

JOURNAL_GEN_APPL_ID_FULLYSYNC

Later, as changes to account codes and business units are made in General Ledger, Global Payroll retrieves the changes by subscribing to the following integration point messages:

ACCOUNT_CHARTFIELD_SYNC

BUS_UNIT_FS_SYNC

BUS_UNIT_GL_SYNC

JOURNAL_GEN_APPL_ID_SYNC

Note: If you are using the standard chartfield configuration between PeopleSoft HCM and PeopleSoft FMS, you also need to run the import for those chartfields.

See *PeopleTools: Integration Broker Testing Utilities and Tools* product documentation.

Sending Payroll Results to General Ledger

The Global Payroll results integration point uses PeopleSoft Integration Broker to send payroll results to the Global Payroll Accounting Line Stage Record (GP_ACC_LINE_STG). The data is sent using the General Ledger Transaction Prep application engine process (GP_GL_PREP), and uses the Post Global Payroll to General Ledger batch rule (GP_POST_GL).

After Global Payroll sends the data, General Ledger can receive the data and incorporate it into its own data.

Understanding Integration Steps for Global Payroll and General Ledger

To set up Global Payroll for integration with General Ledger, you:

1. Synchronize Global Payroll and HR with your PeopleSoft Financials database.

   To ensure that Global Payroll retrieves the correct account numbers and business units from the Financials database, activate and receive the following integration point messages: ACCOUNT_CHARTFIELD_FULLSYNCH, BUS_UNIT_FS_FULLSYNC, BUS_UNIT_GL_FULLSYNC, JOURNAL_GEN_APPL_ID_FULLYSYNC.

2. On the Business Unit Reference page, add a General Ledger Unit.

3. Indicate which system and variable elements can be used as chartfields:

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a. For system elements, select the **Use As Chart Field** check box on the Source and Use page and select a prompt view. For variables, select the **Use As Chart Field** check box on the Variables - Definition page and select a prompt view.

b. On the <Element> Name page, select the **Store** check box.

Note: If you don't select the Store check box for an element, the GP_GL_PREP process won't store results for it in the Global Payroll Transaction Interface (GP_GL_DATA) record.

---

c. Include the chartfield elements in your payroll process list.

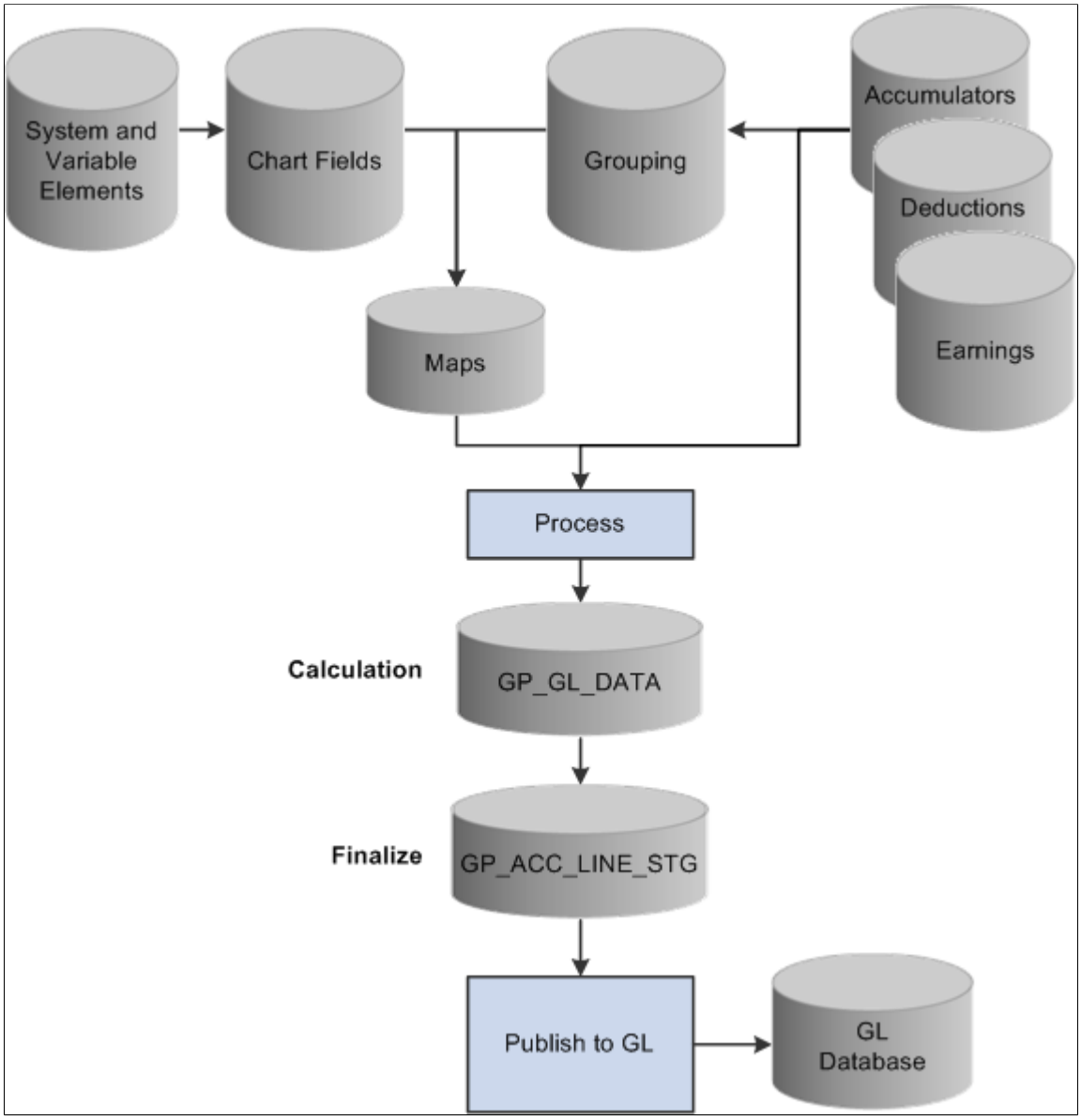
4. On the ChartFields page, select up to 21 chartfield elements that apply to a specific business unit and pay entity.

5. On the Element Groupings page, place earning, deduction, and segment accumulator elements into groups.

6. On the Account Mapping page, map the groups and chartfields to their corresponding General Ledger accounts.

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The following diagram illustrates the General Ledger setup steps and batch process in Global Payroll.



Note: The Source and Use page, the Variable - Definition page, and the Element Name page are discussed previously in this product documentation.

Related Links

Working with System Elements
Defining Variable Elements
Defining Element Names

Chartfields Page

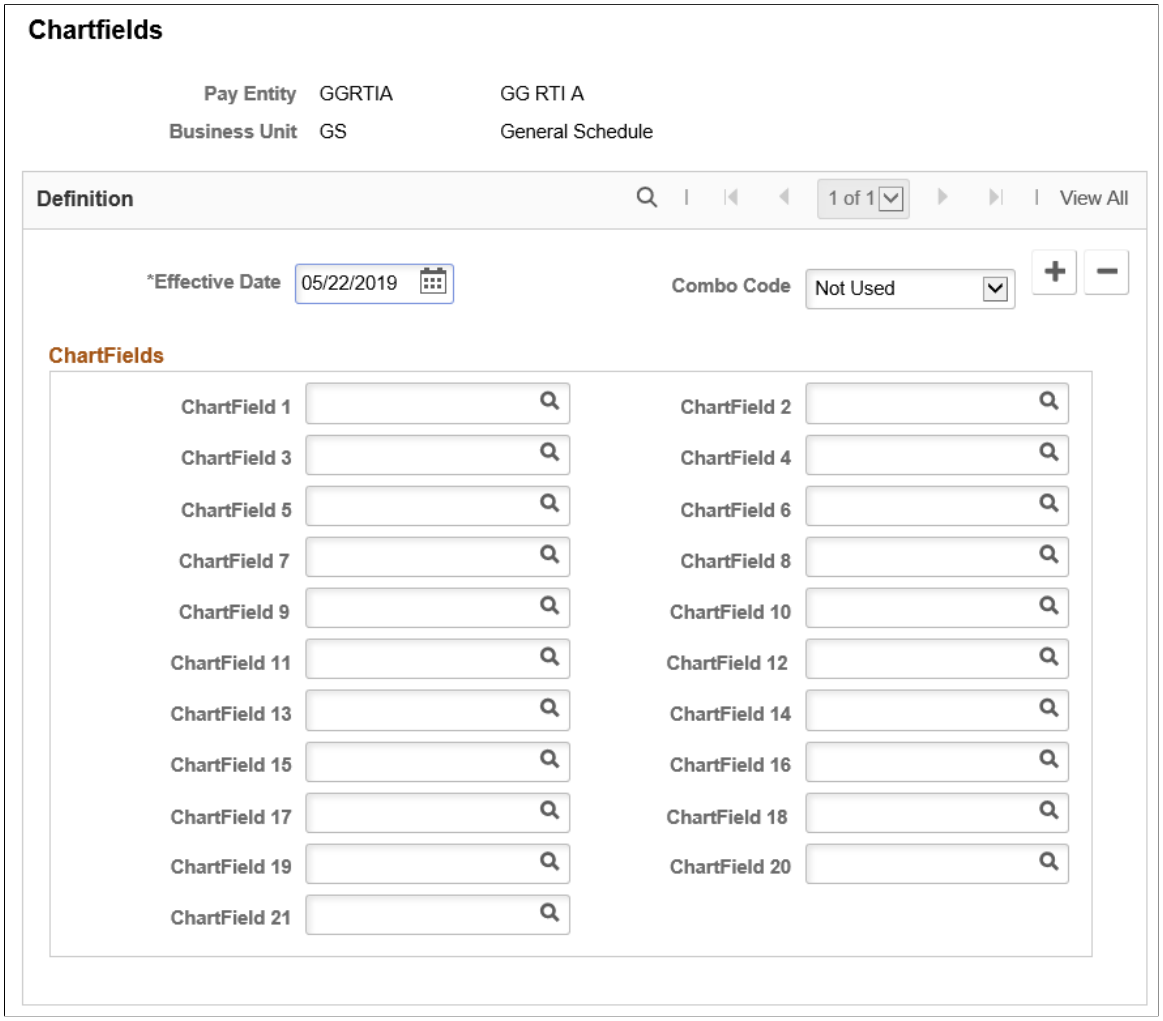
Use the ChartFields page (GP_GL_CHARTFLD) to for a pay entity and business unit, select chartfields for allocating your costs to General Ledger accounts.

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Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Define Chartfield Allocation

This example illustrates the fields and controls on the ChartFields page.



Field or Control	*Description*
Combo Code	Select an appropriate option against business unit or pay entity. Available options are: • Not Used: You cannot edit the CombiCodes. • Optional: You can either enter individual chartfields without any validation against CombiCodes, or select valid Combi Codes. • Required: You need to select a valid CombiCode.

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Chart Fields

Select up to 21 chartfields for which you want Global Payroll to send values when you allocate costs to General Ledger accounts for this pay entity and business unit. You can select only from the system elements and variable elements that are designated as chartfields for the country of the pay entity that you selected to access this page.

Complete **ChartField 1** through **ChartField 21** in the order listed. You must list these fields in hierarchical order. Do not skip any fields.

Element Groupings Page

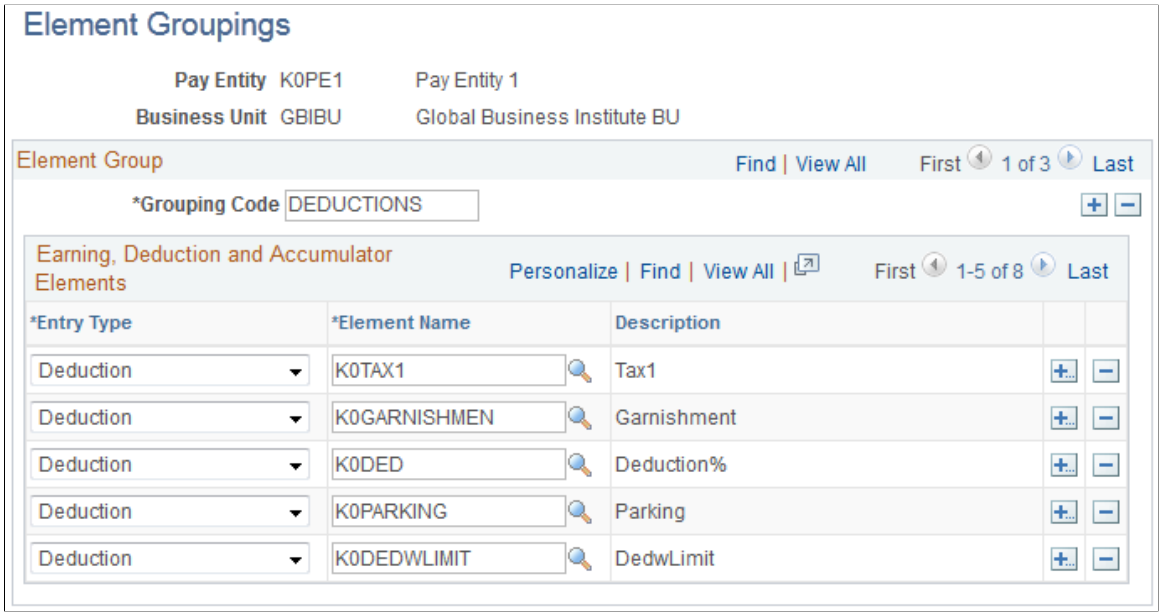
Use the Element Groupings page (GP_GL_GROUP) to for a pay entity and business unit, group similar earnings, deductions or accumulators so that they can be mapped to General Ledger accounts.

Complete the ChartFields page first.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Integration** > **Element Groupings**

This example illustrates the fields and controls on the Element Groupings page.



A grouping code is an attribute of an earning, deduction, or accumulator element. Elements must be in groups before they can be processed by General Ledger.

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Field or Control	*Description*
Grouping Code	Enter a grouping code for the elements that you want included in the General Ledger transfer. **Note:** Instead of entering earnings individually, you can bundle them in one segment accumulator and create a grouping code for that accumulator.

Earning, Deduction and Accumulator Elements

For each accumulator, deduction, or earning element to include in the group, select the entry type and element name.

Note: You can select accumulators only where *Segment* is defined as the accumulation period (on the Accumulator - Period page).

Account Mapping Page

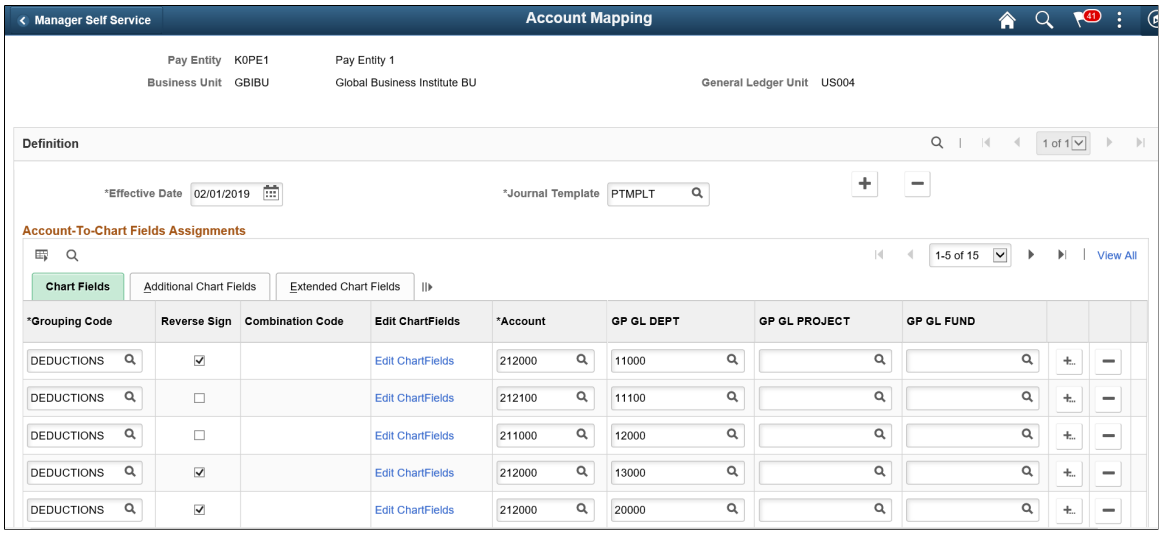
Use the Account Mapping page (GP_GL_MAP) to for a pay entity and business unit, map chartfields and grouping codes to a General Ledger account number.

Define grouping codes first.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Account Mapping

This example illustrates the fields and controls on the Account Mapping page.



For an earning, deduction, or accumulator amount to be sent to General Ledger, you must map the combination of chartfield values that are associated with the amount to a General Ledger account.

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Field or Control	*Description*
General Ledger Unit	Displays the General Ledger unit that corresponds to the selected business unit (as defined on the Business Unit page in HR).
Journal Template	Select the journal template for this pay entity and business unit. Journal templates are defined in General Ledger. To send information to General Ledger, you should use the GLOBAL_PAY template.

Chart Fields

Field or Control	*Description*
Grouping Code	Select the code to map to the General Ledger account.
Reverse Sign	Select to post the transaction with the reverse sign. Typically, you use the reverse sign for net pay and deductions (so that the system records those transactions as credits rather than debits) and leave the sign untouched for earnings.
Account	Select the General Ledger account number to which the chartfields and grouping codes will map.
Edit ChartFields	Select the Edit ChartFields link to enter combination code. **Note:** The Edit ChartFields link is displayed only when the value selected in Combo Code in ChartField is either Optional or Required.

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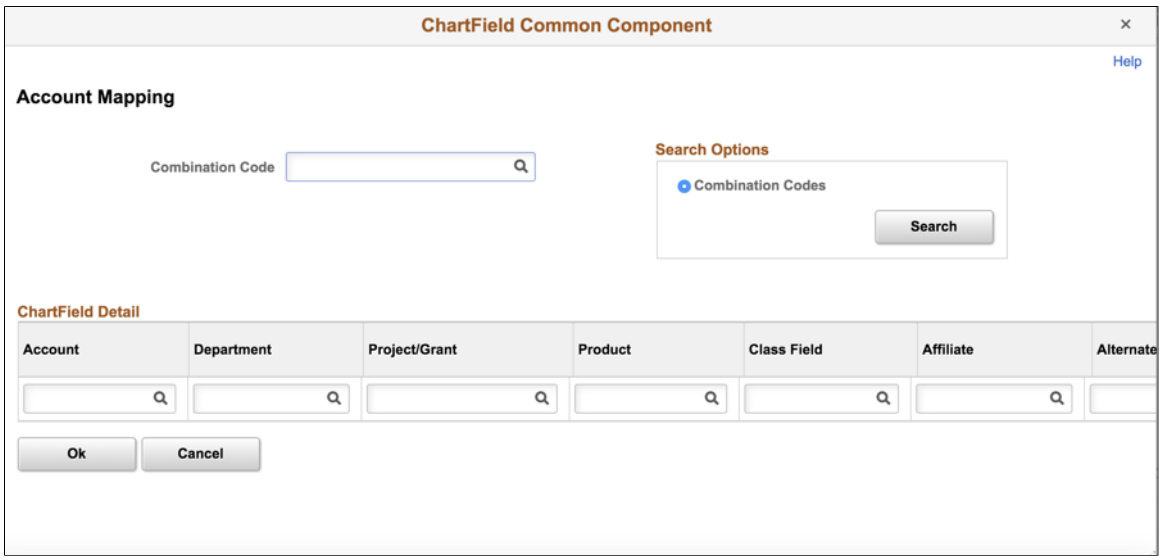
Field or Control	*Description*
<Element Name 1>, <Element Name 2>, and **<Element Name 3>**	A field (column) appears for each chartfield that you selected on the ChartFields page. The column names match the prompt views that are identified on the Source and Use pages. Select the chartfield values to map to the General Ledger account. You can associate different sets of chartfield values with the same grouping code and General Ledger account combination. **Note:** Because variables are effective-dated, it's possible for the prompt table for a chartfield to contain a variable that is no longer designated as a chartfield or is currently inactive. You must manually remove invalid variables or substitute valid variables for invalid variables; there is no automatic updating to the mapping fields. Variables are listed after system elements in the prompt tables. If you associated multiple accounts with the same grouping code, you must enter distinct chartfields for each account.

ChartField Common Component Modal Window

Use the Edit ChartFields modal window to enter combination codes. This is selected against valid combination code with Pay Entity and Business Unit.

For details, see “Entering and Maintaining Valid ChartField Combinations” (Application Fundamentals)

This example illustrates the ChartField Common Component modal window.



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Setting Up Default Accounts

When an amount is associated with a combination of chartfield values that is not mapped to a General Ledger account, the system cannot send the amount to General Ledger. Setting up a default account is appropriate in some cases.

Let's say that you've set up the following information and that you have payees who work in departments A, B, C, and D:

Account	*Grouping Code*	*ChartField (DEPTID)*
1	Earnings	DEPT A
2	Earnings	DEPT B
3	Deductions	
4	Deductions	DEPT A
5	Deductions	DEPT B

Because account 3 does not have a chartfield value assigned at the DEPTID level, it serves as the default for deductions that can't be charged to DEPT A or DEPT B. Deductions for payees who work in departments C and D are charged to account 3.

This default feature enables you to use a single row to assign numerous departments to the same account. However, because (in this example) no similar default account is set up for earnings, the earnings for payees in departments C and D are not charged to any account.

When mapping to accounts, be sure to set up either a default account or specific accounts for all earning, deduction, and accumulator elements that will be transferred to General Ledger accounts.

See *PeopleSoft General Ledger* product documentation.

GL Distribution Overrides Page

Use the GL Distribution Overrides page (GP_GL_DIST) to override chartfield values at the Job level for an employee.

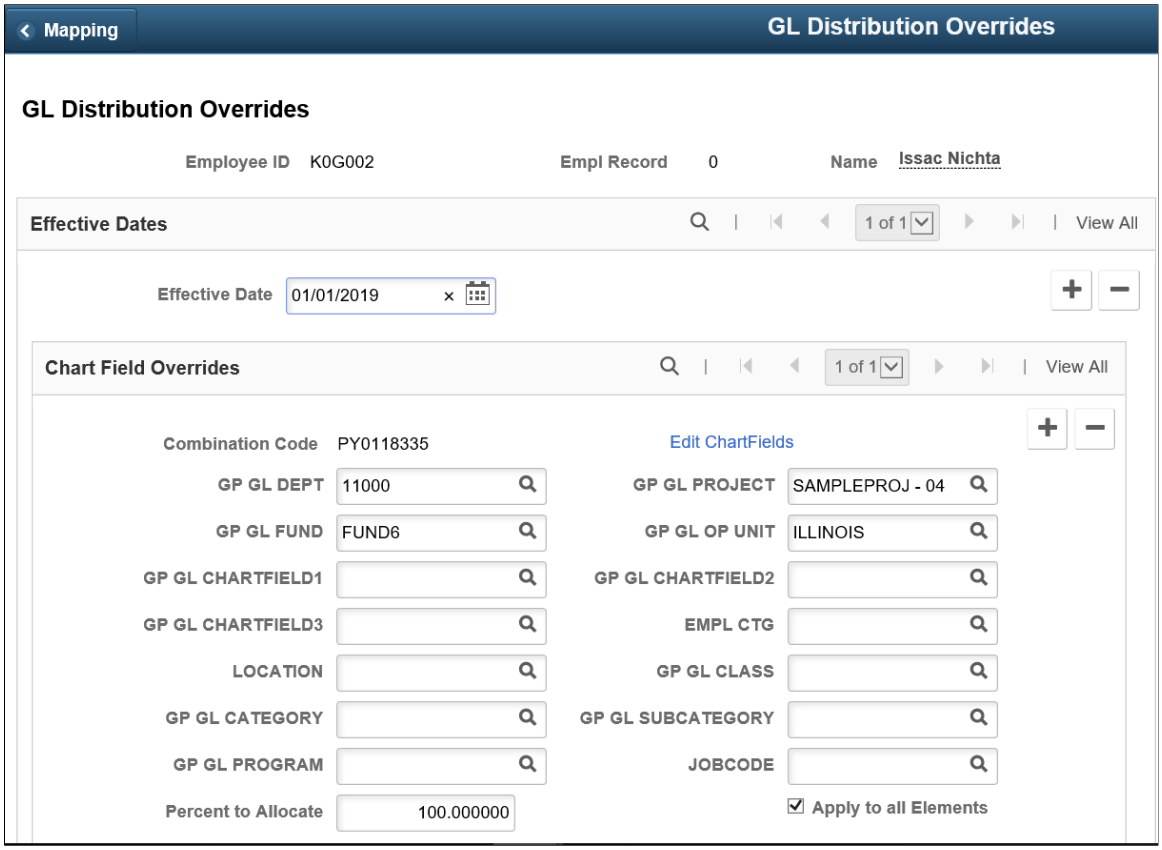
Before using this page, you must define chartfield values on the ChartFields page.

Navigation:

Global Payroll & Absence Mgmt > **Payee Data** > **Create Overrides** > **GL Distribution Overrides**

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This example illustrates the fields and controls on the GL Distribution Overrides page.

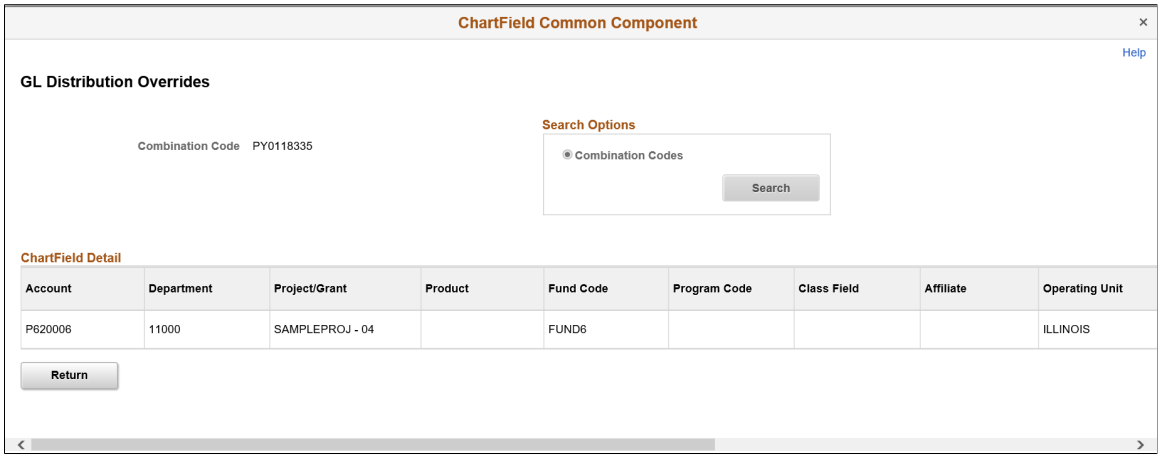


The data that you enter on this page overrides the values on the respective chartfields on the Job record or other source record.

Click Edit ChartFields link to enter combination code . This displays the ChartField Common Component modal window.

Note: The Edit ChartFields link is displayed only when the value selected in Combo Code in ChartField is either Optional or Required.

This example illustrates the ChartField Common Component modal window.



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You can enter the required combination code. This is selected against valid Combination code with Pay Entity and Business Unit.

For details, see “Entering and Maintaining Valid ChartField Combinations” (Application Fundamentals)

Chart Field Overrides

Chart values 1−21 are enabled based on how many chartfields are defined for the pay entity and the business unit that the payee belongs to in this job. Field names match the prompt views that you selected for the chartfield elements.

Enter the chartfield values to use for the selected payee's job.

Field or Control	*Description*
Apply to all Elements	Select to assign the same set of chartfield override values to all of the payee's earnings, deductions, and segment accumulators for this job.

Overrides by Element

Designate the earning, deduction, and segment accumulators for which you want to override chartfield values. You can also specify the percentage of the earning, deduction, or accumulator amount that you want to take on the override values.

For example, an earning element named OVERTIME has a value of 1000. If you specify 25 percent to allocate for the OVERTIME element, the system associates the chartfield override values that you entered in the **Chart Field Overrides** group box with an earning amount of 250. You must then associate the default chartfield values with the remaining 75 percent.

Field or Control	*Description*
Percent to Allocate	Specify the percentage of the payee's earnings, deductions, and segment accumulators to allocate to the selected chartfield values. For example, if a payee splits time between departments A and B, and you want to charge the cost to two departments: • Select the chartfield values that apply to the payee's job in department A and enter *50* in the **Percent to Allocate** field. • Add a row and select the chartfield values that apply to the payee's job in department B. • Enter *50* in **Percent to Allocate.**

Note: Do not allocate more than 100 percent to the same element.

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Positive Input - Details Page

Use the Positive Input - Details page (GP_PI_MNL_SEC) to override the value of a chartfield for a particular instance of an element.

Navigation:

- **Global Payroll & Absence Mgmt** > **Payee Data** > **Assign Earnings and Deductions** > **One Time (Positive Input)** > **Positive Input**

  Click **Details** on the **Main Components** tab of the Positive Input page.

- **Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Prepare Payroll** > **Manage Positive Input by Cal** > **Positive Input By Calendar**

  Click **Details** on the **Element Overrides** tab of the Positive Input By Calendar page.

Related Links

Entering Positive Input

Running the General Ledger Process and Sending Data

Pages Used to Run the General Ledger Process and Send Data

Page Name	*Definition Name*	*Usage*
Send Costs to GL Page	GP_GL_PREPARE	Run the process that creates payments for the earnings, deductions, and accumulator elements whose data is to be sent to General Ledger.
Review GL Costing w/o Account Page	GP_GL_NO_ACCT	View transactions that were not assigned a General Ledger account by the Calculate phase of the General Ledger process.
Reset GL Page	GP_GL_RESET	Run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Understanding the Process of Sending Payroll Data to General Ledger

Finalizing the General Ledger process causes earning, deduction, and accumulator amounts to be sent to General Ledger.

To send payroll data to General Ledger, you:

1. Access the Send Costs to GL page.

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2. Select the calculate option for the calendar group (and stream, if applicable) that you want to process.
3. Select the posting date.
4. Select the finalize option after running the calculate option for the entire calendar group.

Note: Before you run the Finalize process, review the Review GL Costing w/o Account page to see if any amounts there are not associated with accounts. These amounts will not be transferred, which could result in an unbalanced GL.

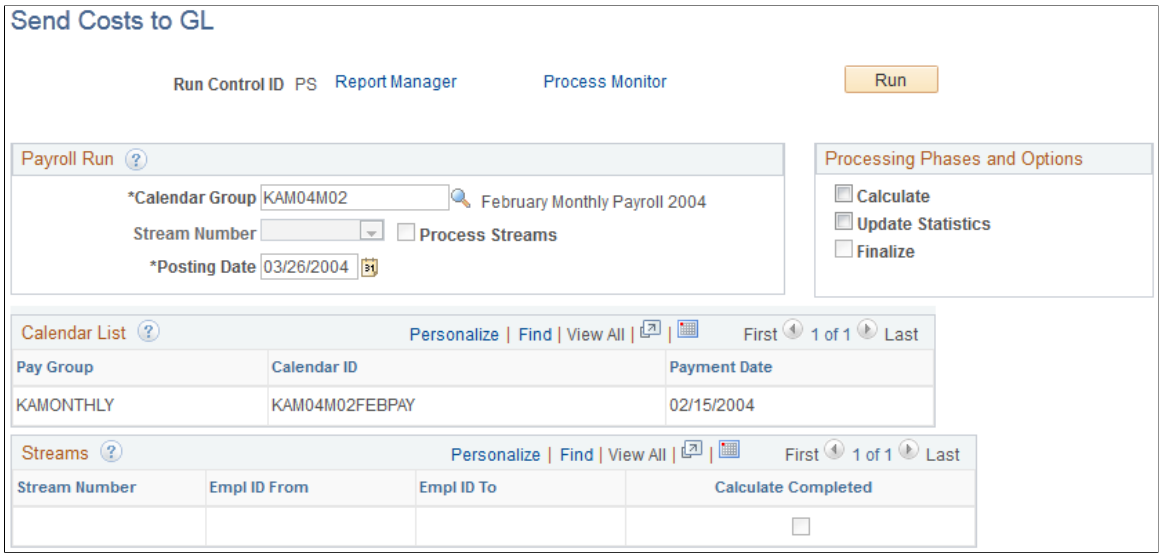
Send Costs to GL Page

Use the Send Costs to GL page (GP_GL_PREPARE) to run the process that creates payments for the earnings, deductions, and accumulator elements whose data is to be sent to General Ledger.

Navigation:

Global Payroll & Absence Mgmt > Time and Labor/GL Costs > Send Costs to GL

This example illustrates the fields and controls on the Send Costs to GL page.



Field or Control	*Description*
Calendar Group	Select a calendar group to run the process. Only calendar groups for which payroll is calculated but not yet sent to General Ledger are available.
Stream Number and **Process Streams**	**Process Streams** is selected if stream processing was used during the payroll process and must be used with the Calculate option. Select the stream number to process.

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Field or Control	*Description*
Posting Date	Enter the date on which the entries are posted to General Ledger. Even if you run your process on the fifteenth of the month, you can indicate that you want the entries posted on the thirtieth of the month. **Note:** The posting date that you select must abide by the closing date of Journal Generator. Posting dates must be coordinated with General Ledger. If Time and Labor is installed and costing has been sent, the posting date defaults to the day the costing was sent. You can change this day in this field to reflect the day that the general ledger is actually sent to General Ledger.

Processing Options

Select a processing option. You can run Calculate and Finalize together if the Payroll process is finalized.

Field or Control	*Description*
Calculate	Select to generate General Ledger transactions for the earnings, deductions, and accumulators that were calculated by the Payroll process for this calendar group and that belong to a General Ledger group. The Payroll process must have identified at least one payee before you can run the Calculate process. If you're using stream processing, run the Calculate phase for one stream at a time. You can run the Calculate phase more than once for each stream. During subsequent iterations, the system deletes existing data before creating new results. It stores final results in the Global Payroll Transaction Interface record (GP_GL _DATA) and inserts an entry in the Completed GL Stream table (GP_GL_PREP_STRM) to indicate that calculation is complete.
Update Statistics	This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

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Field or Control	*Description*
Finalize	This check box is available for selection after the Payroll process has been finalized and you have run the Calculate phase for the entire calendar group. (If you are using stream processing, all streams must be calculated.) Select this check box when you are ready to finalize the run. (Stream processing is not available for the Finalize phase.) **Note:** The Finalize check box is hidden if PPS is installed.

Calendars List

This group box displays information about each calendar in the calendar group.

Streams

Field or Control	*Description*
Stream Number	Displays the streams that are associated with the calendar group.
Calculate Completed	If selected, the Payroll process has calculated the stream.

Review GL Costing w/o Account Page

Use the Review GL Costing w/o account page (GP_GL_NO_ACCT) to view transactions that were not assigned a General Ledger account by the Calculate phase of the General Ledger process.

Navigation:

Global Payroll & Absence Mgmt > Time and Labor/GL Costs > Review GL Costing w/o account

This example illustrates the fields and controls on the Review GL Costing w/o account page.



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The Additional Chart Fields tab lists transactions that are not assigned to a General Ledger account—that is, amounts that are associated with chartfield combinations that are not mapped to an account. General Ledger doesn't balance if you have transactions without an account. All amounts without accounts, including earnings and deductions, are expressed as debits.

Each row that's not specified has a **View Mapping** button that you can click to access the mapping page for the pay entity and business unit that you specified. These rows are not sent to General Ledger. For example, if you specified a DEPTID for an earning element, the system finds this match. If an earning element is not assigned to a DEPTID, and no default earning account is specified, the earning element is not sent to General Ledger.

Related Links

Account Mapping Page

Reset GL Page

Use the Reset GL page (GP_GL_RESET) to run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Navigation:

Global Payroll & Absence Mgmt > **Time and Labor/GL Costs** > **Reset GL** > **Reset GL**

See Reset GL Page.

Defining Retroactive Processing for General Ledger

This topic discusses:

- Double-counting of deltas.
- Countries page.
- Retroactive adjustments to General Ledger data.

Double-Counting of Deltas

Retro presents special challenges in General Ledger, since incorrect setup can cause double-counting of deltas. This topic provides an overview of the types of retro and provides information to prevent double-counting of deltas.

There are two types of retro:

- Corrective retro realizes any deltas in the period in which they occur.
- Forwarding retro forwards deltas to the current period.

Although you might use forwarding retro in general, you can choose to have individual accumulators behave in a corrective fashion by selecting the **Use Corrective** check box on the Level page in the Accumulators component (GP_ACCUMULATOR). If you have selected this check box, then if a

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contributing member has adjustments brought into the current period, these adjustments will not be added to the accumulator.

The following example illustrates how double-counting could occur. In this example:

- The retro method is forwarding.
- Earning E1 contributes to accumulator E1_YTD.
- The value of E1 is 100.

The following table displays the results for the finalized January payroll:

Calendar	***Revision***	***E1***	***E1_YTD***
January	V1R1	100	100

After the January payroll is finalized, E1 is retroactively changed to 110. When you run the February payroll, Global Payroll also runs a retro revision of January. The following table displays the results of the February payroll:

Calendar	***Revision***	***E1***	***E1_YTD***
January	V1R2	110	110 Delta of 10 is forwarded.
February	V1R1	120	230 Adjustment of 10 is brought in.

The YTD amount in February should be 220, not 230. The 230 amount results from double-counting of the delta from January. To prevent this from happening, Global Payroll automatically passes not the V1R2 balance of 110 from January, but the V1R1 balance of 100. E1_YTD in February then equals the incoming balance of 100 plus 110 (current value of E1) plus 10 (adjustment to January amount), for the correct total of 220. In this case, the January E1_YTD value of 100 is the forwarded value, while the value of 110 is the calculated value. Both of these values are stored on the Accumulator results table, with the forwarded value stored in the field CALC_RSLT_VAL and the calculated value stored in the field CALC_VAL.

Note: The passing of the first revision accumulator balance only occurs if the retro method defined for the accumulator is forwarding. If the retro method for the accumulator is corrective, the forwarded value is equal to the calculated value. Adjustments are not brought into the current period, so no double-counting occurs.

Since Global Payroll automatically handles the potential double count in forwarding retro, and since corrective retro does not pose the same sort of double-counting possibility, how could double-counting occur? The answer lies with segment accumulators. All other accumulators pass their ending balance along to the next segment processed to be used as a new starting balance. Segment accumulators exist

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only for the duration of the segment in which they are created. Therefore, the concept of a forwarding balance is not applicable to them; they only have a calculated value.

In the previous example, double-counting was prevented because the E1_YTD balance forwarded was the 100 taken from V1R1, not the calculated value of 110. If earning E1 also contributes to segment accumulator AC1_SEG, the substitution of the forwarded value for the calculated value would not take place, since forwarding is not applicable to segment accumulators. For AC1_SEG, both CALC_RSLT_VAL (forwarded value) and CALC_VAL (calculated value) equal 110. If the January value of 110 was added to AC1_SEG's February value of 120, the delta would be double-counted.

Therefore, if you pass a segment accumulator to General Ledger, you should define the segment accumulator as corrective. In the previous example, defining AC1_SEG as corrective would result in values of 110 for both January and February, with a combined correct total of 220.

Countries Page

Use the Countries page (GP_COUNTRY) to define retroactive processing for General Ledger.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **Countries** > **Countries**

Note: The Countries page is discussed in another topic in this product documentation.

See Countries Page.

Use Current Results + Adjustment for General Ledger

Most organizations that implement Global Payroll choose to use the default method to process the chartfields and element groupings that are posted to the General Ledger when retroactive processing occurs in a finalized payroll. These organizations only need to specify on the Countries page the default retro method, either forwarding or corrective, that is used by their organization, or that is most appropriate for their country extension of Global Payroll.

Other organizations prefer to post only V1R1 results to General Ledger. The **To Process General Ledger** check box is an additional option that addresses this business requirement, and permanently changes the way that the system handles General Ledger postings in relation to retroactive processing that has occurred in the payroll system.

The default setting for the **To Process General Ledger** check box is deselected. When you select it, you are telling the system not to reverse previous postings of chartfields and element grouping amounts to the General Ledger and to skip all topics and steps responsible for retro calculation (reversing) and instead send results from V1R1 and adjustments only. If you select the **To Process General Ledger** check box, the effect depends on the default retro method you use:

- If the **Default Retroactive Method** is *Corrective,* then selecting the **To Process General Ledger** check box does not affect the way that retro is processed for General Ledger.
- If the **Default Retroactive Method** is *Forwarding,* retroactivity changes as follows:
    - The system does not reverse prior chartfields and amounts associated with element groupings that have been mapped to General Ledger accounts.

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- The system does not post recalculated amounts to the General Ledger that result from retroactive processing in payroll. Instead, the payroll system sends current results (V1R1) plus adjustments to the General Ledger.

Note: If your retro method varies and you select the **Use Current Results+Adjustment** check box for General Ledger, you will see both retroactive methods, corrective and forwarding, in General Ledger results. Any forwarded element will include the amount of the delta or adjustment; the corrective method will reverse and correct previous entries.

Note: Do not enable either setting in the **Use Current Results + Adjustment** group box if you are satisfied with the way the system currently handles retroactive processing in relation to banking and GL. These settings are not backward compatible.

Note: Once you enable one or both of the **Use Current Results + Adjustment** settings, you cannot change them back to the default setting. The check boxes become read-only and remain so.

Note: The tables used by and modified in banking and GL are independent. Consequently, you can select the **To Process Banking** and the **To Process General Ledger** check boxes independently of one another.

See Process Definition Page.

Example: Selecting the Use Current Results+Adjustment Check Box to Process General Ledger When Forwarding is the Default Retro Method

In January a deduction with a payment of 100 is posted to GL account 210003, the account associated with ChartField Department 1. There is a change in payroll that triggers retroactive processing, and you realize that the employee whose payment was posted in January was really in Department 2, not Department 1. Deductions associated with Department 2 should be posted to GL account 210004.

This table summarizes the results that are sent to General Ledger when the **Use Current Results +Adjustment** check box is selected for General Ledger and forwarding is the default retro method:

Month	*Version/Revision*	*Amount*	*Account #*	*Action*
January	V1R1	100	210003	Resolution (last period)
February	V1R1	100 + 0	210004	Resolution (current period + adjustment)

In this example, the system does not send the reversal and reinstatement of chartfields and amounts associated with element groupings to General Ledger. It processes only the current period plus adjustment. (The adjustment in this case is 0 because the amount of the deduction does not change.) When using the **To Process General Ledger** check box, the system uses the current resolved chartfields. The system does not use the original chartfields. This may result in adjustments being posted to a different account.

Note: You must manually correct the January posting, as the amount is posted to the wrong account.

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Understanding Retroactive Adjustments to General Ledger Data

Regardless of the payroll system's retroactive mode—which can be corrective or forwarding—the GL calculations are always done in corrective mode. This means that all prior transactions for the retroactive period are reversed and new transactions are created for all entries from the recalculated results. This ensures that not only changes to amounts but also changes to chartfields and account assignments are reflected in the updated transactions. As a consequence, the numbers from the current period are always transferred to GL net of any forwarded adjustments.

This "corrective treatment" of the payroll results are not to be confused with the processing on the GL side. All transactions are posted based on the posting date given by the user when the GL process is kicked off and are not related to the original dates of the retroactive period, as those books are probably closed.

In January a deduction with a payment of 100 is posted to GL account 210003, the account associated with ChartField Department 1. There is a change in payroll that triggers retroactive processing, and you realize that the employee whose payment was posted in January was really in Department 2, not Department 1. Deductions associated with Department 2 should be posted to GL account 210004.

This table summarizes the results that are sent to the General Ledger . The system will reversal original posting and post the correct account for the January Run.

Month	***Original Calendar Group***	***Amount***	***Account #***	***Action***
January	January	100	210003	Resolution (last period)
February	January	–100	210003	Reversal
February	January	100	210004	Repost to Correct Account
February	February	100	21004	Current Period

In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment.

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Chapter 51

Integrating with PeopleSoft EnterpriseOne General Ledger

Understanding the General Ledger Interface

The major tasks involved in the integration of Global Payroll with General Ledger are:

- Setup integration:

    1. Set up integration options and code cross-referencing in the EnterpriseOne XPI soft-coding/ cross-reference database.
    2. Set up integration in the Enterprise Database.
    3. Verify the target product configuration and configure the target system.

- Initial loading, configuring, and mapping of primary data:

    1. Load EnterpriseOne companies into the Enterprise Business Unit GL table.
    2. If required, define SetIDs that will be used for General Ledger accounts.
    3. Configure General Ledger business units: enter the target system, the account SetID, and the journal template.
    4. Map General Ledger business units to HR business units.
    5. Load EnterpriseOne accounts into the Enterprise GL Account table.
    6. Load EnterpriseOne business units into the Enterprise Cost Center table.
    7. Configure General Ledger business units: enter the clearing account, the suspense account, and the default cost center.
    8. Map EnterpriseOne primary data to Enterprise Global Payroll data.

- Incremental synchronization of changes in EnterpriseOne primary data.

    1. Add, change, or delete actions performed on the primary EnterpriseOne tables automatically trigger incremental synchronization integrations.
    2. When EnterpriseOne updates data in Enterprise tables by the incremental integration, Global Payroll users must update data configuration and mapping as needed.

- Routine transactions such as monthly posting of payroll data to general ledger:

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1. Synchronize currency exchange rates if needed.
2. Global Payroll processes and posts accounting lines to the EnterpriseOne staging table.
3. In EnterpriseOne, validate transactions and load them into the Account Ledger table (F0911).
4. If necessary, data errors are corrected in the EnterpriseOne table or the payroll applications reset GL processing, correct errors, reprocess, and repost.
5. In EnterpriseOne, post journal entries to the Account Balances table (F0902).

This topic covers only the tasks performed in the Enterprise database. The EnterpriseOne documentation discusses setting up the integration on the EnterpriseOne side and loading EnterpriseOne data into the Enterprise database.

See “Setting Up the JD Edwards EnterpriseOne to PeopleSoft General Ledger Integration” in *JD Edwards EnterpriseOne 8.12 Application Integrations with Oracle PeopleSoft Applications Implementation Guide*.

Setting Up the Integration in the Enterprise Database

The Enterprise database must be set up to receive the data transferred from the EnterpriseOne database and to send the payroll accounting data. Scripts that you run as part of the integration installation accomplish most of these steps. Use the instructions in this topic to verify and complete the setup.

Pages Used to Set Up the Integration in the Enterprise Database

Page Name	***Definition Name***	***Usage***
Service Operations - General Page	IB_SERVICE	Activate service operations.
Service Operations - Handlers Page	IB_SERVICEHDLR	Verify that handlers for service operations are active.
Node Definitions Page	IB_NODE	Verify the Integration Broker node definition for integration with EnterpriseOne.
Nodes - Connectors Page	IB_NODECONN	Verify connector properties.
Nodes - Routings Page	IB_NODEROUTINGS	Verify activation of the routings used in this integration.
Queue Status Page	IB_MONITOR_QUEUES	Verify the status of queues.

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Verifying Service Operation Version and Handler Activity

The integration between Global Payroll and General Ledger uses service operations, along with their associated handlers and routings to perform message and subscription integration. Before you continue with the integration setup, you must ensure that these objects are active.

To activate a service operation version:

1. Access the Service Operation - General page **(PeopleTools > Integration Broker > Integration Setup > Service Operations > General).**
2. Select the Active check box in the Default Service Operation Version group box.

To verify that a handler is active for a given service operation:

1. Access the Service Operation - Handlers page **(PeopleTools > Integration Broker > Integration Setup > Service Operations > Handlers).**
2. Verify that the value of the **Status** field is *Active* for the handlers associated with the service operation.

Verify the service operation and handler activity for the following service operations:

- ACCOUNT_CHARTFIELD_FULLSYNC
- ACCOUNT_CHARTFIELD_SYNC
- BUS_UNIT_FS_SYNC
- BUS_UNIT_GL_FULLSYNC
- BUS_UNIT_GL_SYNC
- COST_CENTER_FULLSYNC
- COST_CENTER_SYNC
- GP_POST_GL
- GP_POST_GL_REPLY
- MARKET_RATE_REQ
- MARKET_RATE_SYNC

Note: It is not necessary to activate routings using the Routings page in the Service Operation component. You can activate all the routings for a specific node at once using the Routings page of the Nodes component.

See Nodes - Routings Page.

Node Definitions Page

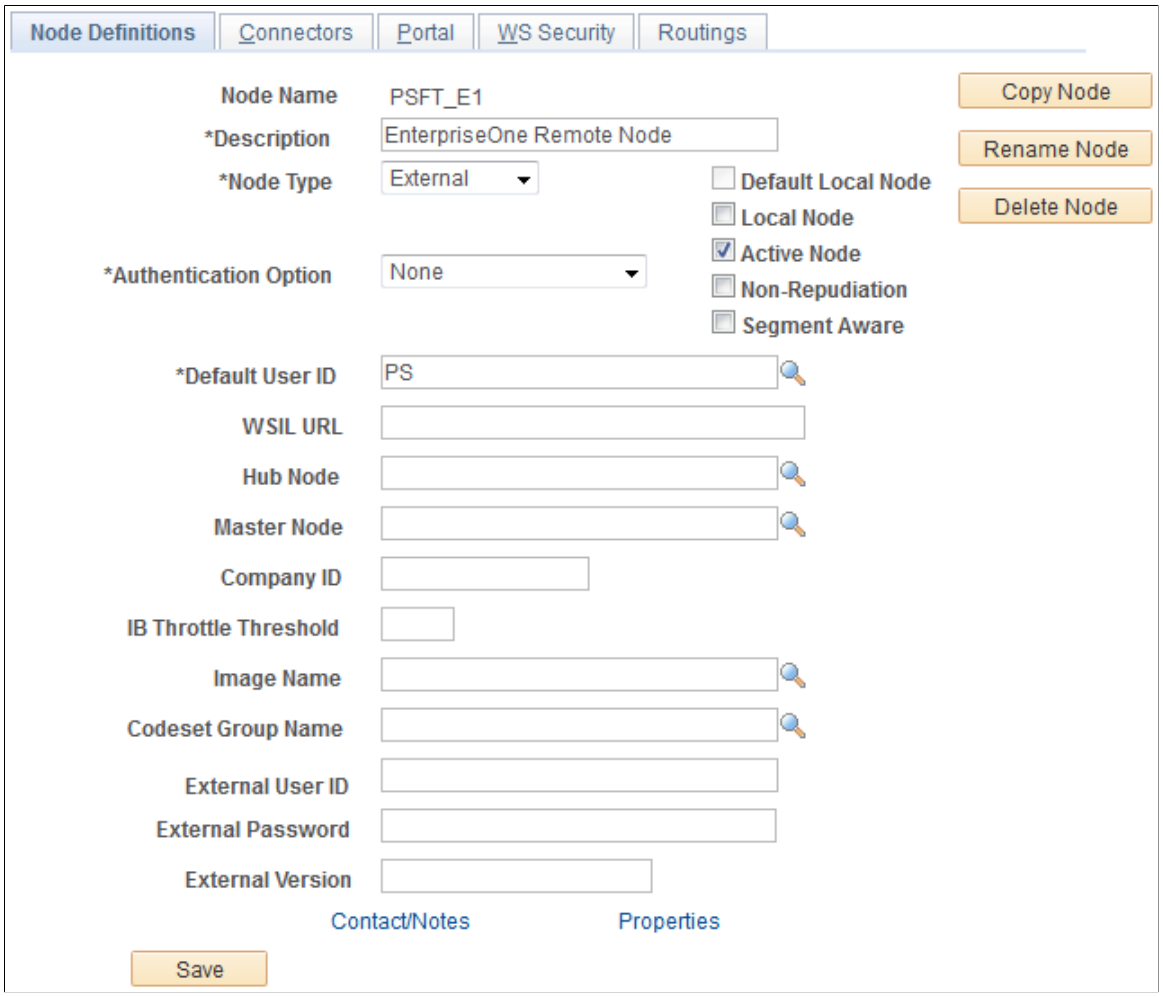
Use the Node Definitions page (IB_NODE) to verify the Integration Broker node definition for integration with EnterpriseOne.

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Navigation:

PeopleTools > Integration Broker > Integration Setup > Nodes > Nodes Definitions

This example illustrates the fields and controls on the Node Definitions page.



The PSFT_E1 node is delivered as an example for the integration from HR to EnterpriseOne.

It is recommended that you copy the PSFT_E1 node to one that matches your naming convention and system configuration.

Activate the node and verify the following settings:

Field or Control	***Description***
Node Type	External
Authentication Option	None

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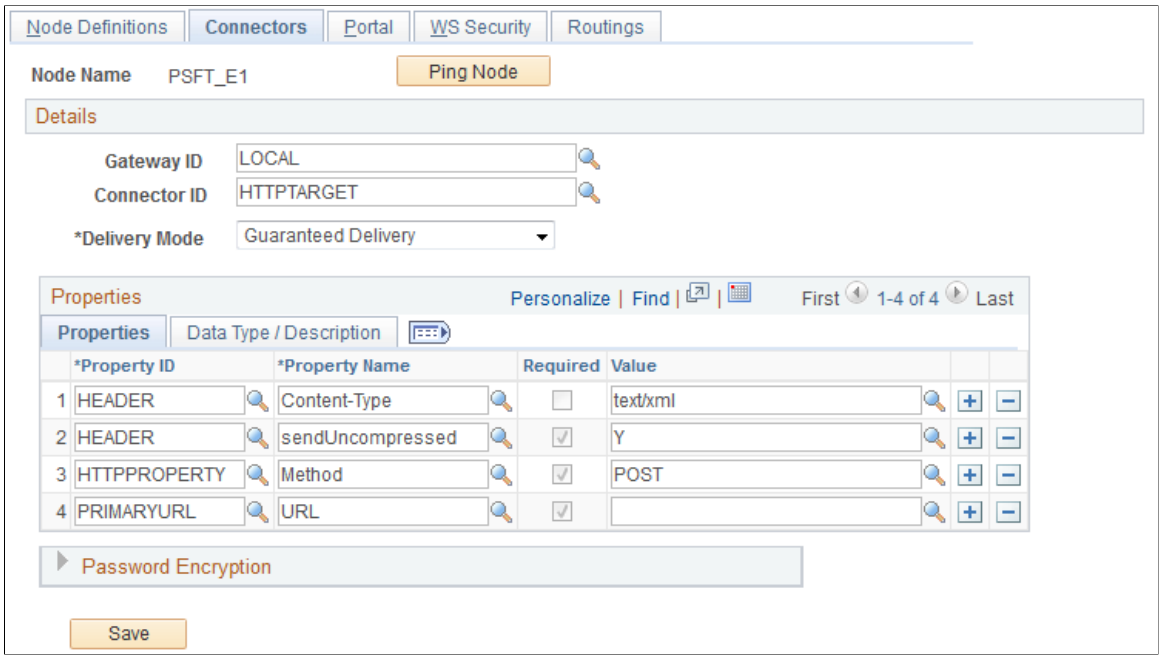
Nodes - Connectors Page

Use the Nodes - Connectors page (IB_NODECONN) to verify connector properties.

Navigation:

PeopleTools > Integration Broker > Integration Setup > Nodes > Connectors

This example illustrates the fields and controls on the Connectors page.



Verify and complete the properties setup as defined in the table below.

Property ID	*Property Name*	*Required*	*Value*
HEADER	Content-Type		text/xml
HEADER	sendUncompressed	select	Y
HTTPPROPERTY	Method	select	POST
PRIMARYURL	URL	select	The URL points to the EnterpriseOne Integration Server. Enter it in the following format: http://<XPI IS MachineName>:<IS port>/invoke/PSFT_Dispatcher.Inbound:InboundServiceDispatcher

Note: The Properties group box is available on this page only if you configure your gateway properly.

See *PeopleTools: Integration Broker Service Operations Monitor* product documentation.

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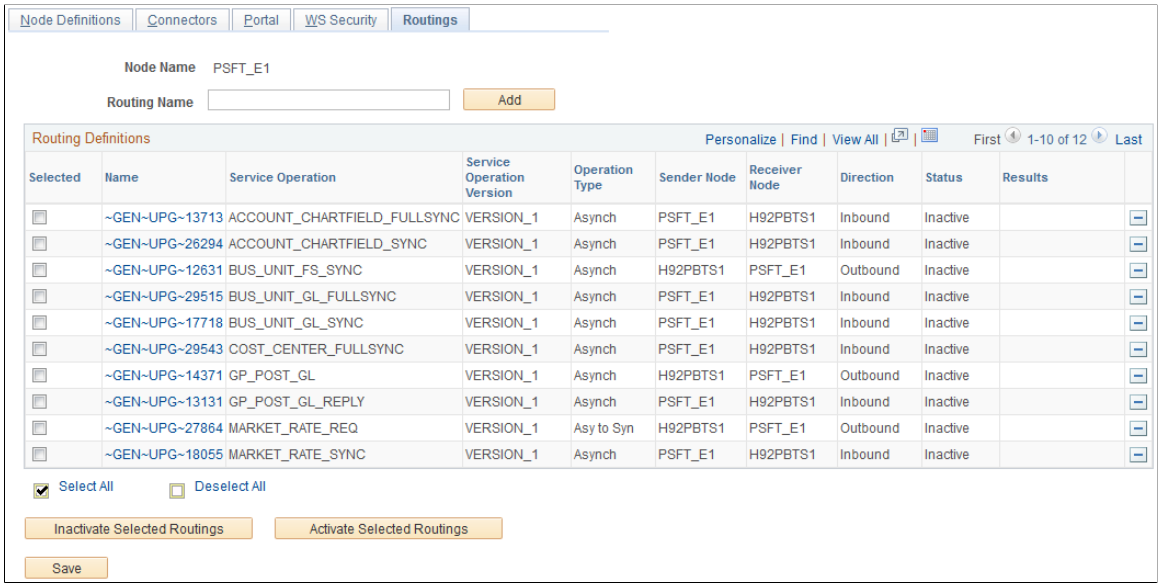
Nodes - Routings Page

Use the Nodes - Routings page (IB_NODEROUTINGS) to verify activation of the routings used in this integration.

Navigation:

PeopleTools > Integration Broker > Integration Setup > Nodes > Routings

This example illustrates the fields and controls on the Nodes - Routings page.



For each service operation listed in the table below, verify that the routing type, sender node, and receiver node are set to the values listed in the following table, and that the Status is *Active.* If necessary, click the Details link next to a service operation to access the Service Operations page.

Service Operation	*Operation Type*	*Sender Node*	*Receiver Node*
ACCOUNT_CHARTFIELD_FULLSYNC	Asynch	PSFT_E1	PSFT_HR
ACCOUNT_CHARTFIELD_SYNC	Asynch	PSFT_E1	PSFT_HR
BUS_UNIT_FS_SYNC	Asynch	PSFT_HR	PSFT_E1
BUS_UNIT_GL_FULLSYNC	Asynch	PSFT_E1	PSFT_HR
BUS_UNIT_GL_SYNC	Asynch	PSFT_E1	PSFT_HR
COST_CENTER_FULLSYNC	Asynch	PSFT_E1	PSFT_HR

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Service Operation	*Operation Type*	*Sender Node*	*Receiver Node*
COST_CENTER_SYNC	Asynch	PSFT_E1	PSFT_HR
GP_POST_GL	Asynch	PSFT_HR	PSFT_E1
GP_POST_GL_REPLY	Asynch	PSFT_E1	PSFT_HR
MARKET_RATE_REQ	Asy to Syn	PSFT_HR	PSFT_E1
MARKET_RATE_SYNC	Asynch	PSFT_E1	PSFT_HR

See *PeopleTools: Integration Broker Service Operations Monitor* product documentation.

Queue Status Page

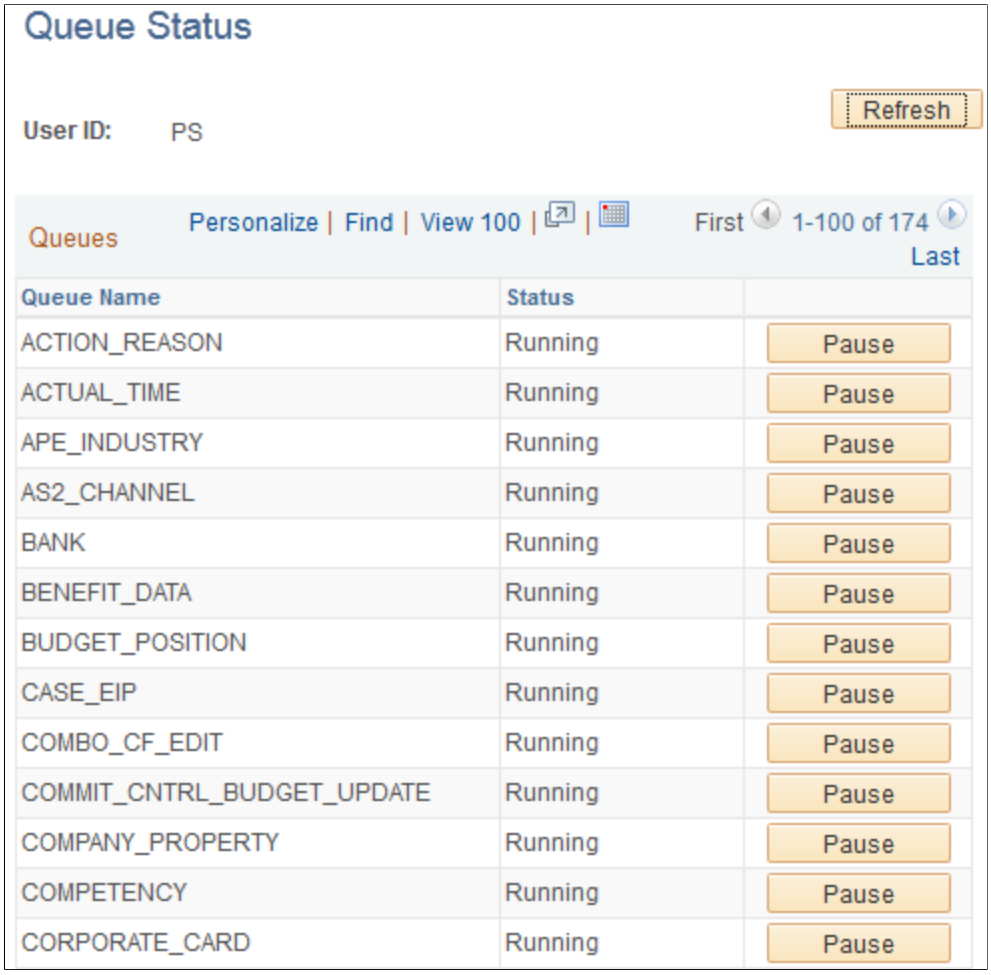
Use the Queue Status page (IB_MONITOR_QUEUES) to verify the status of queues.

Navigation:

PeopleTools > **Integration Broker** > **Service Operations Monitor** > **Administration** > **Queue Status**

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This example illustrates the fields and controls on the Queue Status page.



Verify that the status is *Running* for each of the following queues:

- ENTERPRISE_SETUP
- GP_POST_GL
- GL_SETUP
- MARKET_RATES

If the status is *Paused* for any of the listed channels, click *Run* to change the status.

See *PeopleTools: Integration Broker Service Operations Monitor* product documentation.

Viewing the Data in the PeopleSoft HCM Database

The EnterpriseOne data is automatically imported into the HCM database tables through subscription to the XML messages that are sent by the EnterpriseOne Integration Server.

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Pages Used to Review Service Operations Status and View Imported Data

Page Name	*Definition Name*	*Usage*
Monitor Overview Page	IB_MONITOR_OVRVIEW	View high-level information sorted by service operation or queue.
Asynchronous Details Page	IB_MONITOR_DET	View asynchronous service operation properties.
GL Business Unit Page	BUS_UNIT_TBL_GL	View the identifier and description of business units imported into the GL Business Units table.
GL Account Table Page	GL_ACCOUNT	View the identifier and description of accounts imported into the GL Account table.
View Cost Centers Page	HPYP_CC_TBL	View cost centers imported into the Cost Center table.

Creating a Query to View Data Imported Into the GL Business Units Table

The GL Business Unit page only provides the IDs and descriptions of the GL business units imported into the GL business units table. To view additional information about the GL business units, such as the As of Date and Base Currency, you must create a query using Query Manager.

To create a query to view information from the GL business units table using Query Manager, you must:

1. Select **Reporting Tools** > **Query** > **Query Manager.**
2. Select **Create a New Query.**
3. Search for the record *BUS_UNIT_TBL_FS.*
4. Click the **Add Record** link.

   This takes you to the Query page.
5. On the Query page, click the **Check All Fields** button.
6. Click on the Records page and search for the record *BUS_UNIT_TBL_GL.*
7. Click the **Join Record** link.
8. Use the default join type, *Join to filter and get additional fields (Standard Join).*
9. Click on the **A= BUS_UNIT_TBL_FS** link.
10. Click the **Add Criteria** button.
11. Select the fields to include in the query.

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12. Save the query.
13. Run the query.

    The query returns a list of all GL business units.

Creating a Query to View Data Imported Into the GL Accounts Table

The GL Accounts page only provides the IDs and descriptions of the GL accounts imported into the GL accounts table. To view additional information about the GL accounts, such as currency and account type, you must create a query using Query Manager.

To create a query to view information from the GL accounts table using Query Manager, you must:

1. Select **Reporting Tools** > **Query** > **Query Manager.**
2. Select **Create a New Query.**
3. Search for the record *GL_ACCOUNT_TBL.*
4. Click the **Add Record** link.

   This takes you to the Query page.
5. On the Query page, select the fields to include in the query.
6. Save the query.
7. Run the query.

Configuring the Target Product and System

To configure the target product and system, use the Configure Target Product (HPIP_CONFIG_PRD) and Configure Target System (HPIP_TGT_SYS_GL) components.

Pages Used to Configure the Target Product and System

Page Name	*Definition Name*	*Usage*
Configure Target Product Page	HPIP_CONFIG_PRD	Assign processing defaults for the target product.
Configure Target System Page	HPIP_TGT_SYS_GL	Select the target product for the target and update the processing options for the target product.

Understanding Target Product and System Configuration

This table defines the terminology used in this topic:

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Term	*Definition*
Target system	A specific GL installation that is represented by a message node. It indicates to what target system the payroll accounting lines are to be sent, which is the database that runs the general ledger application.
Target product	The target general ledger product to which payroll data is to be posted on the specified target system.

Here is a summary of the configuration steps:

1. Assign processing defaults for a target product on the Configure Target Product page.
2. Associate the target product with a target system by selecting the target product on the Configure Target System page.

   You can enter processing options for the target product on this page. The processing options you enter here override the options you have entered for the target product.
3. Associate the target system with the general ledger business unit by selecting the message node (target system) on the Configure GL Business Unit page.

   This step associates accounting lines with the target system because each accounting line has the general ledger business unit as a required field.

Understanding Account Balancing Defaults

You specify two default configuration options related to account balancing:

- Balance Accounting Lines

  Specify whether or not to balance accounts for the business unit before posting them to general ledger.

  - Selected:

    If you select the balancing option, the posting process calculates whether the debits equal the credits for each business unit.

  - Not selected:

    If you do not select the balancing option, the system does not perform balancing calculations before posting the accounting lines.

- Book to Suspense Account.

  If you select the Balance Accounting Lines option, you further specify whether or not to post unbalanced amounts to a suspense account when the credits do not equal debits for a general ledger business unit.

  - Selected:

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If you select this option, you must specify a suspense account number on the Configure GL Business Unit page. When the debits and credits are not equal, the system creates a new accounting line containing the unbalanced amount and the specified suspense account.

- Not selected:

  If you did not select this option and the accounts do not balance, no accounts are posted for the entire run ID and an error message informs you that the amounts for the general ledger business unit do not balance.

Note: If you select this option but do not specify a suspense account for the general ledger business unit, the system will issue an error message and no accounts will be posted if the accounts do not balance.

You select the default processing options for the general ledger system on the Configure Target Product page. On the Configure Target System page, you can override the defaults entered on the Configure Target Product page. You can override the target system processing options on the run control page when you run the process to post the accounting lines.

Common Elements Used in Configuring the Target Product and System

Field or Control	*Description*
Balance Accounting Lines	Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.
Book to Suspense Account	This field is available for entry if you select *Balance Accounting Lines.* Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.
Consolidate Accounting Lines	Accounting lines are automatically consolidated for Global Payroll.

Configure Target Product Page

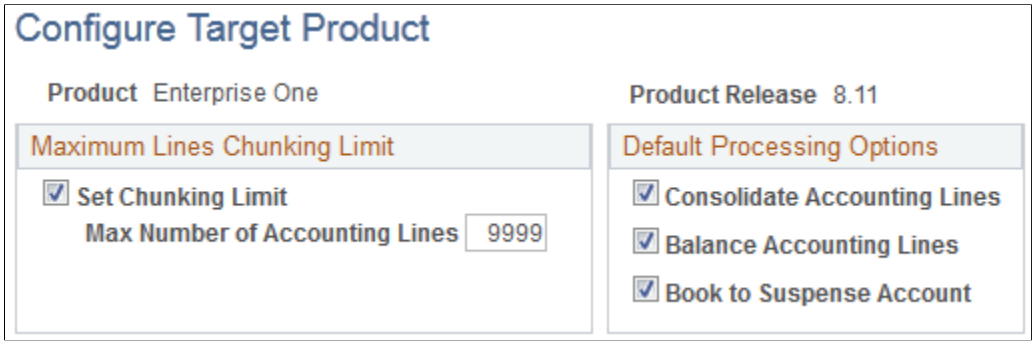
Use the Configure Target Product page (HPIP_CONFIG_PRD) to assign processing defaults for the target product.

Navigation:

Set Up HCM > **Common Definitions** > **GL Integrations** > **Common GL Objects** > **Configure Target Product** > **Configure Target Product**

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This example illustrates the fields and controls on the Configure Target Product page.



Note: The data on this page is delivered as system data; generally, you should not modify this data.

Maximum Lines Chunking Limit

Field or Control	*Description*
Set Chunking Limit	Select if you want the system to chunk the data when the number of accounting lines exceeds the maximum of the target product.
Max Number of Accounting Lines (maximum number of accounting lines)	This field is available for entry if you select *Set Chunking Limit.* Enter the maximum number of accounting lines that the target product can accept.

Configure Target System Page

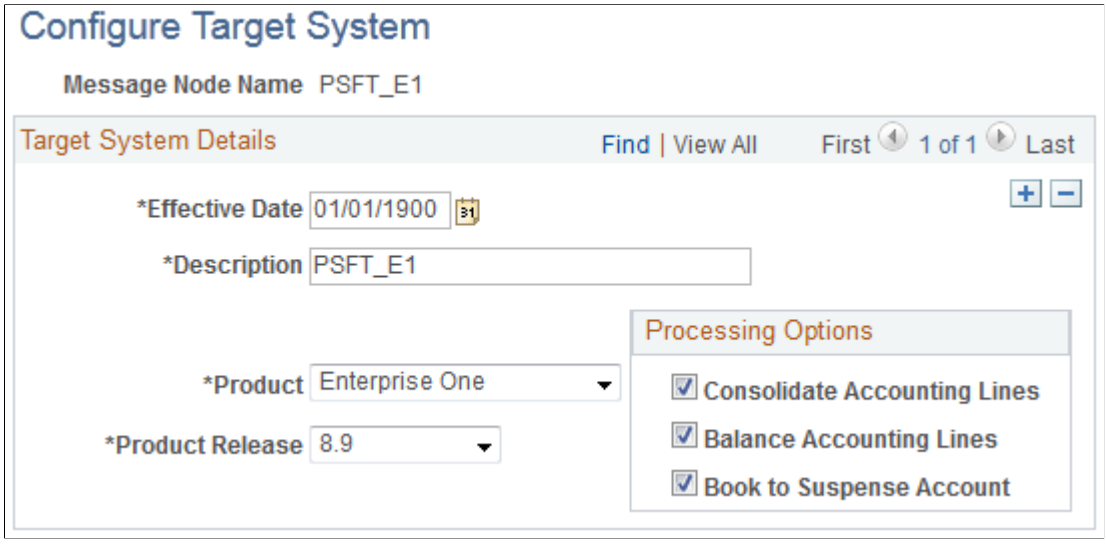
Use the Configure Target System page (HPIP_TGT_SYS_GL) to select the target product for the target and update the processing options for the target product.

Navigation:

Set Up HCM > **Common Definitions** > **GL Integrations** > **Common GL Objects** > **Configure Target System** > **Configure Target System**

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This example illustrates the fields and controls on the Configure Target System page.



When you access the page, select the PeopleSoft Integration Broker node that you defined for the integration with EnterpriseOne. The node represents the target system.

Target System Details

The default processing options that you selected on the Configure Target Product page are the default values on this page. You can update the processing options here. You can also override the processing options on the process run control page when you post the accounting lines.

Field or Control	*Description*
Product	Select EnterpriseOne as the target general ledger product to which payroll data is to be posted on this target system.
Product Release	Select the release number of the product.

Mapping Cost Centers and Accounts

To map cost centers and accounts, use the Chartfields (GP_GL_CHARTFLD), Element Groupings (GP_GL_GROUP), Account Mapping (GP_GL_MAP), and Chartfields for Cost Center (GP_CC_SETUP) components.

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Pages Used to Map Cost Centers and Accounts to the Global Payroll System

Page Name	*Definition Name*	*Usage*
Chartfields Page	GP_GL_CHARTFLD	Select Chartfields for account and cost center mapping.
Element Groupings Page	GP_GL_GROUP	For a pay entity and business unit, group similar earnings, deductions, or accumulators so that they can be mapped to general ledger accounts.
Mapping Page	GP_GL_MAP	Map General Ledger accounts to a combination of chartfield values associated with a grouping of earnings, deductions, or accumulators.
Chartfields For Cost Center Page	GP_CC_SETUP	Select Chartfields for cost center mapping.
GP Chartfield for Pay Entity Page	GP_PE_CF_SEC	Specify the sequence number of the pay entity Chartfield for the business unit.
Chartfield Mappings Page	GP_CC_MAP	Map Chartfield values to cost centers.

Understanding Cost Center Mapping for Global Payroll Integration with General Ledger

General Ledger requires the cost center identity, which is not part of the standard accounting line data generated by Global Payroll. Therefore, you must map cost centers to the chartfields so that the cost center can be derived and transmitted to EnterpriseOne.

In Global Payroll, chartfields are keyed by pay entity, business unit, and effective date. To derive the cost center, the mapping definition of chartfields to cost centers must also be keyed in the same way. These values are determined by:

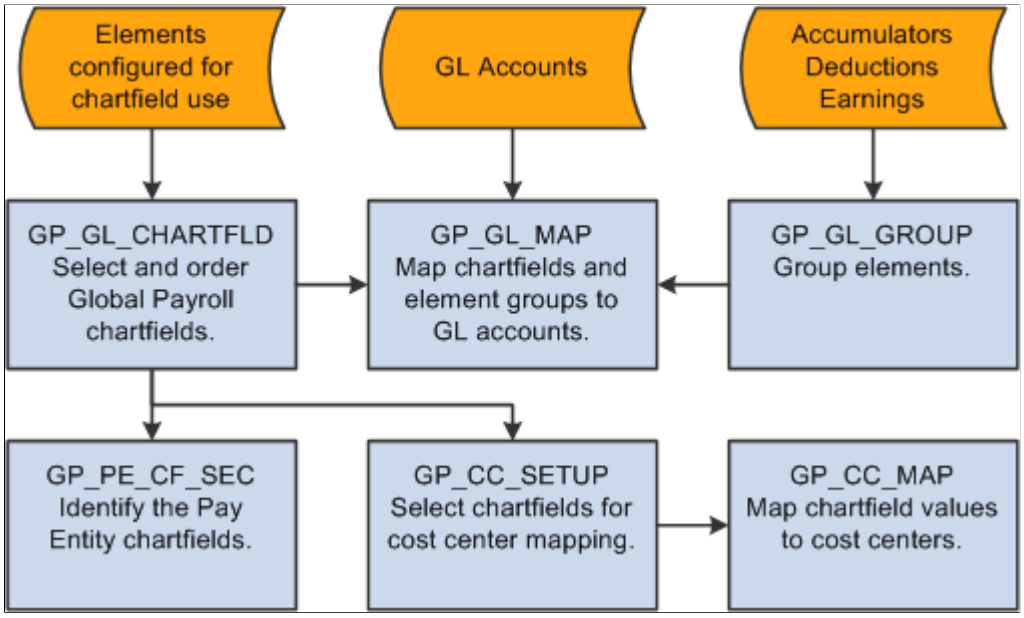
- Pay entity: You must set this up using the procedures specified in this topic.
- Business unit: This data is directly on the accounting line.
- Effective date: The posting date of the accounting line.

  The cost center is derived from the mapping definition for the specified chartfields on an accounting line.

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Mapping Process Diagram

This diagram identifies the pages on which the account and cost center mapping tasks are accomplished and indicates the sources of the data used on the pages. Shaded steps are specific to cost center mapping.



Mapping Process Steps

Here are more details about the steps for mapping accounts and cost centers to Global Payroll data:

1. Indicate which system and variable elements can be used as chartfields.

   a. For system elements, select the **Use As Chart Field** check box on the Source and Use page and select a prompt view. For variable elements, select the **Use As Chart Field** check box on the Variables - Definition page and select a prompt view.

   b. On the Element Name page, select the **Store** check box.

   c. Include the chartfield elements in the payroll process list.

   Note: The pay entity must be set up as a chartfield. For example, if companies correspond to pay entities in your organization, then the COMPANY element must be set up as a chartfield. Define a new variable for pay entity and configure it as a chartfield if necessary.

2. On the Chartfields page (GP_GL_CHARTFLD), select up to six chartfield elements that apply to a specific business unit and pay entity.

   Note: There are eight chartfields on this page. However, chartfields 7 and 8 are used for cost center mapping during the posting process. Chartfield 7 is overwritten with the controlling area, while chartfield 8 is overwritten with the cost center. No matter what elements you select here for chartfields 7 and 8, the posting that is sent to General Ledger always has the controlling area and cost center in chartfields 7 and 8.

   - You must include the element that you defined as the pay entity chartfield element for every pay entity and business unit.

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- The pay entity chartfield element must be in the same field number position for all pay entities within the business unit.

3. On the Element Groupings page (GP_GL_GROUP), place earning, deduction, and accumulator elements into groups.
4. On the Mapping page (GP_GL_MAP), map the element groups and chartfield values to their corresponding general ledger accounts.
5. On the GP Chartfield for Pay Entity page (GP_PE_CF_SEC), identify which chartfield number contains the pay entity element.
6. On the Chartfields for Cost Center page (GP_CC_SETUP), select chartfields for cost center mapping.
7. On the Chartfield Mappings page (GP_CC_MAP), map chartfield values to cost centers.

Related Links

Understanding Calculation Elements
Understanding the General Ledger Interface

Chartfields Page

Use the Chartfields page (GP_GL_CHARTFLD) to select Chartfields for account and cost center mapping.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Integration** > **Chartfields** > **Chartfields**

To successfully map cost centers, you must select Pay Entity as one of the chartfields on this page. Furthermore, you must set up the Pay Entity element with the same field number for all pay entities within a given business unit.

See Chartfields Page.

Element Groupings Page

Use the Element Groupings page (GP_GL_GROUP) to for a pay entity and business unit, group similar earnings, deductions, or accumulators so that they can be mapped to general ledger accounts.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Integration** > **Element Groupings** > **Element Groupings**

See Element Groupings Page.

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Mapping Page

Use the Mapping page (GP_GL_MAP) to map General Ledger accounts to a combination of chartfield values associated with a grouping of earnings, deductions, or accumulators.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Account Mapping > Mapping

See Account Mapping Page.

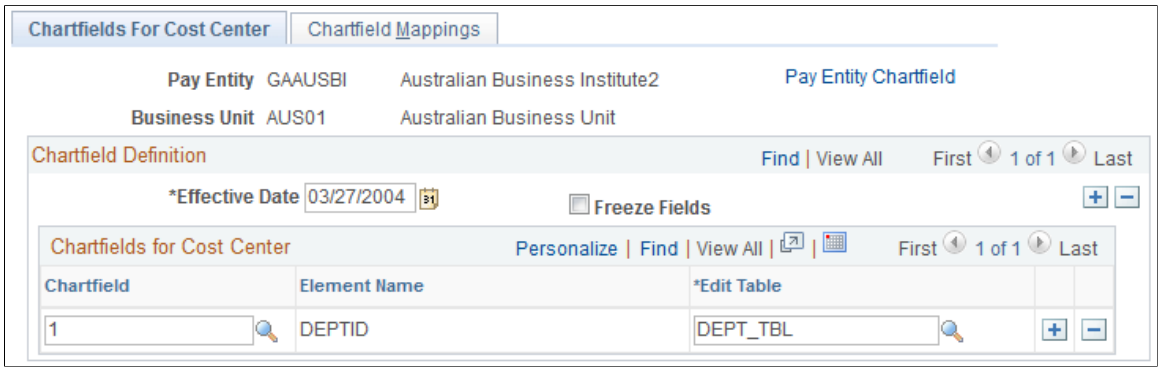
Chartfields For Cost Center Page

Use the Chartfields For Cost Center page (GP_CC_SETUP) to select Chartfields for cost center mapping.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Map Chartfields to Cost Center > Chartfields For Cost Center

This example illustrates the fields and controls on the Chartfields For Cost Center page.



Field or Control	*Description*
Pay Entity Chartfield	Click this link to access the GP Chartfield for Pay Entity page.
Freeze Fields	Select this when you have finished configuring the chartfield setup. When this check box is selected, all fields on the page become unavailable for data entry. If you later deselect this check box, the fields are again available for entry.

Chartfields for Cost Center

Add rows as necessary in this grid to list all of the chartfields that you want to use for mapping cost centers for this pay entity and business unit.

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Field or Control	*Description*
Chartfield	Select the field number that you populated with the element name on the Chartfields page.
Element Name	The system populates the name of the system element for the chartfield. This is used as a label on the Chartfield Mappings page.
Edit Table	Select the record that contains the values for the chartfield.

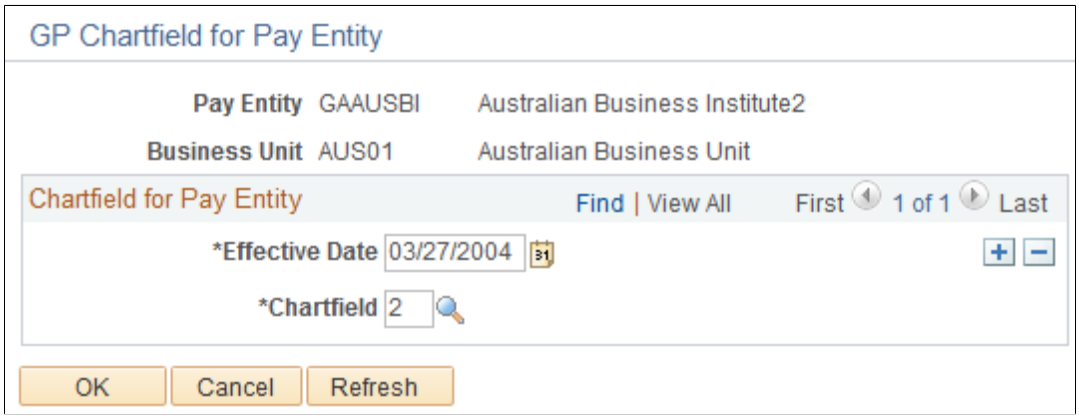
GP Chartfield for Pay Entity Page

Use the GP Chartfield for Pay Entity page (GP_PE_CF_SEC) to specify the sequence number of the pay entity Chartfield for the business unit.

Navigation:

Click the **Pay Entity Chartfield** link on the Chartfields for Cost Center page.

This example illustrates the fields and controls on the GP Chartfield for Pay Entity page.



Field or Control	*Description*
Chartfield	Referring to the Chartfields page, select the field number that corresponds to the pay entity chartfield element.

Note: This value must be the same for all pay entities in the business unit.

Chartfield Mappings Page

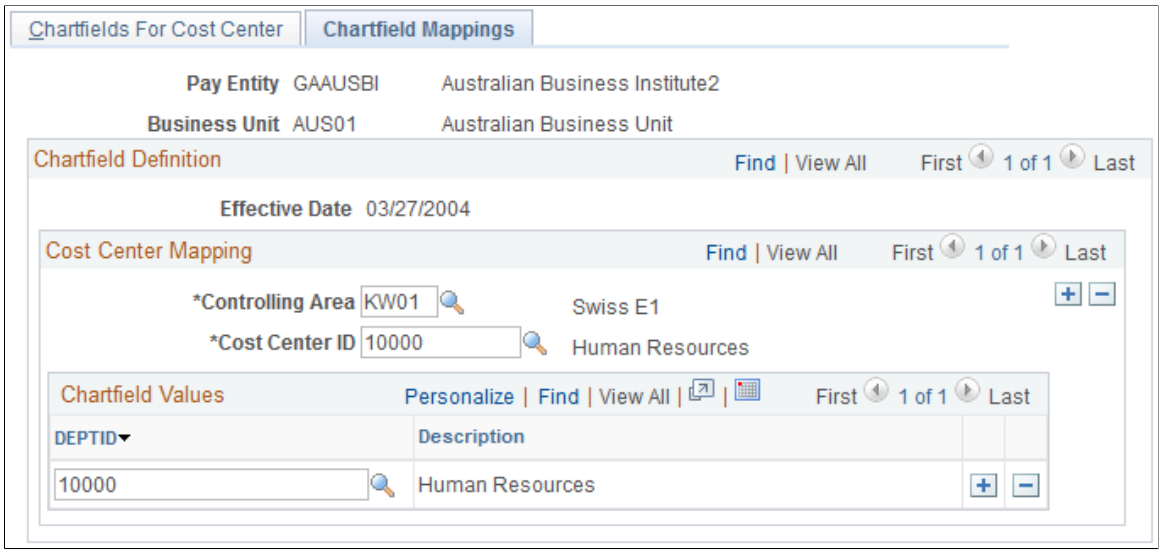
Use the Chartfield Mappings page (GP_CC_MAP) to map Chartfield values to cost centers.

Navigation:

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Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Chartfields for Cost Center > Chartfield Mappings

This example illustrates the fields and controls on the Chartfield Mappings page.



The fields on this page are available for entry only if the *Freeze Fields* check box is selected on the Chartfields for Cost Center page.

Field or Control	*Description*
Effective Date	This field cannot be modified on this page.
Controlling Area	Select the controlling area to which you want to map the chartfield combinations. The available values are the company codes entered into the Enterprise Controlling Area table when EnterpriseOne companies were imported into the Enterprise Business Unit GL table.
Cost Center ID	Select the cost center to which you want to map the chartfield combinations. The available values are the EnterpriseOne business units that you imported into the Enterprise Cost Center table.

Chartfield Values

Select chartfield values for each chartfield listed on the page. The chartfields are displayed in the order that you specified on the Chartfields for Cost Center page.

The available values for each chartfield are the values in the edit table that you specified for the chartfield on the Chartfields for Cost Center page.

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Retrieving Currency Exchange Rates

To retrieve currency exchange rates, use the Request Market Rates (HIE1_MKT_RT_RNCTL) component.

Pages Used to Retrieve Currency Exchange Rates

Page Name	*Definition Name*	*Usage*
Request Market Rates Page	HIE1_MKT_RT_RNCTL	Query market exchange rates from the PeopleSoft EnterpriseOne Financials system. Either schedule the request or enter an ad hoc request.
Monitor Overview Page	IB_MONITOR_OVRVIEW	View the message status of the MARKET_RATE_SYNC message.

Understanding the Currency Market Rates Integration

Currency market rates must be synchronized between the Enterprise payroll systems and the EnterpriseOne financial system, which is the primary control for market rates. Use the same run control page to either schedule the synchronization or manually request it.

Note: Currency cross referencing must be set up in PeopleSoft EnterpriseOne's XPI Cross-Reference database before you use this process to synchronize market rates.

Here is a brief description of the processing:

1. A Global Payroll user requests market rates, specifying a currency or range of currencies and a date on the run control page.

   The Market Rate Import Application Engine process (HI_MKT_RT) creates the MARKET_RATE_REQ message, converts it to a synchronous message, and sends it.

2. The Integration Server sends back the MARKET_RATE_SYNC response message containing the market rates available for the specified currency pairs and date.

   Either the multiplier or divisor is populated in the message, based on the calculation method and currency conversion method in the record. The other rate is initialized to 1.0.

3. The Integration Broker subscription to the MARKET_RATE_SYNC message updates the Enterprise Market Rate Data table (RT_RATE_TBL).

   Note: You must set all market rates that you will use in EnterpriseOne and sync up those rates with Enterprise. Processing payroll transactions with currencies for which market rates are set up in Enterprise and not in EnterpriseOne will produce invalid data in EnterpriseOne.
   If a query is made to a currency exchange rate that does not exist in EnterpriseOne for the date specified, no data is returned in the reply.

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Understanding Currency Rounding

If you are keeping amounts in different currencies on both the detail and sum (balance) level, there is a potential rounding issue. The problem arises from the fact that the system converts single amounts, sums them up for balancing, and then converts the sum. As a result, the converted amount of the sum does not equal the sum of the single conversions. To prevent this problem, you must select the **Balance Accounting Lines** check box on the Configure Target Product and Configure Target System pages.

When the **Balance Accounting Lines** check box is selected:

- All amounts are posted in both the payroll and the GL currency.

  Primarily, balancing is enforced in the payroll currency.

  Note: This is standard processing, whether or not you select the **Balance Accounting Lines** check box.

- If the payroll currency differs from the GL currency, a new accounting line for rounding adjustment is created for each segment that is sent to GL.

  This prevents rounding differences that might cause the amounts to be out of balance in the GL currency.

  - The accounting line is created once per chunk.
  - It is created only if the **Balance Accounting Lines** check box is selected and the payroll currency differs from the currency of the GL business unit.
  - The new accounting line contains the rounding adjustment in the GL currency. The amount in the payroll currency is 0.
  - The account that is used is the one that the user specified as the suspense account on the setup for the GL business unit.

    If no suspense account has been specified for the GL BU, the rounding adjustment entry does not get created.
  - The description field says *Rounding Adjustment Entry.*

Related Links

Understanding Account Balancing Defaults

Request Market Rates Page

Use the Request Market Rates page (HIE1_MKT_RT_RNCTL) to query market exchange rates from the PeopleSoft EnterpriseOne Financials system.

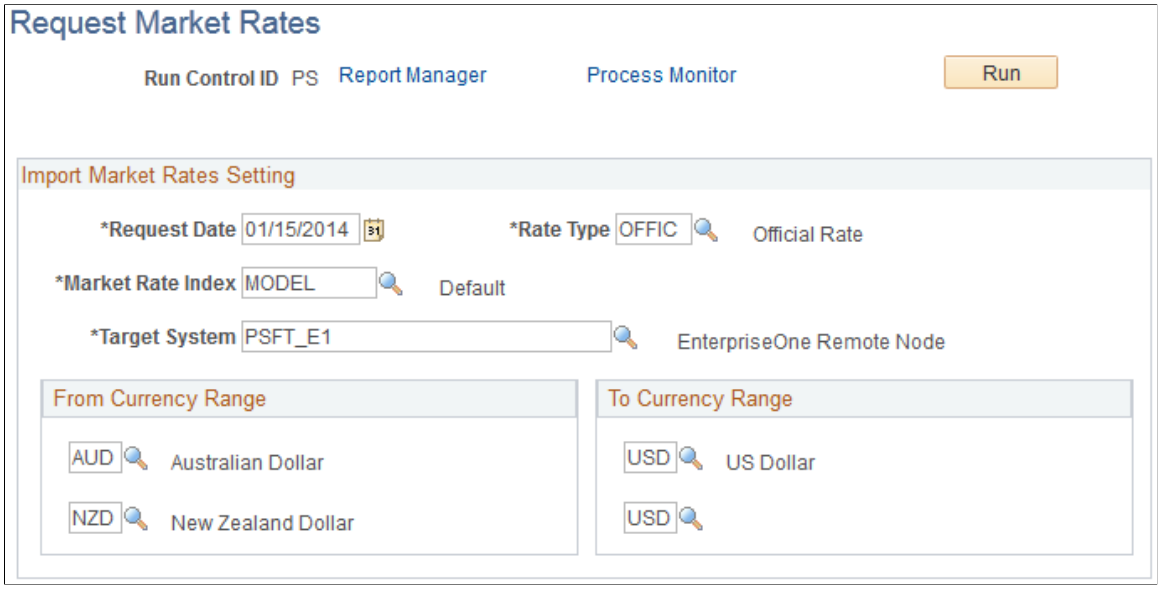
Either schedule the request or enter an ad hoc request.

Navigation:

Set Up HCM > **Common Definitions** > **GL Integrations** > **Payroll to E1 General Ledger** > **Request Market Rates**

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This example illustrates the fields and controls on the Request Market Rates page .



Field or Control	*Description*
Request Date	Enter the current date. To accommodate requests scheduled through PeopleSoft Process Scheduler, the system overrides the entered request date with the current system date when the request date is in the past. If the request date is the current date or a future date, the system uses the request date.
Rate Type	Select the rate type under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Data table (RT_TYPE_TBL).
Market Rate Index	Select the market rate index under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Index table (RT_INDEX_TBL). The default value is *MODEL*.
Target System	Select the node that you established for the integration with EnterpriseOne.
From Currency Range	Define the alphabetical range of currencies from which you're requesting the exchange rate. For example, from GBP − RUR. For a single from currency, select the same currency in both fields.

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Field or Control	*Description*
To Currency Range	Define the alphabetical range of currencies to which you're requesting the exchange rate. For a single to currency, select the same currency in both fields. For example, to EUR - EUR.

The system retrieves the market rate for each currency code pair that falls alphabetically in the from and to currency ranges that you specify.

Related Links

Enterprise Components

Preparing and Posting Accounting Lines from Global Payroll to General Ledger

Pages Used to Prepare and Post Global Payroll Accounting Lines

Page Name	*Definition Name*	*Usage*
Send Costs to GL Page	GP_GL_PREPARE	Create payroll accounting lines in the GP Accounting Line table.
Transactions without Account Page	GP_GL_NO_ACCT	View transactions that were not assigned a General Ledger account by the calculate phase of the GL Transaction Creation Application Engine process.
Finalize Costs for GL Page	HPIP_GP_FINALIZE	Prepare the accounting lines for posting and post them to General Ledger.
View GL Transaction Status Page	HPIP_PRCS_STAT	View the transaction status of the posting process.
View Process Parameters Page	HPIP_PRCS_PAR_SEC	View a summary of the process instance information and view the parameters used to run the process that generated the process instance.
View Detail Transactions Page	HPIP_PRCS_SEG_SEC	View log information generated for each segment.

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Page Name	*Definition Name*	*Usage*
View Transaction Parameters Page	HPIP_SEG_PAR_SEC	View a summary of the segment information and view the GL business unit for which the segment was posted.
View Accounting Line Data Page	HPIP_PRCS_DATA_SEC	View a summary of the accounting line data that was posted by the process.
Process Message Log Page	HPIP_PRCS_MSG_SEC	View messages generated during the Application Engine process. The information on this page matches that provided by the View Messages functionality in Process Monitor.
Reset GL Page	GP_GL_RESET	Run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Understanding the Posting of Accounting Lines

After you process payroll in Global Payroll, you can create the accounting lines and post them as journal entries to General Ledger. A journal entry typically consists of header and line data.

You must first synchronize the market exchange rates between the financials system and the payroll system if your data involves multiple currencies.

The posting framework posts summary GL transactions grouped by GL business unit (Business_Unit_GL). As part of the posting, an Application Engine process prepares the data, creates the message, and sends to the node that is specified for the GL business unit.

The Integration Server loads the data into the EnterpriseOne Journal Entry Transactions − Batch File table (F0911Z1). The Integration Server sends a reply message stating whether the transactions sent by Global Payroll were successfully posted and loaded into table F0911Z1.

After the data has been loaded into table F0911Z1, you run a batch process to validate the data and to insert the records into the Account Ledger table (F0911). You then post the transactions from table F0911 to the Account Balances table (F0902) just as you would post any other transactions.

If the payroll transactions contain errors in the data, you can:

- Manually correct errors in table F0911Z1 before loading transactions to table F0911.
- Purge table F0911Z1 before loading transactions to table F0911, then reset and rerun the Global Payroll process to post the transactions to General Ledger.

  See Handling Data Errors in Batch Posting.

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Understanding the Global Payroll Posting Process

This topic discusses:

- Steps for creating and sending Global Payroll accounting lines.
- The posting process.
- The reset process.

Steps for Creating and Sending Global Payroll Accounting Lines

These are the steps for creating accounting lines in Global Payroll and sending them to General Ledger:

1. Calculate and finalize payroll.
2. Run the GL Transaction Creation Application Engine process (GP_GL_PREP) with the Calculate option selected to generate the payroll accounting lines on the GP Accounting Line table (GP_ACC_LINE).

   Note: Do not run the process using the Finalize option. When you select a calendar group ID that integrates with EnterpriseOne, the page does not display the Finalize option.

3. View the Transactions w/o Account (transactions without account) page to check for amounts not associated with accounts and make corrections as necessary.
4. If corrections were made, rerun the GL Transaction Creation process with the Calculate option selected.
5. Run the Finalize Costs for GL Application Engine process (HI_GP_POST) to post the journal entries to General Ledger.
6. Check the status of the posting process in the Process Scheduler process monitor.
7. Check the status of the transaction on the View GL Transaction Status page.
8. If for any reason it is necessary to correct account data after it has been posted:
   a. Run the GL Reset Process Application Engine process (GP_GL_RESET).
   b. Make data corrections.
   c. Repeat steps two through five.

Posting Process Description

When you run the Finalize Costs for GL process, the system performs the following processing steps:

1. Determines the cost center:
   - Determines the controlling area and cost center according to the mapping table setup.
   - Writes the controlling area to chartfield 7 on the accounting line.

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- Writes the cost center to chartfield 8 on the accounting line.

2. Checks debit and credit balances if the balancing option is selected:

   If they do not match, creates a suspense entry if a suspense account is defined for the GL business unit or generates an error without posting accounting lines if the suspense account option is not selected or the account is not defined.

   If the foreign total amount nets to zero and domestic total amount does not, it assumes rounding differences due to currency conversion and forces the domestic amount to net to zero.

3. Creates a separate posting for each GL business unit.

   Each posting is divided into segments according to the chunking limit that is configured on the Target Products page. The segmentation requires definition of the clearing accounts for the GL business unit. If no chunking limit is set for the target product, the program does not segment the postings; in this case it does not check for clearing accounts. Each segment is sent with the GP_POST_GL XML message.

Reset Process Description

If the transactions sent to General Ledger are later found to have errors, you might have to run the GL Reset process and repost the transactions.

The GL Reset process:

- Deletes all rows on the Global Payroll Accounting Line Staging table (PS_GP_ACC_LINE_STG), which is invoked during the Finalize Costs for GL process and is the source record for the posting process.
- Resets the GL Finalized indicator fields to *not finalized* on both the Completed GL Stream table (PS_GP_GL_PREP_STRM) and the Calendar Run Definition table (PS_GP_CAL_RUN).

  You must run the GL Reset process before rerunning the GL Transaction Creation process and reposting for the calendar group ID.

Related Links

Understanding Account Balancing Defaults

Send Costs to GL Page

Use the Send Costs to GL page (GP_GL_PREPARE) to create payroll accounting lines in the GP Accounting Line table.

Navigation:

Global Payroll & Absence Mgmt > **Time and Labor / GL Costs** > **Send Costs to GL** > **Send Costs to GL**

Note: Do not run the process using the Finalize option for the integration with General Ledger; the Finalize option is not available if the selected calendar group ID integrates with EnterpriseOne. Use the GL Finalize for E1 page to finalize the GL processing.

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See Send Costs to GL Page.

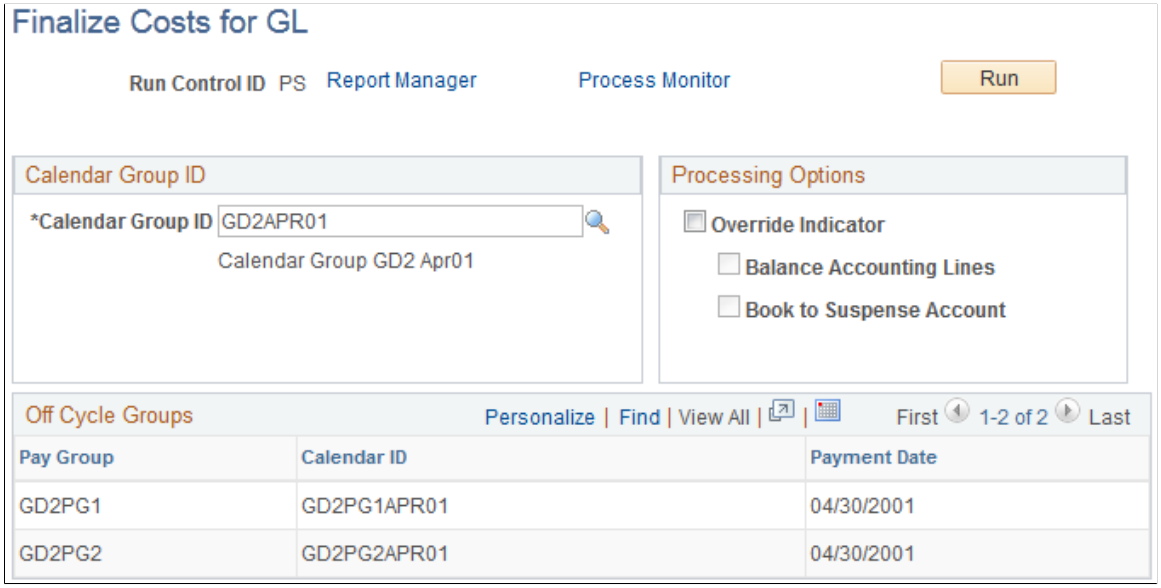
Finalize Costs for GL Page

Use the Finalize Costs for GL page (HPIP_GP_FINALIZE) to prepare the accounting lines for posting and post them to General Ledger.

Navigation:

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Finalize Costs for GL

This example illustrates the fields and controls on the Finalize Costs for GL page.



Field or Control	*Description*
Override Indicator	Select to override the default balance options set for the target product on the Configure Target System page. The other fields in this group box are available for entry only if *Override Indicator* is selected.
Balance Accounting Lines	Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.
Book to Suspense Account	This field is available for entry if you select *Balance Accounting Lines.* Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

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Checking the Process Status and Message Log

Even if the process runs successfully, there might be functional problems with validation, balancing, or chunking. To determine whether there are problems:

1. Access Process Monitor.
2. Enter criteria to filter the data displayed and click *Refresh.*
3. Verify that the HI_GP_POST Application Engine process status is *Success.*
4. Click *Details* for the process instance.
5. Click *Message Log.*
    - Check for messages about errors.
    - If needed, identify the calendar group ID processed in the process instance.

Resolving Process Service Operations Monitor Log Errors for the Posting Process

Problem	***Solution***
Validation failure caused no accounting lines to be posted to general ledger even though the posting status is *Success.*	Correct the issue reported in the error message and rerun the posting process.
Balancing failure caused no accounting lines to be posted to general ledger even though the posting status is *Success.*	Verify that both of the following are true: • Book to Suspense Account is selected on the posting process run control page. • The suspense account is assigned on the Configure GL Business Unit page. Rerun the posting process after correcting the settings.
Chunking failure caused no accounting lines to be posted to general ledger even though the posting status is *Success.*	Verify that the clearing account is specified on the Configure GL Business Unit page. Rerun the posting process after entering the clearing account.

Related Links

Understanding Account Balancing Defaults

View GL Transaction Status Page

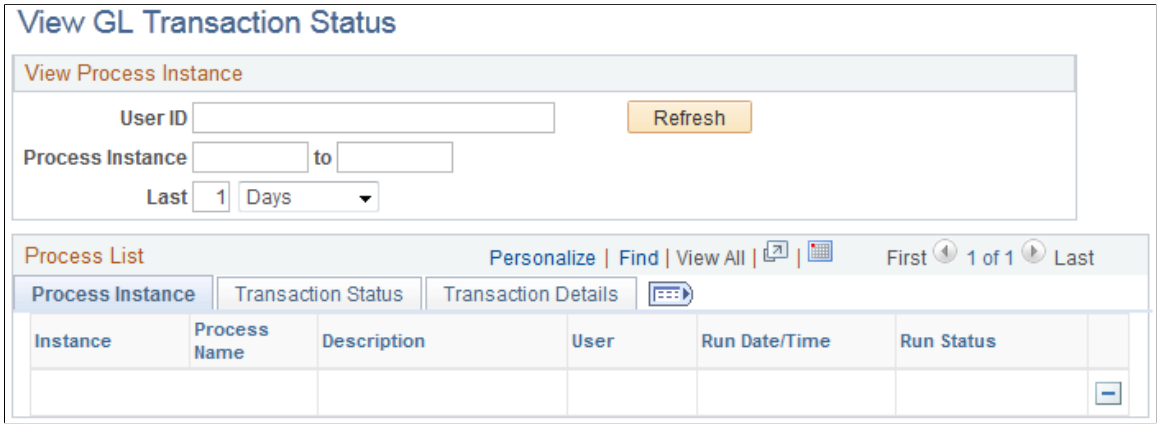
Use the View GL Transaction Status page (HPIP_PRCS_STAT) to view the transaction status of the posting process.

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Navigation:

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Review GL Transaction Status > View GL Transaction Status

This example illustrates the fields and controls on the View GL Transaction Status page.



Note: As you continue to post accounting lines, the Transaction Status tables can grow significantly, since each posting process writes data to these tables. These tables are not automatically purged. To purge data from these tables, you can click the **Delete** button to delete one or more rows. After you delete a row on this page, the data displayed in the Process Parameters, Detail Transactions, and Accounting Line Data pages is also purged when you save the View GL Transaction Status page.

View Process Instance

Use the fields in this group box to select the process instances to view. The page automatically displays the process instances from the last day.

Field or Control	*Description*
User ID	Enter a user ID to view only process instances associated with that ID.
Process Instance	If you know the process instance numbers for the process instances you want to view, enter the numbers.
Last	Enter a quantity and then select the associated duration (days, hours, or minutes). If you want to see all results, select *None*.
Refresh	After you have entered criteria, click this button to refresh the information that appears Process List group box.

Process Instance Tab

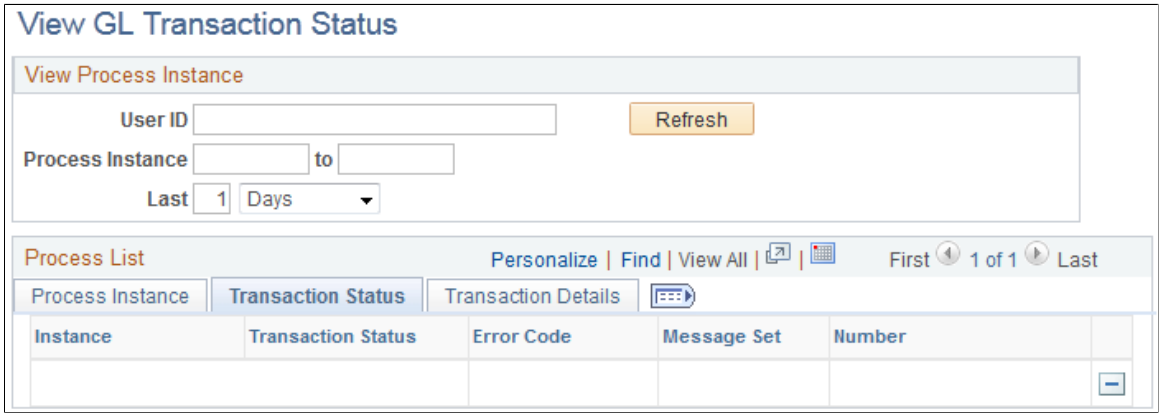
The fields on this tab display the same information as the Process Monitor.

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Transaction Status Tab

Select the Transaction Status tab.

This example illustrates the fields and controls on the View GL Transaction Status page: Transaction Status tab.



Field or Control	*Description*
Transaction Status	Displays the status of the overall posting transaction. A posting transaction can include multiple segments (or chunks). Each of these segments has a separate status value, which can be viewed on the View Detail Transactions page. The status of the overall transaction is *Success* if all segments have a status of *Success.* The status of the overall transaction is *Error* if one or more segments have a status of *Error.* Values include: *Success* *Error* *Processing* *Staged*

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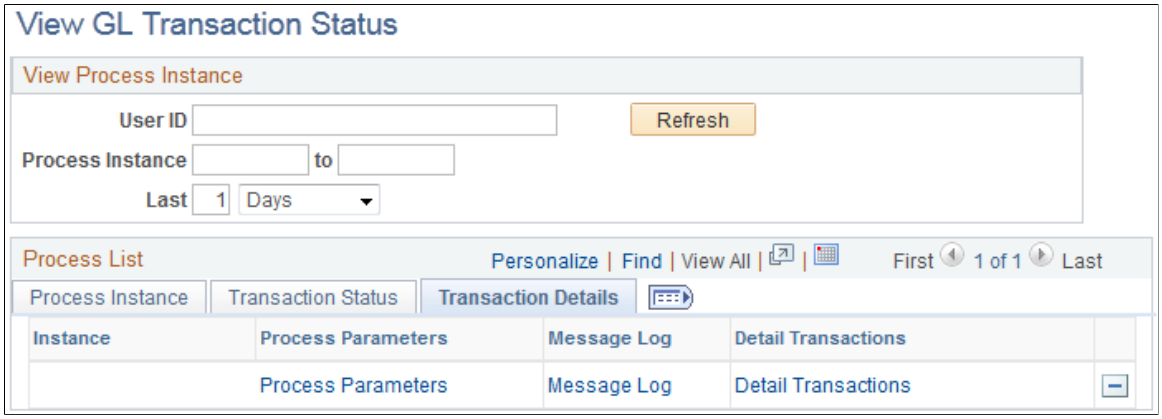
Field or Control	*Description*
Error Code	Displays the source of the error on the process level, if the posting transaction encountered an error. Values include: *Account Number Mismatch:* The account number of one of the lines of the payroll transaction does not match an account number previously assigned and cross-referenced during the Account initial or incremental load. No insert into the Z1 staging table was attempted. *Inserting Error:* The insert of the lines of the payroll transaction into the Z1 staging tables failed due to some problem, such as a primary key was omitted. No lines were inserted into the Z1 staging table. *Processing Error:* An error occurred during the posting process or the subsequent message processing in Integration Broker. See the Process Monitor or the Service Operations Monitor for more information. *No Information Available:* No information is available on the source of the error. *Validation Failed:* One of the validations performed by the posting process has failed. See the Process Message Log page for more information. *Integration Broker Error:* The message could not be sent by Integration Broker. Review the setup described in the Setting Up the Integration in the Enterprise Database topic to verify that it is complete and correct. *Segment Error:* One of the segments of this posting has an error. See the View Detail Transactions page for more information. *Unknown Return Code:* The return code sent by General Ledger could not be interpreted. See the Service Operation Monitor for more information on the return message.
Message Set, Number and **Details**	Displays a message that explains the status of the posting transaction. If there is a message set and number, click the Details link to view the associated message.

Transaction Details Tab

Select the Transaction Details tab.

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This example illustrates the fields and controls on the View GL Transaction Status page: Transaction Details tab.



Each posting that exceeds the maximum number of accounting lines, as specified for the target product, is separated into multiple segments. Each segment is sent as an individual message by the Integration Broker. Use this page to view the status and information related to the individual segments.

Field or Control	*Description*
Process Parameters	Click to access the View Process Parameters page.
Message Log	Click to access the Process Message Log page.
Detail Transactions	Click to access the View Detail Transactions page.

Return Code Errors

If the return code on the View GL Transaction Status page is *Account Number Mismatch* or *Inserting Error* and no accounting lines were inserted into the Z1 staging table, follow this procedure:

1. The finance office administrator locates and sends to the payroll office administrator the Enterprise process instance ID from the Transaction Number field on the Work With Store & Forward Journal Entries page.

2. The payroll office administrator accesses the View GL Transaction Status page and searches for the affected process instance using the fields in the View Process Instance group box.

   Once the payroll office administrator locates the affected process instance, he or she should:

   a. Click the Transaction Details tab.

   b. Click Process Parameters.

   c. Note the affected calendar group ID from the View Process Parameters page.

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3. The payroll office administrator resets and reruns the general ledger processing for the calendar group ID.

View Detail Transactions Page

Use the View Detail Transactions page (HPIP_PRCS_SEG_SEC) to view log information generated for each segment.

Navigation:

Click the **Detail Transactions** link on the View GL Transaction Status - Transaction Details tab.

This example illustrates the fields and controls on the View Detail Transaction page.



Field or Control	*Description*
Segment and **Status**	Displays the segment number and status for each segment.
Error Code	If an error occurred at the segment level, this field displays an error code identifying the problem.
Channel	Displays the queue on which the posting or rate request message was sent.
Pub ID (publication identifier)	Displays the publication identifier for the posting or rate request message.
Transaction Parameters	Click to view a summary of the segment information. You can also view the target system to which the posting was placed or from which the rates were retrieved.
IB Message Details	Click to open a new window displaying the Message Details page for the message instance of this segment.

Reset GL Page

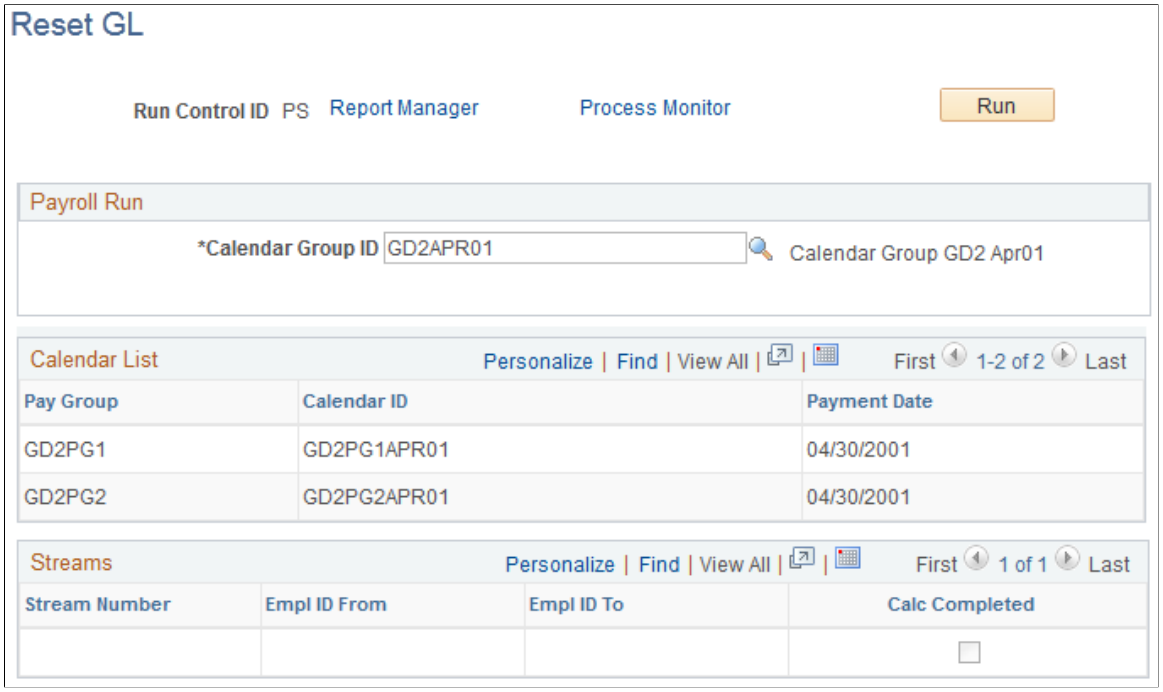
Use the Reset GL page (GP_GL_RESET) to run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Navigation:

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Reset GL

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This example illustrates the fields and controls on the Reset GL page .



Note: Use this process only if it is necessary to repost the transactions because they were originally sent with errors. After resetting, correct the data errors and repeat GL processing.

Field or Control	*Description*
Calendar Group ID	Select the calendar group for which you want to reset the GP GL interface processing. Resetting applies to the entire calendar group.

The remaining fields on the page are for information only; you cannot enter or alter the data.

Handling Data Errors in Batch Posting

This topic provides an overview of data error handling and discusses how to:

- Identify data to be purged and reprocessed.
- Reset and repost the payroll accounting lines.

Understanding Data Error Handling

This topic discusses:

- Data error possibilities.

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- Data error correction procedures.

Data Error Possibilities

The following are some reasons that data error handling would be required:

- The payroll office might discover errors in the accounting lines after posting the data to General Ledger.
- When you run the Journal Entries Batch Processor program (R09110Z) in EnterpriseOne, the system validates the specific combinations of account code and cost center and might detect an invalid account number.

  The accounting lines sent to General Ledger from Global Payroll applications contain an account code and a cost center. The Enterprise account code corresponds to the object and subsidiary in EnterpriseOne, while the Enterprise cost center corresponds to the EnterpriseOne company.

  Because the account number in EnterpriseOne consists of a combination of the business unit, object, and subsidiary, the combination of the Enterprise account code and cost center might produce an EnterpriseOne account number that is invalid.

  For example:

  - It might use a cost center in Enterprise that does not correspond to a valid EnterpriseOne company.
  - If the EnterpriseOne company contains two or more accounts with the same object and subsidiary, but different business units, the integration might produce the wrong EnterpriseOne business unit, object, and subsidiary combination.

Data Error Correction Procedures

When errors are discovered:

- The finance office administrators and payroll office administrators must communicate to coordinate the method of handling the errors and to identify the data to be corrected.
- The payroll office administrators might need to correct errors in the payroll setup.

  For example, if the account code and cost center are generating an invalid EnterpriseOne account number, you might need to book the amounts to a different account code or cost center in Enterprise.
- The finance office administrators might need to redistribute the amount to the correct account in EnterpriseOne.

  For example, the account code and cost center are correct in Enterprise, but amounts are booked to the wrong account number in EnterpriseOne because two or more EnterpriseOne accounts have the same object and subsidiary, but different business units in the same company.

Errors in the payroll data that has been posted to general ledger can be handled in one of two ways:

- Correct errors in the tables in the EnterpriseOne database.
- Purge the records that contain errors from the EnterpriseOne database and request the administrators of the Enterprise payroll application to:

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1. Reset the general ledger posting process.
2. Correct the errors in the payroll setup.
3. Rerun general ledger processing and repost the results.

   You would use this method if the errors were too numerous to be corrected in table F0911Z1.

Identifying Data to be Purged and Reprocessed

If reprocessing of payroll data is required, the finance office administrators and payroll office administrators must communicate to identify the data to be reprocessed. This topic discusses how to locate data to be purged or reprocessed:

- When the requirement initiates in the finance office.
- When the requirement initiates in the payroll office.

Finance Office Initiates

If the data correction requirement is initiated in the finance office:

1. The finance office administrator:

   a. Locates the Enterprise process instance ID from the Transaction Number field on the Work With Store & Forward Journal Entries page.

      The transaction number on this page is the Enterprise process instance ID.

      See *PeopleSoft EnterpriseOne 8.11 Application Integrations with PeopleSoft Applications, "Using the PeopleSoft Payroll to PeopleSoft EnterpriseOne General Ledger Integration," Processing PeopleSoft Payroll Data in PeopleSoft EnterpriseOne General Ledger , Locating Payroll Batch Transactions in PeopleSoft EnterpriseOne*

   b. Communicates the process instance ID number to the payroll office administrator.

2. The payroll office administrator views the View GL Transaction Status page for the process instance to determine the affected calendar group ID.

Payroll Office Initiates

If the data correction requirement is initiated in the payroll office:

1. The payroll office administrator:

   a. Views the View GL Transaction Status page to determine the process instance ID associated with the calendar group ID that requires reprocessing.

   b. Communicates the process instance ID number to the finance office administrator.

2. The finance office administrator uses the process instance ID number to locate the payroll batch process transaction on the Work With Store & Forward Journal Entries page.

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The payroll process instance ID is the same as the transaction number in this page.

Resetting and Reposting the Payroll Accounting Lines

If EnterpriseOne purges the batch of F0911Z1 records, the Enterprise payroll application administrator must be notified to reset the general ledger processing and repost the accounting lines.

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Chapter 52

Integrating with PeopleSoft Time and Labor

Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor

This topic discusses:

- Tasks performed by Global Payroll after integration.
- How Time and Labor creates payable time.
- What happens when you start a pay run.
- Planning considerations.

Tasks Performed by Global Payroll After Integration

Time and Labor tracks the time that payees work and generates payable time that can be processed by payroll systems such as Global Payroll. If your organization uses Time and Labor with Global Payroll, you can process payable time during your pay runs, transmit cost data back to Time and Labor after a pay run, and share employee schedules.

Once you configure your systems to work together, Global Payroll:

- Makes approved absence data available to Time and Labor so that it can be evaluated by the rules process that Time and Labor uses to create payable time for cost evaluation.
- Loads payable time into Global Payroll when you start the Calculate phase of a pay run.
- Treats payable time as generated positive input, meaning that all rules that apply to generated positive input also apply to payable time.
- Processes payable time for the current period or an offsetting period.
- Sends cost data back to Time and Labor after a pay run is complete so that the data can be distributed across payable time entries and sent to PeopleSoft Projects and other applications.

Note: When using Time and Labor with Global Payroll, you can enter absence events in Global Payroll using the Absence Event page, Time and Labor Self Service time sheet in the Absence Event topic, or Absence Self Service pages. Absence events populate the Absence Event Definition table (GP_ABS_EVENT) that is used during the Absence Take process and the Time Administration process in Time and Labor.

Related Links

“Integrating Time and Labor with Global Payroll” (PeopleSoft Time and Labor)

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Understanding Positive Input

“Understanding Self-Service Components” (PeopleSoft Time and Labor)

“Understanding the Absence Request Transactions” (PeopleSoft Absence Management)

How Time and Labor Creates Payable Time

Each incident of time that is reported in Time and Labor is associated with a time reporting code (TRC) that identifies its type (for example, regular or meeting), units, currency, and other attributes. You can also assign task codes to each time entry, enabling your organization to track time at a finer level of detail —by product, location, and other categories. In addition, you can track the accounting information that flows between Time and Labor and Global Payroll. Integrating Time and Labor with Global Payroll requires that you map earning, deduction, and absence take elements to TRCs. You might also need to map supporting elements or variable task codes, and chartfields.

Time that is reported in Time and Labor must be converted to *payable time* before it can be sent to a payroll system for processing. The payable time must also have a *payable status* to indicate that it is ready for processing. The Time Administration process in Time and Labor creates payable time that's ready for payroll processing by applying a set of user-defined rules to time entries based on their TRCs. It can apply rules for overtime, holiday pay, guaranteed hours, consecutive days, and other situations.

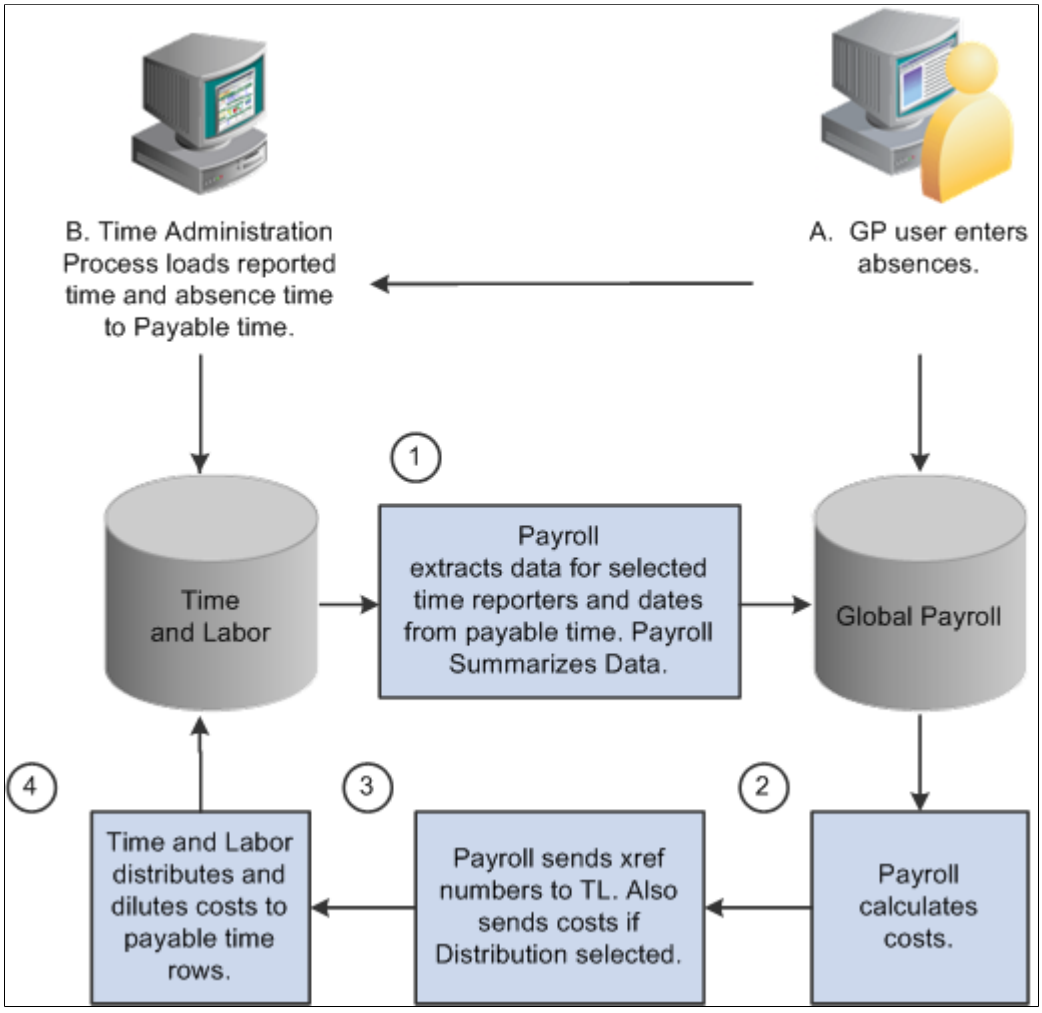
What Happens When You Start a Pay Run

During the Calculate phase of a pay run, Global Payroll retrieves payable time that's ready for processing from Time and Labor. The first time that the Calculate phase runs, Global Payroll processes all payees that are identified in the current calendars. During subsequent runs, Global Payroll creates an iterative trigger and a retroactive trigger for each instance of payable time that has changed and reprocesses only the payees that are in error or have iterative triggers. Payable time is retrieved each time the payroll is run.

After a pay run is finalized, you start an update process that updates the payable time entries in Time and Labor. This process also invokes the Labor Distribution and Labor Dilution processes in Time and Labor, if you have elected to use those features. If you are not using labor distribution, Global Payroll sets the status of payable time entries to CL (closed).

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The following flowchart illustrates the interactions between Global Payroll and Time and Labor.



Note: Absence data that is sent to Time and Labor is not used to compensate payees for absences. Global Payroll calculates payee compensation for absences, and when the labor distribution feature is used, sends the resultant amounts back to Time and Labor after a pay run is finalized.

Planning Considerations

Both Global Payroll and Time and Labor are rules-based systems that are capable of carrying out some of the same types of rules. Before integrating the two products, think carefully about which rules you want each system to apply. In general:

- Define rules that calculate payable *time,* including overtime, shift differentials, and other special situations, in Time and Labor.
- Define rules that calculate *pay* in Global Payroll.

Time reporting codes (TRCs) are mapped to Global Payroll earnings and deductions that add to or subtract from gross and net pay accumulators. You should decide on a strategy for mapping earning elements to TRCs. For example, you might map a TRC to an earning element that does not accumulate to gross pay. This enables you to use a separate rule to calculate the costs that are associated with a TRC but do not contribute to gross pay, such as an employer-paid health insurance premium. You might use the

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same approach for salaried employees, where the hours that are reported by Time and Labor are not used in the payroll calculation, but are used for costing.

To summarize:

- Define one earning element that accumulates to gross.

  This is the earning element that the payroll process uses to calculate a payee's payslip. Do not map this element to a TRC.

- Define a second earning element that does not contribute to gross pay.

  This earning element is used for costing purposes only and, in addition to the payee's salary, can include overhead costs or any costs that you want to add. Map this element to a TRC so that accurate cost data is returned to Time and Labor and made available to the cost accounting, planning, or budgeting application.

Note: For hourly workers and in other situations where you do want the second earning elements to add to gross pay, you can map a TRC to a second earning element that accumulates to gross pay.

Note: Make sure that any earnings to which you map TRCs are set up to receive positive input. This is because Global Payroll brings in Time and Labor information as generated positive input.

Note: If you change the status of an element that's mapped to a TRC to *Inactive,* update the TRC mapping in Time and Labor.

Configuring Global Payroll to Work with Time and Labor

Pages Used to Configure Global Payroll to Work with Time and Labor

Page Name	*Definition Name*	*Usage*
Chartfield Code Map Page	GP_CHART_ELEM	Map standard GL chartfields that are defined in payroll to chartfield variables that are defined in Global Payroll.
Run Types Page	GP_RUN_TYPE	Define a run type to identify a payroll run and associate Time and Labor TRCs and Variable Compensation earnings.
Trigger Definition Page	GP_TRGR_SETUP	Define trigger types, record levels and associated fields and link to event IDs.
Task Code Map Page	GP_TL_TASK_ELEM	Map task codes that are defined in Time and Labor to supporting elements that are defined in Global Payroll.

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Related Links

Configuring Global Payroll to Work with Time and Labor

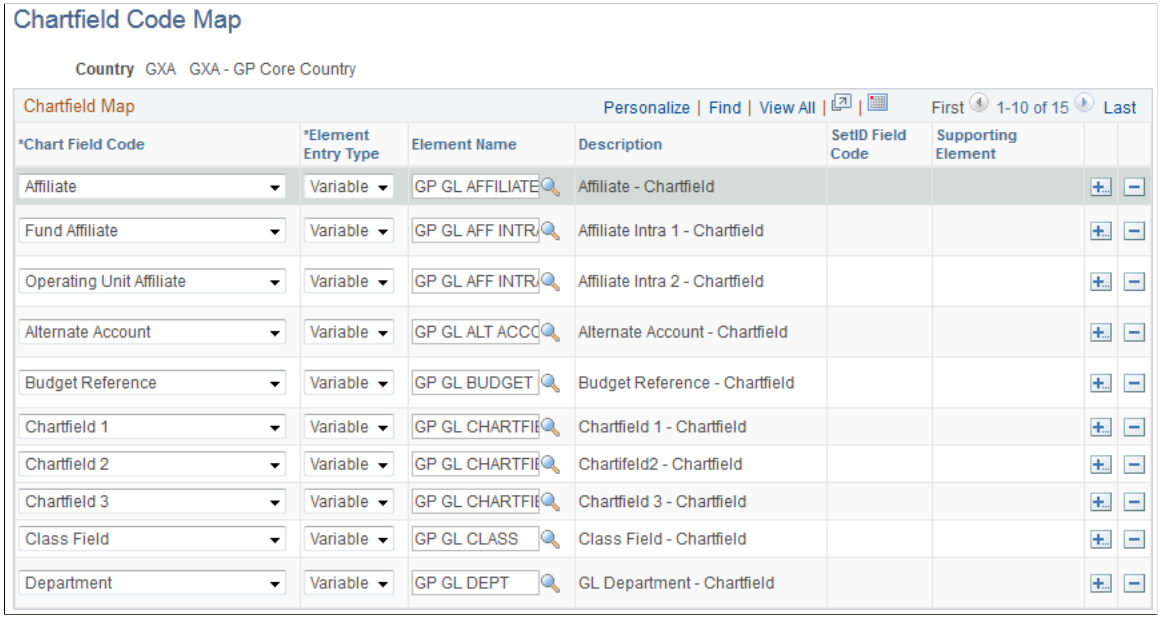
Chartfield Code Map Page

Use the Chartfield Code Map page (GP_CHART_ELEM) to map standard GL chartfields that are defined in payroll to chartfield variables that are defined in Global Payroll.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Define Chartfield Code Mapping > Chartfield Code Map

This example illustrates the fields and controls on the Chartfield Code Map page.



Global Payroll delivers variables to represent each of the chartfields:

- GP GL PRODUCT
- GP GL PROJECT
- GP GL DEPT
- GP GL FUND
- GP GL PROGRAM
- GP GL CLASS
- GP GL AFFILIATE
- GP GL ALT_ACCOUNT
- GP GL BUDGET_REF
- GP GL CHARTFIELD1

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- GP GL CHARTFIELD2
- GP GL CHARTFIELD3
- GP GL AFF_INTRA1
- GP GL AFF_INTRA2
- GP GLBU PC
- GP GL ACTIVITY
- GP GL SOURCE TYPE
- GP GL CATEGORY
- GP GL SUBCATEGORY

This page enables you to map the PeopleSoft standard configuration chartfields to these delivered chartfield variables. This mapping enables Global Payroll to receive chartfield information for payable time. You can create a separate mapping scheme for each country in which your organization operates.

Note: The system can send a maximum of 21 mapped chartfields to PeopleSoft General Ledger. Therefore, we recommend that you add no more than 21 chartfields to each mapping scheme.

Field or Control	*Description*
Chartfield Code	Enter the GL chartfield to map to a variable.
Element Entry Type	Select the type of element to which the chartfield is mapped. Values are: *Variable:* User-created variable. For example, you may decide to rename GP GL CHARTFIELD1 so that the name matches the information contained in the field. *SystemElem* (system element): PeopleSoft standard configuration chartfields.
Element Name	Select the name of the variable to which you are mapping the chartfield.
SetID Field Code and **Supporting Element**	Displays the set ID fields associated with the variable or system element.

Run Types Page

Use the Run Types page (GP_RUN_TYPE) to define a run type to identify a payroll run and associate Time and Labor TRCs and Variable Compensation earnings.

Navigation:

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Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Framework** > **Processing** > **Run Types** > **Run Types**

In Global Payroll, a run type must be associated with each calendar. The run type identifies the type of process (payroll or absence), the process list, and the valid TRCs for the pay run. During the payroll process, the system retrieves the effective-dated definition (as of the Global Payroll period end date) for each TRC listed on the run type. It then retrieves only the payable time entries for TRCs that are included in the run type.

In Time and Labor, you map earning, deduction, and absence take elements to the corresponding TRCs.

Related Links

Defining Run Types
Integrating Global Payroll with General Ledger

Trigger Definition Page

Use the Trigger Definition page (GP_TRGR_SETUP) to define trigger types, record levels and associated fields and link to event IDs.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Triggers** > **Trigger Definitions** > **Trigger Definitions**

Global Payroll uses triggers to detect changes to data that result in some type of system action. You create two triggers (an iterative trigger and a retroactive trigger) that detect the changes that Time and Labor makes to the payable time entries that have been sent to Global Payroll. These changes trigger retroactive processing the next time that you run the payroll process.

Note: Before creating the retroactive trigger, define the trigger event ID on the Retro Event Definition page.

Field or Control	*Description*
Record (Table) Name	Select *TL_PAYABLE_TIME.*
Trigger Type	Select *Retro* or *Iterative.*
Trigger Status	Select *Active.*
Trigger Level	Select *Record.*
Trigger Event ID	Applicable to the retroactive trigger only.
Trigger Effdt Type	Applicable to the retroactive trigger only.

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Related Links

Setting Up Trigger Definitions

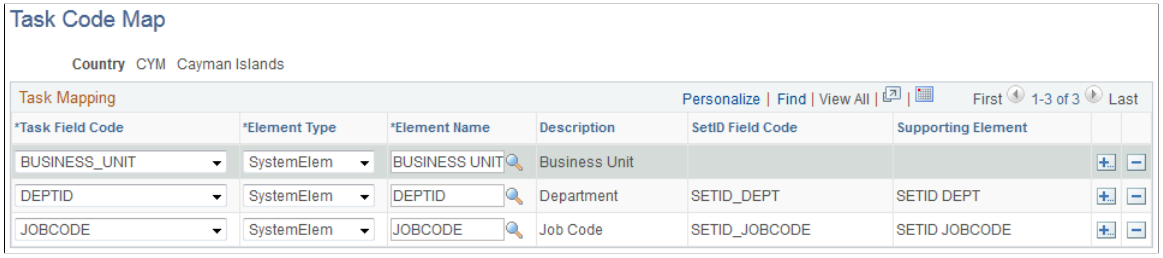
Task Code Map Page

Use the Task Code Map page (GP_TL_TASK_ELEM) to map task codes that are defined in Time and Labor to supporting elements that are defined in Global Payroll.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Task Code Map > Task Code Map

This example illustrates the fields and controls on the Task Code Map page.



Tasks define companies, business units, products, departments, and other entities to which payees can report time.

If you don't map task entities, Global Payroll calculates costs at the earning and deduction level only and cannot supply Time and Labor with a cost breakdown by task. You can create a separate mapping scheme for each country in which your organization operates.

Task Mapping

Insert a row for each Time and Labor element that you want to load into Global Payroll. During the bundling process, Global Payroll consolidates instances of payable time that share the same values for the entities that you select. For example, if you select *BUS_UNIT* in the **Task Field Code** field, instances of payable time that share the same business unit are bundled at the start of the pay run.

Field or Control	***Description***
Task Field Code	Select the Time and Labor entity to map to a supporting element. Values are: *BUS_UNIT* (business unit), *COMBO_CD* (combination code), *COMPANY, COUNTRY, DEPTID* (department ID), *JOBCODE, LOCATION, PRODUCT, RATE_VAL* (rate value), *STATE, TASK,* and *USERFIELD1 to 5.*
Element Type	Select the type of element to which the task code is mapped. Values are: *Variable* and *SystemElem* (system element).

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Field or Control	*Description*
Element Name	If you selected *DEPTID, LOCATION,* or *JOBCODE* as the task field code and *SystemElem* as the element type, the name of the element that retrieves the value of the task entity appears in this field. Otherwise, select the name of the element that you are mapping the task to. You can select from system or variable elements only, depending on the value in the **Element Type** field.
SetID Field Code and **Supporting Element**	If you selected *DEPTID, LOCATION,* or *JOBCODE* as the task field code and *SystemElem* as the element type, the system displays the SetID field code that is associated with the element and the name of the system element that's associated with the SetID field code, respectively.

Running a Payroll with Time and Labor Data

This topic provides an overview of retroactive processing and discusses how to:

- Prepare for a pay run.
- Start a pay run.
- Cancel a pay run.

Understanding Retroactive Processing

Payable time that is adjusted in Time and Labor creates two rows of data: one that reverses or offsets the old value and one that contains the new value. Global Payroll ignores the original row and offset row and processes the newly created row.

Changes to Time and Labor data create a retro trigger and cause the pay period to be recalculated and corrected in either the current pay period or in a forwarding period.

Preparing for a Pay Run

To prepare for a pay run:

1. Ensure that the Time and Labor Time Administration process has been run.

   For each approved absence event, Time and Labor looks at the code for the absence take element, the beginning and end dates of the absence and, when applicable, partial hours for absences of less than a day. It also triggers the Schedule Resolution process in Time and Labor, which looks at the absent days for which partial hours were not reported and determines the number of hours that the time reporter was absent based on his or her default schedule.

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The Time Administration process must also be run to convert reported and scheduled time to payable time.

Note: Time and Labor processes only approved absences; unapproved absences are not passed to the Time and Labor Payable Time table.

---

2. Create calendars that select Time and Labor data.

   When using the Calendars - Definition page in Global Payroll to create calendars for the pay run, set up the calendars to:

   - Retrieve data for the period of time that you specify.

     Select the time period in the **Time & Labor Calendar** field. You select from a prompt table that displays all calendar periods. If you leave the **Time & Labor Calendar** field blank, payable time is not retrieved. The Time and Labor calculation period ID can be the same as or different from the calculation period ID. For example, if your Time and Labor calculation period ID is March and the current calculation period ID is April, payees (in order to be selected) must have payable time in March and have been active for at least one day in April.

   - Use a run type that identifies the TRCs that you want to process.

3. Ensure that the Time Administration process has been run for the payees that you want to pay.

Note: In Global Payroll, you run the payroll process by pay group. In Time and Labor, you run the Time Administration process by workgroup. Before starting the pay run, be sure that the Time Administration process has been run for all payees that are included in your pay run.

See Sharing Work Schedules with Time and Labor, Calendars - Definition Page.

Starting a Pay Run

To start a pay run with Time and Labor data:

1. Start the Identify phase of the Payroll process to select payees.

   Global Payroll identifies payees who have payable time for TRCs that are mapped to the calendar's run type and the time period that is defined by the **Time & Labor Calendar** field on the Calendars - Definition page. (You can start the Identify process by itself or with the Calculate process.)

2. Start the Calculate phase to select payable time.

   Global Payroll loads payable time for the selected payees into the Generate Positive Input table. It retrieves only the rows of payable time that have:

   - A TRC that is mapped to the calendar's run type.
   - For current period entries, a payable status of:

     ES (Estimated - Ready for Payroll)

     AP (Approved - Goes to Payroll)

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SP (Sent to Payroll)

RP (Rejected by Payroll)

- For retro periods entries, any payable status *except*:

  NA (Needs Approval)

  CL (Closed) when the Pay System field is not set to GP (Global Payroll)

  IG (Ignore)

  NP (No Pay)

  OE (Online Estimate)

- Global Payroll also updates the payable status of each entry:

  SP - For all payable time entries that are loaded into Global Payroll except those with a payable status of PD (Paid - Labor Distributed) or DL (Paid - Labor Diluted).

  IG - For all payable time entries that the system will not use as a result of changes by Time and Labor that created offset and new entries.

  See “Payable Time Status and Reason Codes” (PeopleSoft Time and Labor).

3. Review results and correct errors.

   Review the Payee Messages page for processing errors and messages. You can view payable time entries that have gone through the Calculate phase on the Generated Positive Input - Payroll page. Look for entries with a Source value of *Time&Labor*. You can also see processed bundled payable time entries on the Positive Input - Payroll page.

   To adjust or correct entries that originated in Time and Labor, make the changes in Time and Labor and then run the Calculate phase again. This ensures that the Time and Labor data and Global Payroll data remain in sync.

Cancelling a Pay Run

If you cancel a pay run, Global Payroll deletes the payable data that was loaded from Time and Labor and updates the payable status for each payable time entry to RP with a reason code of *Cancelled by Payroll,* unless either of the following conditions exist:

- The payable status is PD, DL, CL, or TP (Taken - Used by Payroll).
- The payable time has also been sent to another payroll system (according to the Pay System flag associated with the entry).

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Updating the Payable Status of Payable Time Entries

Page Used to Update the Payable Status of Payable Time Entries

Page Name	*Definition Name*	*Usage*
Send Costs to Time and Labor Page	GP_TL_PREPARE	Update the payable status of payable time entries in Time and Labor; return cost data if Labor Distribution is enabled. Before using this page, you must finalize the pay run.

Updating the Status of Payable Time

Launch the Update process from the Global Payroll Send Costs to Time and Labor page to start the update.

The Update process:

- Updates the payable status for each entry that was set to SP:
  - CL with a reason code of *Not Distributed* if the entry was processed, but the Labor Distribution feature is not enabled in Time and Labor.
  - RP with a reason code of *Not Processed* if the entry was retrieved but not processed.

    This status applies when payable time is not processed by Global Payroll. This can result from a user manually entered positive input for the same earning or deduction element. Manually entered positive input always takes precedence. This can also occur if the employee is not eligible for the earning or deduction or if the payee was cancelled from the payroll.

- Returns the original Time and Labor sequence number for each payable time entry along with the corresponding cross-reference numbers that Global Payroll generated during the bundling process.

  The cross-reference numbers tell Time and Labor which entries were bundled, making it possible to link the costs that were calculated for earning and deduction to the daily detail.

- If the Labor Distribution feature in Time and Labor is enabled, sends cost data that is associated with payable time entries to Time and Labor.

  If Labor Distribution is enabled but Labor Dilution is not, the labor distribution amount and diluted labor distribution amount sent by Global Payroll are the same.

- If Labor Distribution and Labor Dilution are activated in Time and Labor, Global Payroll sends the Labor Distribution Amounts to Time and Labor and invokes the Labor Dilution process.

Related Links

“Understanding Payable Time” (PeopleSoft Time and Labor)

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"Overview of Payroll Integration" (PeopleSoft Time and Labor)

Send Costs to Time and Labor Page

Use the Send Costs to Time and Labor page (GP_TL_PREPARE) to update the payable status of payable time entries in Time and Labor; return cost data if Labor Distribution is enabled.

Before using this page, you must finalize the pay run.

Navigation:

Global Payroll & Absence Mgmt > **Time and Labor/GL Costs** > **Send Costs to Time and Labor**

This example illustrates the fields and controls on the Send Costs to Time and Labor page.



You can run the update process only once per pay run. If you used process streams to run the payroll, you can use the same process streams to send data back to Time and Labor. You start the run control for one stream at a time, returning to this page after each launch to invoke the next stream.

Payroll Run

Field or Control	*Description*
Calendar Group	Select the calendar group for sending data to Time and Labor. You can select finalized calendar groups only.
Stream Number and **Process Streams**	If the selected calendar group is defined for stream processing, the **Process Streams** check box is selected. Enter the stream number to process.

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Field or Control	*Description*
Posting Date	Displays the current date as the default value that the user can change to the desired posting date. If GL has been run, the field is not available for entry and it displays the GL posting date.

Processing Options

Field or Control	*Description*
Update Statistics	This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

Calendars List

Field or Control	*Description*
Pay Group and **Calendar ID**	The **Pay Group** field displays the pay group that is associated with the calendar that appears in the **Calendar ID** field (associated with the **Calendar Group ID** field).
Payment Date	Displays the calendar's payment date.

Streams

Field or Control	*Description*
Stream	Displays the number of the stream that has been processed.
EmplID From and **EmplID To**	Displays the employees who were processed for this stream.
Sent Time and Labor At	Displays the time that the process stream was sent to Time and Labor.

Related Links

Creating Process Streams

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Sharing Work Schedules with Time and Labor

Time and Labor and Global Payroll use many of the same pages and records for setting up and assigning schedules. If you're using both systems, you create and assign schedules only once. However, note that the scheduling information that is displayed varies in each application:

- When you access the Assign Work Schedule page in Global Payroll, you see fields for assigning alternate work schedules.

  These fields are hidden when you access the same page in Time and Labor.

- When you access the Shift page in Global Payroll, you can enter data in up to four user-defined schedule configuration fields.

  These are display-only fields when you access the same page in Time and Labor.

- When you access the Assign Work Schedule page in Global Payroll, you can view any payee for which you have department security.

  When you access these pages in Time and Labor, that application's security options determine which payees you can view.

- When you access the Assign Work Schedule page in Global Payroll or Time and Labor, the schedule that you see might differ if default schedules are in use.

  In Time and Labor, a payee's default schedule is based on work group; in Global Payroll, it is based on pay group. The page views differ when a payee is set up to use the default schedule and the pay group and work group have been assigned different default schedules.

Related Links

Understanding Work Schedules

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Chapter 53

Integrating with Variable Compensation Functionality

Understanding Variable Compensation Awards

Using the Administer Variable Compensation business process in PeopleSoft HR, you can create and manage multiple incentive plans. The resultant compensation (award), whether monetary or non monetary, can be paid to payees through Global Payroll.

This topic discusses:

- Setting up Global Payroll to work with variable compensation.
- Approving variable compensation awards.
- Retrieving and validating awards.
- Integration points for variable compensation data.

Related Links

"Understanding Variable Compensation Plan Types" (PeopleSoft Human Resources Manage Variable Compensation)
"Integrating with Payroll Applications" (PeopleSoft Human Resources Manage Variable Compensation)
Defining Run Types
Understanding Positive Input

Setting Up Global Payroll to Work with Variable Compensation

In the Variable Compensation application, each variable compensation plan must be mapped to the appropriate Global Payroll earning elements.

In Global Payroll, you identify the earning elements that are associated with the award records that you want to retrieve and process. You enter this information on the Run Types page (in the **Variable Compensation Details** group box) when you set up the run type for the calendars that you use for award processing.

During the award retrieval process, the system retrieves only the award records that are associated with the earning elements that are included in the run type.

Related Links

Defining Run Types

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Approving Variable Compensation Awards

When variable compensation awards are approved in HR, that application sends award data to a temporary file that can be accessed by Global Payroll. Global Payroll validates the data and tells the Variable Compensation application which awards have been accepted and which have not. Accepted awards are loaded into the Positive Input Generated Data table.

When you run the Payroll process, the system processes the award data just as it processes positive input that is received from any source. After you finalize the pay run, you notify Variable Compensation that the award data has been processed. You can reject or delete award data before it is processed.

Retrieving and Validating Awards

After Variable Compensation sends award records to Global Payroll, you retrieve and validate the records. Records that pass the validation process are loaded into the Positive Input Generated Data table and can no longer be updated.

Global Payroll notifies Variable Compensation of award records with errors. You can view the error messages through PS Application Service Operations Monitor, though these messages are intended for the Variable Compensation administrator. Each message has a status of E (error) and includes one of the following reason codes:

- 03: Invalid Currency Code.
- 05: Transaction already exists.
- 09: Error Updating GP.
- 11: Error Updating ACK_PUB.
- 13: Invalid Pin Num.

The Variable Compensation administrator makes necessary corrections and resubmits the revised records to Global Payroll.

Integration Points for Variable Compensation Data

Two integration points are used to transfer Variable Compensation data between HR and Global Payroll:

- Variable Comp Request for Payment (GP).
    - This integration point uses the Variable Compensation Payment Request service operation (VAR_COMP_PAYMENT_REQUEST_GP).

      The data is delivered through the Variable Compensation Payroll Interface channel (VAR_COMP_PAYROLL_INTERFACE).
    - HR sends data to the Variable Compensation Request Staging table (PS_VCGP_RQT_PUB) for use by Global Payroll.
- Acknowledgement/Verification of Variable Compensation Payment (GP).

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- This integration point uses the Variable Compensation Payment Acknowledge service operation (VAR_CMP_PAYMENT_ACKNOWLEDGE_GP).

  The data is delivered through the Variable Compensation Payroll Interface channel (VAR_COMP_PAYROLL_INTERFACE).

- The integration point also uses the Variable Compensation Payment Acknowledge GP send rule (VAR_CMP_PAYMENT_ACKNOWLEDGE_GP).

- Global Payroll sends data to the Payroll Acknowledge Staging table (PS_GPVC_ACK_PUB).

  HR then receives the table to retrieve Global Payroll data. This send and receive activity is nearly in real time.

Note: To research the technical details of an integration point used by PeopleSoft applications, refer to the Interactive Services Repository in the Implementation Guide topic of My Oracle Support.

Processing Variable Compensation Awards

Page Used to Process Variable Compensation Awards

Page Name	*Definition Name*	*Usage*
Retrieve Variable Comp Page	GP_VC_AWARDS	Retrieve and validate variable compensation awards, reject or delete awards, and notify Variable Compensation at the end of a pay run.

Retrieve Variable Comp Page

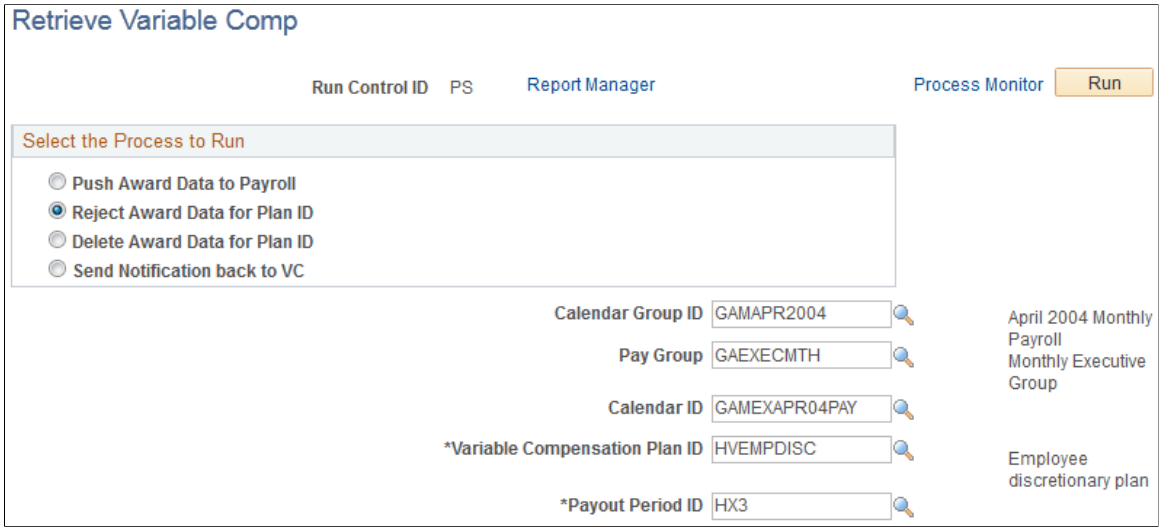
Use the Retrieve Variable Comp (retrieve variable compensation) page (GP_VC_AWARDS) to retrieve and validate variable compensation awards, reject or delete awards, and notify Variable Compensation at the end of a pay run.

Navigation:

Global Payroll & Absence Mgmt > **Absence and Payroll Processing** > **Prepare Payroll** > **Retrieve Variable Comp** > **Retrieve Variable Comp**

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This example illustrates the fields and controls on the Retrieve Variable Comp page.



Retrieving Awards

To retrieve award data:

1. Select **Push Award Data to Payroll.**
2. Select the calendar group ID, pay group, and calendar ID.
3. Click the **Run** button.

Select the Process to Run

Field or Control	*Description*
Push Award Data to Payroll	Select to pull information from Variable Compensation into Global Payroll.
Reject Award Data for Plan ID	Select to reject award data for a selected plan ID and payout period that has not been retrieved by Global Payroll. ***Warning!*** Select this option *only* at the request of the Variable Compensation administrator.
Delete Award Data for Plan ID	Select to delete award data for a selected plan ID and payout period that has been retrieved by Global Payroll but not calculated by the payroll process.
Send Notification back to VC (send notification back to variable compensation)	After a pay run is finalized, select this option to notify Variable Compensation of the results.

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Common Page Elements

Field or Control	*Description*
Calendar Group ID	Select the calendar group ID that is associated with the pay run in which the award data will be processed. The calendar group ID determines the pay group and calendar ID that populate the Positive Input table. The source calendar run ID is populated with the Variable Compensation plan ID.
Pay Group	Select the pay group that is associated with the payees who are to receive awards.
Calendar ID	Select the calendar with which the award data is associated. **Note:** The system retrieves and processes only awards that are linked to the earning elements that are listed on the run type for this calendar.
Variable Compensation Plan ID and **Payout Period ID**	These fields appear if you selected **Reject Award Data for Plan ID** or **Delete Award Data for Plan ID.** Select the variable compensation plan and payout period for which you want to reject or delete awards.

Positive Input Fields Updated by Award Data

This table shows the award values that populate the positive input fields in Global Payroll:

PI Field	*Value*
EMPLID	Matches VC Award - EMPLID
EMPL_RCD	Matches VC Award - EMPL_RCD
GP_PAYGROUP	Matches VC Award - GP_PAYGROUP
CAL_ID	Matches VC Award - CAL_ID
SRC_CAL_ID	Matches VC Award - VC_PLAN_ID
PIN_VER_NUM	1

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PI Field	*Value*
PIN_NUM	Matches VC Award - PIN_ERN_NUM
PI_SOURCE	G
GEN_INSTANCE	1
END_DT	Matches VC Award - END_DT
BGN_DT	Matches VC Award - BGN_DT
SRC_CAL_RUN_ID	Matches VC Award - CAL_ID
ENTRY_TYPE_ID	ER0
PI_ACTION_TYPE	O
CURRENCY_CD	Matches VC Award - CURRENCY_CD
GP_AMT	Matches VC Award - VC_AWARD_VALUE
ENTRY_TYPE_AMT	'002'
DESCR	'VC Award Payment'

Rejecting Awards

If the Variable Compensation administrator submits the wrong set of award records, you can reject all records for a selected plan ID and payout period if Global Payroll has not yet retrieved the records. This feature prevents further processing of the awards and should be used only at the request of the Variable Compensation administrator. When you reject awards, Global Payroll sends a message to Variable Compensation with this code:

Code 07: Reject All - Requested by User/Reject All.

To reject award records:

1. Select **Reject Award Data for Plan ID.**
2. Enter the variable compensation plan ID and the payout period ID.
3. Click the **Run** button.

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Deleting Awards

You can delete award records that have been loaded into Global Payroll if they have not yet gone through the Calculate phase of the payroll process. When you delete records, Global Payroll sends a message to Variable Compensation with this code:

Code 12: Deleted from GP PI/Deleted

To delete award records:

1. Select **Delete Award Data for Plan ID.**
2. Enter the variable compensation plan ID and payout period ID.
3. Click the **Run** button.

Notifying Variable Compensation of Payroll Results

When you're ready to finalize a pay run that includes award data, you send a notice to Variable Compensation. The notice includes the following information with a status of *Paid:*

- Empl ID (employee ID).
- Empl Rcd Nbr (employee record number).
- VC Plan ID (variable compensation plan ID).
- VC Payout Period.
- GB Group ID.
- VC Award Date.
- VC Award Value.

Global Payroll also notifies Variable Compensation of any awards that are not paid. These awards are assigned a status of *Error* or *Reject* and are returned with the reason for the failure.

You can run the notification process more than once. Each time that you do so, the system retrieves everything that Variable Compensation has not been notified of before.

To notify Variable Compensation of payroll results:

1. Select **Send Notification back to VC.**

   When you select this option, the page displays only the fields in the **Select the Process to Run** group box.

2. Click the **Run** button.

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Chapter 54

Integrating with PeopleSoft Performance Management

Understanding the Performance Management Interface

You can interface your Global Payroll system with the data warehouse in Performance Management. Through the *Finalize* phase of the Payroll COBOL process (GPPDPRUN), you can send earning, deduction, and accumulator information into Global Payroll "EPM" tables, where the Performance Management product can access and receive the data.

The major tasks involved in preparing and extracting data for integration with Performance Management are:

1. Reviewing the delivered setup data that enables you to extract data to Performance Management tables and creating country specific versions, if necessary.
2. Running the *Finalize* phase of the Payroll process, which loads the data into the Performance Management tables.

   See Payroll Processing.

Once you have completed these steps, and completed all of the integration prerequisites in your Performance Management database, you can import the data into your Performance Management database. Performance Management integration prerequisites, as well as the process of importing of data from Global Payroll into Performance Management, are discussed in the Performance Management product documentation.

Reviewing Delivered Setup Data in the Global Payroll Database

The Global Payroll database must be set up to send payroll data to Performance Management. PeopleSoft delivers all of the sample data necessary for this purpose. However, you may need to modify this data so that it is country specific. The following is a list of PeopleSoft delivered data that must be defined in your Global Payroll database for integration with Performance Management:

- Writable Array: GP WA GUIDE.
- Report Data: GP_EPM.
- PSJob Job Definition: GP_PAYE.

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Pages Used to Review Delivered Setup Data

Page Name	*Definition Name*	*Usage*
Writable Array Name Page	GP_PIN	Review the writable array name details.
Definition and Fields Page	GP_WRITABLE_ARRAY	Review the writable array definition and writable array fields.
Define Report Data Page	GP_RPT_TBL	Assign the output table, writable array, primary input table type, and segment option.
Report Data Process Details Page	GP_RPT_DTL_SEC	Map fields and create filters used to generate the output table.
Job Definition Page	PRCSJOBDEFN	Review details of the GP_PAYE PSJob definition.

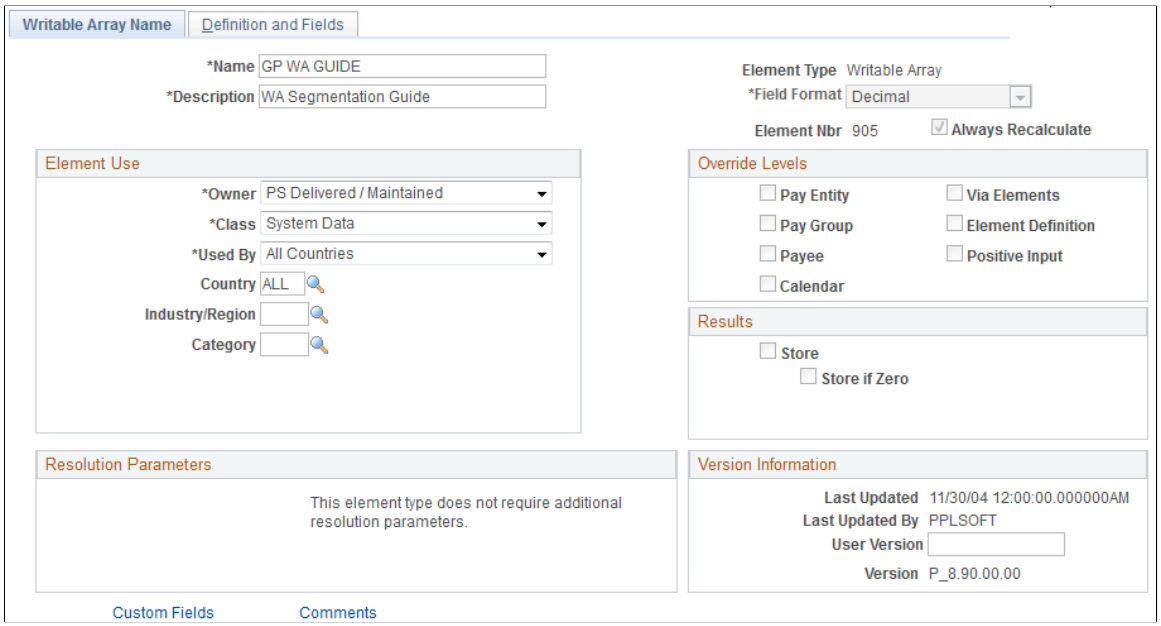
Writable Array Name Page

Use the Writable Array Name page (GP_PIN) to review the writable array name details.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Writable Arrays > Writable Array Name

This example illustrates the fields and controls on the Writable Array Name page.



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Note: You must put the writable array in a Global Payroll section that will be executed. You do this on the Define Report Data page.

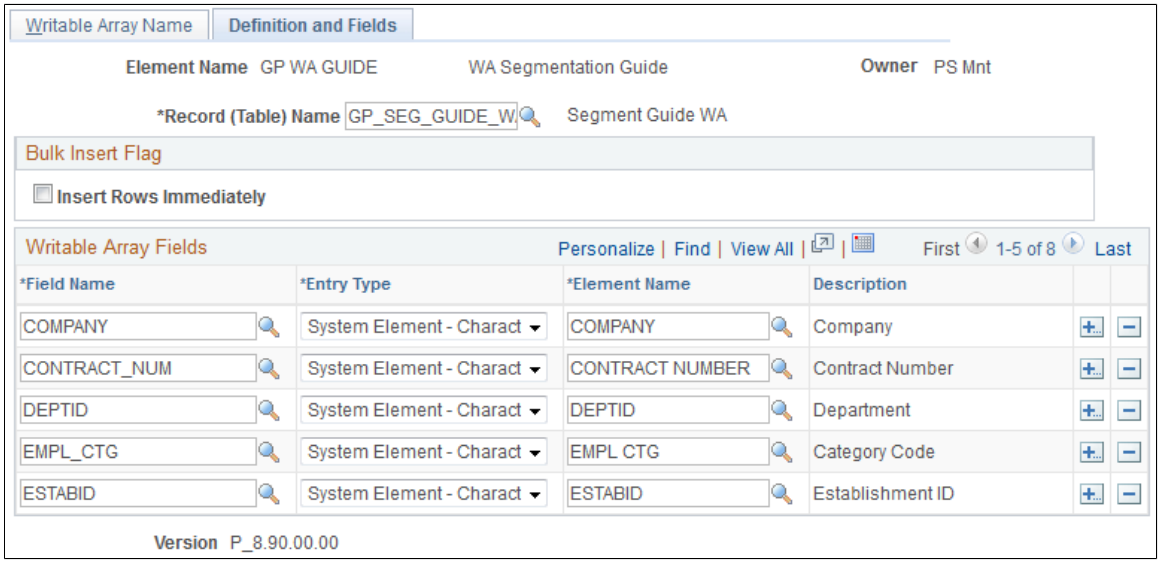
Definition and Fields Page

Use the Definition and Fields page (GP_WRITABLE_ARRAY) to review the writable array definition and writable array fields.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Supporting Elements** > **Writable Arrays** > **Definition and Fields**

This example illustrates the fields and controls on the Definition and Fields page.



Define Report Data Page

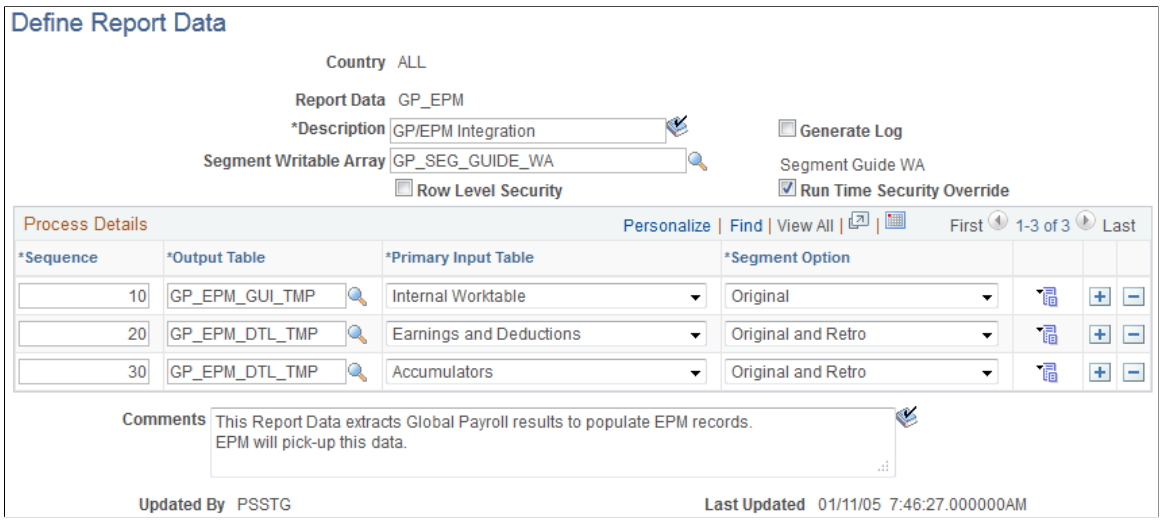
Use the Define Report Data page (GP_RPT_TBL) to assign the output table, writable array, primary input table type, and segment option.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Define Report Data** > **Define Report Data**

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This example illustrates the fields and controls on the Define Report Data page.



See Define Report Data Page.

Report Data Process Details Page

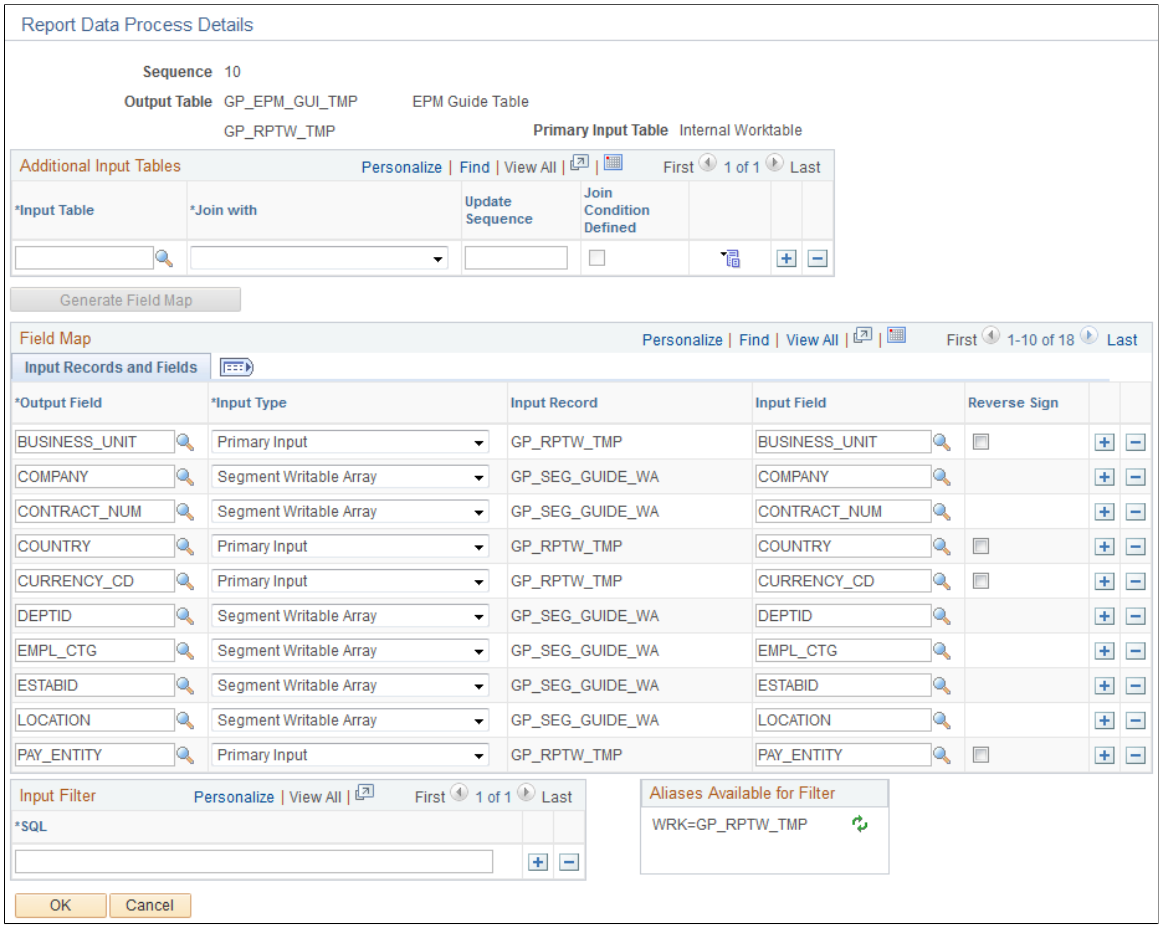
Use the Report Data Process Details page (GP_RPT_DTL_SEC) to map fields and create filters used to generate the output table.

Navigation:

Click the **Details** link on the Define Report Data page.

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This example illustrates the fields and controls on the Report Data Process Details page.



See Report Data Process Details Page.

Job Definition Page

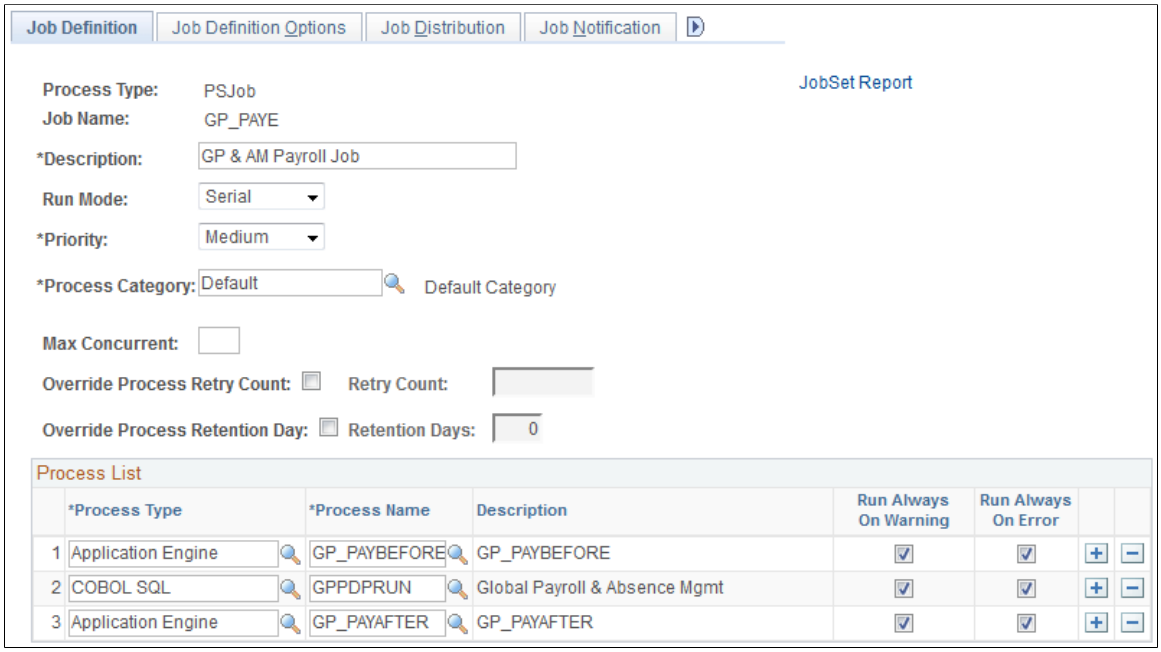
Use the Job Definition page (PRCSJOBDEFN) to review details of the GP_PAYE PSJob definition.

Navigation:

PeopleTools > **Process Scheduler** > **Jobs** > **Job Definition**

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This example illustrates the fields and controls on the Job Definition page.



GP_PAYE consists of the following processes:

- GP_PAYBEFORE: This Application Engine process is intended to perform any desired pre-payroll processing. It includes sections to add country-specific processing logic.
- GPPDPRUN: This COBOL SQL process performs the main Global Payroll and Absence Management calculations.
- GP_PAYAFTER: This Application Engine program supports post-payroll processing. It also included sections to add country-specific processing logic. In addition, this program:
    - Checks to see if the payroll process had been finalized successfully, and if so, calls the program that launches the Report Data process. The Report Data process populates the Global Payroll "EPM" tables with earning, deduction, and accumulator information for all processed payees.
    - Calls a section to extract processing monitor data if the Enable Positive Input Search check box is selected on the Installation Settings Page.
    - Calls a section to extract absence analytics data if the Enable Pivot Grid Analytics check is selected on the Installation Settings Page.

Loading Data into the Global Payroll EPM Tables

During successful Payroll *Finalize* processes, the system populates the following Global Payroll "EPM" tables with earning, deduction, and accumulator information, including absence accumulators:

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Table	*Name*	*Description*
GP_EPM_GUI_TMP	Report Guide Table	This record serves as a header for the detail of the payroll results. Each row in this table represents a segment calculated for the calendar group.
GP_EPM_DTL_TMP	Report Detail Table	This record stores all earnings, deductions, and accumulators of payroll results.
GP_PIN_USER_FLD	Pin User Field Name by Element	By earning, deduction, or accumulator, this record stores the pin name of each user field for earnings and deductions, and stores all user keys for accumulators.
GP_SEG_GUIDE_WA	Segment Guide Writable Array	This record stores selected HR data as of the calculation of payroll versus from JOB.
GP_RUNCTL_TMP	Save of GP_RUNCTL	This record stores data from the payroll run control.
GP_RUNCTL_AET	Stat Record for AE	This is a technical record which references GP_PAYAFTER.

Once all data is loaded into the tables, the Performance Management Data Warehouse feature can access and import the data. See your Performance Management product documentation for more information.

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Chapter 55

Viewing Delivered Elements

Understanding How to View Delivered Elements

Use the GP_ELEMENTS query to view a list of elements that are defined for your system. You can view elements defined for all countries or a specific country, view elements by category or name, or a combination of these criteria. If you are using the query to view system elements, the query retrieves information about the purpose of each system element and how and when it is resolved.

Pages Used to Access and Run the GP_ELEMENTS Query

Page Name	*Definition Name*	*Usage*
Query Manager Page	QRY_SELECT	Access the GP_ELEMENTS query.
GP_ELEMENTS – Global Payroll Elements Page	QRY_SELECT	Generate query results using the GP_ELEMENTS query.

Query Manager Page

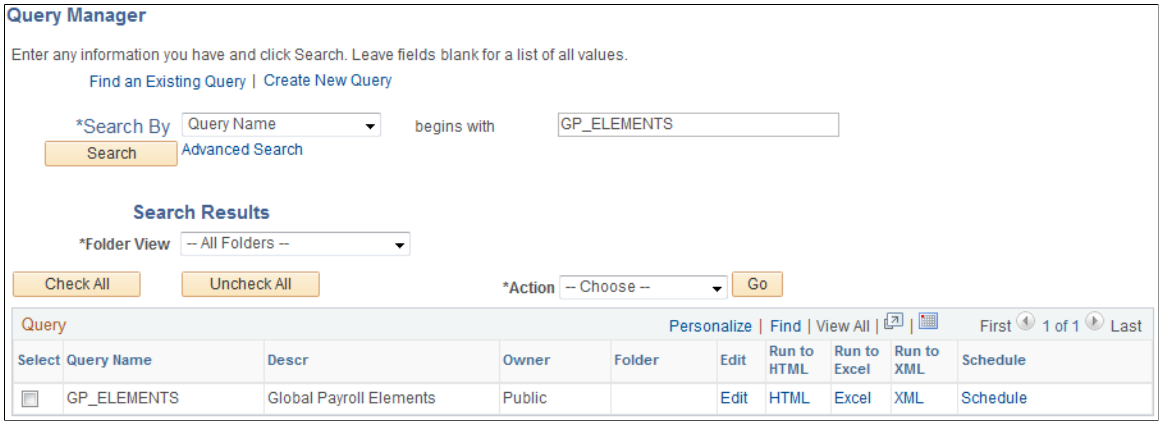
Use the Query Manager page (QRY_SELECT) to access the GP_ELEMENTS query.

Navigation:

Reporting Tools > **Query** > **Query Manager**

To access the GP_ELEMENTS query, enter *GP_ELEMENTS* in the **Search By Query Name** field on the Query Manager page and click the **Search** button.

This example illustrates the fields and controls on the Query Manager page.



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Field or Control	*Description*
Edit	Click to edit field properties and sort order for your query.
Run to HTML	Click to run the query and generate an online view of the delivered elements. Once you've defined your search criteria for the GP_ELEMENTS query, in addition to viewing results online, you also have the option of downloading the results into a Microsoft Excel spreadsheet, a CSV text file, or an XML file.
Run to Excel	Click to run the query and send the results in a Microsoft Excel spreadsheet. **Note:** If you cannot see the comment field for an element in Excel, change the format of the field, or view the output in html.
Run to XML	Click to run the query and save the results in an XML file.
Schedule	Click to define criteria for scheduling a query.

See *PeopleTools: Query* product documentation.

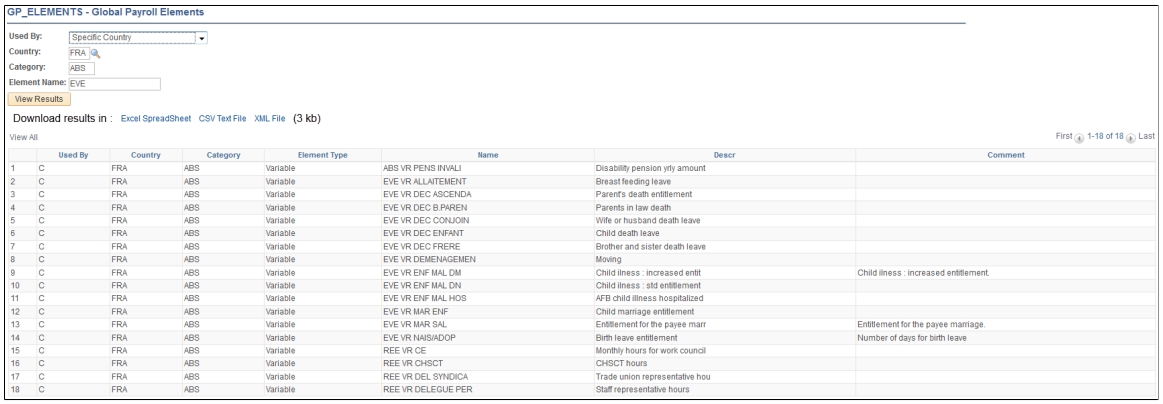
GP_ELEMENTS – Global Payroll Elements Page

Use the GP_ELEMENTS – Global Payroll Elements page (QRY_SELECT) to generate query results using the GP_ELEMENTS query.

Navigation:

Click the **HTML** link under **Run to HTML** on the Query Manager page, or click the **Excel** link under **Run to Excel** on the Query Manager page for the GP_ELEMENTS query.

This example illustrates the fields and controls on the GP_ELEMENTS - Global Payroll Elements page.



To run the query, enter your search criteria and click the **View Results** button. Modify the query results by using the criteria described below.

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Field or Control	*Description*
Used By	Identify whether you want to view elements for *All Countries* or a *Specific Country.*
Country	If you select *All Countries* in the **Used By** field, enter *ALL* in the **Country** field. If you select *Specific Country* in the **Used By** field, enter the country code for which you want to view elements.
Category and **Element Name**	To narrow your results, you can enter a functional category code, such as ABS, for absences. You can also enter part of or all of an element name. **Note:** For information about category and element naming conventions, see the country extension product documentations.
View Results	Click to view the results online or download the results to a Microsoft Excel file.

See *PeopleTools: Query* product documentation.

Related Links

Delivered Queries

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Chapter 56

Setting Up Market Driven Support

Understanding Market Driven Support for Global Payroll

The PeopleSoft Global Payroll and Absence Management Country Extension(s) were moved to Market Driven Support (MDS) on January 1, 2023. It aligns the value of ongoing support with the cost of delivering highly variable and unpredictable regulatory updates in an environment of extreme regulatory fluctuation. A more sustainable system is used to support localizations, one that responds directly to the needs of customers. Rather than relying on Oracle to make this decision universally for all customers in a given region, customers can determine which countries merit ongoing support based on the value added to their business. The same Oracle product team will continue to provide legislative updates to customers. The Market Driven Support (MDS) option allows customers to continue receiving Oracle Support for one or more localizations while there are still customers registered in the country.

With effect from January 20, 2023, Market Driven Support will be offered to the following countries: Australia, China, France, Hong Kong, India, Japan, Malaysia, New Zealand, Singapore, Spain, Switzerland, and the United Kingdom.

As part of the MDS for the Global Payroll and Absence Management Country Extension(s), only the customers who have signed up for this program will be eligible to utilize patches for regulatory updates and legislative support that will be made available for these Country Extension(s). Customers who do not sign up for this program will not be entitled to access/use these updates, and access to the deliverables of the aforementioned MDS driven Country Extension(s) will be restricted. Unauthorized access or use of the updates by any individual or organization will be in violation and will subject to further action. Your licensed PeopleSoft HCM Release 9.2 must be currently supported with Software Update License & Support, and you must have a signed and approved ACS Legislative Updates for PeopleSoft 9.2 Global Payroll Country Extension(s) (Localizations) contract.

The eligible customers will be provided with two keys for each Global Payroll Country Extension that they have signed up for, as part of this program. These keys will be provided to the customers by the Oracle Support.

- **Subscription Key**: This is a unique key that will be required by the customer to access the Country Extension(s) related updates and source code within the PUM Image, or updates provided using PRP(s). Oracle Support will provide new keys every year to eligible customers based on their MDS Program sign-up status.

- **Document Key**: This is a unique key that will be needed by the customer to access any documentation that is delivered for the Global Payroll Country Extension(s) as part of legislative fixes, PRP’s or as part of the Image documentation. The customer will not be able to access the document(s) without this key. Oracle Support will provide new keys every year to eligible customers based on their MDS Program sign-up status.

Note: Only customers who have signed up for the MDS program will be provided Subscription and Document Keys to access/use the updates and legislative support.

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The following are notable exclusions:

- PeopleSoft Global Payroll Core is not impacted by this announcement and will remain under Oracle's Application Lifetime Support Policy.
- PeopleSoft's Global Payroll for United States, Payroll for North America, Payroll capabilities for U.S. Federal, and Payroll Interface are not impacted by this announcement and will remain under Oracle's Application Lifetime Support Policy.
- PeopleSoft Global Payroll for Argentina, Brazil, and Mexico are not impacted by this announcement.
- Previously de-supported localizations are not eligible for MDS.

Enabling Market Driven Support (MDS) for Global Payroll

This topic discusses the page used to enable MDS for the system to access Global Payroll and Absence Management Country Extension(s) updates as well as legislative deliverables.

Page Used to Enable Market Driven Support

Page Name	*Definition Name*	*Usage*
Subscription Key Page	GP_MDS_SUBS_KEY	To enable access to the Country Extension(s) related updates and source code within the PUM Image, or updates provided using PRP(s).

Subscription Key Page

Use the Subscription Key page (GP_MDS_SUBS_KEY) to enable access to the Country Extension(s) related updates and source code within the PUM Image, or updates provided using PRP(s).

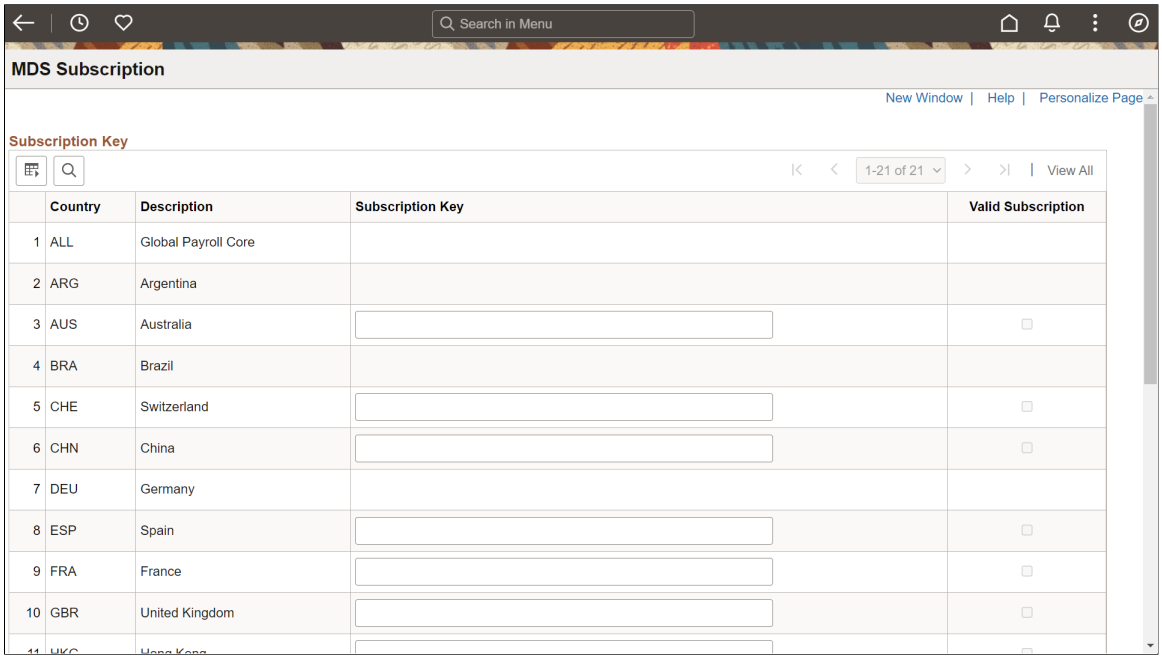
- The Subscription Key will be unique per country.
- The key(s) will be provided to the customers by Oracle Support at the beginning of the MDS Program.
- The key shared for the current year will be valid until January 31st of the subsequent year.
- The customer will be able to access the Global Payroll Country Extension(s) configurations/source code or specific Global Payroll application programs within the Image or updates delivered using PRPs, only if they have a valid Subscription Key.
- A missing or invalid Subscription Key will lead to complete restriction on the Global Payroll country-specific configurations and programs in Source.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **System Settings** > **MDS Subscription**

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This example illustrates the fields and controls on the Subscription Key page.



Field or Control	***Description***
Country and **Description**	Displays the unique ID and meaningful description for the country.
Subscription Key	Enter the valid subscription key for the MDS country(ies) used by the customer. Subscription key is not required for a non-MDS country. **Note:** The Valid Subscription checkbox will be unchecked if an invalid/empty key is entered on the MDS Subscription page.
Valid Subscription	This checkbox is enabled only if a valid subscription key is entered in the Subscription Key field. This checkbox is not available for non-MDS Country Extension(s).

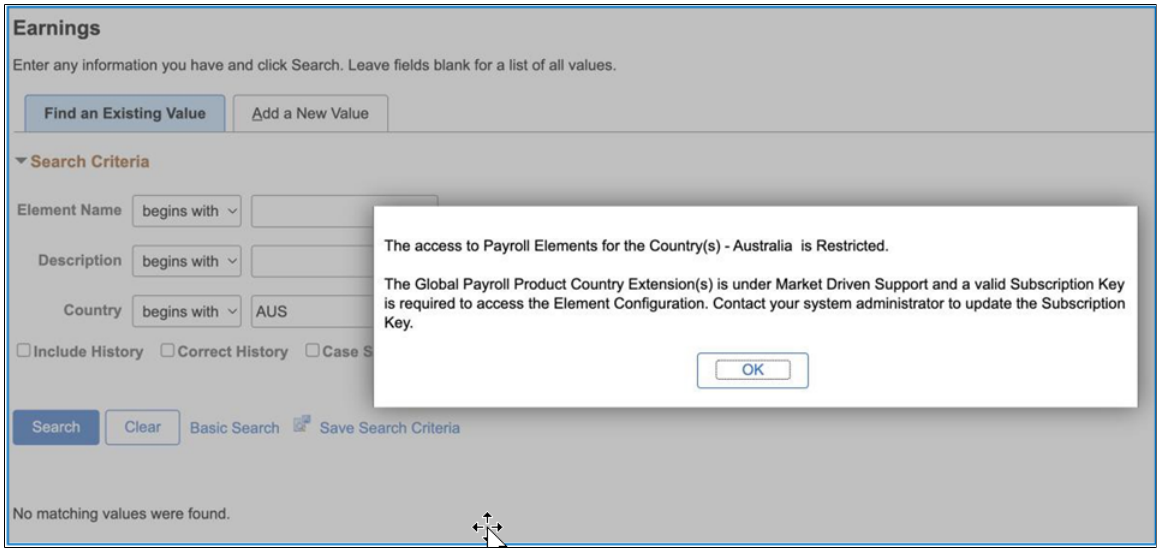
Click the Save button to save the setup after entering the keys. As a result, the customer is able to access all Global Payroll Country Extension(s) on the source image. A valid subscription also allows you to extract all the updates from source image and apply it on the target successfully.

Invalid Subscription Key(s)

When user tries to access the components which are restricted by the MDS program when an invalid subscription key is entered or key is left blank, the Global Payroll Country Extension(s) configurations are restricted.

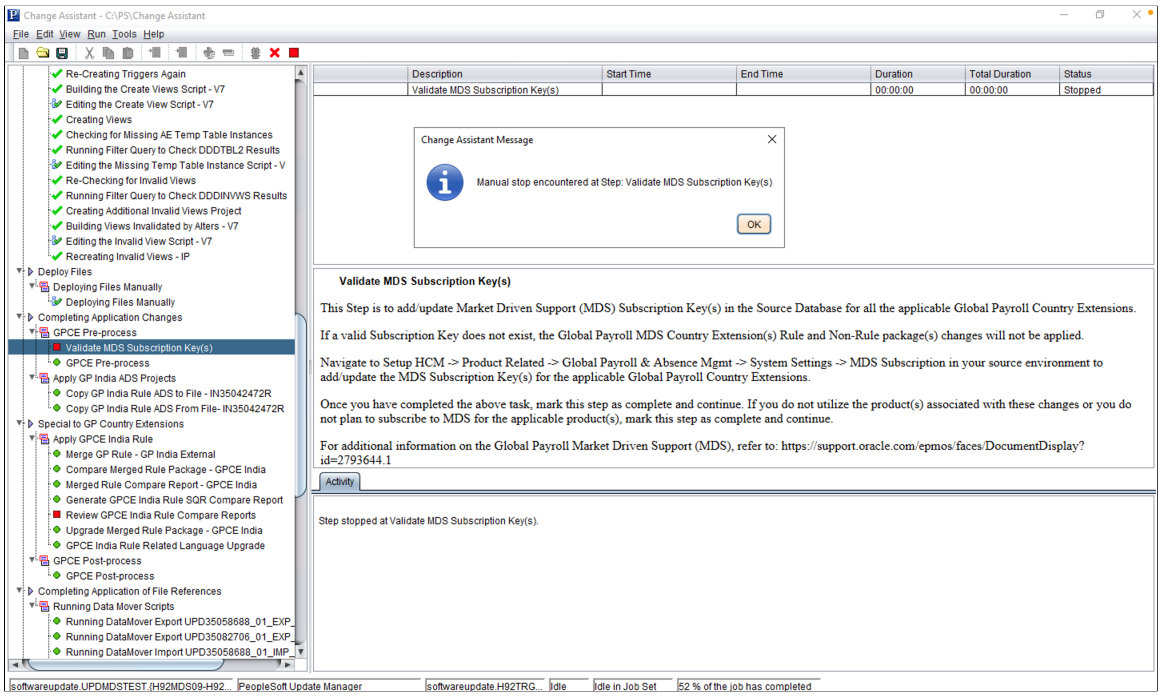
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This example illustrates the message shown when a user entered invalid subscription key or a key is not entered.



In addition, applying patches of the MDS Country Extension(s) from the source to the target as part of the PUM Selective Adoption will be restricted. If a valid subscription key is missing, a Manual Stop step will be included in the Change Package in Change Assistant, requesting the customer to enter a ‘Valid’ Subscription Key. Warnings will also be triggered at each Country Extension(s) step indicating that the updates have not been copied.

Change Assistant sample



Customers will need to go to the source image and enter a valid Subscription Key and re-run the steps to apply the updates successfully.

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Note: If the customer does not subscribe to a Global Payroll Country Extension(s) under the MDS program, it is recommended not to apply any patches for that country.

Accessing Documentation

All Global Payroll Image or legislative update (PRP) documentation for Country Extension(s)s under the MDS Program will be available on My Oracle Support (MOS) and will have restricted access. A Document Key is required to access the documentation. Customers will be provided with a Document Key by Oracle Support.

To access a document, perform the following:

1. Navigate to the relevant document on My Oracle Support (MOS).
2. Open the document.
3. Enter the Document Key in the Password field, when prompted.
4. This opens the document for the customer.

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Chapter 57

Generating Report Data

Understanding Report Data Generation

This topic discusses:

- The data reporting process.
- Filters.
- Report data and segmentation.
- Output table definitions.
- User-defined parameter definition.
- Batch processing setup.
- Real time processing setup.
- Building a transaction that uses report data.

The Data Reporting Process

Using the report data generation process, you can easily read payroll results tables and use this data to populate your own reports.

The report data generation process enables you to create reports that contain:

- Corrective and forwarding retroactivity or a mixture of the two.
- Segmentation, retro-segmentation, and segmentation cancelled by retroactivity.
- Reverse calculations.
- Global Payroll status, indicators, and other technical fields.
- Pay group, pay entity, and payment key changes resulting from corrective retroactivity.
- Calculation results stored in earnings, deductions, balance accumulators, accumulators stored with each calculation, absence daily data, processed positive input, generated positive input, supporting elements stored with each calculation, and specific result tables (writable arrays).
- Multiple selections by process run.
- Data based on a calendar group or a period of time.
- Results from finalized and unfinalized calendars.

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- Payees selected from any table at the EMPLID level, adhering to HCM security.
- Appropriate payroll segments.
- Selected elements.
- Any and all slices.

Steps for Creating Reports Using the Report Data Generation process

To create reports using the report data generation process:

1. Assign output and input tables for the report on the Define Report Data page.
2. Define the rules used to create the output table on the Define Report Data page.
3. Map fields and create filters used to generate the output table on the Report Data Process Details page.

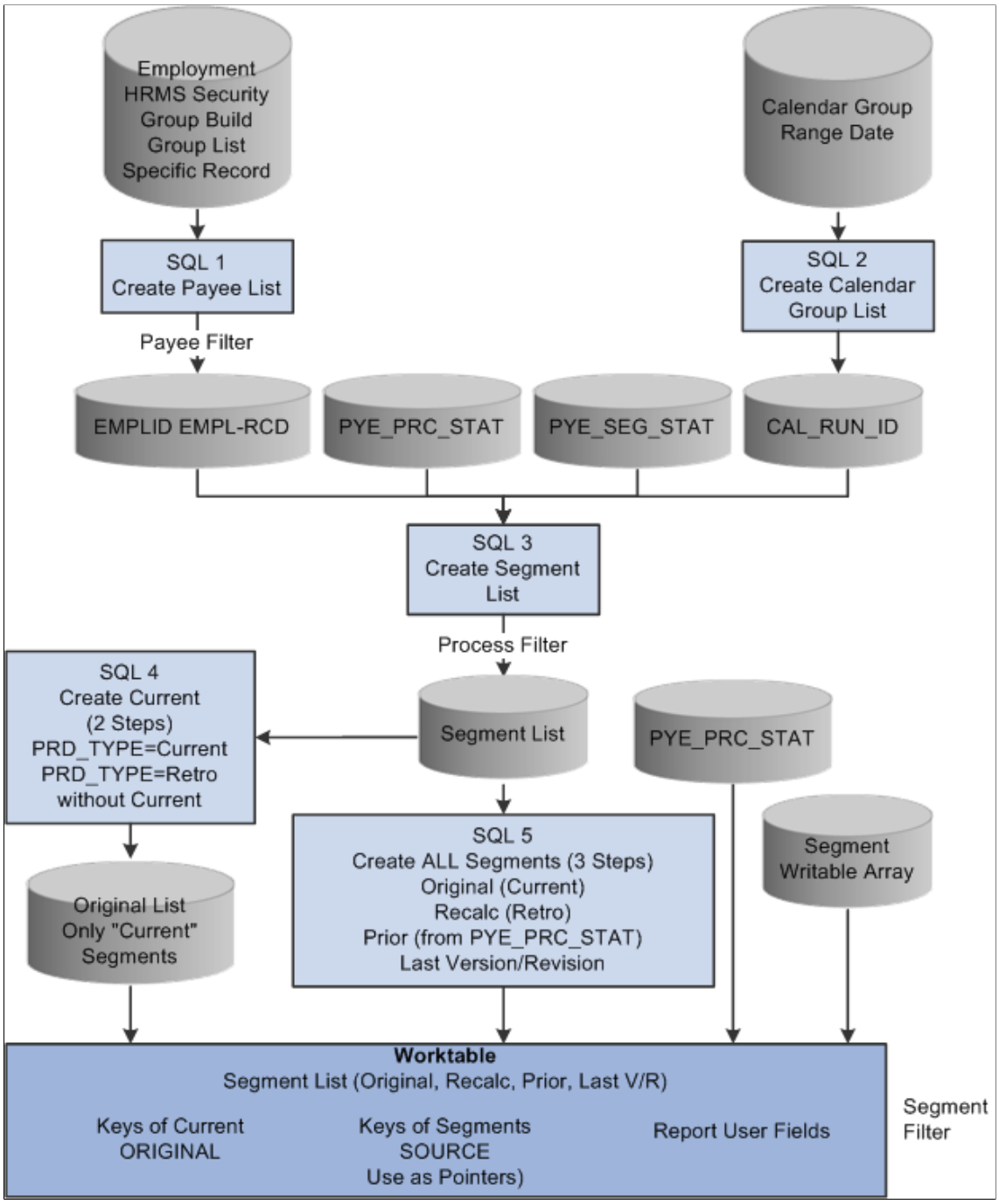
Selecting Payroll Results and Populating Output Tables

After you set up the input and output table details using the Define Report Data page, and map fields and define filters on the Report Data Process Details page, the system completes the following steps to select the payroll results and populate the output tables:

1. Select calendar groups.
2. Select eligible payees using payee lists, group builds, security, and payee filter. If a payee filter was created, it is applied here.
3. Join the payee process status table (GP_PYE_PRC_STAT) and the payee segment status table (GP_PYE_SEG_STAT).
4. Select the original segments. If a process filter was created it is applied here.
5. Insert the original, recalc, prior, and last version/revision segments into the worktable (GP_RPTW_TMP). The worktable now contains rows by payee for selected segments, recalculations, prior segments, and last version/revision segments. If a segment filter was created it is applied here.
6. Join the worktable, the primary input table, and the link table (the additional input table joined with the primary input table) according to the data on the Report Data Process Details page. The results are posted to the output table. Only the results derived from the worktable or the primary input table are populated. If an input filter was created it is applied here.
7. Update the output table with data from the additional input tables.

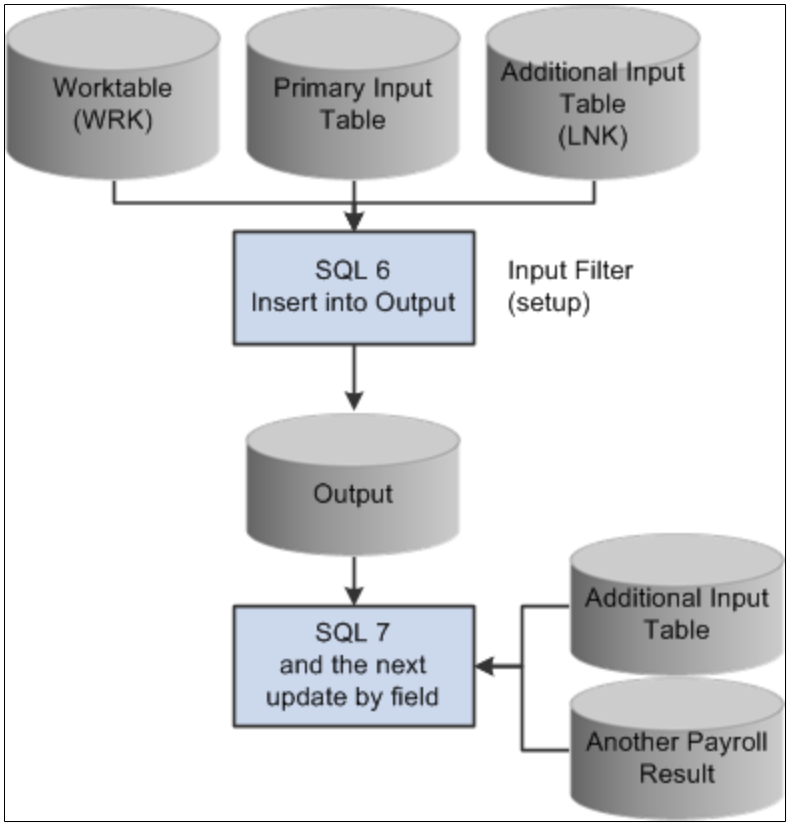
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This diagram illustrates how the system generates the report data Worktable.



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This diagram illustrates how the system combines the data in the Worktable with the data from the Primary Input Table and Additional Input Table in the process of generating report data.



Filters

Four levels of filters exist: payee, process, segment, and input.

- Payee Filter

  This SQL parameter is used to filter the population. It is applied when the selection is based on a specific record or employment table.

- Process Filter

  This SQL parameter is used to filter the entire process in the original segments only. It can be based on any field in the payee process status or payee segment status tables. For example, "and COUNTRY = 'USA'" selects only U.S. payroll results.

- Segment Filter

  This field parameter is used to create a filter for every step of the process in every segment. It can be based on any field in the payee process status, the payee segment status, or the segment writable array table (if defined in the setup). For example, COMPANY 'GBI' makes a selection on the company GBI if COMPANY is stored in a segment writable array.

- Input Filter

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This SQL filter is defined in the setup for each step used to filter the primary input table, the additional input table joined with the primary input table (the link table), or the worktable. Input filters can be used as a filter or as an additional join condition. For example, "and PRI.CALC_RSLT_VAL>0" selects only the positive results.

Report Data and Segmentation

When retroactivity is encountered, the method used to store report data depends on the retroactive method encountered. When the forwarding method is used, deltas are forwarded to the first slice in the first segment that matches the pay group, run types, and payment keys. In corrective mode, the deltas are not forwarded.

The Report Data feature manages four kinds of segments:

- Original segments

  Original segments correspond to all segments for version 1 revision 1 (V1R1) for a period. In this kind of segment, there is also a virtual segment. The virtual segment is created when there is corrective retroactivity but the pay group, run type, or payment key of the current period does not match the recalculated period.

- Recalculated segments

  Recalculated segments correspond to all segments other than V1R1 that were created during a calendar group run.

- Prior segments

  Prior segments correspond to the previous version/revision of all recalculated or reversal segments.

- Last version/revision

Here is how the system interprets the following situations:

- If a payee has only one calendar and only one segment, then the payee has one original segment.
- If a payee has one calendar and two segments, then the payee has two original segments.
- If a payee has two calendars and one segment, then the payee has two original segments.
- If a payee has one calendar and one segment for the current period, and retro (forwarding or corrective) back to the twelve previous periods (with the same pay group and payment keys), then the payee has one original segment.
- If a payee has one calendar and one segment for the current period, and forwarding retro back to the twelve previous periods (with the same pay group and two different payment keys), then the payee has two original segments — one active, one inactive.
- If a payee has one calendar and one segment for the current period, and a corrective retro back to the twelve previous periods (with the same pay group and two different payment keys), then the payee has two original segments even if Global Payroll creates only one segment for the current period.

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Related Links

Understanding Retroactive Methods

Output Table Definitions

Output tables must be defined to store your selected results. These tables must include the following key structure:

Field Name	*Type*	*Length*	*Key*	*Required*
PROCESS_ INSTANCE	Num	10	KA	N
EMPLID	Char	11	KA	Y
CAL_RUN_ID	Char	18	KA	Y
EMPL_RCD	Num	3	KA	N
GP_PAYGROUP	Char	10	KA	Y
CAL_ID	Char	18	KA	Y
ORIG_CAL_RUN_ID	Char	18	KA	Y
RSLT_SEG_NUM	Num	4	KA	Y
GP_RPT_KEY	Char	22	KA	Y
SEQ_NUM	Num	3	KA	Y

User-Defined Parameter Definitions

The user-defined parameters are defined when setting up the input filter on the Report Data Process Details page. They must follow this syntax:

%PARM.<function>.<parameter>

Consider the following example using the filter *And PRI.STATE in (%PARM.REPORT.STATE)* and these parameters:

- REPORT, STATE, CA
- REPORT, STATE, OR

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In this example, the generated SQL statement would include: And PRI.STATE IN ('CA','OR'). Below is an example of how you would use these user-defined parameters in the program:

```
&reportBatch.AddParamChar("REPORT", "STATE", "CA");
&amp_reportBatch.AddParamChar("REPORT", "STATE", "OR");
```

Batch Processing Setup

The batch process provides a public section called "EXTRACT" that can be called by an application engine process that prepares the payroll results for reporting. You must prepare the list of parameters. Then the EXTRACT section generates the SQL requests based on the parameters and executes the requests.

A section called "MAIN" is provided for testing purposes. The MAIN section is used by the delivered run control Validate Report Data. The parameters are managed by the delivered application classes via an object &reportBatch defined at the component level:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataAE &reportBatch;
```

Section	***Step***
Main	1. Prepare the list of parameters based on the run control GP _RC_RPT_DTL. 2. Call EXTRACT.
EXTRACT (public)	1. Initialization. 2. Print the parameters log file. 3. Generate the requests (call to .GenerateSQL). 4. Loop on the requests. Call to EXECUTE
EXECUTE	1. Print a message in the log file. 2. Execute a request. 3. Print a message in the log file.

The application engine is based on the state record GP_RPT_AET and includes the following dedicated temporary tables: GP_RPTC_TMP, GP_RPTO_TMP, GP_RPTE_TMP, GP_RPTS_TMP, and GP_RPTW_TMP.

Below is an example of the batch processing setup:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataAE &reportBatch;
&reportBatch.AddParamChar("EXTPRC", "COUNTRY", "USA");
&reportBatch.AddParamChar("EXTPRC", "NAME", "GP_REPORT");
&reportBatch.AddParamChar("EXTPRC", "TYPE", "P");
&reportBatch.AddParamChar("SELPYE", "SECUR", "Y");
&reportBatch.AddParamChar("SELCAL", "CALGRPID", GP_REGISTER_AET.CAL_RUN_ID);
&reportBatch.AddParamChar("SELCAL", "FROMDT", GP_REGISTER_AET.FROM_DT);
&reportBatch.AddParamChar("SELCAL", "TODT", GP_REGISTER_AET.TO_DT);
```

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The call section name is EXTRACT, and the program ID is GP_EXT_AE.

Real Time Processing Setup

Below is an example of real-time processing setup:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataReal &report;
Local number &instance;
&report = create ReportDataReal();
&report.AddParamChar("EXTPRC", "COUNTRY", "USA");
&report.AddParamChar("EXTPRC", "NAME", "GP_REPORT");
&report.AddParamChar("EXTPRC", "TYPE", "P");
&report.AddParamChar("SELPYE", "SECUR", "Y");
&report.AddParamChar("SELCAL", "CALGRPID", GP_REGISTER_AET.CAL_RUN_ID);
&report.AddParamDate("SELCAL", "FROMDT", GP_REGISTER_AET.FROM_DT);
&report.AddParamDate("SELCAL", "TODT", DERIVED_GP.TO_DT);
&instance = &report.GetInstance();
&report.ExecuteNow();

/* selection from the output tables (using &instance) can be done here
 in order to display results */
```

Building a Transaction That Uses Report Data

When building a transaction that uses report data, you should follow these guidelines:

- Design one or more temporary tables for transaction purposes using the same key structure as the batch process. The tables are keyed by process instance.
- The user transaction should contain inquiry parameters such as EMPLID or CAL_RUN_ID.
- Create a push button or similar feature to launch a PeopleCode program to access the report data. It should run as follows:
    - The class ReportDataReal is initiated.
    - The PeopleCode transforms the inquiry parameters into report data parameters using the method .AppParamChar/Date/Num().
    - The method .GetInstance() is triggered. This method generates a process instance number using a table designed for report data.
    - The method .ExecuteNow() is triggered.
    - The PeopleCode can then load data from the temporary tables into the page buffers (using, for example, the process instance number returned by method .GetInstance()).
    - The content of the temporary tables must then be deleted using the process instance number.
- If two users run the same transaction simultaneously, the system generates two different process instance numbers.

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Common Elements Used to Generate Report Data

Field or Control	*Description*
Output Table	Name of the table to be populated.
Primary Input Table	The functional name of a Global Payroll result table. For example, GP_RSLT_ERN_DED would be referred to as the Result Table for Earnings and Deductions.
Original Segment	The segment represented by version 1 and revision 1.
Recalculated Segment	The segment that is not version 1 and revision 1.
Prior Segment	The segment that the Global Payroll core application used to calculate deltas.

Defining Report Data

Pages Used to Define Report Data

Page Name	*Definition Name*	*Usage*
Define Report Data Page	GP_RPT_TBL	Assign the output table, writable array, primary input table type, and segment options.
Report Data Process Details Page	GP_RPT_DTL_SEC	Map fields and create filters used to generate the output table.

Define Report Data Page

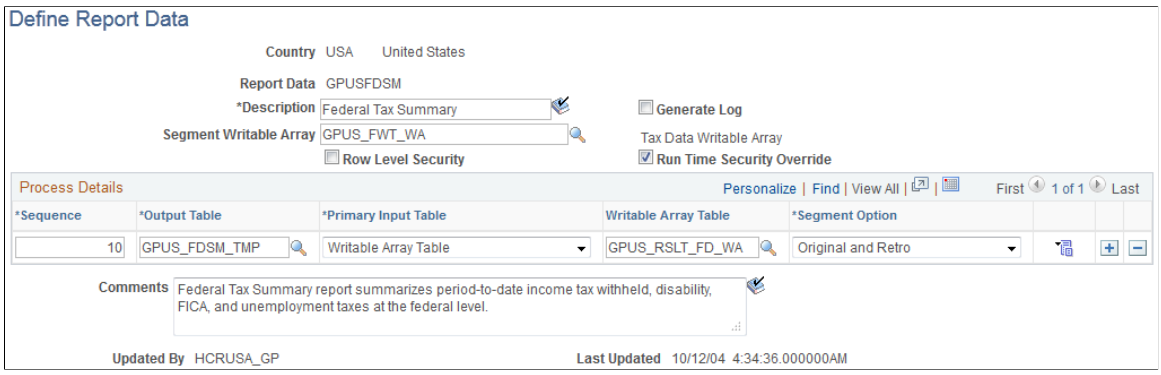
Use the Define Report Data page (GP_RPT_TBL) to assign the output table, writable array, primary input table type, and segment options.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Define Report Data**

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This example illustrates the fields and controls on the Define Report Data page.



Field or Control	*Description*
Report Data	Displays the identification code for the report data setup.
Generate Log	Select to generate log details when you run the report.
Segment Writable Array	Enter a writable array segment. The corresponding writable array table can be used throughout the report data generation process in two ways. First, any field on this writable array table can be included in the field map. Thus it is used to populate fields in the output tables. Second, any field on this writable array table can be used as a filter for the process (using the parameter "SEGFILTER" on the Validate Report Data page). For example, for a writable array that contains the Company and Establishment fields, a process can be run for a single company or establishment.
Row Level Security	Select to enable row level security for the report. When row level security is enabled, the Report Data process selects payee records from EMPL_SRCH_GBL where the Row Security class equals the one defined for the operator.
Run Time Security Override	Select to allow the **Row Level Security** value to be overridden on the run control page of the report.

Process Details

Field or Control	*Description*
Sequence	Enter the sequence number. The same input and output tables may be used repeatedly. ***Warning!*** The report data generation process uses this sequence number when generating output tables. The output table must have a SEQ_NUM field to hold the sequence number value.

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Field or Control	*Description*
Output Table	Enter the record name of the output table.
Primary Input Table	Select the primary table to be read for data selection. The **Primary Input Table** and the **Output Table** have a one to one relationship; for each row selected in the **Primary Input Table** there will be one row selected in the **Output Table.** The options available are: • *Absence Daily Data* (GP_RSLT_ABS). • *Accumulators* (GP_RSLT_ACUM). • *Earnings and Deductions* (GP_RSLT_ERN_DED). • *Internal Worktable* (GP_PYE_PRC_STAT joined with GP _PYE_SEG_STAT and a segment writable array). • *Positive Inputs* (GP_RSLT_PI_DATA). • *Supporting Elements* (GP_RSLT_PIN). • *Writable Array Table* (any writable array table).
Writable Array Table	When the **Primary Input Table** is *Writable Array,* enter the table name here. This writable array is not the same as the value in the **Segment Writable Array** field, which applies to the entire process.
Segment Option	Select which data will be selected if the process encounters retroactive information. Options are: • *Original:* Select only original segment information (no retroactive information). • *Original and Retro:* Select Information coming from recalculated segments and prior segments in addition to the original segments. • *Last Version/Revision:* Select only the segments with the latest version and revision numbers. • *User Defined:* Select this option to manually choose the segment. Selecting this field displays the **Last, Retro (Prior), Retro (Recalculated),** and **Original Calc** fields.

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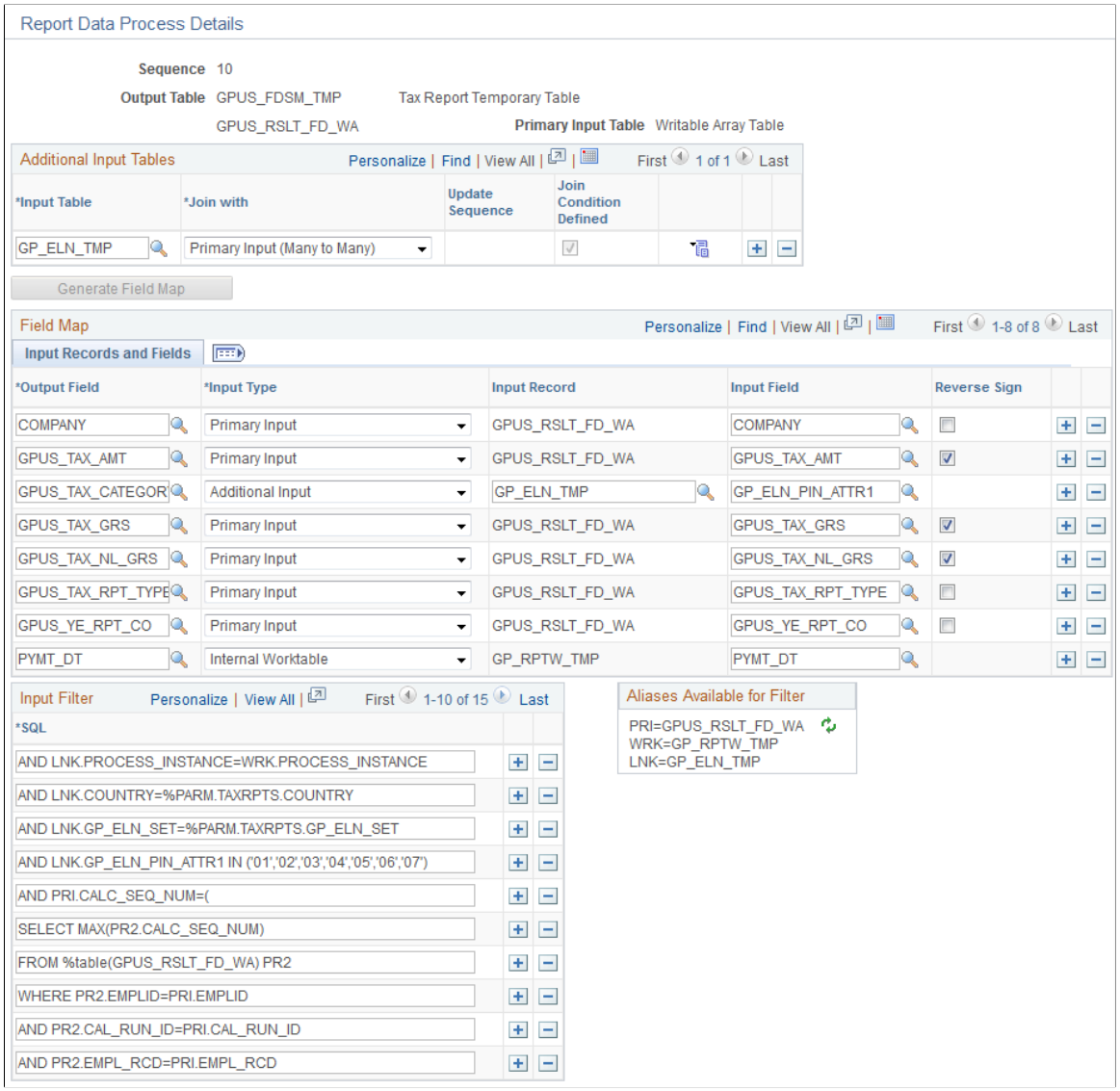
Report Data Process Details Page

Use the Report Data Process Details page (GP_RPT_DTL_SEC) to map fields and create filters used to generate the output table.

Navigation:

Click the **Details** link on the Define Report Data page.

This example illustrates the fields and controls on the Report Data Process Details page.



Additional Input Tables

Additional input tables can be used in addition to the **Primary Input Table.** To use additional tables in the process, a linking relationship must be defined on this page in order to retrieve the data. The relationship can be defined with either the primary input table or the output table.

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Field or Control	*Description*
Input Table	Enter an input table. Once a table is defined as an additional input, any of its fields can be used to populate a field in the output table.
Join with	Select one of the following options: • *Output Table:* This creates a one to one relationship. The additional input table will be read after the output table has been populated from the primary input table. Then the selected fields from the additional input table will be used in an update statement on the output table. • *Primary Input:* This creates a many to many relationship. The additional input table will be read during the selection of the primary input table. A join is made between these tables and thus the selected fields from the additional input table will be used in an insert statement on the output table. **Note:** Only one additional input table can be joined with the primary input table. This additional input table is called the link table and it can be filtered with an input filter.
Update Sequence	You must enter a sequence number when joining an input table with an output table. This sequence number determines the order of the different accesses to the additional input tables that are triggered by some update statements. There is one update statement per additional input table. For example, the field UNION_CD is populated with data from JOBCODE_TBL based on the SETID and JOBCODE defined in the output table. Then the field DISABILITY_INS is populated with data from UNION_TBL based on the UNION_CD. In this case the JOBCODE_TBL must have an **Update Sequence** value of *1* and the UNION_TBL must have an **Update Sequence**value of *2*.
Join Condition Defined	The system uses this field to indicate that a join condition is defined between the additional input table and the primary input table or the additional input table and the output table, depending on the value in the **Join with** field. This field is read-only.

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Field or Control	*Description*
Generate Field Map	Use this push button to generate a field mapping based on the output table definition, the primary input table, the additional input tables, the writable array segment and the worktable. Once the field mapping has been generated, the user can change it using the Field Map group box.

Field Map

Once you have selected the **Generate Field Map** button, the system populates this group box. You may then alter these fields.

Field Map Input Record and Field Tab

Field or Control	*Description*
Output Field	Displays the field name of the output table. The fields of the output table are not required. You cannot select the fields that define the mandatory key structure.
Input Type	The following options are available: • *Primary Input:* A field from the primary input table populates the output field. • *Internal Worktable:* A field from the worktable populates the output field. Any field from GP_PYE_PRC_STAT and GP_PYE_SEG_STAT can be selected. • *Additional Input:* A field from a specific record populates the output field. • *Element:* An element populates the output field. The as of date can be specified in the **As of Field** field (field present in the output table). • *Writable Array:* A field from a writable array populates the output field. The as of date is the segment retro period. • *Period Accum:* A balance accumulator element populates the output field. The balance period is defined under Period Accum. • *Writable Array Segment:* The field is populated by the corresponding field present in the segment writable array, if one is defined.

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Field or Control	*Description*
Input Record	Enter a record name if **Input Type** is *Additional Input* or *Writable Array.* For other input types, the records' technical names appear.
Input Field	Displays the field name of the primary input, additional input, the worktable, the writable array segment, or a writable array.
Reverse Sign	Indicates if the field must take the opposite sign (+/-) when the result is attached to a prior amount. Usually, this field is selected for all the fields that can be summed. This option should not be selected for fields that do not contain values, such as PIN_NUM or INSTANCE.

Field Map Element Tab

The following fields are required if the **Input Type** is *Element.*

Field or Control	*Description*
Entry Type	Select from: *System Element, Variable, Formula, Bracket, Earning, Deduction, Auto-Assigned, Accumulator, Count,* and *Duration.*
Element	This field is required if the **Input Type** is *Element.* Be sure to use the correct **Country** field.

Field Map Element Options Tab

Field or Control	*Description*
Element Source	Required if the **Input Type** is *Element* or *Writable Array.* Determines how the element is read, in the case of retroactivity. • *Original:* Read in the original segment. • *Recalculated:* Read in the recalculated segment.
As of Field	Required if the **Input Type** is *Element* and the **Element Source** is *Original.* The field name is used for the As of Date to find the element. This field is populated by the output table.

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Field or Control	*Description*
Period Accumulator Type	Required if the **Input Type** is *Period Accumulator.* Values are: *MTD Amount, MTD Unit, PTD Amount, PTD Unit, QTD Amount, QTD Unit, YTD Amount,* and *YTD Unit.*

Input Filter

Field or Control	*Description*
SQL	Write a where clause to execute during the selection of the primary input table. Aliases are available. For example: • To filter only positive amounts: "and PRI.CALC_RSLT_VAL>0". • To filter for one country: "and WRK.COUNTRY='USA'". • To filter on a field stored in an additional input table (if joined with the primary input table): "and LNK.PIN_TYPE='ER'".
Aliases available for Filter	This legend shows that the aliases that can be used in the **SQL** field. Use the button to refresh the legend. Aliases are as follows: • WRK: Represents the worktable. • PRI: Represents the primary input table. • LNK: Represents the record used as the additional input table that is joined with primary input table.

Note: You can use specific words in your SQL where clause. For example: "and WRK.PAY_ENTITY in (%PARM.PRMARG.1)". In this statement, the report data process will replace %PARM.PRMARG.1 with the appropriate value.

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Validating Report Data

Page Used to Validate Report Data

Page Name	*Definition Name*	*Usage*
Validate Report Data Page	GP_RC_RPT	Enter report data parameters. Run the report data generation process in batch mode or real time. Generate SQL requests.

Validate Report Data Page

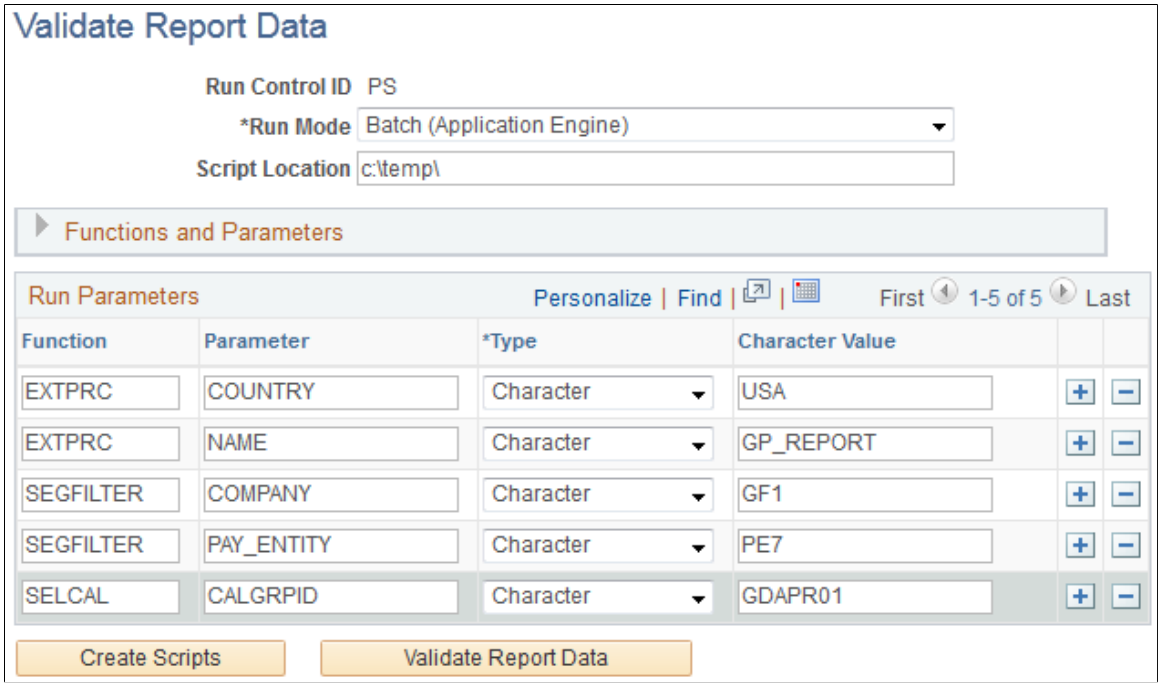
Use the Validate Report Data page (GP_RC_RPT) to enter report data parameters.

Run the report data generation process in batch mode or real time. Generate SQL requests.

Navigation:

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Validate Report Data

This example illustrates the fields and controls on the Validate Report Data page.



The Validate Report Data page enables you to test a defined report with specific parameters so that you can validate the results. With this page you can:

- Run the report data generation process in batch mode.
- Run the report data generation process in real time.

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- Generate SQL requests.
- View generated report data.

Field or Control	*Description*
Run Mode	Select one of three options: • *Batch (Application Engine).* • *Real Time (PeopleCode).* • *Script (Data Mover).* The **Run Mode** determines how the SQL statements are applied.
Script Location	Enter the location of the script. Data Mover can execute the script only if you selected *Script (Data Mover)* in **Run Mode.** Otherwise the generated scripts can be used to debug the SQL statements.
Function and **Parameter**	Enter the functions and parameter that the system will use to select data for the report. For example, by entering SELCAL/CALGRPID you can then select which calendar group ID data to use in the report. Defined values are listed in the expandable **Functions and Parameters** group box. **Note:** You can also create user-defined functions and parameters to use in the input filter.
Type	Indicate the field type of the **Parameter.** Select either *Char, Date, Numeric,* or *SQL.*
Character Value	Enter the value of the **Function** or **Parameter.**
Create Scripts	Click to create a .dms containing the SQL statements and to display them on the page. The script includes a list of parameters used to generate the statements. If a parameter is not used in the process (because of a syntax error or a missing definition) the words "Not used" appear in the list.

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Field or Control	*Description*
Validate Report Data	Select this option to validate the report data. The process used depends on your **Run Mode** selection: • *Batch (Application Engine):* The system launches an Application Engine that runs the process in batch mode via process scheduler. • *Real Time (PeopleCode):* The system launches a PeopleCode function that runs the process in real-time. • *Script (Data Mover):* The system launches a Data Mover process that runs the process in batch mode via process scheduler.

Structuring Parameters

Below is a list of predefined function and parameter values.

Function	*Parameter*	*Parameter Value*	*Comment*
EXTPRC	COUNTRY	Country Code	This parameter is required.
EXTPRC	NAME	Report Data	This parameter is required
EXTPRC	TYPE	P or A or B	Select one of the following: • P: Payroll extraction process. • A: Absence extraction process. • B: Both payroll and absence process.
SELPYE	SECUR	Y/N	Use this parameter to apply security to payee selection.
SELPYE	RECORD	Record Name	Payee selection is based on this record. It must include EMPLID and EMPL_RCD.

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Function	*Parameter*	*Parameter Value*	*Comment*
SELPYE	SQL	SQL Statement	When the parameter value field is not long enough, the user can repeat the same parameter. The system will concatenate the different values.
SELPYE	GRPBUILD	Group Build Code	
SELPYE	GRPVER	Group Build Version	
SELPYE	GRPLST	Group List Name	
SELPYE	STREAM	Stream Number	Use this parameter to tell the system whether it must use EMPL_FROM/TO.
SELPYE	EMPLID	Employee ID	The same parameter can be repeated.
SELPYE	EMPL_RCD	Employee Record Number	
SELCAL	CALGRPID	Calendar Group ID	
SELCAL	DATE	1, 2, 3, or 4	Select one of the following: • 1: Period Begin Date. • 2: Period End Date. • 3: Payment Date. • 4: Period Begin Date >= FROMDT and Period End Date <= TODT. If this parameter is not defined, the system uses the period end date.
SELCAL	FROMDT	From Date	
SELCAL	TODT	To Date	

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Function	*Parameter*	*Parameter Value*	*Comment*
SELCAL	CYCLE	1, 2, or 3	Select one of the following: • 1: All Cycles (Default). • 2: Off Cycle Only. • 3: On Cycle Only.
SELSEG	SQL		This is the process filter.
SELSEG	BALANCES	1 or 2	Select one of the following: • 1: Payee Level. • 2: Job Level.
SELSEG	REPLACE	Y/N	Use this parameter to determine whether replacements are considered original.
SEGFILTER	Any field name on the worktable and the segment writable array (if a segment writable array is defined)	Any Value	This is the segment filter. The process adds WRK.fieldname to the report.

Using Report Data

Global Payroll delivers two reports that use the Report Data feature to extract results data:

- Payroll Results Register

  See Reporting Payroll Data.

- Generic Reports

  See Running Generic Reports.

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Chapter 58

Setting Up and Running Generic Reports

Understanding Generic Reports

Global Payroll provides the framework for you to define your own generic reports of basic payroll results. With generic reports, you can set up result table queries that best suit your needs. These queries are useful for quickly viewing data. They are not a substitute for the SQRs used to create final, publishable reports.

There are three types of generic reports that show different views of the same information:

- Element List

  A list of payroll elements for each employee for a period. Define each column as a set of numeric elements, which are accumulated.

- Summary

  A list of user-defined payroll elements for the pay periods between two dates for each employee. Define each row as a set of numeric elements, which are accumulated. On the run control page you define each column with a From Date and a To Date.

- Accumulator

  Displays totals of selected accumulators for each employee. On the run control page, you define the pay calendars for which the report should be printed.

All of these reports enable you to select sort options and break levels. If you define break levels, the system prints a total for each break, as the break occurs, and prints a grand total at the end of the report. If no breaks are defined, no totals are printed for the report. Depending on the break levels, an employee can appear more than once on a single report (the same employee but with different segment numbers).

For all three report types, the maximum number of columns is 12.

Break Levels

Break levels are a tool for sorting results. Use them to organize the information on the report. You can include up to three break levels in a report. For example, the first level might sort employees into business units; the second might sort members of each business unit into departments; and the third might sort the members of each department into establishments. When you select the break levels for a report, you can print each section on a separate page.

System data supplies the following standard break levels:

- Department
- Company

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- Establishment

Setting Up Generic Reports

To set up generic reports, use the Generic Report Break Levels (GP_GENRPT_BRK_LVLS) and Generic Reports (GP_GENRPT) components.

Pages Used to Set Up Generic Reports

Page Name	*Definition Name*	*Usage*
Generic Report Break Levels Page	GP_GENRPT_BRK_LVLS	Define break levels.
Generic Reports - Definition Page	GP_GENRPT_SETUP	Define the report ID and parameters.
Rows or Columns Page	GP_GENRPT_ROW	Define rows or columns and the elements that are to be reported.

Generic Report Break Levels Page

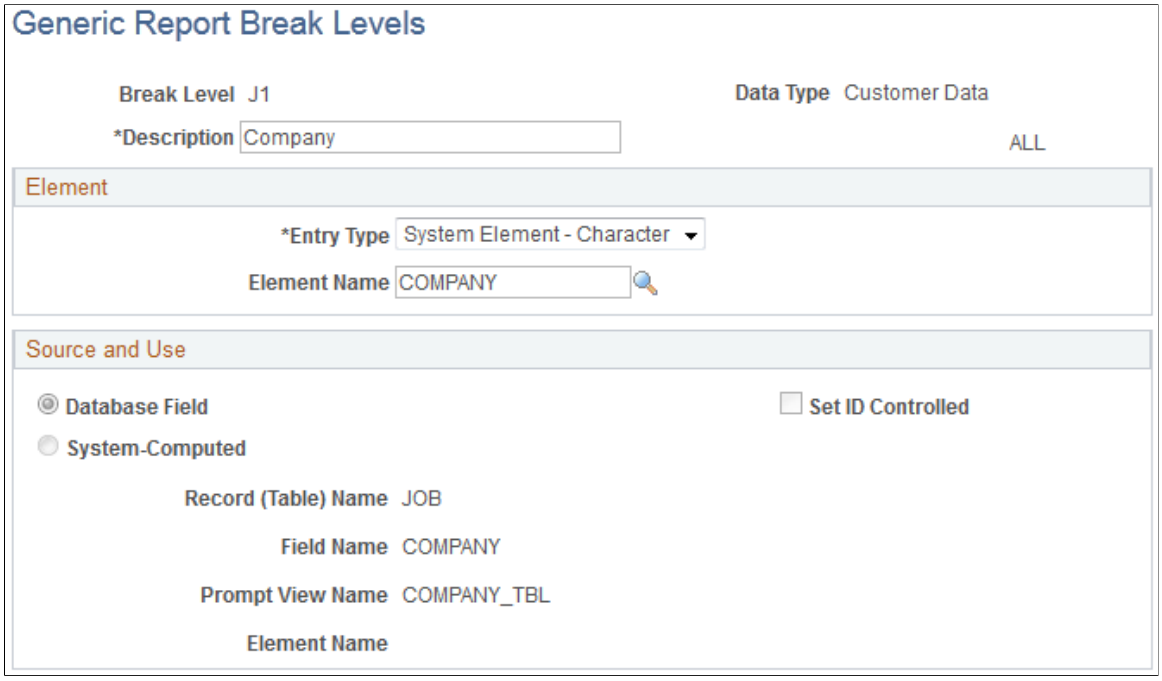
Use the Generic Report Break Levels page (GP_GENRPT_BRK_LVLS) to define break levels.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Generic Report Break Levels**

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This example illustrates the fields and controls on the Generic Report Break Levels page.



Note: If you sort by Department break level, we recommend that you sort by Business Unit first and then by Department.

Field or Control	*Description*
Break Level	A number and/or code that identifies the break level.
Data Type	Values are: *System Data:* For a PeopleSoft-delivered break level. *Customer Data:* For all other break levels.
Description	A meaningful description for the break level. This is the heading for the break data that will appear on your report.

Element

Field or Control	*Description*
Entry Type	Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character.*

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Field or Control	*Description*
Element Name	Select the system element or variable that you're associating with the break level. For example, if you define pay group as the break level, select the GP PAYGROUP element. **Note:** Any element selected must be resolved and stored.
Record (Table) Name	If you select *Variable - Character* as the **Entry Type,** enter the name of the record from which the variable was originally populated.
Field Name	If you select *Variable - Character* as the **Entry Type,** in addition to entering the name of the record from which the variable was originally populated, you must also specify the field on the record.

Source and Use

If you select a system element, information contained on the Source and Use page of GP_PIN appears in this group box.

Related Links

Working with System Elements

Generic Reports - Definition Page

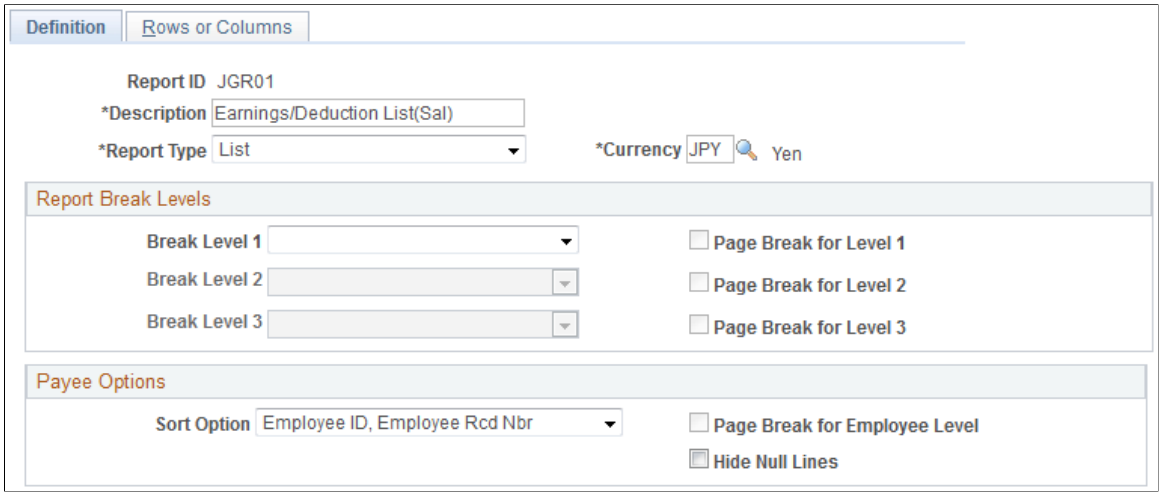
Use the Generic Reports - Definition page (GP_GENRPT_SETUP) to define the report ID and parameters.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Generic Reports** > **Definition**

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This example illustrates the fields and controls on the Generic Reports - Definition page.



Field or Control	*Description*
Report Type	Values are *Summary, List* (element list), and *Accumulators.*
Currency	Define the default currency for the report. Amounts are converted to this currency before processing. You can change the currency on the Create Generic Reports run control page. Generic reports provide a maximum of 14 print positions for currency amounts. The system changes the number of decimal places, depending on the currency code. Amounts are truncated to 1, 2, or 3 decimal places, depending on the currency. If the currency does not use decimal places, all 14 print positions are available to display amounts.

Report Break Levels

Field or Control	*Description*
Break Level 1, Break Level 2, and **Break Level 3**	You can use up to three break levels. If you use multiple break levels, the system sorts first by break level 1, then by break level 2, and last by break level 3. Select from the break levels that you set up on the Generic Report Break Levels page.
Page Break for Level 1, Page Break for Level 2, and **Page Break for Level 3**	Select to have a page break at the selected break level on the printed report.

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Payee Options

Field or Control	*Description*
Sort Option	Select a default method for sorting by employee. You can sort by the employee ID and employee record number or by the name and employee record number. When you run the report, you can change the sort option on the run control page.
Page Break for Employee Level	(Summary type only) Select to print a separate page for each employee.
Hide Null Lines	(List and Summary type only). Select to prevent the printing of lines that have a value of 0.

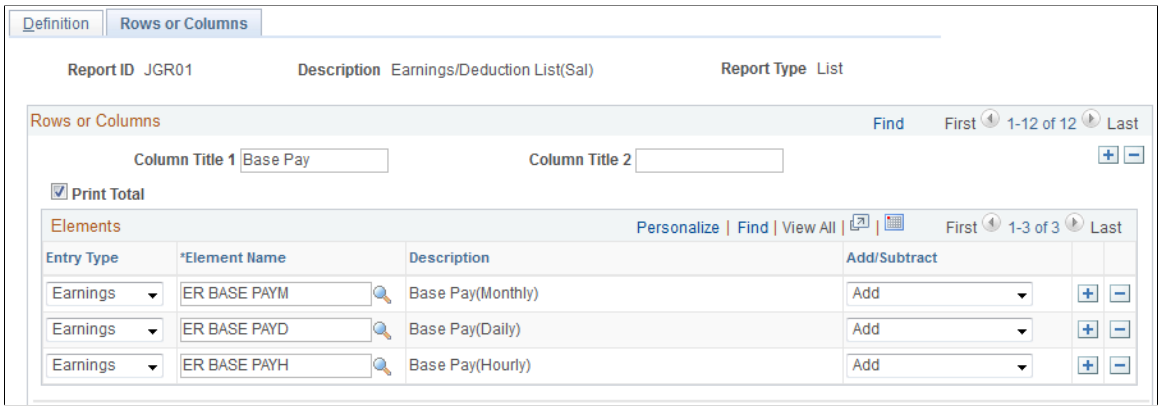
Rows or Columns Page

Use the Rows or Columns page (GP_GENRPT_ROW) to define rows or columns and the elements that are to be reported.

Navigation:

Set Up HCM > **Product Related** > **Global Payroll & Absence Mgmt** > **Reports** > **Generic Reports** > **Rows or Columns**

This example illustrates the fields and controls on the Rows or Columns page.



Different fields appear on this page depending on the report type that you selected on the Generic Reports - Definition page. For all report types, the **Column Title, Print Total, Element Name,** and **Description** fields appear.

The following additional fields appear for the specified report type:

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List and Summary	*Accumulators*
Entry Type	User Key
Add/Subtract	Print Field Label
	Do not print row if no results
	Print Calendar ID

Rows or Columns

The following table summarizes the type of data in the rows and columns for each report type.

Report Type	*Columns*	*Rows*
List	Element or group of elements	Payees
Summary	Date ranges	Element or elements
Accumulator	Accumulators	Payees

Field or Control	*Description*
Column Title	Define the title for each column. Each title can be two lines with up to 30 characters in each line.
User Key	(Accumulator type only) Select a user key for the accumulator. A column is either a user key or an element.
Print Total	Select to print totals before a page break.
Print Field Label	This check box appears only for Accumulator report types and only for columns that are not user keys. Select to print a label instead of the values for an element in the column. The system prints the text from the Label field.

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Field or Control	*Description*
Do not print row if results equal zero	This check box appears only for Accumulator report types and for columns that are not user keys. Select the check box to suppress rows where an accumulator does not have an end date and therefore forwards zero results into each new calendar. Selecting this check box will prevent unwanted and meaningless rows from displaying on the report.
Print Calendar ID	This check box appears only for Accumulator report types and only for columns that are not user keys. Select this check box to print the calendar ID of the result row, thereby increasing the readability of the report for calendar groups in which retroactive processing has occurred.

Elements

Select the elements that are to be reported in each row or column.

Field or Control	*Description*
Entry Type	Select the entry type of the element. Values are *Auto Assgn* (auto assigned), *Bracket, Deduction, Earnings, Formula, SystemElem* (system element), and *Variable.*
Element Name	Select the element name.
Label	Replaces the **Description** field only for the accumulator report type when you select the **Label Column** check box for a column that is not a user key or calendar ID. Enter the label that is to be printed in the column when the associated element is other than 0.
Add/Subtract	Select whether the element should be added to or subtracted from the total for the column or row.

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Note: For Accumulator report types, some precision may be needed. The system obtains all the user keys from the accumulator result table for all the accumulators that are defined in the setup. It then prints the user keys and selects the accumulator results starting from those keys.
In addition, there are cases where accumulators continue to carry forward after an event has completed (a loan repayment, for example) because the accumulators have not been defined with an end date. In such cases, it may be necessary to identify an accumulator where the results always carry forward as zero (monthly deduction, for example), and use the **Do not print row if results equal zero** check box.
The above also applies in cases where accumulators have been defined with a storage option of "All Calculations" and the calendar run has encountered retroactive processing. If your calendar group has both payroll and absence calendars, the accumulators will appear in all calendars (both payroll and absence) from the retroactive period through to the current period. If you can identify a column in which these additional accumulators will also have a zero result, then use the **Do not print row if results equal zero** check box to suppress the extra unwanted rows.

Running Generic Reports

Run the report after selecting additional run time parameters such as summary or detail payee data, sorting, and begin and end dates.

The run control page triggers:

1. The GP_GENRPT Application Engine program. This program prepares parameters for Report Data, which extracts the results for the GPGENRPT SQR process based on the specified run control options and setup.

2. The GPGENRPT SQR program. This program reads the payroll results from the extracted Report Data results and formats the report.

See Understanding Generic Reports.

Selecting Payees and Periods for List and Summary Reports

The List and Summary reports can cover multiple periods. Using the Period ID, the system establishes date and payee parameters. The system will select and report on all payees that have a segment record with the matching Period IDs. When multiple periods are selected for the List Report, the system will sum the results of all segments selected.

Selecting Payees and Periods for Accumulators

The accumulator report covers a single period. Using the Calendar Group ID, the system establishes date and payee parameters. The Calendar Group ID may contain only one period. However, if the Calendar Group has experienced retroactive processing, then additional rows may appear on the report. For this reason we recommend you select the **Print Calendar ID** check box to help identify any retroactive row.

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Page Used to Run a Generic Report

Page Name	*Definition Name*	*Usage*
Create Generic Reports	GP_GENRPT_RC	Run generic reports.

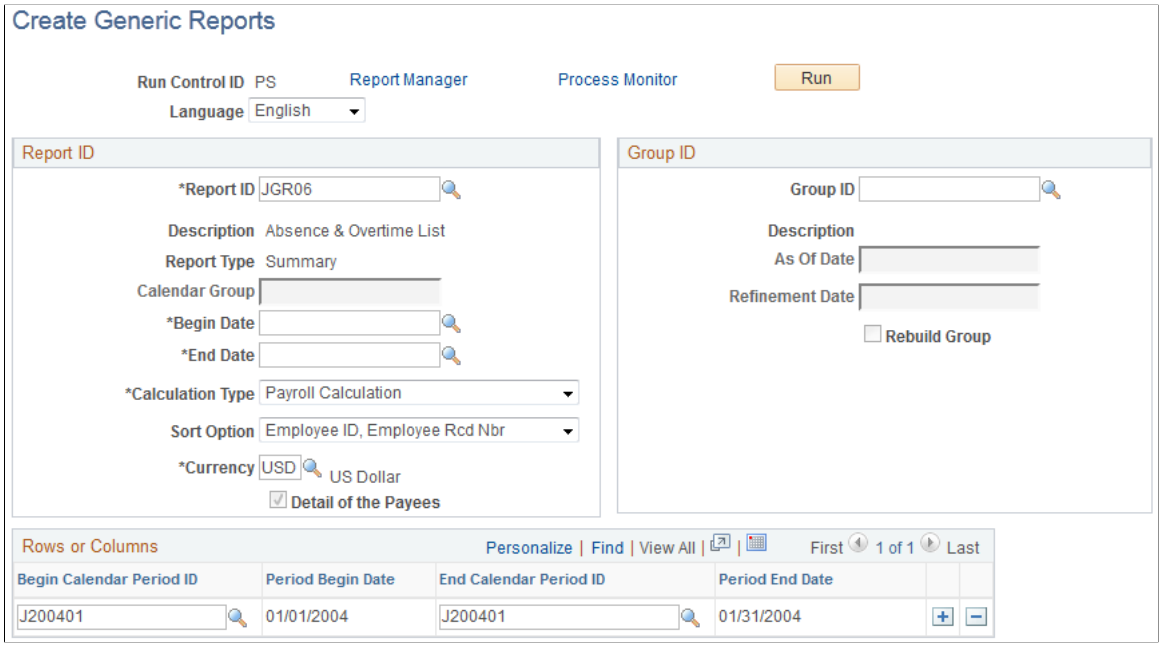
Create Generic Reports Page

Use the Create Generic Reports page (GP_GENRPT_RC) to run generic reports.

Navigation:

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Create Generic Reports > Create Generic Reports

This example illustrates the fields and controls on the Create Generic Reports page.



To run the report, you must first specify the calendar to include. This is done by either entering Begin and End Dates (for the List and Summary report), or entering the Calendar Group ID (for the accumulator report.) Because the List and Summary reports can cover multiple periods of time, enter Period IDs.

Field or Control	*Description*
Report Type	This field affects the other fields available on this page.
Begin Date	Use this field in combination with the **End Date** field to construct the report's time frame. The period defined by these dates must match the dates of a defined pay period. Some report types use the Group ID instead.

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Field or Control	*Description*
End Date	Use this field in combination with the **Begin Date** field to construct the report's time frame. The period defined by these dates must match the dates of a defined pay period. Some report types use the Group ID instead.
Sort Option	This field displays the sort option defined on the Generic Reports-Definition page. You can override this value here.
Currency	This field displays the currency defined on the Generic Reports-Definition page. You can override this value here.
Detail of the Payees	Select to report the details of each payee. If this option is not selected, the report includes only summaries by break level. If you do not define breaks for the report, this option is not available.
Group ID	You may select a subset of payees by using the Group ID section and entering a specific Group ID. This Group ID is defined on the Group Build pages in PeopleSoft HR.
As Of Date	Specify the effective-date version of the group to report on.
Refinement Date	If the group definition includes effective-dated records, enter the date for which you want the records run. For example, to run a group with an effective date of January 1, 1990 and run the effective-dated rows in the group as of February 15, 1998, select an As of Date of January 1, 1990 and a Refinement Date of February 15, 1998. If you leave this field blank, the system runs the group as of the current date.
Rebuild Group	Select to recreate the group before running the generic report.

The Rows and Columns group box appears only for a Summary Type report. The system creates a set of columns for the first 12 months in the reporting period that you define in the Report ID group box. It enters the first and last days of each month in the From Date and the To Date columns. You can manually define different columns for your summary report, up to 12 columns total.

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Chapter 59

Archiving Data

Archiving Global Payroll Data

Global Payroll generates a large amount of result data. To maintain a detailed audit trail, it is often necessary to keep this data for compliance purposes. Usually the amount of data that needs to be saved is greater than the amount that is actually required to be referenced actively. To keep the amount of saved data manageable, you might choose to archive it periodically.

PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To use this tool to archive Global Payroll result data correctly, you should have a solid understanding of the data you are trying to archive and the corresponding table structures. To aid you in archiving your result data, PeopleSoft Global Payroll delivers predefined archive objects, queries, and templates.

Note: Please use extreme caution when making changes to delivered archive objects, queries, or templates. Any modifications can result in the loss of important data.

See “Using PeopleSoft Data Archive Manager” in *PeopleTools: Data Management* product documentation.

Delivered Archive Objects

An archive object is a collection of tables that you archive. The object definition determines how you archive data from a table.

PeopleSoft Global Payroll delivers one archive object (GP_RSLT_ARCHIVE) that contains a list of all of the Global Payroll Core result tables to be archived. In addition, PeopleSoft Global Payroll delivers an archive object for each Global Payroll country extension. These archive objects contain lists of the country-specific tables to be archived. Each country-specific archive object is named GPxx_RSLT_ARCHIVE, where xx is the 2 character ISO country code.

Note: Please refer to your country-specific documentation for more information on the specific tables included in the country-specific archive objects.

Delivered Archive Queries

PeopleSoft Data Archive Manager uses queries to define selection criteria from the base table of the base archive object. PeopleSoft Global Payroll delivers two archive queries:

- GP_CAL_RUN_SNGL
- GP_CAL_RUN_MULT

Both queries select data to archive based on calendar group ID (CAL_RUN_ID). GP_CAL_RUN_SNGL selects data for one specific calendar group ID while GP_CAL_RUN_MULT selects records for all calendar groups finalized on or before a specified calendar group.

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Note: You archive data for only one country at a time. You specify the country when you run the selection process using the Data Archive Manager.

Delivered Archive Templates

Archive templates link archive objects and archive queries together. PeopleSoft Global Payroll delivers one archive template (GPRSLT) that references the Global Payroll Core archive object and the two archive queries. In addition, PeopleSoft Global Payroll delivers an archive template for each Global Payroll country extension that references the Global Payroll Core archive object, the country specific archive object, and the two archive queries. Each country-specific archive template is named GPxxRSLT, where xx is the 2 character ISO country code.

Managing the Data Archive Manager

Pages Used to Manage the Data Archive Manager

Page Name	*Definition Name*	*Usage*
Manage Archive Objects Page	PSARCHOBJDEFN	Group archive records into archive objects.
Manage Archive Templates Page	PSARCHTEMPDEFN	Define archive templates.

Manage Archive Objects Page

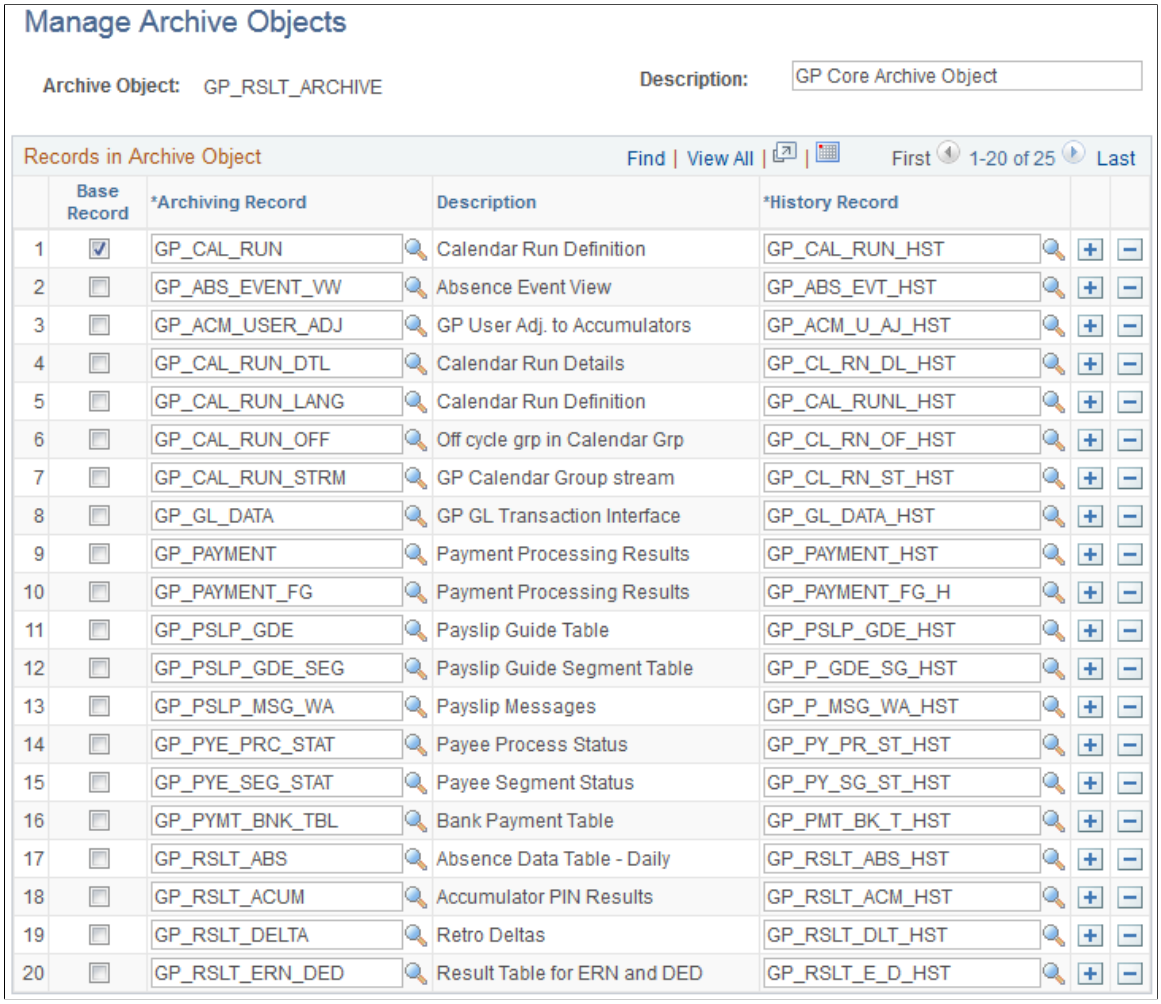
Use the Manage Archive Objects page (PSARCHOBJDEFN) to group archive records into archive objects.

Navigation:

PeopleTools > **Data Archive Manager** > **Manage Archive Objects**

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This example illustrates the fields and controls on the Manage Archive Objects page.



Manage Archive Objects

Archive Object: GP_RSLT_ARCHIVE Description: GP Core Archive Object

Records in Archive Object Find | View All | First 1-20 of 25 Last

	Base Record	*Archiving Record	Description	*History Record
1	☑	GP_CAL_RUN	Calendar Run Definition	GP_CAL_RUN_HST
2	☐	GP_ABS_EVENT_VW	Absence Event View	GP_ABS_EVT_HST
3	☐	GP_ACM_USER_ADJ	GP User Adj. to Accumulators	GP_ACM_U_AJ_HST
4	☐	GP_CAL_RUN_DTL	Calendar Run Details	GP_CL_RN_DL_HST
5	☐	GP_CAL_RUN_LANG	Calendar Run Definition	GP_CAL_RUNL_HST
6	☐	GP_CAL_RUN_OFF	Off cycle grp in Calendar Grp	GP_CL_RN_OF_HST
7	☐	GP_CAL_RUN_STRM	GP Calendar Group stream	GP_CL_RN_ST_HST
8	☐	GP_GL_DATA	GP GL Transaction Interface	GP_GL_DATA_HST
9	☐	GP_PAYMENT	Payment Processing Results	GP_PAYMENT_HST
10	☐	GP_PAYMENT_FG	Payment Processing Results	GP_PAYMENT_FG_H
11	☐	GP_PSLP_GDE	Payslip Guide Table	GP_PSLP_GDE_HST
12	☐	GP_PSLP_GDE_SEG	Payslip Guide Segment Table	GP_P_GDE_SG_HST
13	☐	GP_PSLP_MSG_WA	Payslip Messages	GP_P_MSG_WA_HST
14	☐	GP_PYE_PRC_STAT	Payee Process Status	GP_PY_PR_ST_HST
15	☐	GP_PYE_SEG_STAT	Payee Segment Status	GP_PY_SG_ST_HST
16	☐	GP_PYMT_BNK_TBL	Bank Payment Table	GP_PMT_BK_T_HST
17	☐	GP_RSLT_ABS	Absence Data Table - Daily	GP_RSLT_ABS_HST
18	☐	GP_RSLT_ACUM	Accumulator PIN Results	GP_RSLT_ACM_HST
19	☐	GP_RSLT_DELTA	Retro Deltas	GP_RSLT_DLT_HST
20	☐	GP_RSLT_ERN_DED	Result Table for ERN and DED	GP_RSLT_E_D_HST

Use this page to view the tables and associated history tables defined for the delivered archive objects.

See “Using PeopleSoft Data Archive Manager, Managing Archive Objects” in *PeopleTools: Data Management* product documentation.

Manage Archive Templates Page

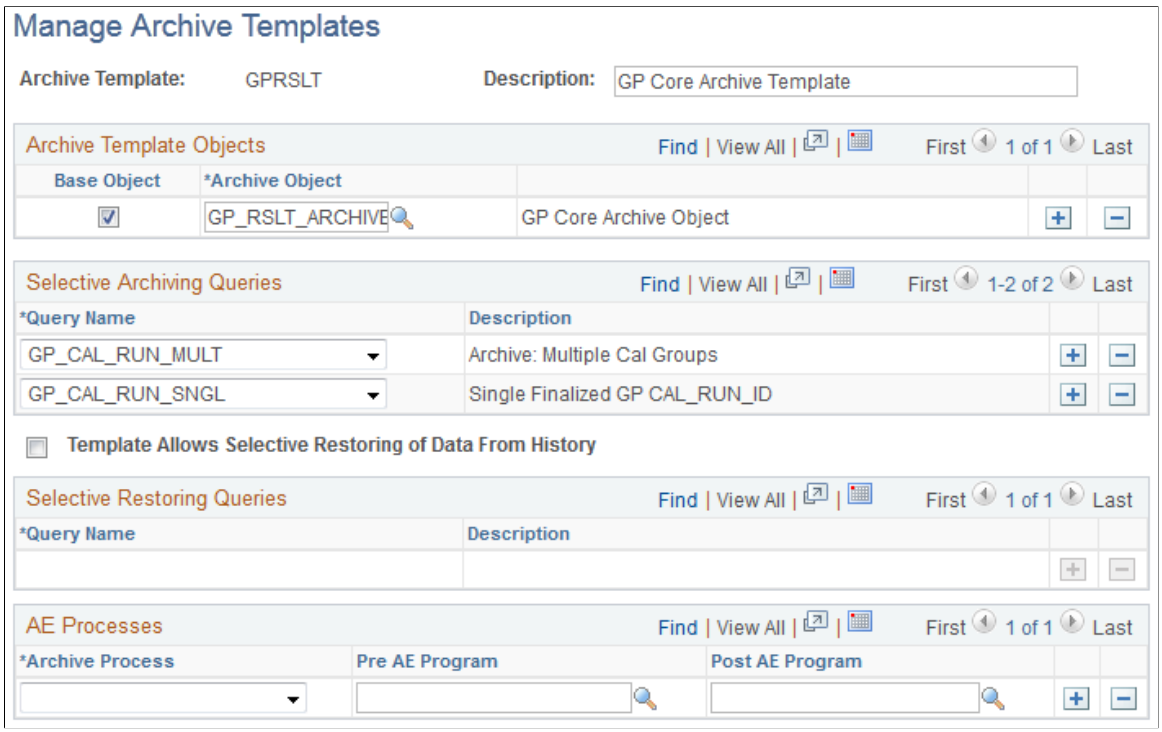
Use the Manage Archive Templates page (PSARCHTEMPDEFN) to define archive templates.

Navigation:

PeopleTools > Data Archive Manager > Manage Archive Templates > Manage Archive Templates

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This example illustrates the fields and controls on the Manage Archive Templates page.



Use this page to view the archive objects and archiving queries associated with the delivered archive templates.

See “Using PeopleSoft Data Archive Manager, Managing Archive Templates” in *PeopleTools: Data Management* product documentation.

Running the Data Archive Manager

Pages Used to Run the Data Archive Manager

Page Name	***Definition Name***	***Usage***
Archive Data To History Page	PSARCHRUNCNTL	Define archive jobs.
Define Archive Query Binds Page	PSARCHRUNQRYBND	Define the archive query bind variables for the archiving process.
Archive Run Control Details Page	PSARCHEXAMRUNCNTL	View details about the data you are archiving.
Audit Archiving Page	PSARCHIVEAUDIT	View the results of an archive job.

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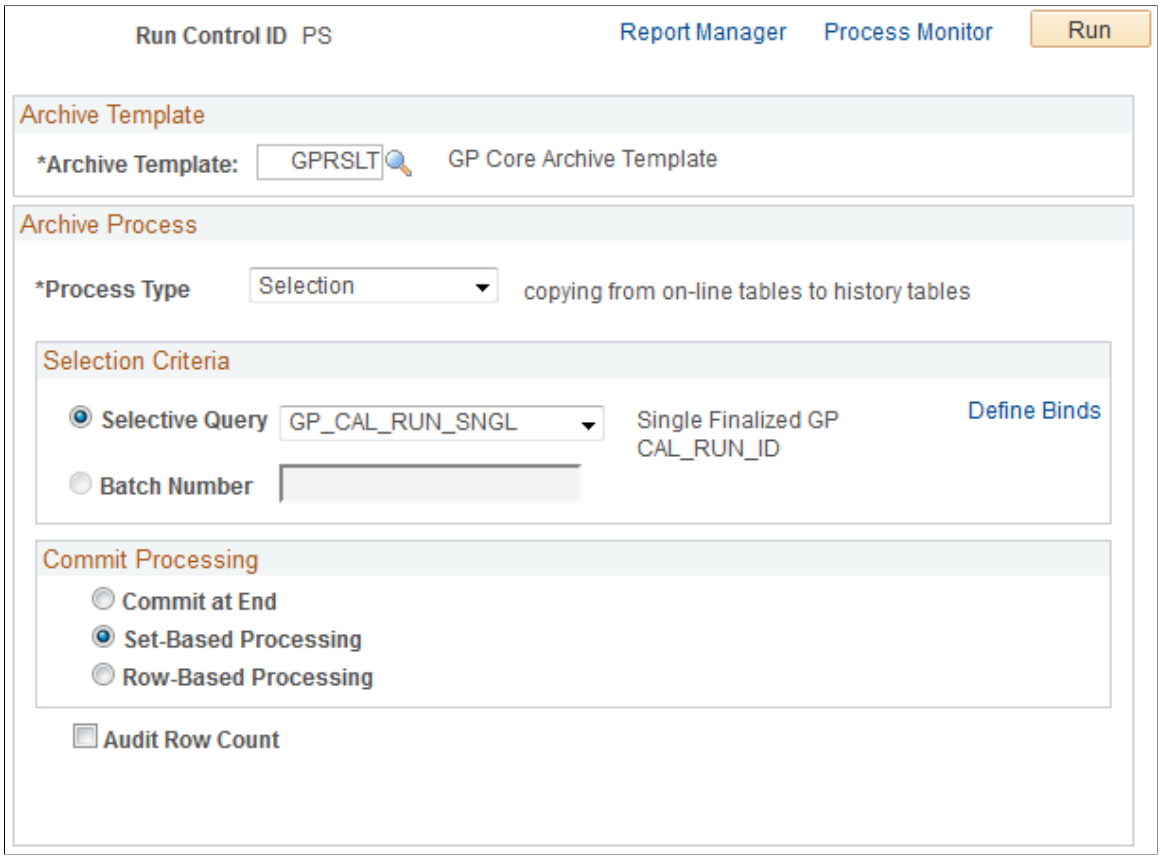
Archive Data To History Page

Use the Archive Data To History page (PSARCHRUNCNTL) to define archive jobs.

Navigation:

PeopleTools > Data Archive Manager > Archive Data To History

This example illustrates the fields and controls on the Archive Data To History page.



Data Archiving Processes

You can use the Archive Data To History page to run four different processes:

- *Selection:* Copies data from transaction tables to history tables.
- *Delete:* Deletes data from transaction tables only if they have already been archived in the history tables.
- *Rollback:* Copies data from history tables back to transaction tables.
- *Remove from History:* Deletes data from the history tables.

Note: Typically you will use only the *Selection* and *Delete* processes during your regular data archiving activities.

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Archiving Global Payroll Data

To archive Global Payroll data:

1. Select the archive template you want to use.
2. Select a process type of *Selection* to copy data from the Global Payroll result tables to their corresponding history tables.
3. To archive data for a single calendar group, select the GP_CAL_RUN_SNGL selective query.

   To archive data for multiple calendar groups, select the GP_CAL_RUN_MULT selective query.
4. Click the Define Binds link to access the Define Archive Query Binds page where you select a calendar group and country as bind variables for the archive process. If you are using the GP_CAL_RUN_MULT query, the archive process selects the data for all calendar groups finalized on or before the date defined for the calendar group ID that you select.
5. Click Run to initiate the selection process.
6. Use the Audit Archiving page to confirm the results of the selection process.
7. Return to the Archive Data to History page.
8. Select a process type of *Delete* to delete the data you just copied to history tables.
9. Select the batch ID of the selection process you ran.
10. Click Run to initiate the deletion process.
11. Use the Audit Archiving page to confirm the results of the deletion process.

See the product documentation for *PeopleTools: Data Management*.

Define Archive Query Binds Page

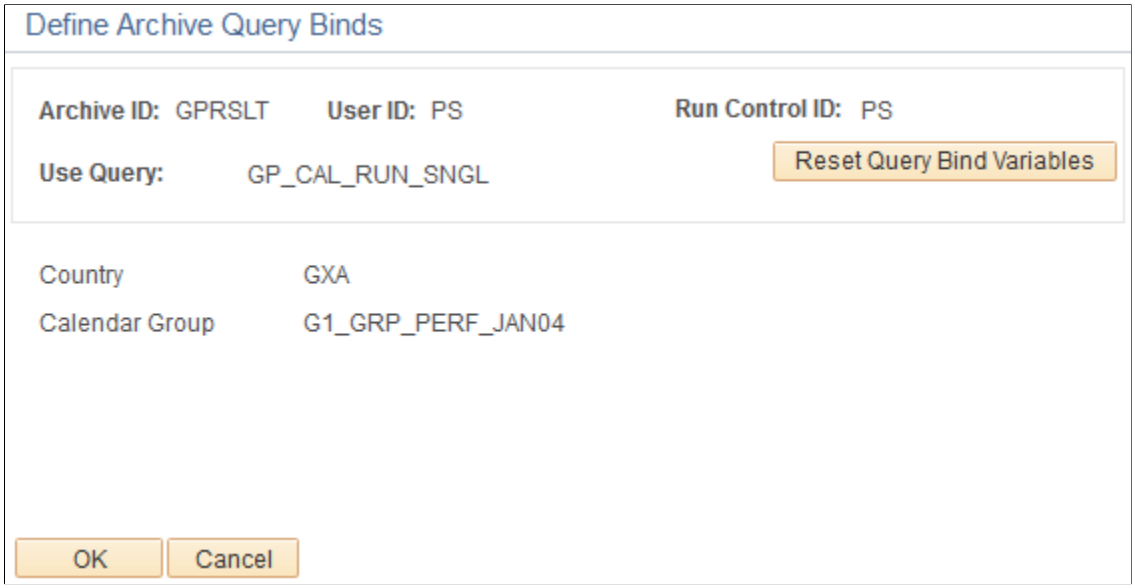
Use the Define Archive Query Binds page (PSARCHRUNQRYBND) to define the archive query bind variables for the archiving process.

Navigation:

Click the **Define Binds** link on the Archive Data To History page.

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This example illustrates the fields and controls on the Define Archive Query Binds page.



Click the **Reset Query Bind Variables** button to select a country and calendar group as bind variables for the data archive process. Once you select a country and calendar group, the **View Details** link becomes available on the Archive Data to History page that enables you to view the information to be archived.

See the product documentation for *PeopleTools: Data Management*.

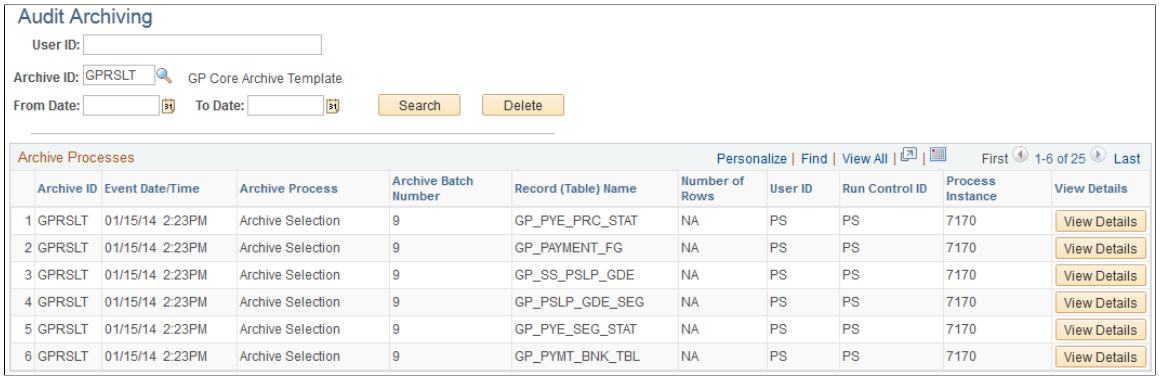
Audit Archiving Page

Use the Audit Archiving page (PSARCHIVEAUDIT) to view the results of an archive job.

Navigation:

PeopleTools > **Data Archive Manager** > **Audit Archiving** > **Audit Archiving**

This example illustrates the fields and controls on the Audit Archiving page.



Use this page to view the results of your archive jobs.

See the product documentation for *PeopleTools: Data Management*.

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Chapter 60

Global Payroll Queries

Delivered Queries

This table lists all queries delivered with PeopleSoft Global Payroll:

Query	*Description*	*Search Keys*
GP_ELEMENTS	Lists all elements for a specific country. You can further refine the search to include a Category or Element Name. **Note:** Specific instructions on how to run this query are provided in the Viewing Delivered Elements topic of this product documentation. See Understanding How to View Delivered Elements.	• Used By • Country • Category • Element Name
GP_PMT_BY_STATUS	Lists all payees by a given payment status.	Payment Status
GP_RESULTS_ACM	Displays all accumulator results for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_ABS	Displays all of the absence results for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_ACM_USER_ADJ	Displays all of the adjustments made to accumulator values for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name

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Query	*Description*	*Search Keys*
GP_RESULT_DELTA	Displays all of the retro deltas for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_ERN_DED	Displays all earning and deductions results for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_MESSAGES	Displays all batch processing messages for a given calendar group.	• Calendar Group • Pay Group • EmplID
GP_RESULT_PAYMENT	Displays the results from running the banking process for a given calendar group.	Calendar Group
GP_RESULT_PIN	Displays the supporting elements results for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_PI_DATA	Displays the positive input results for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_PI_SOVR	Displays the supporting elements for positive input for a given calendar group.	• Calendar Group • Pay Group • EmplID • Element Name

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Query	*Description*	*Search Keys*
GP_RESULT_PRC_STAT	Displays the process stat record for a given calendar group.	• Calendar Group • Pay Group • EmplID
GP_RESULT_SEG_STAT	Displays the segment stat records for a given calendar group.	• Calendar Group • Pay Group • EmplID
GP_SET_ERNDED_END_DATE	Lists payees whose assigned earnings or deductions had an end date change for a given calendar group.	Calendar Group

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Chapter 61

Global Payroll Reports

Global Payroll Reports: A to Z

The table in this topic lists the PeopleSoft Enterprise Learning Management reports, sorted by report ID.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*.
- *PeopleTools: SQR Language Reference for PeopleSoft*

For samples of these reports, see the Report Samples that are published with this online documentation.

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GP000001 Payroll Results Register	There are three versions of the Payroll Results Register report: • Employee Detail Report: Displays, by payee, detailed results of a payroll calculation for each segment. Produce after you calculate or finalize a payroll run. • Employee Summary Report: Displays, by payee, summary results of a payroll calculation for each segment. Produce after you calculate or finalize a payroll run. • Organizational Summary Report: Summarizes earning and deduction totals by department. Run this report after you calculate or finalize a payroll run. For all three versions, a payroll status of *Open* or *Finalized* appears at the top of the report.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Payroll Results Register** > **Payroll Results Register**	GP_GPSQR01_PNL
GP000002 Absence Results Register	Similar to the Payroll Result Register, but shows the results of a calculated or finalized absence run.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Absence Results Register** > **Absence Results Register**	GP_GPSQR01_PNL
GP000004 Payee Messages	Displays any payee messages generated from a payroll run.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Payroll Messages** > **Payroll Messages**	GP_GPSQR04_PNL

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GP00PK01 Compare Report	Enables you to see what elements will be updated or changed when you apply a rule package. Use this information to decide whether to upgrade a specific element.	**Set Up HCM** > **Product Related** > **Global Payroll & Absence Mgmt** > **Elements** > **Manage Global Payroll Packages** > **Apply Rule Package** > **Package Processing** Select the **Create Compare Report** check box on the Package Processing page and click the **Process** button to generate the report.	GP_PKG_T_RUNCTL
GPGENRPT User-designed generic report, no standard report name.	Define additional runtime parameters and run generic reports.	**Global Payroll & Absence Mgmt** > **Absence and Payroll Processing** > **Reports** > **Create Generic Reports** > **Generic Report**	GP_GENRPT_RC

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