Oracle Fusion Cloud Global Payroll

How do I create payroll elements?

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Chapter 1
Understanding Elements

1 Understanding Elements

Overview of Elements

Elements are the building blocks of payroll and benefits.

Use payroll elements to determine the payment of base pay, benefits, absences, and other earnings and deductions.

Use the **Elements** task to create additional elements and the associated objects required to support their processing.

You can create as many earnings and deduction elements as you require.

Before You Start

Before you create elements for payroll processing, use the **Features by Country or Territory** task and set the country extension to **Payroll**, so that you use the appropriate template that generates all the items required for payroll processing. If the country extension is set to **Human Resources** or **None**, you use a basic template that generates the elements only.

Predefined Elements

Your implementation may include a few predefined elements, usually for legislative tax deductions. Predefined elements are specific to your country or territory. You can't make any changes to these predefined elements. However, you must create eligibility records for them.

Element Classifications

Element classifications, which vary by country or territory, control the element template questions you answer to define the element.

Primary Classifications

Primary classifications, such as Involuntary Deductions, control processing including the sequence in which elements are processed and the balances they feed. They are designed to meet legislative requirements of your country or territory, and you can't change them.

Secondary Classifications

Secondary classifications are subsets of the primary classifications and are used to manage wage basis rules for deductions and taxes. You can't remove or change any predefined secondary classifications nor disable any of the predefined balance feeds created for them. However, you can define secondary classifications to feed your own user-defined balances.

Element Subclassifications

Subclassifications provide a way to feed balances. Elements can have only one primary and secondary classification, but multiple subclassifications. Create subclassifications or use the predefined ones. You can specify that a subclassification automatically applies to every element in the primary classification.

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Each subclassification belongs to one primary classification only. If you reuse a subclassification name under different primary classifications, it's treated as a separate subclassification. And you must create separate balance feeds for each subclassification.

Element Category

When you create an element, either a default value is selected in the **Category** field, based on the selected primary classification, or you can select a category from a list of values that are determined by the primary classification.

The element category indicates whether the element is maintained using the standard element feature or the payroll calculation solution.

Element Templates

When you create an element, your selection of the element classification and category determines the questions on a predefined template. Use the element template to create an element. The template includes questions that prompts you for information that's used to create the element and the necessary payroll objects associated with the element. Submitting the template generates an element, which you can edit, as required.

The exact scope of each element template, including the questions displayed on the Elements page, is controlled by several factors, such as, the country extension and payroll license status of the user.

If you select an element classification, such as Standard Earnings, Supplemental Earnings, Direct Payments, or Taxable Benefits, the basic template creates input values for Amount, Periodicity, and Full-Time Equivalent.

Configure any of the generated items to match your specific business requirements. For example, you can add input values, edit the formulas, or add a status processing rule to use a different formula for certain assignment statuses.

Create at least one element eligibility record for all predefined and newly created elements.

Payroll Element Dates

This topic explains an element's latest entry dates and element duration dates. determines how element entries process after a person is terminated or transferred to another payroll.

Element's Latest Entry Dates

An element's latest entry date determines how element entries process after a person is terminated or transferred to another payroll. This table lists the predefined options. You can create others that fit your business needs.

Option	Description
Final Close Date	Select this option if you want the element to stay open for entries beyond a person's last day worked. For example, you may want the element to stay open to pay a severance package.
Last Standard Earnings Date	Select this option to stop all element entries on the date the person leaves. You can use this option for recurring entries, such as salary. If you select this option, also select proration for the element. This ensures that the element is processed up to this date, even if it isn't active at the end of a payroll period.

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Option	Description
Last Standard Process Date	Select this option so that the payroll application can set the value of the last standard process date to the last day of the pay period in which the person is terminated. However, you can set it to a later period when you terminate the person. The application stops all element entries on the last standard process date or on the date the assignment ends, if it's earlier.

Element Duration Dates

Element duration dates control when element entries for an employee start or end. View and manage these dates on the Manage Payroll Relationships page when you hire, terminate, add, or transfer an employee's payroll.

The Payroll Relationships page shows different duration dates for the two employment heirarchy level sections as given here:

- The Assignment section shows the dates associated with the assigned payroll.

- The second section shows dates associated with the assignment itself. Information in this section overrides information in the section for the assigned payroll.

Factors that Determine Date Values

This table provides details of the various dates and how their values are determined.

Element Dates and How They Are Determined

Date Name	Description
First Standard Earnings Date	This is the date when standard earnings start accumulating. It is generally the Hire Date or the effective date of the change when you add a payroll or effect a payroll transfer.
Last Standard Earnings Date	This is the date when standard earnings stop accumulating. It is generally the Termination Date or the last day of the payroll period or one day before transfer date when you effect a payroll transfer.
Last Standard Process Date	This is the last day of the payroll period. It is generally the last day of the pay period in which the person is terminated. The application stops all element entries on the last standard process date or on the date the assignment ends, if it's earlier.
Final Close Date	This is the last date a supplemental payroll process can include element entries. You can manually set this date to limit the length of time that element entries are open for processing, such as the date on which processes skip terminated assignments. You must set the final close date to end a payroll record.

Most of these dates are set automatically as per an action you take, but you can edit the Last Standard Process Date and the Final Close Date and enter a value that suits your requirement.

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Element Eligibility

Use element eligibility to determine which people are eligible for an element. To determine eligibility,select the criteria that people must receive entries of the element.

These examples show how you can define element eligibility and restrict who can receive an element entry.

- Your enterprise provides company cars only to people in the sales or customer support departments. Create two eligibility records and use the Department field to specify the eligibility criteria. Select Sales Department for one record and Customer Support for the second record.

- Your enterprise offers a production bonus to people who work full-time in production and are on the weekly payroll. You create one eligibility record and select Full-time regular in the Employment Category field, Production in the Department field, and Weekly in the Payroll field.

Define at least one element eligibility record for every predefined element and each element you create.

> **Note:** Create an eligibility record for the statutory deduction elements like Tax before you start hiring workers.

Eligibility Criteria

This table lists the criteria you can use to define element eligibility rules.

Element Eligibility Criteria

Level	Available Criteria
Payroll Relationship	Payroll Statutory Unit Relationship Type
Assignment	Legal Employer Department in which the person works Job, for example, associate professor or secretary Grade Employment Category People Group > **Note:** You set up all the people groups appropriate for your enterprise. For example, you could group people by company within a multicompany enterprise or by union membership. Location of person's office

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Level	Available Criteria
	Position
	Payroll
	All Payrolls Eligible
	Note: Define eligibility rules based on the payroll criteria for all assignment elements such as salary. Select the 'All Payroll Eligible' option if your company doesn't have eligibility rules based on an employee's payroll. The 'All Payroll Eligible' option ensures all employees who are assigned to a payroll will be eligible for the element.
	Bargaining Unit
	Collective Agreement
	Union Member

Define element eligibility for every element, including predefined elements and indirect elements. If you want the element to be available to all workers, add an eligibility name and save the element eligibility record with no additional criteria selected. This is the usual practice for compensation and benefit elements where you decide eligibility using eligibility profiles.

Multiple Rules of Eligibility

You can define more than one eligibility record for each element, but there must be no overlap between them.

For example, you can create one record for the combination of grade A and the job of accountant. However, you can't create one record for grade A and a second for the job of accountant. These rules would imply that an accountant on grade A is eligible for the same element twice.

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

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2 Element Calculation

Calculation Rules Supported by Element Template

Select the calculation rule appropriate for your element, to control which input values or value definitions are created for the element, the predefined formula associated with the element, and so on.

For example, when you create an allowance element that's based on a percentage of earnings, select the Percentage calculation rule.

This table lists the calculation rules supported by the element template.

Calculation Rules for Elements

Name	Description
Days * Rate (Including Days rule)	Select this rule for absence payments that are paid based on the number of days an employee is absent. The element formula multiplies the number of absence days by the applicable rate.
Flat Amount	Select this rule when a flat payment or deduction amount is entered for an employee. Based on the entered amount, the element formula calculates the amount payable each payroll period, based on the payroll frequency of the employee. For example, if you enter an annual allowance amount of $6,000 for an employee, the element will calculate $500 as payable in each monthly payroll period.
Factor	Select this rule for earnings or deductions that are calculated based on a factor, using rates. For example, a company pays shift payments that are calculated as a factor of 0.05% of the employee's salary.
Hours * Rate (Including Hours rule)	Select this rule for employees that are paid based on the number of hours submitted on a time card. The element formula multiplies the number of hours entered for the employee by the applicable rate.
Percentage of Earnings or Percentage of Deductions	Select this rule for earnings or deductions that are calculated based on a percentage. For example, a company pays car allowance payments that are calculated as 5% of the employee's salary. This type of element creates a balance called <ELEMENT_NAME> Eligible Comp. The predefined element formula uses this balance for the percentage calculation. Add balance feeds to this balance to meet your business requirements. For example, apply the salary element to this balance when the percentage calculation is based on the salary of the employee.
Other Units	Select this rule for payments that are based on number of units such as mileage or piecework rates. The element formula multiplies the number of units entered for the employee by the applicable rate.

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Frequency Rules for Recurring Elements

Use frequency rules to process a recurring element at a frequency other than the one you defined for the payroll.

Here are some examples of how you can use frequency rules to process a recurring element at a frequency other than the one you defined for the payroll.

- For employees that are paid on a weekly basis, define frequency rules to process the monthly deduction in the third payroll period of the month.

- For employees that are paid on a semimonthly payroll, define frequency rules to process the monthly deduction in the second period of the month only.

Column headers dynamically display on the Element Summary page based on the frequency period. For example, if the payroll period is weekly, the column headers are Week 1, Week 2, and so on. To control how often to process the element, select the periods you want.

Control the Processing of Recurring Elements

The Date field on the Element Summary page provides three values. This table explains the three options you can use to control the processing of recurring elements.

Date Options for Recurring Elements

Field Value	Description	How Pay Periods are Derived
Date Earned	Date on which the application processes element entries for the payroll run.	Uses the pay period end date of the period that contains the date earned to determine the number of pay periods in the month.
Effective Date	In this context the effective date is the date on which the payments are processed. In most cases this is the date between the first day and last day of the payroll period.	Uses the pay period end date of the period that contains the effective date to determine the number of pay periods in the month. For offset payrolls, where the effective date isn't within the start and end dates of the current period, the end date of the period that contains the effective date is used. For example, you have an offset payroll where the period start date is 01-February, the end date is 14-February, and the effective date for the process is 16-February. In this case the actual period end date is 28-February because the effective date (16-February) is between 15-February and 28-February.
Payroll Run Date	Date used by the payroll calculation process to retrieve effective values such as employee details.	Uses the payroll run date to determine the number of pay periods in the month.

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Field Value	Description	How Pay Periods are Derived
		While the payroll run date is essentially the same as the effective date, the frequency rules process uses a different method to determine the number of the period in the month.

Example of Using the Payroll Run Date Option

Let's say you deduct pre-tax medical insurance payments twice a month for all employees on your biweekly payroll. In this scenario, you should select the **Payroll Run Date** option. Selecting this option ensures your payroll application doesn't process more than two deductions for the month.

The pay period dates listed in this table are for a biweekly payroll.

Example of Using the Payroll Run Date Option

Pay Period	Pay Period Start Date	Pay Period End Date	Payroll Run Date
1	19-December-2015	1-January-2016	6-January-2016
2	2-January-2016	15-January-2016	20-January-2016
3	16-January-2016	29-January-2016	3-February-2016

This table describes how the process determines the number of deductions taken for each of the date values when you process your January payroll.

Number of Deductions for Each Date Value

Date Value	Date Used to Derive the Number of Pay Periods	Number of Deductions Taken for January
Date Earned	Pay period end date	3
Effective Date	Pay period end date	3
Payroll Run Date	Payroll run date	2 Deductions are taken out for the first two pay periods only since the payroll run date for the third pay period is in February.

Element Frequency Rules for Terminated Employees

When you terminate an employee, the following happens:

- The application normally ends the payment of recurring elements such as salary, therefore frequency rules can't be applied.

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- The application processes frequency rules in the payroll period in which the employee terminates but these rules aren't processed in subsequent payroll periods.

- Use element entry start and end dates to control the frequency of recurring elements for terminated employees.

Retroactive Processing of Elements

Retroactive processing ensures that your payroll run for the current period reflects any backdated payments and deductions from previous payroll periods.

A retroactive event group defines the types of changes that trigger a retroactive event notification.

If you are creating a new element and you want to enable retroactive processing by attaching an event group from the elements template itself, do these steps:

1. On the Create Element: Additional Details page, select **Yes** for the following question: Is this element subject to retroactive changes?
2. Select the predefined Retro event group or a new group that you created.

However, if you want to have a different element pay the retroactive adjustment. follow these steps:

1. On the Retroactive Components page, create a full retroactive calculation with a reprocess type of **Reprocess** and choose **Yes** for the default component.
2. In the Retroactive Pay Elements section of the Retroactive Components page, create an entry and enter effective dates, select an adjustment type of **Standard**, and choose the target element of the results element that you want the retroactive pay process to use when creating a retroactive entry.

Exclude Retroactive Element from the Retroactive Pay Process

If you've enabled the element for retroactive pay and you no longer want it included in the process, follow these steps to prevent it from being considered in the process comparison:

1. On the Element Additional Details page, remove the two retroactive components rows.
2. On the Event Groups page, remove the event group.

To process an element in a retroactive payroll run, the element must have retroactive components that define the processing rules. These steps remove these defined processing rules and disable event notifications.

Rate Conversion Rules

Conversion rules apply to earnings classification elements, including standard, supplemental, absence, and time elements.

Use one of these approaches to specify conversion rules.

- Periodicity, if you select a calculation rule for flat amount, hours multiplied by rate, or days multiplied by rate.

- Work Units if you select flat amount calculation rule for a standard or supplemental earnings element.

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- Proration, if the element is subject to proration.

Unlike earning elements, absence and time card elements don't have element input for conversion rules. To edit the conversion rules for such elements after they're created, do these steps:

1. On the Calculation Value Definitions page, search for and select the time card element.
2. Change the default value for the rate conversion rule from Standard Rate Annualized to Periodic Work Schedule Rate Annualized.

This table describes the predefined conversion or formula rules.

Predefined Conversion or Formula Rules

Conversion Rule	Calculation
Standard Rate Annualized	Converts the source amount and periodicity to an annual value using default values of 2080 hours, 260 working days. Converts the amount to the required periodicity and rate.
Standard Rate Daily	Calculates a daily rate using the default value of 260 working days. Converts the amount to the required output periodicity and rate.
Standard Working Hours Rate Annualized	Converts the source amount and working hours to an annual value using the person's standard working hours. Calculates the rate. Scenario: The person works 40 hours a week with a monthly salary of 1000 US dollars. Calculation: ((1000*12) / (40.00*52) = 5.77 an hour
Assignment Working Hours Rate Annualized	Converts the source amount and working hours to an annual value using the person's working hours. Calculates the rate. Scenario: The person works 40 hours a week, with a 37.5 standard working hours a week, and a monthly salary of 1000 US dollars. Calculation: ((1000*12) / (37.50*52) = 6.15 an hour
Periodic Work Schedule Rate Annualized	Converts the monetary value and work schedule to an annual value. Uses the person's work schedule for the payroll period for daily and hourly conversions. Calculates the rate. Scenario for a person assigned a monthly payroll: • The person has a monthly salary of 1000 US dollars.

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Conversion Rule	Calculation
	• The formula checks the work schedule details for the month. • Daily conversion calculation: 1000 a month / 20 days in the month = 50 per day. For a person who isn't assigned a payroll: The calculation uses the weekly rate and converts the result to an annual amount. The calculation then divides the annual amount by the number of days or hours in that week, according to the work schedule.

If you chose **Other Units** for reporting and select **Yes** for the question 'Does this element have a default rate definition?', you must select a predefined **Rate Name** for effecting the calculations.

Work Schedule Calculations

For the **Periodic Work Schedule Rate Annualized** rule, the formula determines whether a work schedule exists for a person. The calculation begins at the assignment level and continues in the mentioned order until it finds a schedule.

- Assignment
- Position
- Job
- Department
- Location
- Legal Employer
- Enterprise

Consider these conditions to accurately calculate elements for a payroll period:

- Confirm that a work schedule assigned to a person exists at the start date of the payroll period in which you're paying the person.
- If a person has multiple assignments, create the work schedule at assignment level.

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3 Element Proration

Overview of Element Proration

Use proration to calculate proportionate amounts for recurring elements when payroll-relevant data changes during a payroll period.

Examples of such scenarios include a person joining the enterprise or a mid-period pay increase. Proration creates two payroll run results. The first run result is for the payroll period up to the day before the event. The second one is from the date of the event to the end of the period. When you create an element, you specify its proration event group and the calculation method.

Use proration rate conversion rules to specify a different rule than that used for periodicity. For example, you prorate based on calendar days when using work units for conversion.

To set up element proration, complete these tasks:

- Review the predefined proration event group to ensure that it includes changes you want to track. You can optionally update the event group or create a new group.

- Create an element and enable proration processing for an element.

Review the Predefined Event Group

When you create or update a recurring element, you can make it subject to proration.

1. On the Home page, click the **Event Groups** task under **My Client Groups > Show More > Payroll**.
2. Search for the predefined event group, **Entry Changes for Proration**.
3. Review the type of changes that automatically trigger proration for the elements associated with this event group.

Edit this group or create a new event group for the element, if required. For example, you might want to add changes to calculation cards or assignments.

Enable Proration Processing for an Element

To enable proration, complete these steps.

1. On the **Create Element: Additional Details** page, select **Yes** for the following question, 'Is this element subject to proration?'
2. Select the predefined event group, **Entry Changes for Proration**, or the new group you created.
3. Select a **Proration Unit** and **Proration Rate Conversion Rule**.
4. Select a Proration Conversion Rule formula.

If the predefined conversion rules don't meet your requirements, you can create a user-defined formula.

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Create Conversion Formula for Proration

The predefined proration formula **GLB_EARN_PRORATION** controls how the payroll calculation prorates an element entry when it encounters an event. This could happen when there's a change to an element entry value.

You can copy and edit a predefined proration formula to modify the calculation. Then, you can select the user-defined formula as the proration formula for your element.

Create a Formula

You must create a modified rate conversion before you create its related proration conversion rule.

1. Select the formula type **Payroll Run Proration**.
2. Search for and copy the predefined **Proration Using Rate Conversion Rule** formula.
3. Add the suffix underscore **_PRORATE** to the name.
4. Update these formula inputs:
    ○ PRORATE_START_DATE (date)
    ○ PRORATE_END_DATE (date)
    ○ SOURCE_PERIODICITY (text)
    ○ DAYS_WORKED (number)
    ○ RATE_CONV_FORMULA (text)
    ○ HOURS_WORKED (number)
    ○ IN_AMOUNT (number)
    ○ UNIT_TYPE (text)
    ○ PRORATION_UNIT (text)
5. Add the formula outputs for the element input values.
6. Save, submit, and compile the formula.

Calculation of Prorated Earnings and Deductions

Use the **Elements** task and create an earnings or deduction element, and select a proration conversion rule to calculate standard or supplemental earnings.

You can also calculate prorated earnings based on calendar days or work schedules.

Prorated Deduction Calculations

Typically, you don't prorate deductions based on a percentage of earnings. You might prorate fixed rate deductions, such as voluntary deduction for a fitness center membership. In most cases, use the predefined **GLB_DEDN_PRORATION** global proration formula for deductions. For this formula, the proration value is the periodic value multiplied by the number of calendar days in the proration period. This value is then divided by the number of calendar days in the payroll period.

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Prorated Earnings Calculations

Creating a recurring earnings element automatically associates it with a predefined proration formula **GLB_EARN_PRORATION**. The proration formula determines how to prorate earnings in the proration period based on the proration calculation method you select.

As a guideline the global formula doesn't prorate:

- Nonrecurring elements
- Earnings elements with a calculation rule of unit multiplied by rate, if rate and hours are entered in the element entry.

Note: Some predefined legislations provide a different default proration formula and rules.

The following examples show how proration calculations are performed on earnings calculations, based on calendar days or work schedules.

Earnings Calculation Based on Calendar Days

The formula calculates proration results as shown in this table.

Examples of Earnings Calculation Based on Calendar Days

Earnings Calculation Based on Calendar Days	Proration Calculation
Standard Rate Annualized rule Daily proration units	Calendar days in proration period multiplied by annual pay and divided by annual calendar days
Example: 1. Assign a person to a monthly payroll for a salary basis of 25,000. 2. Update the salary on 10 December, 2013 to 30,000. 3. Calculate the December monthly payroll.	(9 * 25000) / 365 + (22 / * 30000) / 365 = 616.44 + 1808.22 = 2424.66 The proration formula calculates 2 proration periods with 9 calendar days in the first proration period, and 22 in the second period.
Standard Rate Daily rule Daily proration units	Total pay divided by calendar days in the payroll period and multiplied by calendar days in the proration period.
Example: 1. Hire a person to a weekly payroll in the middle of the payroll period. 2. Employee works 3 calendar days and receives a location allowance of 500.	(500 / 7) * 3 = 214.29 The proration formula calculates the employee's location allowance for the 3 days.

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Earnings Calculation Based on Work Schedule

The formula calculates proration results as shown in this table. If no working hours are defined, the proration formula checks the assignment definition for the number of working hours and frequency. If no information is found, the formula uses 40 as the number of working hours and 5 as the number of days for the work week.

Examples of Earnings Calculation Based on Work Schedule

Proration Conversion Rule and Proration Units	Proration Calculation
Periodic Work Schedule Rate Annualized rule Workday proration units	Work schedule days in proration period multiplied by annual pay and divided by 260 days, the default number of annual working days. A day in a work schedule is a 24 hour period.
Example: 1. Hire a person to a monthly payroll for an annual salary basis of 25,000. 2. The employee works 5 days a week, Monday through Friday. 3. Increase the monthly salary to 30,000 effective 10 December 2013. 4. Calculate the December monthly payroll.	(6 * 25000) / 260 + (16 * 30000) / 260 = 576.92 + 1846.15 = 2423.07 The proration formula calculates 6 working days from 1st December to 9th December, and 16 working days from 10th December to 31st December.
Periodic Work Schedule Rate Annualized rule Hourly proration units	Work schedule hours in proration period multiplied by the annual pay and divided by 2080, the default number of annual working hours.
Example: 1. Employee assigned to a weekly payroll receives an annual salary basis of 25,000. 2. Increase the salary to 30,000 effective 10 December, 2013. 3. The employee works 10 hours a day from 9 December to 12 December. 4. Calculate the weekly payroll for the week 8 December to 14 December.	(10 * 25000) / 2080 + (30 * 30000) / 2080 = 120.19 + 432.69 = 552.88 The proration formula calculates 2 proration periods, with 10 working hours for the first period, and 30 for the second period.

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Create Elements

4 Create Elements

Create a Payroll Earnings Element

This example illustrates how you can use the elements template and create a regular earnings element, such as salary.

After you create the earnings element, you must create at least one eligibility record for it.

Follow these steps to use the elements template and create an earnings element for payroll.

1. On the Home page, click the **Elements** quick action under the **My Client Groups** tab.
2. On the Elements page, click **Create** and complete the fields as shown in this table.

   Elements Basic Information

Field	Value
Legislative Data Group	Your Legislative Data Group
Primary Classification	Standard Earnings
Secondary Classification	Regular
Category	Standard

3. Click **Continue**.
4. Enter a name and other basic details, then respond to the questions as shown in this table.

   You can enter up to 50 characters for the element name. If you enter more than 50 characters, the task automatically shortens the name.

   Details of New Element

Question	Answer
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Earning Date If you select this date, you must enable proration, so the calculation is correct if a person leaves prior to a pay period end date.
At which employment level should this element be attached?	Assignment

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Question	Answer
Does the element recur each payroll period, or does it require explicit entry?	Recurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of the element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Process and pay with other earnings

5. Click **Next**.
6. On the Additional Details page, complete the fields, as shown in this table.

   Element Info on Additional Details Page

Question	Answer
What is the calculation rule?	Flat Amount
What is the default periodicity of this element?	Calendar Month
Periodicity Conversion Rule	Standard Rate Annualized
Is this element subject to proration?	Yes
Proration Group	Entry Changes for Proration
Proration Units	Hourly
Proration Rate Conversion Rule	Standard Rate Annualized
Is this element subject to retroactive changes?	Yes
Retro Group	Entry Changes for Retro

1. Click **Next**. Verify that the information is correct. and click **Submit**.

Create an Eligibility Record

On the Element Summary page, update the newly created element details.

1. In the Element Overview section, select **Element Eligibility** and click **Create Element Eligibility**.
2. On the Element Eligibility name field, enter REGULAR SALARY ELIG.
3. In the Eligibility Criteria section, select All payrolls eligible.
4. Click **Submit**.

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