Oracle Fusion Cloud Human Resources

Administering Oracle Payroll Interface

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Get Help

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Get Help in the Applications

Some application pages have help icons to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

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1 Let's Get Started

Overview of Global Payroll Interface

Oracle Global Payroll Interface (GPI) enables you to capture personal payroll information, such as earnings and deductions, from the Oracle Fusion HCM application, and send the captured information to a third-party payroll provider for processing payroll.

The processed payroll information is subsequently reimported into the Oracle Fusion HCM application for downstream analytics and reporting to meet statutory and legislative requirements.

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

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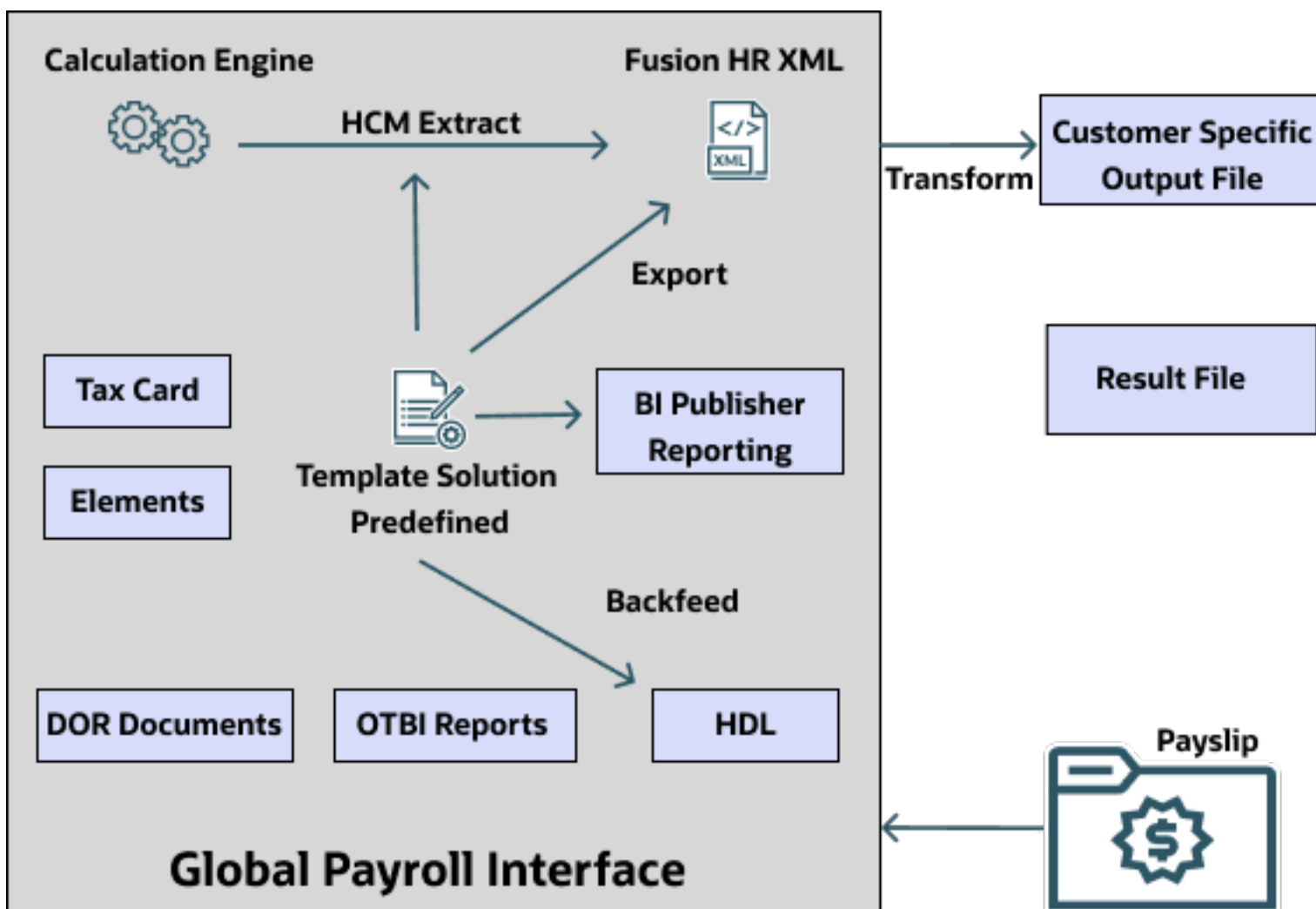
Implementing Global Payroll Interface

The setup steps required for the Global Payroll Interface is dependent on the personal payroll information you configure in your enterprise and the data required by the third-party payroll provider to process the payroll.

Implementation and administration of Global Payroll Interface includes these tasks:

- Implement the personal payroll information required for the third-party payroll provider to process payroll.

- Ensure the format of the outbound data is compatible with the third-party application to ensure smooth integration between the two applications.

- Extract the requisite information from the Oracle Fusion HCM application and send it to the third-party payroll provider.

- Import the processed payroll information into the Oracle Fusion HCM application.

- Generate and maintain analytics and reports.

For more detailed information on the setup steps, refer to **Setup Tasks for Implementing Global Payroll Interface**, topic on the Oracle Help Center.

Extracting Person Payroll Information

You can use HCM Extracts to retrieve data in bulk from the Oracle Fusion HCM application. HCM Extracts has a dedicated interface for specifying the records and attributes to be extracted.

When you create an extract definition, you define blocks, extract records, and data elements. You define what you want to extract, how it is extracted, and how you want to deliver the extracted data. When you submit an extract definition, the application creates a flow that you can run to perform the actual extraction of data.

Oracle Global Payroll Interface application provides you with ready-to-use templates that you can use to extract the information. Use the Extract Definitions task from the Data Exchange work area to either create your own extract definition or use the predefined templates.

Predefined vendor-specific, ready-to-use templates are available for you to extract the requisite information.

Importing Processed Payroll Information

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

- Processed payroll data, such as net pay, general ledger account codes, cost center codes, and so on.

- Notification messages, such as confirmation of number of transactions received or processed, or warning information.

- Pay slips in PDF format.

The application stores the imported data initially to stage tables. After validation happens on the data. HCM Data Loader then loads valid logical objects from the stage tables to the application tables. The payslip PDF files are stored as document of records.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI) or use the delivered reports available for payroll.

Related Topics

- Overview of Payroll Interface Inbound Records
- Overview of HCM Data Loader

Setup Tasks for Implementing Global Payroll Interface

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

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

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

It's expected that Oracle Fusion GPI implementors have some prior background knowledge of Fusion HCM Cloud and are aware of the steps to be performed for various configurations. The required setup steps vary depending on the features that are already configured in your enterprise and the data you want to make available to your third-party payroll provider.

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

Setup Tasks for Implementing Global Payroll Interface

Implementation Tasks List	Task Name	What you must do	Where to Find Information
Prerequisite Tasks for Payroll Setup			
Setup and Maintenance	Create an Implementation Project	Create an implementation project and select the enabled Workforce Deployment offering to generate the initial list of setup tasks required to implement the Global Payroll application.	• How You Use Implementation Projects to Manage Setup • Manage Setup Using Implementation Projects
• Offering: Customer Data Management • Functional Area: Application Extensions	Manage Territories	If you're unable to find a specific country in the Manage Geographies page, create the country. Use this country to set up your organization and other setup tasks. Use the territory code and name to verify geographies, create legal addresses, and select the country extension.	• Create Countries

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Implementation Tasks List	Task Name	What you must do	Where to Find Information
	Select Default Currency	On the Manage Territories page, select the default currency for the country.	• Manage Currencies
Define Common Applications Configuration/Define Geographies for HCM	Manage Geographies	Use the territory code to verify predefined geographies and load any additionally required local geographies. You can import Oracle-licensed data from Loqate, for those countries where the data is available.	• Geographies for HCM
Define Common Applications Configuration/Define Features by Country or Territory	Features by Country or Territory	The country extension setting ensures that certain payroll-related features, such as element templates, work correctly in your implementation. For countries that use payroll interface select the extension Payroll Interface. Select the required address format.	• How Country Extensions are Selected
Define Common Applications Configuration/Define Enterprise Structures for HCM	Manage Legislative Data Groups	Define at least one Legislative Data Group for each country your enterprise operates in.	• Enterprise Structures • Legal Entities, Business Units, and Reference Data Sets • Legislative Data Groups
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Jurisdictions and Authorities for HCM	Manage Legal Addresses	Create legal addresses for all organizational units of the enterprise before you create legal entities.	• What's a legal address?
	Manage Legal Jurisdictions	Review the predefined jurisdictions for your country and create any jurisdictions you require for specific local taxes.	• Overview of Legal Jurisdiction and Authorities • Create Legal Jurisdictions, Addresses and Authorities
	Manage Legal Authorities	All legal entities must be registered against a jurisdiction that is governed by a legal authority. Create legal authorities as required for your country.	
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM	Manage Legal Entity	Create all legal entities that apply to the enterprise you are setting up. Designate the legal entity as a legal employer and as a payroll statutory unit (PSU) for payroll. A legislative data group is associated with a PSU to set the country context for the PSU and hence provide the correct payroll related information for workers.	• Legal Entities • Legal Entities, Business Units, and Reference Data Sets
	Manage Legal Entity Registrations	Define registration details of the legal entity you create. Register them with the appropriate	

Implementation Tasks List	Task Name	What you must do	Where to Find Information
		government or legal authorities for the purpose of claiming and ensuring legal or commercial rights and responsibilities.	
	Manage Legal Entity HCM Information	Manage legal entity HCM information to include statutory components as required.	
Define Common Applications Configuration/Define Enterprise Structures for HCM/Define Legal Entities for HCM/Define Legal Reporting Units for HCM	Manage Legal Reporting Unit	Define legal reporting units (LRU) also known as tax reporting units, to group employee records for tax and social reporting.	• Legal Entities • Legal Entities, Business Units, and Reference Data Sets
	Manage Legal Reporting Unit Registrations	Define registrations details of the LRU and register them with the appropriate government or legal authorities for the purpose of claiming and ensuring legal or commercial rights and responsibilities.	
	Manage Legal Reporting Unit HCM Information	Review the LRU that employs and pays workers. Define statutory requirements as required.	
Define Payroll Legislations	Configure Legislations for Human Resources	Create the legislative rules for your country. Legislative rules govern default values and how you manage employee records in your organization. Configure payroll relationship rule for your country and map a person type to a payroll relationship type. If a person type isn't mapped to a payroll relationship type, you wouldn't be able to capture payroll information for the person type such as salary, element entries, and personal payment methods.	• Legislation • Payroll Relationships
Payroll Setup Tasks			
Define Payroll Legislations	Configure Payroll Legislations	Create the payroll legislative data for your country. Set up elements, balances, and other payroll-related data for implementations.	• Legislation • Payroll Relationships
Define Payroll/Define Earning and Deduction Definitions	• Elements • Element Classifications • Element Eligibility • Element Entries	The application provides many predefined elements that cannot be modified at the implementation level. Define additional elements as required.	• Elements, Earnings and Deductions
	Calculation Value Definitions	Review the tables that hold the rates and values used to calculate earnings, deductions and exemption amounts. Create new calculation definitions as needed.	• Calculation Value Definitions

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Implementation Tasks List	Task Name	What you must do	Where to Find Information
	Payroll Calculation Information	Review the payroll calculation information rules and definitions generated for user-defined elements. These rules and definitions are used for calculation of earnings and deduction amounts.	• Payroll Calculation Information • Payroll Calculation Information Formulas
	Rate Definitions	Review the predefined rate definitions and create new definition as needed. The rate definition can either be a derived rate or a value defined by criteria.	• Rate Definitions
Define Payroll/Define Balance Definitions	• Balance Definitions • Balance Groups • Balance Group Usages • Balance Exceptions • Balance Exception Reports	The application provides many predefined balances. Review the definitions of predefined balances and create new definitions, including assigning dimensions and feeds.	• Payroll Balances
Define Payroll/Define Payment Methods/Set Up Banks, Branches, and Accounts	• Manage Banks • Manage Bank Branches • Manage Bank Accounts	Create and edit banks, branches, and accounts.	• Bank Accounts
Define Payroll/Define Payment Methods	Organization Payment Methods	Review predefined organization payment methods and create new methods and their payment sources.	• Payment Methods • Organization Payment Methods
Define Payroll/Define Pay Frequency	Consolidation Groups	Review the consolidation groups assigned to payroll definitions and create new groups. They let you process the results from more than one payroll in a single action.	• Consolidation Groups
	Time Definitions	Review predefined time definitions and create or update static and dynamic intervals of time.	• Time Definitions
	Payroll Definitions	Create and update payroll definitions that specify the payment frequency, processing schedule, and other parameters.	• Payroll Definitions • Run Types • Pay Frequency • Periodicity
Define Payroll/Define Fast Formulas	User-Defined Tables	Review the predefined table structures and create and update new user-defined table structures.	• User Defined Tables
	Fast Formulas	Review predefined formulas and create new ones to validate or calculate data for payroll.	• Fast Formulas

Other Document References

For more detailed information about the setup tasks and other related applications and tasks, refer to these guides at docs.oracle.com/cloud/latest/globalcs_gs/docs.htm.

- Implementing Global Payroll

- Administering Global Payroll

- Implementing Global Human Resources

- Administering Global Human Resources

- Administering Global Payroll Flows

- Implementing Absence Management

- Implementing Time and Labor

- HCM Extracts

- HCM Data Loading Business Objects

- Implementing Time and Labor

Security Reference

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

- *Securing HCM*
- *Security Reference for HCM*

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2 Payroll Concepts to Understand

Date Effectivity

Effective Dates

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

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

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

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

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

Scenario 1

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

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

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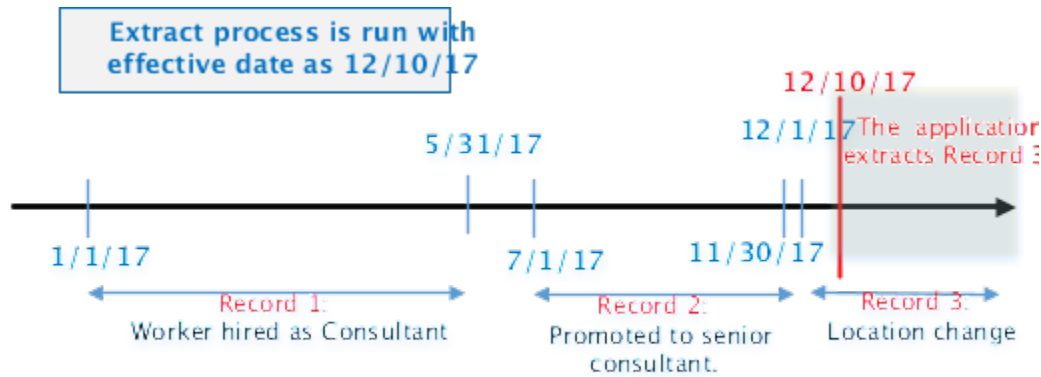
Scenario 2

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

This figure shows which record is extracted when the extract process is run with effective date as 10-June-17:
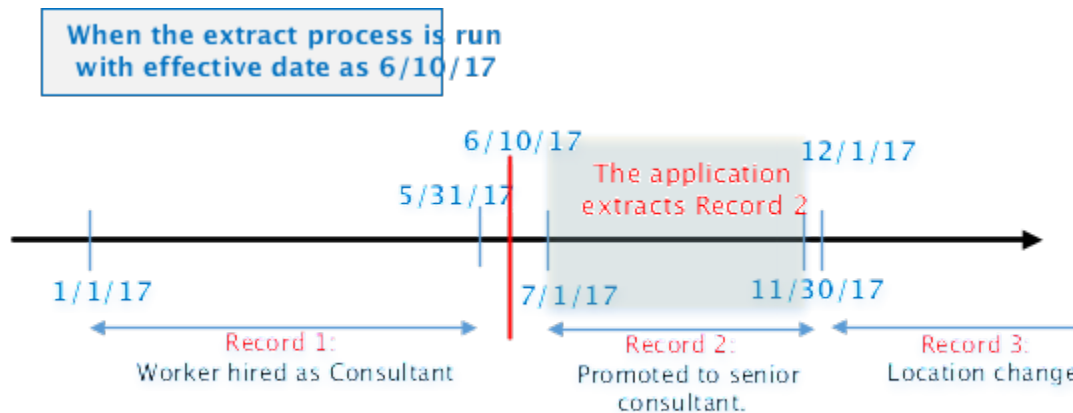
How You Delete Physical Records from Date-Effective Objects

The effect of deleting a physical record from a date-effective object depends on the record's position in the object's history.

Consider the date-effective object, which has three physical records, shown in this table.

Physical Record	Effective Start Date	Effective End Date	Attribute Value
3	15 August, 2022		C
2	30 October, 2021	14 August, 2022	B
1	10 June, 2020	29 October, 2021	A

Intermediate Records

If you delete physical record two, where the attribute value is B, then the object is as shown in this table after the deletion.

Physical Record	Effective Start Date	Effective End Date	Attribute Value
2	15 August, 2022		C
1	10 June, 2020	14 August, 2022	A

If physical records exist both before and after the deleted record, then the deletion adjusts the dates of the surrounding records automatically. The effective end date of the previous record is now the day before the effective start date of this record. This change closes the gap in the object's effective dates.

First or Only Records

In most cases, you can't delete the first or only physical record.

If you can delete the first physical record, then the object exists from the effective start date of the next physical record (30 October, 2010 in this example). If only one physical record exists, then deleting that record is the same as deleting the object.

Final Records

If you delete the final physical record, then the deletion removes the effective end date automatically from the previous physical record (14 August, 2011, in this example).

Country Extensions

How Country Extensions are Selected

Use the Features by Country or Territory task under Payroll in My Client Groups, to select the correct product for your legislations. The country extension setting ensures that certain payroll-related features, such as element templates, work correctly in your implementation.

By default, each country's extension is set to Human Resources or None, which means no payroll product is selected. If you plan to use payroll or any predefined payroll interface extracts for a country or territory, you must set its country extension to the appropriate payroll setting.

The options available for selection is given here.

- Payroll
- Payroll Interface
- Human Resources or None

For some countries or territories, the options available for selection may be restricted.

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Setting the country extension to Payroll ensures that all payroll features function correctly. The other product settings you select control the functions of payroll-related features when you aren't using Global Payroll.

Payroll

The implications of setting the country extension to Payroll are as given here.

- When creating elements, the element templates generate formulas and other associated items that are required for costing or payment processing in Global Payroll.

- The new-hire process includes country-specific features, such as automatic generation of calculation cards for statutory deductions and validation of address formats.

- Payroll definitions require associated organization payment methods. You must select payment methods that include a payment source.

- Defining payment sources requires source banks in Oracle Fusion Financials.

Payroll Interface

The implications of setting the country extension to Payroll Interface is as given here.

- The element templates for creating regular and supplemental earnings elements generate associated objects, such as input values, formulas, and balances. These objects are required for including employee data in the Calculate Gross Earnings process.

  For all other elements, the simplified element templates create only the element and no associated objects.

- The new hire process includes country-specific validations.

- Validations on payroll objects are less restrictive to support sending employee bank information as follows:

  - No requirement for payment sources in organization payment methods

  - No dependency on source banks in Financials

Human Resources or None

The implications of setting the country extension to Human Resources or None is as given here.

- The element templates for creating standard earnings, supplemental earnings, direct payments, and taxable benefits elements with flat amount calculation rule generates the element definition and three input values, such as amount, periodicity and full time equivalent. This template for percentage calculation rule generates percentage input value and factor input value for factor calculation rule. It doesn't generate any other objects, such as fast formulas and balances.

- The element templates for creating the other elements generates only the elements and not the associated objects, such as input values, formulas, or balances.

  You can configure these elements to meet your specific business requirements, such as adding input values and formulas to a compensation element.

- Certain countries or territories have additional country-specific validation.

- Validations on payroll objects are less restrictive, as with the Payroll Interface setting.

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Set up License Type for Country or Territory

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

Complete these steps:

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

Change Address Style and Address Validation Settings

Use the Features by Country or Territory task to control address style and level of address validation for the countries or territories you configure. The values you can set depend on the combination of the country or territory and the selected country extension.

For example, for Canada, you can change the address style from its default value only when you set the country extension to Human Resources or None. You can't change the address style from its default value when you set the country extension to Payroll or Payroll Interface.

Address Styles

The address style you select determines which address attributes are available and maintained in the application. The combination of address style and address validation determines the level of validation.

Depending on the country or territory and the country extension you select, you have one or both of the following address style options. Each address style provides its own validation.

Address Style	What the Address Style Does
Postal Address	This address style provides the fundamental set of address attributes for a country or territory. In some cases, this style adds supplemental attributes. For instance this address style might include general address attributes that aren't relevant, such as State or Postal Code.
Supplemental Taxation and Reporting Address	Enforces validation to attribute changes. For example, this style may add specific validation of postal codes, such as requiring a specific number of characters in a specific sequence.

Use the Features by Country or Territory task to see what's delivered for your country. Each country has a default address style and the choice of the country extension determines whether you can change the default address style.

Address Validation Based on Country Extension

Address validation is the validation of county, city, province, and postal code combinations.

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Employees must have a valid address in order for them to receive their tax card and to ensure the accuracy of their tax calculations.

Address validation is automatically enabled for some license and product extension combinations. For example, for Canada, the default is Supplemental Taxation and Reporting Address. However, the address style and address validation depends on the country extension, as shown in this table.

Extension	Style Enforced	Validation Enforced
Human Resources	No	No
Payroll Interface	Yes	No
Payroll	Yes	Yes

For Canada, if you have chosen to install Human Resources, the value for the Address Style can be modified to either format. If you have chosen to install either Payroll Interface or Payroll, the value for the Address Style can't be modified. It must be set to Supplemental Taxation and Reporting Address. Validations are implemented to enforce that requirement.

Change Address Styles

For most of the predefined countries and territories, the application enforces the address style, preventing you from making changes. However, when the address style isn't enforced, such as a customer-configured legislation, changing address styles can affect validation rules. This might lead to address data integrity and validation issues.

For example, for Canada, if you initially implement Human Resources using the Postal Address style and then later change the country extension to Payroll, you must also change the address style to Supplemental Taxation and Reporting Address. As a result, you must update your existing address data to resolve validation errors.

> **Note:** The Supplemental Taxation and Reporting Address style, once selected, impacts both the Person and HCM Locations address styles. Ensure to test any changes you make to address style or validation for a country or territory before you implement them in a production environment. If you provide data to a third party, such as a payroll or benefit provider, statutory recipients, or financial institutions, you must test the changes. Changes to validation or address styles may result in missing data or unrecognized data.

> **Tip:** Use the Manage Legal Addresses task to review and configure how addresses appear in the application.

Disable Address Validation

Disabling address validation disables any country-specific programmatic validation rules created for a specific country or territory. You can disable address validation on the Features by Country or Territory page.

A country or territory might have rules defined using the Manage Geographies task for validating address structure, format, or values. Disabling address validation doesn't have any impact on the validations you have set up on the Manage Geographies page.

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For some countries, the application prevents you from disabling the programmatic validation. For other countries and territories, when you disable address validation, any existing validation rules for the selected address style, remains in place.

> **Note:** For Canada, when Payroll is the selected country extension, you can't disable the address validation.

For example, suppose you have chosen Human Resources with address validation enabled. During data conversion, you want to temporarily bypass address validation rules to load a batch of worker data. You can achieve this by deselecting the Address Validation check box before loading your data. After loading the batch, if the address validation remains disabled, any new address data you enter later, could be potentially invalid. Errors may occur in subsequent processes and reports. As a result, you must re-enable address validation and update your existing address data to resolve validation errors.

Enable Address Validation

To manually enable or disable address validation:

1. Search for and start the **Features by Country or Territory** task.
2. Select the **Address Validation** box.
3. Click Save and then Done.

> **CAUTION:** If you don't have address validation enabled, then you must take care when switching product extensions, as any address you previously defined may be missing required values, such as county and tax district. There's also the possibility of invalid address combinations, such as mismatched city and postal code combinations.

Payroll Flows

Overview of Payroll Flows

Use payroll flows to streamline and optimize your payroll operations. They help you ensure smooth and seamless end-to-end execution of the processes that address all of your payroll business requirements.

Use payroll flows to manage, effectively and efficiently, all your payroll tasks, such as calculating payrolls, running reconciliation reports, and making payroll payments.

For example, to ensure your payroll cycles are accurate, you can design a flow that includes manual tasks that request validation at each step in the process. In this way, your Financial Director can verify the payroll costing results before the flow transfers the payroll costs to the general ledger.

Predefined flow patterns are automatically available for you to submit all types of payroll processes and reports. A flow pattern can consist of a single task such as the Calculate Payroll flow, or multiple tasks, such as the Payroll Cycle flow. The Payroll Cycle flow includes all tasks for a payroll period in a best practice flow.

You can run the predefined flows directly, or you can use them as templates to create your own. You can even copy a predefined flow pattern and edit it to meet your business requirements, such as adding, deleting, or moving a task in the schedule.

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There are also features to help you to design flows that address other complex business requirements, such as the task iterator, that automates repetitive tasks with a single flow submission. For example, use the task iterator option to generate a report for multiple payroll statutory units within your organization.

Similarly, use the flow connectors feature to isolate and review off-cycle and on-cycle payroll runs and subsequently combine the run results for downstream processing.

This workflow diagram gives you an understanding of how payroll flows work. It shows the navigation path from the pages that provide high-level flows information, such as the View Flows page, to the pages that provide detailed employee-level information, such as the Checklist and Process Results Details pages.
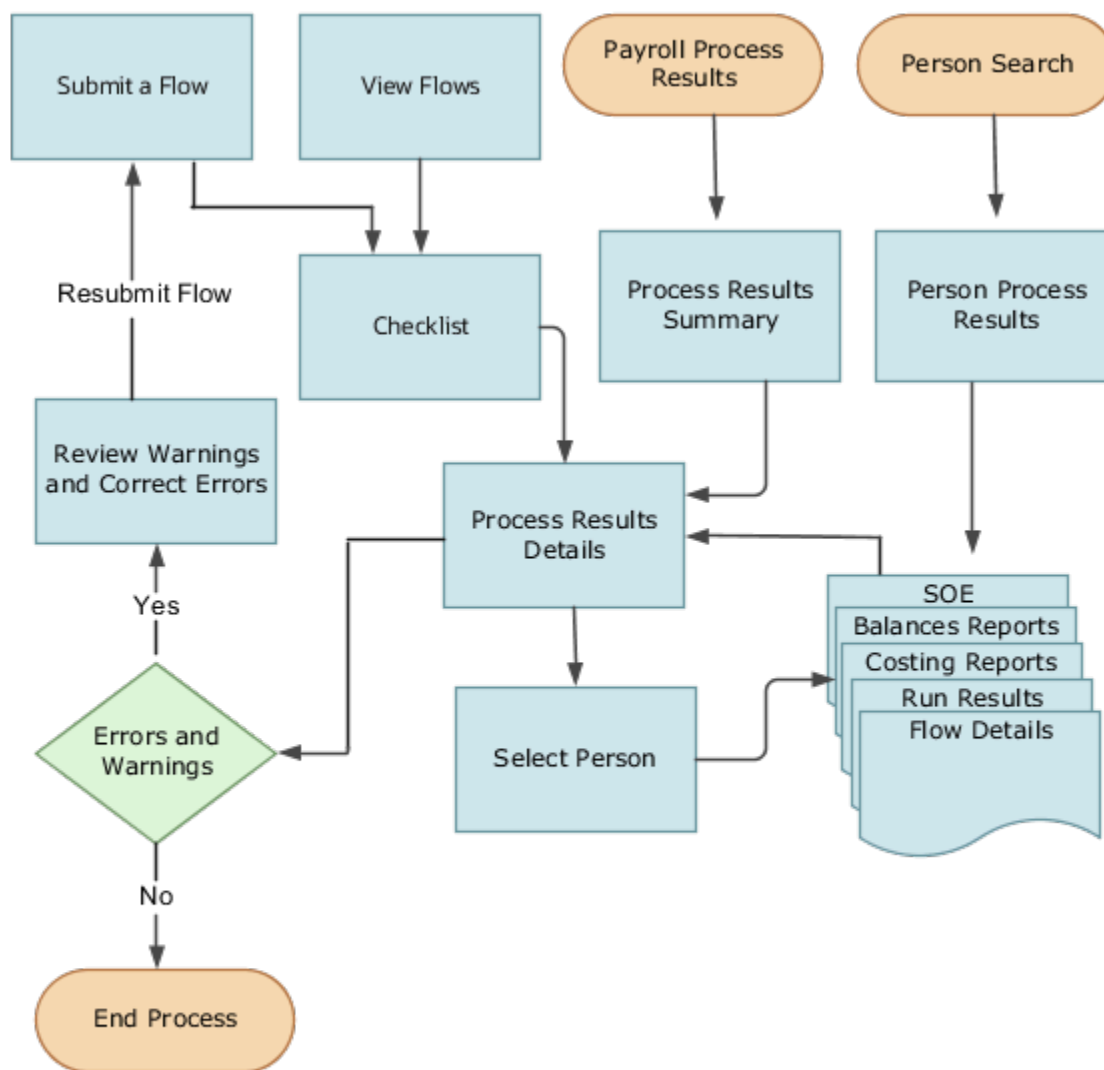
This table gives you a list of the payroll flow pages and a high-level description of the ongoing tasks you can perform to submit and monitor your flows.

Page Name	Tasks You Can Do On the Page
Submit a Flow	After you have created the flow pattern, use the Submit a Flow page to submit the flow. Navigate to Submit a Flow task from Quick Actions or under **Payroll** in **My Client Groups**. Use the filter options and search for the flow you want to submit. Enter a unique name for the flow and use the appropriate sections on the page to enter flow parameters, schedule your flow, and link flows if required.
Checklist	A Checklist is generated for each submitted flow. The Checklist page provides a central point to monitor and manage all tasks within the flow. Use the Checklist to easily identify areas that require your attention, such as any tasks within your flow that have error messages. Perform actions on the Checklist page, such as roll back a task or mark a manual task as complete. To view further information for a specific task, select the task and navigate to the Process Results Details page.
Process Results Details	Use the Process Results Details page to view more detailed information for a flow task, such as errors and warning messages, report output, and log files.
Errors and Warnings	Use the Errors and Warnings page to view messages pertaining to persons or processes. You can also access this page from the Process Results Summary. Once you resolve all issues, navigate back to the Checklist page to continue processing any remaining tasks within your flow.
View Flows	Use the View Flows page to get an overall status of all submitted flows. Use the filter options on the page to identify flows that require your attention, such as a flow that includes tasks with error messages. Drill down on a flow to go to the Checklist page, to get more detailed information for the tasks within the flow. Navigate to View Flows task from Quick Actions or under **Payroll** in **My Client Groups**.

For more information on payroll flows, refer to the Administering Payroll Flows guide on the Oracle Help Center.

Related Topics

- Flow Pattern Components
- Payroll Flow Patterns

Schedule Flows

Schedule a flow to automatically submit the flow at a date, frequency, and time span that suits your business practices.

Here's what you can do with flow schedules:

- Create a schedule
- Submit the next occurrence of the flow
- Connect active flows
- Monitor the status of scheduled flows

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- Troubleshoot issues with flow schedules or individual tasks

- Cancel scheduled flows

Use predefined frequencies or formulas to schedule a flow to run once or on a recurring basis.

For example, schedule a process to run on weekdays but not on weekends. Or, schedule a flow to submit an extract that reports extract update details on a daily basis.

Create Schedules for Flows

Here are some examples of scheduling options and parameters you can set while creating schedules for flows.

Scheduling Options	Parameters to Set	Examples
Submit the current flow only	• Date • Optionally, time	Schedule a process that transfers time card entries for a weekly payroll.
Submit the current flow and future occurrences	• Frequency details or formula • Start date and time	To optimize processing, schedule an archive process to start after normal working hours. However, the processing must end before the start of the nightly process to back up the enterprise's servers.
Restrict the period during which the flow recurs	End Date	Specify an end date for a scheduled statutory report that the government no longer requires you to submit.

Submit the Next Flow Occurrence

When the application submits the next occurrence of a flow at the scheduled time, it performs these tasks:

- Uses the parameters specified in the original flow

- Resets the dates appropriately, using the system date for the submission date

- Increments parameters derived from the date parameter for predefined flows

For example, if you schedule a gross-to-net report to run monthly for a monthly payroll, the application uses these parameters and increments the process end date.

- Payroll Name

- Payroll Statutory Unit

- Consolidation Group

The submitted report covers the payroll period that corresponds to the incremented end date.

For user-defined flows, to automatically increment the date, specify these parameters for the effective date parameter in the flow pattern.

Parameter	Value
Basis	Context Binding

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Parameter	Value
Basis Value	System Date

The flow pattern can be for the process, extract, or report.

For example, define a flow pattern to extract weekly payroll data that requires you to enter a process date parameter. Use the Refine Extracts task and edit these task parameters on the task's Basic Information page:

1. Select the Process Date parameter.
2. Select Context Binding for the parameter basis.
3. Select System Date for the basis value.

These settings ensure that the dates increment appropriately.

Connect Active Flows

When you submit a scheduled flow, you can connect it to other active flows. The scheduled flow interacts with the active flow, but only for the first occurrence, not future occurrences.

Monitor the Status of Scheduled Flows

Use the View Flows and Checklist pages to monitor the status of scheduled flows. For example, if you schedule a report to verify payroll calculations, the scheduled flow displays in the Checklist and View Flows page with a status of Pending.

Troubleshoot Scheduled Flows

When there is an application server failure, the flow instance ends. You must resubmit the flow once the server resumes. You don't have to reschedule the recurring flows scheduled to run at a later date.

Cancel Scheduled Flows

You can cancel a scheduled flow depending on the frequency and status of the flow, as given here.

Frequency	Status	Available Actions
Once	Started	Skip
Once	Not Started	Cancel flow
Recurring	Not Started	Cancel the current flow, cancel the recurring flow, or cancel the current and recurring flows

Status of Flow Tasks

Submit a flow and monitor the status of an entire flow and the tasks within it from the generated checklist. Review the status of a flow by checking the status icons and notifications.

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The task status determines what actions you can perform, such rolling back the task.

This topic covers:

- Task status and available actions

- Notifications

Task Status and Available Actions

Flow or task owners update the status of manual tasks, and the application automatically updates the status of automatic tasks. Monitor the progress of a task by reviewing the percentage completion of the task.

The Action menu displays the actions available for a task based on its status, as shown here..

Status on Payroll Checklist Task Details Tab	Status on Payroll Flow Process and Reports Tab	Skip	Roll Back	Mark for Retry	Retry	Submit	Resubmit and Force Resubmit
Not Started	Not Started	x	N/A	N/A	N/A	N/A	N/A
Not Started with Potential Errors	Not Started	x	N/A	N/A	N/A	N/A	x
Not Stared with Errors	Not Started	x	N/A	N/A	N/A	N/A	x
In Progress (automatic task)	In Progress	N/A	N/A	N/A	N/A	N/A	N/A
In Progress (manual task)	N/A	x	x	x	N/A	N/A	N/A
In Progress with Potential Errors	In Progress	N/A	N/A	N/A	N/A	N/A	N/A
In Progress with Errors	Error	x	x	N/A	x	N/A	N/A
Completed	Completed		x	x	x	N/A	N/A
On Hold	Mark for Retry	x	N/A	N/A	x	x	N/A
Rolled Back	Rolled Back	x	N/A	N/A	N/A	x	N/A

The actions available to you when working with a task depend on its status and the status of the tasks that precede or follow it, as given here.

Action to Perform on Current Task	Status of Current Task	Status of Previous or Subsequent Tasks
Roll back or retry	Completed	All subsequent task must have a status of Rolled Back or Completed
Submit	One of the following: • Roll Back • On Hold • Mark for Retry	All previous tasks must have a status of Completed

Notifications

Update the flow pattern to have notifications sent to you to remind you of upcoming tasks or to warn you of tasks that are overdue. Completing a task removes its notifications.

The setup of notifications include:

- Specifying the type of notifications and when to send them on the flow pattern

- Specifying the number of days before the application automatically deletes a notification for the Notification Expiration Offset parameter on the Payroll Process Configurations page. To open this page, use the Payroll Process Configuration task from Quick Links on the Home page.

Note: You receive notifications when you resubmit a task but not when you select **Force Resubmit** from the Actions menu.

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3 Integration With Other Applications

Time and Labor

Prerequisite Payroll Setup for Importing Time Entries

Before you can import time card entries to process in a payroll run or extract for a third-party payroll provider, complete payroll setup tasks.

These tasks vary depending on your configuration, specifically whether your enterprise:

- Uses Oracle Fusion Time and Labor or a third-party time provider
- Uses Oracle Fusion Global Payroll or a third-party payroll provider
- Requires workers to submit a time card if their pay is calculated using time entries

This figure and table lists the tasks that depend on each of these configuration choices.
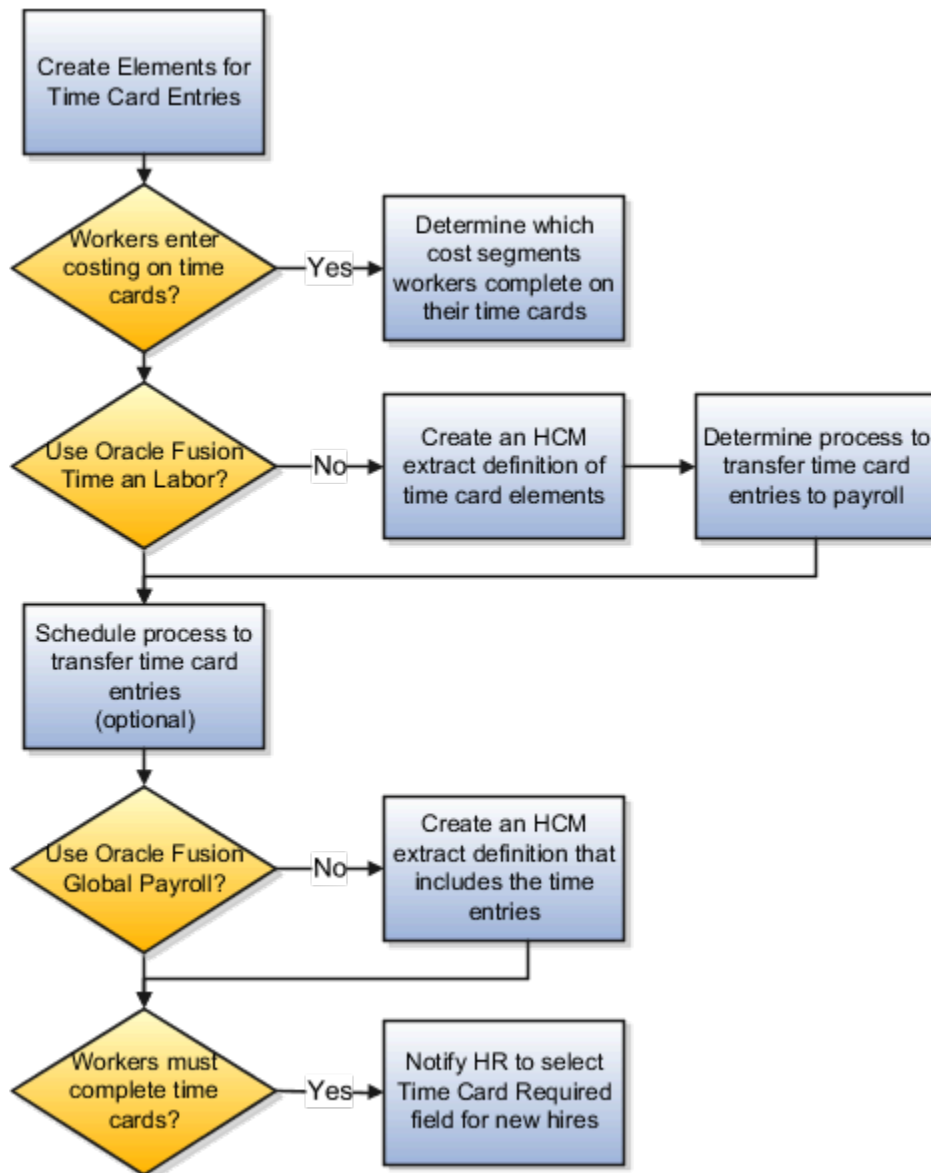
All configurations create elements for use with time cards. This table describes the remaining setup tasks and processes that vary based on your configuration.

Task	Applies To
Create elements for time card entries	All configurations
Create rate definitions and associate with the elements if the rate is different from the default salary rate	Elements whose rate isn't the default salary rate
Determine which value definitions would override the criteria for the rate definition	Optional for all configurations

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Task	Applies To
Determine which cost segments workers complete on their time cards Record costing overrides at the element entry level by having workers specify the account to charge on their time cards. **Note:** If you enable costing overrides, ensure that you're using the segments that are enabled for element entry level costing in the Cost Allocation key flexfield.	Optional for all configurations
Create an HCM extract definition of time card elements	Third-party time provider
Determine process to transfer time card entries to payroll: • Use the Load Time Card Batches process to upload time entries to calculation cards. • Use HCM Data Loader to load element entries.	Third-party time provider
Schedule process to transfer time card entries As an example, schedule the Load Time Card Batches process: • After normal working hours to distribute the load on server • To run more frequently during time periods when most employees submit their time cards	Optional for all configurations
Create an HCM extract definition that includes time entries	Third-party payroll provider
Notify HR to select Time Card Required field at the Terms or Assignment level when a new hire's pay calculations depend on time cards.	Optional for all configurations

Related Topics
- Extract Components
- Time Card Required Option
- Create Time Card Elements for Time Entries
- Enable Overrides for Time Elements Using Values Defined by Criteria

Overview of Time, Absence, and Pension Data for Payroll

You can automate the regular import of time card entries, absence entries, and pension enrollments.

Load Data Options

The application that you use to record time, absences, and pensions determines options for importing data to payroll. This table lists the applications for transferring data to payroll.

Source Application	Data Load Options
Time card	- For Oracle Fusion Time and Labor, submit the Load Time Card Batches process. - For third-party time applications, you can load time cards using HCM Data Loader.
Absences	- For Absence Management, use the **Absence Records** task to record an absence and transfer it directly to the person's absence calculation card. When you set up the plan in Absence Management, select the **Transfer absence payment information for payroll processing** check box. Find this setting in the **Payroll Integration** section of the **Entries and Balances** tab on the **Create Absence Plan** page. - For third-party absence applications, you can load absence records using HCM Data Loader.
Pensions	You can load benefits and pension calculation cards using HCM Data Loader. The availability of this process depends on the implementation for your country or territory.

Related Topics
- Example of Loading Payroll Time Cards
- Example for Loading Absence Records
- Guidelines for Loading Calculation Cards

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Absence Management

Integrate Absence Management with Global Payroll

Use Oracle HCM Cloud Absence Management to set up and enroll persons in absence plans. Transfer absence information to Cloud Payroll for processing and paying absences.

Select these different quick actions under the **My Client Groups** tab to integrate Absence Management with Cloud Payroll.

Steps	Tasks
Create an absence plan, such as an Accrual, Qualification, or No Entitlement plan.	Absence Plans
Create absence types based on predefined absence patterns and associate them to the absence plans.	Absence Types
Create rate definitions to use in calculating accrual and liability balances.	Rate Definitions
Create absence elements.	Elements
Complete these payroll integration information: • Select the Transfer absence payment information for payroll processing check box. • Select the element for the plan in the Element field. The element links the absence plan to the calculation component shown on the person's calculation card. • Optionally, specify rates. These rates override rates specified elsewhere.	Absence Plans **Note:** Find these settings in the Payroll Integration section of the Entries and Balances tab on the Create Absence Plan page.
Enroll persons in the absence plan: • Add the plan and provide the entitlement date information. • For accrual plans, select the Run Accruals for Selected Plan task action.	Absence Records

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After the information is set up, use the **Absence Records** task to record an absence. When the absence is approved, the daily and summary breakdown information is automatically transferred to payroll.

You can then process the payroll that includes these absence entries and view the resulting absence balances on the person's Statement of Earnings. After you process and archive payments, you can view the resulting absence balances on the person's payslip.

Related Topics
- How Many Salary Bases to Create
- Define Payroll Elements to Process Absences
- Import Absence Entries to Payroll
- Rates Used to Calculate Absences in Payroll

Process Leave of Absence

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

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

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

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

Record Leave of Absence

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

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

Related Topics
- Assignment Status

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4 Global Payroll Interface Extract

Overview of Global Payroll Interface Extract

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

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

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

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

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

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

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

Before You Begin

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

Geographies and Legislative Data Group

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

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

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Legal Employer

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

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

Payment Methods

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

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

Required Configurations for Global Payroll Interface

Create a Payroll Statutory Unit and Associate with a LDG

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

Complete these steps:

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

Related Topics
- How do I update existing setup data?

Create Payroll Definitions

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

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

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

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

Effective Start Date

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

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

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

First Period End Date

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

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

Number of Years

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

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

To create payroll definitions, perform these steps:

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

Related Topics
- Create Payroll Definitions
- How do I update existing setup data?

Associate Employees with Payroll

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

New Employees

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

Existing Employees

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

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

Manage Additional Employee Information

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

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

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

Set Up Payroll Interface Object Groups

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

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

Note: This configuration is optional.

1. In the **Setup and Maintenance** work area, go to the **Manage Object Groups** task.
2. Create an object group and complete these fields:
   - **Name**: Specify a meaningful name
   - **Legislative Data Group**: US Legislative Data Group name
   - **Type**: Payroll Relationship Group

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- o **Static or Dynamic**: Dynamic
3. Select the **Advanced Options** check box.
4. Click **Continue**.
5. On the **Create Object Group** page, specify the **Start Date** and **End Date** as applicable.
6. Click **Next**.
7. In the **Payroll Definition** section, add a new record.
8. Select the payrolls that you want to group together using the lens icon into this section.

> **Note:** You can also group employees using Object Groups. Perform the steps 1 through 6 to create a group of employees for impromptu extraction scenarios.
>
> - o In step 2, **Static or Dynamic**, select Static.
>
> - o In step 7, instead of choosing the Payrolls into the Payroll Definition section, select the relevant payroll relationships into the Payroll Relationship section.

9. Submit the changes.

Related Topics
- • How do I update existing setup data?

Seniority Dates for Global Payroll Interface

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

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

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

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

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

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

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

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

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

1. On the Home page, click the **Lookups** quick action under the **My Client Groups** tab.
2. Search for the lookup type **ORA_HRY_GPI_SENIORITY_RULES** on the **Manage Common Lookups** page.
3. For every seniority date rule that you want to include in the interface, create a new lookup code and select the **Enabled** check box,

   - **Lookup Code**: Any code that you can use to identify the rule

   - **Start Date**: Enter an appropriate date

   - **End Date**: Enter an appropriate date

   - **Meaning**: Enter the lookup code that you used while creating this seniority rule in ORA_PER_SENIORITY_ITEMS

   - **Description**: Enter any meaningful description for the lookup code

   - **Tag**: Specify the country code for which you would use these seniority rules. For example, you have three rules R1, R2, and R3. The rules would be applicable like,

       - R1: For US and UK
       - R2: For all countries
       - R3: Only for AU

     The Lookup Code along with Tag would be,

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

4. Click **Save**.

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

Related Topics
- Overview of Seniority Dates
- Seniority Dates
- Process to Calculate Seniority Dates
- Seniority Date Versions
- Considerations for Migrating to V3 Seniority Dates

Manage Configuration Groups for Payroll Interface

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

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

Manage Personal Payroll Information

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

1. Follow these steps to load initial balances:

   o Create balance initialization elements.

   o Use the HCM Data Loader to load the initial values to the staging tables.

   o Submit the Load Initial Balances task to initialize the balances in the Payroll Calculation work area.

2. To load personal bank information for EFT payments using any existing organization payment methods for individual employees, use the Personal Payment Methods task to migrate the bank data.

Related Topics
- Payment Sources in Organization Payment Methods Setup Examples
- How do I update existing setup data?

Create Rate Definitions for Payroll Interface

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

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

Here's how you can create a rate definition:

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

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

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2. Click **OK**.
3. On the **Create Rate Definition** page, consider these points:

   o The **Overall salary** check box is selected.

   o The periodicity of this rate definition matches up with the periodicity of the salary basis to which the underlying element is mapped.

   o The **Rate Contributor** is defaulted to the same input value that was specified in the corresponding salary basis.

4. Click **Submit**.

Related Topics

- Create Rate Definitions for Leave
- Create Rate Definitions for Overall Salary

Payment Sources in Organization Payment Methods Setup Examples

You set up payment sources when you create organization payment methods (OPM) for payroll processing. Use the Organization Payment Methods task.

Derive Payment Source Based on TRU

You pay your workers by electronic funds transfer (EFT) payments. To comply with tax reporting unit (TRU) regulations for out-of-TRU payments, payment rules are created based on TRU to pay from two different banks. This table helps you understand your key decisions for this scenario:

Decisions to Consider	In This Example
How many OPMs do you need?	One.
How many payment sources do you need?	Three. One default payment source for the TRU1, one source for payments in TRU2, and one source for payments in TRU3.
How many bank accounts do you need?	Three. One for each payment source.
What payment method rules do you need?	Rules for bank accounts used as payment sources based on each TRU.

Prerequisites

Verify you have completed these before you continue:

1. Primary ledger is set up in Oracle Cloud General Ledger.
2. Banks, branches, and account info to use as the payment sources are set up in Oracle Cloud Cash Management.

3. Legal entity associated with the legislative data group is assigned to a general ledger.
4. TRUs are set up.

Create the OPM with Basic Details

Add new OPM in the Organization Payment Methods page with this info:

1. Click the Organization Payment Methods task.
2. In the Search Results section, click Create.
3. Select your legislative data group. This example is InFusion LDG.
4. Select the date this payment method is to be available for use.

   > **Tip:** Select a date that's on or before the effective date this payment method will be used by the payroll definition or other objects.

5. Click Continue.
6. In the Basic Details section, complete the fields with this info:

Field	Value
Name	Payroll Direct Deposit
Payment Type	Direct Deposit > **Note:** > The available payment types for OPMs can vary by legislation.
Currency	Payment currency

7. Click Save.

Add EFT File Info

When you select the EFT payment type, you have the option enter EFT info at these levels:

> **Note:** EFT file info entered at the payment source level takes priority over info entered at the organization payment method level.

1. Payment source level
2. Organization payment method level
3. Both levels

Create Payment Sources

Perform these steps three times to create each payment source.

1. In the Payment Sources section under Payment Source Information, click Create.
2. On the Create Payment Source page, complete the fields in order, as shown in this table:

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Field	Source 1	Source 2	Source 3
Name	Payroll EFT Source 1	Payroll EFT Source 2	Payroll EFT Source 3
Bank Account Name	Bank A	Bank B	Bank C
Bank Reference	123456789	234567890	345678901
Company Reference	456789012	567890123	678901234

> **Tip:** Keep your payment source names unique and specific as possible for each scenario. This naming convention helps you manage complicated combinations of OPMs and payment rules.

3. Click Continue.

Create Payment Rules

Perform these steps three times to create each payment source.

1. In the Payment Method Rules section, for Payroll EFT Source US, ensure that the default setting is Yes.
2. In the same section, click Create and select the values shown in this table to create two payment rules that map a payment source to a TRU.

Field	Source 2	Source 3
Default	No	No
Tax Reporting Unit	TRU2	TRU3
Payment Source	Payroll EFT Source 2	Payroll EFT Source 3

3. Click Submit.

Create Same Payment Source for Pay Workers and Third Parties

Your organization pays all workers and third-party payees from the same source bank account. In this scenario, no special payment method rules are required. Perform these steps for this scenario:

1. Ensure the payment source is set as the default.
2. Leave the Third-Party Payment, Tax Reporting Unit, and Payment Criteria fields blank.
3. Click Continue.

Create Separate Payment Source for Pay Workers and Third Parties in a Specified TRU

Your enterprise is based in one tax reporting unit (TRU1), but you have some workers in another tax reporting unit (TRU2). To comply with TRU1 regulations for out-of-TRU payments, you specify a payment source for the TRU2. In this

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scenario, your payment source for TRU1 is already set as the default payment source, so no change is needed for TRU1. Perform these steps for the TRU2 employees:

1. Add a payment method rule.
2. Select the TRU2.
3. Select the TRU2 payment source.
4. Click Continue.

Create Separate Payment Sources for Pay Workers and Third Parties in the Same TRU

You currently pay everyone in your TRU using Payment Source A. Your company recently employed a private consultant, Jon Moore, from a third-party auditing company. A new company requirement states that payments must come from a new payment source, Payment Source B. For this scenario:

1. Create John as a third-party person payee.
2. Leave the Third-Party Payment, Tax Reporting Unit, and Payment Criteria fields blank.
3. Click Continue.

Create Separate Payment Source for Pay Workers in a Specified Department

Note: This scenario has these prerequisites:
- An information element exists named Default Payer with an input value named Payment Criteria.

- A formula exists that retrieves department names and the assignment IDs of the employees associated with them.

- The processing rules in the Default Payer element refer to the formula. The result rules target field is set to Payment Criteria. The returned field is set to the value specified in the formula.

You use different payment sources to pay employees in the Sales and Development departments. Perform these steps for this scenario:

1. Create a payment method rule for each department.
2. Enter the department name in the Payment Criteria field.
3. Select the TRU and payment source.
4. Click Continue.

Related Topics
- How Bank, Branch, and Account Components Work Together
- Organization Payment Methods Overview
- Derive Payment Sources Example
- Payment Method Rules Setup Examples

Process Terminated Employees

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

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

- Last Standard Earning Date

- Last Standard Process Date

- Final Close Date

Last Standard Earning Date

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

Last Standard Process Date

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

Final Close Date

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

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

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

Extend Termination Reporting in Global Transfer

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

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

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

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

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

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

Here's how you can enable this feature:

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

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

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Control Termination Details Reporting to Payroll Connect Partners

To align with a payroll connect partner's and/or legislative requirement on handling terminations, you can control the reporting of an employee termination to payroll connect partners.

Depending on the country and/or payroll connect partner's requirement you can specify the option as below on how to report termination details using the **Termination Reporting** property in the **Configure Payroll Interface Properties** UI:

- **On entry**: The Termination Details section will report details as and when the termination is recorded into the application. However, Action Type Indicator will report a "T" when notification date is between **Process Start Date** and **Process End Date**.

- **Based on Termination Notification Date**: Termination Details section will report details and Action Type Indicator will report a "T", when Notification Date is between interface parameter **Process Start Date** and **Process End Date**.

- **Based on the Actual Termination Date**: Termination Details section will report details and Action Type Indicator will report a "T", when Actual Notification Date is between interface parameter **Process Start Date** and **Process End Date**.

You can specify the option on how you want to report terminations at the Enterprise, LDG, or Payroll level. The option specified at payroll level takes the highest precedence, followed by LDG, and then by enterprise.

By default, the value of the **Termination Reporting** property is **On Entry** and at the **Enterprise level**. With this setting, the Termination Details section will report details as and when the termination is recorded into the application.

Follow these steps to specify the option to report terminations:

1. Navigate to **My Client Groups** > **Data Exchange** > **Configure Payroll Interface Properties**.
2. From the **Configure Payroll Interface Properties** page, click **Action (...)** and choose Edit against **Global Payroll Interface**.
3. Select the level you want to configure the option to report terminations (Enterprise Level, LDG level,Payroll Level).
4. Search for the property **Termination Reporting** under **Profile Options**.
5. The Default Value is **On Entry**.
6. You can override the default value by choosing **Based on Notification Date** or **Based on Actual Termination Date**, in the **Override Value** field.
7. Submit your changes.

When an employee is terminated, the output file will have this information which is based on the customer configuration mentioned above:

- The action type indicator reports a **T** when notification date falls in the extraction window

- TerminationDetails section shows details of the termination like ATD, LSPD, FCD, Action, Reason etc.

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Note:

- This will only reflect in new payroll interfaces created using the updated template. Existing interfaces will not have these enhancements automatically available.

- This change applies only to employee terminations and not terminations resulting out of Global Transfers.

- End dates of date effective records that get updated because of the termination show the updated value. This can't be stopped as of now.

Bank Account Approvals

Use the new bank account Approval Status attribute delivered in the Global Payroll Interface template to filter bank accounts based on their approval status or to report the bank account approval status for third-party payroll systems to use in payments processing.

The bank account Approval Status attribute can be found under Bank Account Information record in the Global Payroll Interface template.

Using the Approval Status attribute ensures that payments are made to approved bank accounts thereby reducing the number of payment failures.

Note: If you're already using an interface generated using the Global Payroll Interface template, you need to regenerate the interface using the template to use the Approval Status attribute.

Elements

Create Payroll Elements

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

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

Decision to Consider	In This Example
What is the primary classification?	One of these choices: • Standard Earnings • Supplemental Earnings • Taxable Benefits

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Decision to Consider	In This Example
	• Pretax Deductions • Voluntary Deductions • Involuntary Deductions • Prestatutory Deductions Information elements aren't supported.
At which employment level should this element be attached?	Select the appropriate level. Typical examples are: • Payroll relationship level for deductions and benefits elements • Assignment or terms level for salary, pension, and social insurance elements • Assignment level for overtime rules, rates, and bonus elements Verify whether your third-party payroll provider can handle terms-level information.
Does this element recur each payroll period, or does it require explicit entry?	Select **Recurring** or **Nonrecurring**.
What are the values to enter for deduction elements?	Period Deduction Amount Goal Amount

Define an Element

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

1. On the Home page, click the **Elements** quick action under the **My Client Groups** tab.
2. On the Elements page, click **Create**.
3. Select your Legislative Data Group.
4. Select the primary classification that matches the purpose or use of the payroll element.

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

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

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

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

Field	Sample Value
Name	Annual Salary Hourly Wages Allowance Spot Bonus Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.
Effective Date	1/1/1951 Enter an early date so that the payroll element is available for use immediately.
Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date

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Field	Sample Value
At which employment level should this element be attached?	Select the appropriate level, such as terms or assignment level for salary.
Does this element recur each payroll period, or does it require explicit entry?	Recurring or Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Does this element have a limit on the amount which is exempt from Federal Tax?
Does this element have a limit on the amount which is exempt from Federal Tax?	No
Does this element have a limit on the amount which is exempt at state level?	No

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

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

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

Set Up Values for Deduction Elements

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

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

1. On the **Element Summary** page, **Element Overview** hierarchy, select **Input Values**.
2. From the Actions menu, select **Create Input Values**.

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3. For all deduction elements, enter these values:

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

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

Set Up Element Eligibility

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

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix as **Open**.
5. In the **Eligibility Criteria** section, select **All payrolls eligible**.
6. Save and submit the element.

Related Topics
- How do I update existing setup data?

Element Entries Processing in Payroll Interface

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

Entries from Benefits

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

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

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

Entries from Absences and Time and Labor

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

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

- The payroll interface stores the rate at which the absences need to be paid. Only the duration to be paid in number of hours or days is passed through element entries. In such cases, name the input value that reports the duration as,

  ○ Hours: Delivered input value

  ○ Days: Delivered input value)

  ○ Number: If you have created a custom input value, name it as Number

- Both the rate and duration of the absence that you want to pay out are passed through element entries. In such cases, name and report the input values as,

  ○ Rate of payment through the input value called Rate.

  ○ Duration of payment through the input value called Hours or Days or Number.

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

Related Topics
- Deleted Data Report for Payroll Interface

Salary Definitions

Manage Payroll and Salary Definitions

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

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

Task	Use To
Salary Basis	Configure salary basis that specifies the frequency of amount sent to payroll and stored as salary. For more information about salary basis, see Section: Salary for Payroll Interface for ADP Global Payroll.

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Task	Use To
Object Groups	Extract data for either one payroll or multiple payrolls that are defined within a legislative data group. You can also group employees. For more information about setting up object groups, see Section: Set up Object Groups.
Rate Definitions	Convert the salary defined in one frequency to equivalent value in another frequency. For more information about creating rate definitions, see Section: Create Rate Definitions.

Related Topics
- Create Payroll Definitions

Manage Salary for Payroll Interface

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

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

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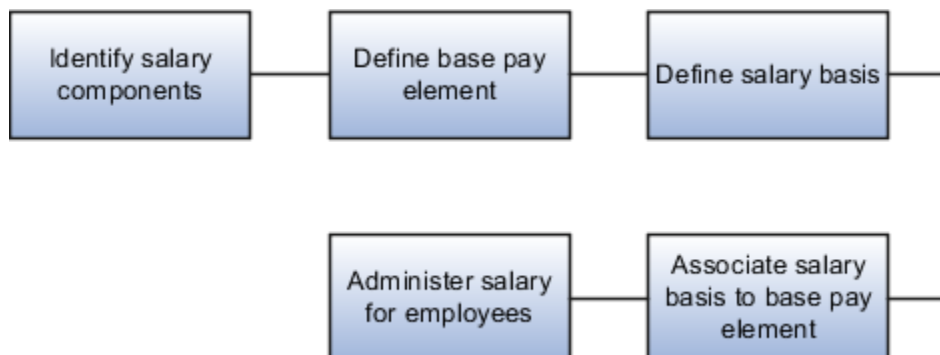
Perform these steps to create an element to use with salary basis.

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

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

4. Click **Continue** to open the Create Element: Basic Information page.

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5. Enter these basic details:

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

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

Set up Salary Basis

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

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

Here's how you can set up salary basis:

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

Related Topics
- How do I update existing setup data?

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Calculate Periodic Salary

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

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

- The application converts only the amount that you have specified as salary while managing salary using salary basis to the periodic value.

- If the salary structure in an organization has more than one salary component, the salary basis amount and periodic salary amount may not represent the complete salary.

- Consider the frequency of the salary basis amount as the frequency of the salary basis used. For example, if annual salary basis is used, the salary basis amount will carry the annual value. If an hourly salary basis is used, the salary basis amount will carry the hourly value.

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

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab.
2. Create a fast formula with these details:

   - **Formula Name**: Payroll Interface Periodic Salary Calculator
   - **Formula Type**: Extract Rule
   - **Description**: Formula to convert salary basis amount into periodic amount
   - **Legislative Data Group**: Leave this blank

3. Click **Continue**.
4. Here's a sample formula text to do conversions based on commonly used salary basis and pay frequencies. You can provide conversion logic in the fast formula according to your implementation requirements.

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

if(l_payroll_freq= 'Annually' or l_payroll_freq= 'Year') then
(
 if(l_PaymentFrequency ='ANNUAL' ) then
 (
 l_periodic_amount = to_number(l_salary)
 )
 else if(l_PaymentFrequency ='HOURLY') then
 (
 l_periodic_amount = to_number(l_salary)*365*8
 )
 else if(l_PaymentFrequency ='HOURLY2') then
 (
 l_periodic_amount = to_number(l_salary)*365
 )
 else if(l_PaymentFrequency ='PERIOD') then
 (
 l_periodic_amount = to_number(l_salary)
 )
 else if(l_PaymentFrequency ='WEEK') then
 (
 l_periodic_amount = to_number(l_salary)*52
 )
 else if(l_PaymentFrequency ='SEMI_MONTH') then
 (
 l_periodic_amount = to_number(l_salary)*24
 )
```

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

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

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

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```
(
l_periodic_amount = ((to_number(l_salary)*26))/12
)
else if(l_PaymentFrequency ='MONTHLY') then
(
l_periodic_amount = (to_number(l_salary)*12)/12
)
else
(
l_periodic_amount = to_number(l_salary)
)
)
return l_periodic_amount
```

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

   ◦ ORA_EXT_ORA_HRY_GPY_V2_ASG_SALARY_DETAILS
   ◦ ORA_EXT_GPY_PERIODIC_SALARY_CALCULATOR

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5 Global Payroll Interface Template

Overview of Global Payroll Interface Template

Use the Global Payroll Interface template to create and configure a ready-to-submit payroll interface that you can use to retrieve payroll information that a third-party payroll partner can use to process payroll.

Use the Global Payroll Interface template to do the following:

- Configure and implement the payroll interface easily
- Select or deselect data elements to the interface and add additional information
- Add filters to refine the data

Additional Information:

If you have additional data to be included in the interface then before using the template, use the **Manage Global Payroll Interface Features Usage** flow to configure additional data to the GPI interface. These are the information you can include:

- Assignment Extra Information
- Legislative Person Extra Information
- Person Extra Information
- Assignment Descriptive Flexfield

After you select any of these components, select the subcomponents for the component you have selected. The application makes available all the contexts that you have created under this subcomponent to the GPI template structure.

When you create and configure the payroll interface, this additional data is available under Business Objects. For example, if you have selected the Assignment Extra Information component and submitted the flow, all the contexts defined under Assignment Extra Information are listed under Business Objects, and the attributes defined for the selected component are listed under Attributes.

Fast Formulas Support For Custom Flexfields

You can associate fast formulas to custom flexfields that can be included in the Global Payroll Interface template. Using this, you can extract data based on custom logic without the need to manually manage data capture in these custom flexfields.

Follow these steps to associate fast formulas to custom flexfields:

1. Ensure the flexfield on which you've created the custom context has been deployed.
2. Create a fast formula for each segment (attribute) in your custom context, that you want to include in the interface, to return the data based on your custom logic.
3. Compile the formula successfully.

4. Associate the fast formulas to their respective segments using the user-defined table.

    a. Navigate to MyClientGroups->User-Defined Tables.

    b. Search for **Profile Options for Payroll Interfaces**.

    c. Click Add to add a row using a combination of context name and attribute name with "-" (hyphen) as the delimiter {context_name-attribute_name}. You can get context name and the attribute name from your interface extract definition.

    d. Click **Save**.

    e. Click **Next**.

    f. Add the Fast Formula created in Step 2 above, to the row created in User-Defined Tables.

5. Include the above context into Global Payroll Interface template by running the **Manage Global Payroll Interface Features Usage** process with **Enable Fast Formula Support** parameter value set to **Yes**.

Extract Definitions

Use the **Extract Definitions** task in the **Data Exchange**area to create and configure a payroll interface using the business objects and attributes configured into the GPI template and available for you to select. You can also use the additional information options included in the template. Select or deselect attributes as required by your payroll partner.

Use **Filter Criteria** to filter data as required. For example, you can choose your address format to include both or either of the home address and office address.

After you select the required business objects and corresponding attributes, and submit your configuration, the application generates a flow with the same name as the interface you have configured. The configured UI includes:

- A valid structure

- Compiled formulas

- Refined parameters

- Configurable delivery options

Generated Flow

The application generates a flow with the same name as your configured UI. Submit the generated flow using the Submit a Flow task, after the Extract Definition task is completed and the Status on the Review page is Ready.

> **Note:** Use the Flow Patterns page to make changes to the parameters before you submit the generated flow. Don't make the changes directly in the configured UI.The generated flow retrieves the requisite data as per the business objects and the corresponding attributes you have configured and selected while creating the configured UI.

Use the Generate Payroll Interface Template to Retrieve Payroll Data

Use the Global Payroll Interface template to create a configured interface and extract inbound data required for a payroll partner to process payroll.

Use the template to do the following:

- Create and configure a ready-to-submit payroll interface.

- Submit a flow to use the created interface and extract the requisite inbound data.

The template extracts requisite business objects from the Payroll Cloud application and creates a ready-to-submit payroll interface.

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Use the **Extract Definitions** quick action under Data Exchange on your Home page to create the configured interface. The process includes these two tasks:

- Use the Extract Definitions task to create the payroll interface.
- Use the Flow Submission page and submit the generated flow to extract the inbound data.

Complete these steps to include additional fields to the extract interface configuration:

1. Use the **Submit a Flow** task within Payroll under My Clients Group on the Home page.
2. Select an appropriate **Legislative Data Group**.
3. Search and select the **Manage Global Payroll Interface Features Usage** flow.
4. On the flow submission page, enter the details as given in this table

Field Name	Value	Description
Payroll Flow	Provide a meaningful name to the current flow so that you can track it later.	
Purpose	Include Flexfield Into Template	Select this value to inject into the GPI template, any additional flexfields you have defined .
	Remove Flexfield From Template	Select this value to remove from the GPI template, any additional flexfields you have defined.
Feature	Global Payroll Interface	When the purpose is Include Flexfield Into Template or Remove Flexfield From Template, select the Template name.
Component	o Assignment Descriptive Flexfield o Assignment Extra Information o Legislative Person Extra Information o Person Extra Information	Select the required component.
Subcomponent	All Contexts	

5. Select a **Schedule** and click **Submit** to submit the flow.

You can select the required additional data while configuring the payroll interface using the Global Payroll Interface template.

Create the Interface:

Complete these steps to create the extract interface:

1. Select **Data Exchange** under **My Client Groups** on the Home page.

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2. Select the **Extract Definition** task under the HCM Extracts section on the Data Exchange page

Related Topics

- Overview of Global Payroll Interface Extract
- Overview
- Overview of Payroll Interface for ADP Workforce Now

Filter Payroll Elements

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

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

Configure the element group to filter out elements:

1. On the Home page, click the **Object Groups** quick action under the **My Client Groups** tab.
2. Create an object group with these details, and click **Continue**.

    - **Name**: Global Payroll Interface Element Group
    - **Legislative Data Group**: Choose as appropriate
    - **Type**: Element Group

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

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

Exclude Payroll Elements

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

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

Remove Filter from Payroll Elements

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

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Use Element Groups as Criteria in the Global Payroll Interface Template

Use **Element Groups** as criteria in Global Payroll Interface template to specify elements to be included in your payroll interface.

You can create element groups based on classifications or element names and map it as a filter criteria for **Pay Elements** when defining payroll interfaces using the Global Payroll Interface template. If you specify an element group, only those elements that have been included in the element group will be extracted in the interface. If you don't specify any element group, all elements within the legislative data group will be extracted.

Follow these steps to define an element group:

1. Navigate to **My Client Groups** > **Payroll** > **Object Groups**.
2. Click the + sign to create an Object Group and complete these fields:
   - Name: Enter a meaningful name.
   - Legislative Data Group: Select the relevant Legislative Data Group.
   - Type: **Element Group**
3. Enter the Start Date and End Date as required.
4. Include Elements that needs to be included in the payroll interface for the respective country using either Classifications or Element Names.
5. Submit the changes.

To map the element group as a filter criteria follow these steps:

1. Navigate to **My Client Groups** > **Data Exchange** > **Extract Definition**.
2. Create a new interface using the **Global Payroll Interface** template.
3. In the Define page, select the records and attributes using the respective check boxes.
4. In the **Pay Elements** record, in the Filter Criteria tab, select the Element Group you defined from the LOV.
5. Save and submit the changes.

Generate Baseline Extract

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

You can generate a baseline extract when:

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

Here's how you perform baseline extraction:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the **Legislative Data Group** from the list of values.
3. Search for and select the payroll interface flow name based on the current interface you are using.
4. Provide these values on the **Submit a Payroll Flow** page:

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

5. Ensure that the process completes successfully.

Related Topics
- Overview of Global Payroll Interface Extract
- Run Payroll Interface Process for ADP Global View
- Run Global Payroll Interface Process

Enable Diagnostic Log

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

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

1. Login to the application as BI Administrator and navigate to BI Catalog.
2. Navigate to **/Shared Folders/Human Capital Management/Payroll Interface** folder. Select the desired report and click **Schedule**.
3. Specify the **flowInstanceName**.
4. Click the **Diagnostic** tab and select the **Enable Consolidated Job Diagnostic** check box.
5. Click **Submit**, and schedule the report by providing a **Report Job Name**.
6. Click **OK**.
7. After the job is complete, go to **Report Job History** from **Catalog**. Search the name of the job that you submitted.
8. Click **Report Job Name** from the search results.
9. Use the download icon next to **Diagnostic Log** in the **Output and Delivery** section.

Use Extensible Fields to Include Additional Attributes

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

To use the configurable extensible fields, do these actions:

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

Create Fast Formula

Here's how you create the fast formula:

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

Map the Rule Formula to the Lookup Type

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

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

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4. In the ORA_HRY_EXTND_DATA_FORMULA_MAP: Lookup Codes section, add these lookup codes:

Lookup Code	Meaning	Description
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 1.	Enter a valid description. For example: This attribute is being extracted through this extensible field.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 2.	Enter a valid description.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 3.	Enter a valid description.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 4.	Enter a valid description.
Enter the lookup code as the Short Code of the attribute. If you need to have different fast formulas for different countries or interfaces, enter lookup code as the short code of the attribute with a unique prefix. For example: country	Valid rule formula name to populate the value for the attribute Extensible Field 5.	Enter a valid description.

5. Click **Save and Close**.

Related Topics
- Overview of Using Formulas
- Overview of Writing Formulas

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Configure Dynamic File Names for Global Payroll Interface

Global Payroll Interface generates the output file names dynamically.

Fast Formula

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

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

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

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

Ensure that the formula returns the value through variable l_final_value.

Save and compile this formula.

Update Extract Structure

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

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab.
2. Search for the extract definition specifying **Name** as **Global Payroll Interface**.
3. Create a record in the extract.

4. Add an attribute of type **Rule** to this record and attach the rule formula that you created earlier.

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

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

Configure a FTP Server

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

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

Add Delivery Option

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

Perform these steps to add a new delivery option:

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

   - Delivery Option Name: Any name

   - Output Type: XML

   - Report: /Human Capital Management/Payroll Interface/Global Payroll Interface.xdo

   - Template Name: Global Payroll Interface Template

   - Output Name: %de

   - Delivery Option: FTP

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

   Run Time File Name: Search for and select the Attribute you created in the **Update Extract Structure** section.
4. If **Delivery Type** is FTP, ensure that you have already configured the FTP server as mentioned in the Configure a FTP Server section. Add the server details in the Additional Details section as mentioned in the next steps:
   - Secure FTP: True

   - Remote Directory: SFTP Destination Folder Name

   - Server Name: SFTP server name as entered in BIP

   - Run Time File Name: Search for and select the attribute you created in the **Update Extract Structure**

   - Click Save and Close

Change User-Defined Delivery Options

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

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For example, these additional delivery options handle SFTP deliveries.

For these additional delivery options, perform these changes.

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

Generate Configuration and Data Snapshot for Review

Payroll partners require a visibility into the setup configurations and data that impact payroll integrations available on customer instances.

Payroll connect partners and customers can use this snapshot to identify any gaps in integration requirements earlier in the implementation cycle and take corrective action

Extraction of this snapshot itself doesn't require any additional configurations or specific implementation. The delivered or configured interface can be used in the full attribute mode for this. This extraction typically happens only once or a few times during the implementation phase.

> **Note:** You must define the payroll interface to be used in the regular integration cycle before the data review snapshots can be generated.

Follow the steps below to generate the Data Precheck snapshot:

- Navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.

- Select your legislative data group.

- In **Select a Flow**, search for and select the payroll interface defined for the payroll connect partner.

- Provide these parameter values:
  - **Payroll Flow**: Enter a meaningful name to monitor progress.
  - **Changes Only**: All attributes

    > **Note:** When selecting **Data Precheck Snapshot** to Yes, **Changes Only** need to be necessarily set to All attributes.

  - **Payroll Group**: Select as appropriate.
  - **Payroll** : Select as appropriate.
  - **Process Start Date**: Select the date as on which you need the snapshot.
  - **Process End Date**: Select the date as on which you need the snapshot.

    > **Note:** Its recommended to:
    >   i. Select the same date for Process Start Date and Process End date.
    >   ii. Or leave the Process Start Date and Process End date blank, in which case the report is generated using the `sysdate`.

  - Data Precheck Snapshot: Select Yes.

- Submit the flow.

The Data Precheck Snapshot output file is a pipe delimited file with a .csv extension. Since the entire record is combined into a single column, pipe delimiters are used (||) to separate the attributes and their values.

In case there's no value for a record, then only the pipe delimiters will be displayed in the report.

Generate Payroll Interfaces for Payroll Connect Vendors

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

Use the **Generate Payroll Connect Interfaces** process to

- generate payroll interfaces for Oracle Payroll Connect vendors.
- manage imported payroll interfaces for Oracle Payroll Connect vendors.

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

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

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

1. Search for and select **Submit a Flow** task under the **My Client Groups** tab.
2. Search for and select **Generate Payroll Connect Interfaces** flow.
3. Complete these fields:

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- o Payroll Flow Name: Provide a meaningful name.

- o Usage: Select **Configure Payroll Connect**.

- o Consumer: Select the appropriate Payroll Connect partner.

- o Extract Definition: Select the extract definition created through the configurator for the selected payroll partner.

   For imported payroll interfaces, select the extract definition that you imported.

4. Submit the flow.
5. To include country specific data for countries after converting to enterprise level interface, run the **Generate Payroll Connect Interfaces** process again with the usage parameter value as **Incorporate Country** and inject country level data for countries which have an extension provided by Global Payroll Interface.
6. You can start using the interface after running this process to generate the output files for the payroll partner.

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

Transactional and Operational Recommendations for Global Payroll Interface

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

Transactional Recommendations

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

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

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

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

Operational Recommendations

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

- Use the delivered **Run Global Payroll Interface V2** flow to process the Global payroll interface.
- Specify the baseline parameter as **Yes** to run the initial extract in the baseline mode.
- Specify the baseline parameter as **No** to run the subsequent extracts.
- Consider these points while you select the extraction window:
    - Frequency of payments.
    - Frequency of the interface files sent to the third-party payroll application.
    - Data entry business practice.
- Run the extraction on a daily basis.
- Do not set **Process End Date** to a date earlier than the end date of any previous runs while scheduling the Global Payroll Interface process.
- For any unplanned runs, push the extraction start date back to cover all retrospective data changes.
- It is strongly recommended that the end date not be set too far into the future. An excessive amount of forward planning might result in manual data corrections. For example, reporting a hire planned for one month into the future might lead to manual data correction in case of a no-show.

Extraction Rollback

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

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

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

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

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

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

1. Navigate to **Payroll** from **My Client Groups**. Click on **View Flows**.
2. Search for the payroll interface flow on which the partial rollback needs to be performed.
3. Click the process name and go to the **Process Results** page.
4. In the **Process Results** region, select the employee records to be rolled back by using any of these attributes, Person Name, Associated Payroll, Person Number, Payroll Relationship Number.
5. Select **Roll back** from the Action (...) menu.

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

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Follow these steps to verify if the rollback was successful:

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

Extract Payroll Data

Extract Employment Data in Payroll Interface

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

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

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

Report Person Name in Local Language

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

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

> **Note:** For Japan, you can find two scripts as Kanji and Kana. Oracle HCM Cloud for Japan captures and Global Payroll Interface reports the following names:
> - GlobalPersonData section: One set of attributes captures the name in English, another set of attributes captures the name in Kanji
>
> - LocalPersonNames section: One set of attributes captures the name in Kana, another set of attributes captures the name in Kanji

Include Ready to Transfer Time Entries

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

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

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

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

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

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

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

Integrate Absence Records

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

Basic absences (person level) and advanced absences (assignment or day wise) are supported.

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

Day wise absence records can be created for each day of the absence duration and each absence entry within the total absence duration can be associated with an assignment.

You can also extract the below attributes relating to open-ended absences in your integration with third-party payroll systems:

- **Open Ended Leave**: Check this to identify whether the absence being reported is an open-ended absence.
- **Estimated End Date**: Enter the tentative end date of the open-ended absence

Note: You'll need to create an interface using the enhanced Global Payroll Interface for Absences template to extract these attributes. This will not be available in already existing interfaces.

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

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
2. Search for and select **Extract Definition** on the Data Exchange page.

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3. Create an extract. Click the + sign to create an extract and select 'Create from Template'. On the Create Extract Definition page select **Global Payroll Interface For Absence** from Source Template > Payroll Interface. Complete these fields:

   - **Name**: Provide the name of the interface. The application generates the flow with this name. Let's say, the name is ABC Payroll Interface, then the flow gets generated as Run ABC Payroll Interface.
   - **Start Date**: Provide a start date to create the extract definition.
   - **Consumer**: Select appropriate payroll partner from the LOV. If the payroll partner is not available in the LOV select **Undefined** and include details of the payroll vendor in the field **Additional Details**.
   - **Changes Only**: Ensure that you have selected this check box.
   - **Legislative Data Group**: Search for and select an appropriate legislative data group.
   - **Source Template**: Select the source template as **Global Payroll Interface For Absence.**

4. Click **OK**. You will find a list of default objects and attributes that are available.

5. Select **Person Absences** from the list of Business Objects. From the list of attributes on the right pane for **Person Absences** , select the attributes you may need

6. To integrate day-wise and assignment-wise absence records: Select **Assignment Absences** from the list of Business Objects. From the list of attributes on the right pane for **Assignment Absences** , select the attributes you may need

7. Once you have selected the attributes, click **Review** in the left-most pane to review your selection.

8. Click **Save** to submit your configuration and wait for the status to reflect Ready.

Run the generated Absence Interface

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

1. On the Home page, navigate to **My Client Groups** > **Payroll** > **Submit a Flow** Task.
2. Select the Legislative Data Group.
3. Search for and select the name of the extract definition provided during creation of the payroll interface.
4. On the **Enter Parameters** page, enter these parameters.

Parameter	Value
Payroll Flow	Enter a meaningful name.
Changes Only	Changed and marked attributes/All attributes/Changed attributes
Object Group	The application extracts data depending on the conditions mentioned in the selected object group. - If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file.
Payroll	Payroll is an optional parameter you can use if you want to extract employees by payroll. If you specify payroll, the application extracts only those employees that are mapped to a particular payroll.

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Parameter	Value
	Note: The application will extract data only if you provide either an Object Group or a Payroll or a combination of both.
Process Start Date	Enter the start date of the extraction window. Absences that are effective within the specified extraction window (process start and end date parameters) will be extracted.
Process End Date	Enter the end date of the extraction window. The application considers this date as the effective as of date and extracts those records effective as on this date. Absences that are effective within the specified extraction window (process start and end date parameters) will be extracted.
Instance Name	Development/Production/QA Test
Process Configuration Group	Select the required process configuration group
Baseline Only	Yes/No

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

Use Customer Extensible Attributes

Use the customer extensible attributes included in the **Global Payroll Interface for Absence template**.

Depending on your requirements configure the values for these fields using fast formulas. Fast formulas created for various fields as required are mapped with their respective extensible field and the value returned by the formula will be populated in the GPI output file. Here are the tasks needed:

1. Enable the extensible attributes.
2. Configure a fast formula to define the Override Value of these extensible fields.
3. Map the Fast Formula in the Configure Payroll Interface Properties.

Customer extensible attributes are available at both Person and Assignment absences section and can be used to report additional absence data. The two available data element are:

Level	Data Elements
Person Level	Person Absence Field 1 Person Absence Field 2

Level	Data Elements
Assignment Level	Assignment Absence Field 1
	Assignment Absence Field 2

To enable the extensible attribute, follow the below steps:

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
2. Search for and select **Extract Definition** on the **Data Exchange** page.
3. Create an extract. Click the + sign to create an extract and select '**Create from Template**'. On the Create Extract Definition page select **Global Payroll Interface For Absence** from **Source Template** > **Payroll Interface**. Complete these fields:

   o **Name**: Provide the name of the interface. The application generates the flow with this name. Let's say, the name is ABC Payroll Interface, then the flow gets generated as Run ABC Payroll Interface.

   o **Start Date**: Provide a start date to create the extract definition.

   o **Consumer** : Select appropriate payroll partner from the LOV. If the payroll partner is not available in the LOV select **Undefined** and include details of the payroll vendor in the **Additional Details** field.

   o **Changes Only**: Ensure that you have selected this check box.

   o **Legislative Data Group**: Search for and select an appropriate legislative data group.

   o **Source Template**: Select the source template **Global Payroll Interface For Absence**.

4. Click OK.
5. From the list of Business Objects select **Person Absences** under **Global Person Information**. From the list of attributes on the right pane for Person Absences , enable the attributes **Absence Extensible Field1** and **Absence Extensible Field2**.
6. Select **Assignment Absences** from the list of Business Objects. From the list of attributes on the right pane for Assignment Absences , enable the attributes **Absence Extensible Field3** and **Absence Extensible Field4**.
7. Click **Review** to review your selection.
8. Click **Save** to submit your configuration and wait for the status to reflect Ready.

Configure a fast formula to define the Override Value of these extensible fields:

On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab to create a fast formula of type **Extract Rule**. This formula should return the override value through a variable called l_computed_val. The variable returning the computed value should have the name l_computed_val.

Map the Fast Formula in the Configure Payroll Interface Properties:

Use Configure Payroll Interface Properties to map the Fast Formulas you defined against the respective Extensible field, for the Global Payroll Interface.

Follow these steps to configure payroll interface properties:

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.
2. Select **Configure Payroll Interface Properties** under **Data Exchange Configurations** on the Data Exchange page.
3. Select the required Global Payroll Interface.

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4. In the **Absences Extensible Fields Formula Map** section map the Fast Formulas in the Override Value field to the respective Extensible Field.

Include Job History

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

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

Perform these steps to create an interface with Job history:

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

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

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

Integrate Salary Using Simple Components

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

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

1. On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab
2. Search for and select Extract Definition on the Data Exchange page.
3. Create an extract. In the Create Extract Definition dialog box, complete these fields:
    - Name: Provide the name of the interface. The application generates the flow with this name. For example: if the name is ABC Payroll Interface, then the flow gets generated as Run ABC Payroll Interface.
    - Start Date: Provide a start date to create the extract definition.
    - Type: Select Payroll Interface.
    - Changes Only: Ensure that you have selected this check box.
    - Legislative Data Group: Search for and select the appropriate legislative data group.

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○ Source Template: Select **Global Payroll Interface**

4. Click OK. You will find a list of default objects and attributes that are available.
5. Select **Salary Simple Component Details** under **Salary**. You can find the attributes available under **Attributes**.
6. Click **Save** to submit your configuration and wait for the status to reflect **Ready**.

Salary History Information for Global Payroll Interface

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

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

This table summarizes salary records for an employee:

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

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

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

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

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

How Retroactive Changes for Payroll Interface Are Extracted

If your extract is based on the Global Payroll Interface extract definition, all HR- and payroll-related data in the output file is effective-dated. The third-party payroll provider uses the effective date value present in the EffectiveDate tag in the XML file header.

A past-dated change would be reflected within the range between the Effective Start Date and the Effective End Data attribute values. Third-party payroll providers can pick up the dates if any date in the past exists that triggers any retroactive processing.

For example, you have already sent the following details for John Franklin's salary to your payroll provider in the extract for July 2015.

Employee Name	Element	Pay Value	Effective Start Date	Effective End Date	Entry ID
John Franklin	Basic Salary	1000	01-Jul-2015	31-Dec-4712	1

On 1 August, 2015, John receives a salary raise of 500 that's retroactive back to 1 January, 2015. In this scenario, the new data is extracted when you run the extract in August in changes-only mode.

Employee Name	Element	Pay Value	Effective Start Date	Effective End Date	Entry ID
John Franklin	Basic Salary	1500	01-Jan-2015	31-Dec-4712	1

The third-party payroll provider processes this data from 1 January, 2015 and computes arrears.

> **Note:** The entry ID value is significant only if multiple entries of the same element are allowed and if the retroactive change is for one element entry only.

Payroll Interface Properties

Configure Payroll Interface Properties

Use the **Configure Payroll Interface Properties** task under **Data Exchange Configurations** on the Data Exchange page to consolidate additional configurations for a delivered payroll interface. These additional configurations are delivered using the existing infrastructure components like lookups, user defined tables, profile options, and so on.

For example, using the additional configurations you can specify the offset start date and end date parameters at the payroll level for the ADP Global Payroll Interface. You can use these dates to schedule a payroll interface process.

The delivered interfaces you can see on the Configure Payroll Interface Properties page include:

- ADP Workforce Now

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- Global Payroll Interface

- ADP Global Payroll Interface

Follow these steps to configure payroll interface properties:

- On the Home page, click the **Data Exchange** quick action under the **My Client Groups** tab.

- Select **Configure Payroll Interface Properties** under **Data Exchange Configurations** on the Data Exchange page.

- Select the required payroll interface and the page displays a list of configurations or properties specific to the selected payroll interface. The payroll interface properties are listed under separate sections and for each attribute within a section, you can see a default value if seeded in the application. You can override the default value if you have the permissions to override the default values.

    For example, if you have selected the ADP Global Payroll Interface, you can provide values for Client Number or Region among other fields under the File Name Components to report extension of termination during a global transfer.

Context of the Interface Properties:

Properties specific to an interface are logically associated with one of the three levels of Enterprise, Legislative Data Group (LDG) or Payroll levels. When you open an interface page, the page allows you to select either an LDG or a Payroll or you can leave both these fields empty and blank.

This association is internally determined based on the level at which property value configuration is supported. For example, rules for seniority in the interface is supported at the LDG level; process start, and end date offsets are supported at the payroll level. These levels are optional for configuration, you can either select them if required or leave them blank. When left blank, the default value of 'All' is applicable, meaning that its applicable to all the levels, as given in this table:

Level Selection	Result
Leave the LDG and Payroll fields blank	• You can only configure properties that are associated at the Enterprise level. • The page displays properties associated with an LDG or Payroll as view-only and not editable. • Values configured at the Enterprise level apply to all LDGs, Payrolls, and Legal Employers within the Enterprise.
Select an LDG	• You can only configure properties that are associated with the selected LDG as the default level. • You can configure properties that are associated at the Enterprise level and are supported for override at LDG level. • Values configured at the LDG level apply to all payrolls and legal employers associated with the selected LDG.
Select a Legislative Data Group and Payroll	• You can only configure properties that are associated with the selected LDG as the default level. • You can configure properties that are associated at the LDG level and are supported for override at the payroll level. • Values configured at the payroll level apply to the selected LDG, payroll and employees mapped to the selected payroll under all legal employers associated with the selected LDG.

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Date Effectivity:

Date effective value configuration isn't supported. Configured values take effect immediately on successful submission. Any changes to the value of properties overwrites the previous value and hence there is always only one instance of a property value for the applicable context combination.

Access and Permissions to the Interface Page:

When you select an interface on the Configure Payroll Interface Properties page, use the Actions (ellipses) against the name of the interface to choose an access mode. You can open the page in any of the access modes depending on your role and access permissions. The various modes that you can access the page and the actions you can perform are as given in this table.

Access Mode	Actions that you can perform
Edit	You can create, update, or override an attribute or property value on the page.
View	The page displays all seeded and configured values in read-only mode and the submit action is disabled. You can only view the values on the page.
Create	• Select a value for the LDG or Payroll. • The page enables property values depending on the context parameters you select and the level at which the property is associated. For example, a property that is associated with LDG is enabled only when you have selected an LDG context. A property that is associated at the Enterprise level isn't enabled at LDG level. • Submit is enabled. • The page displays seeded values of properties that don't support value change or defined fast formulas as read-only. • The page displays seeded values of properties that support value change or defined fast formulas as editable values. When you select a formula at LDG level, the value is set at LDG level. You can select or specify formulas for various LDGs.
Update	• Select a value for the LDG or Payroll. • The page displays all properties associated with the interface with their default and configured values. • The page displays properties as editable depending on the level at which they are associated, and the contexts you select. • Update the values already configured and save the changed values.
Override	• Select a value for the LDG or Payroll. • The page displays all properties associated with the interface with their default and configured values. • If a property is associated with a default and is supported at an optional level as well, the value is editable at the optional level also, provided you select the optional context when you open the page. In this case you can configure the value at the optional level also and this is treated as an override. The value already configured in the default level is removed and the values you configure in the optional level are created.

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Access Mode	Actions that you can perform
	• The optional level is generally at a lower level than the default level, and you must configure values for all the lower level optional contexts. For example, when you override the value configured at the LDG level, you should ensure that values are configured for all payrolls. •
Reset	• You can't select a value for the LDG or Payroll, both fields are disabled for selection. • When you select the **Reset** option. a warning message displays asking you for confirmation to Reset. After you confirm, all values configured for the selected payroll interface are deleted and the values as in default stage are restored. This is to support any errors made in the configuration. • •

When you complete and submit the configurations, the application saves the values in new tables created for this instance of the user interface. For all subsequent references to these property values, these tables are used instead of the current references to lookup types or user defined tables.

Schedule and Submit the Extract

Extraction Schedule

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

Perform these steps to schedule the extraction:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. Select the **Run Global Payroll Interface V2** flow.
4. Enter all the parameters except **Process Start Date** and **Process End Date**
5. Specify the schedule frequency and submit the process.

Note:

- Don't set the **Process End Date** parameter to a date earlier than the end date of any previous runs.

- While scheduling the initial extraction, leave the start date and end date parameters blank.

Increment Process Dates Automatically

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

The recommended extraction window is 21 days with this requirement:

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

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Consider these points while you automatically increment process dates:

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

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

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

Run Global Payroll Interface Process

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

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

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

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

Parameter	Value
Payroll Flow	Enter a meaningful name.
Changes Only	Changed and marked attributes/All attributes/Changed attributes/Changed and Marked Attributes With Prior Values

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Parameter	Value

Object Group	The application extracts data depending on the conditions mentioned in the selected object group.
	
	   o If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file.
	   o If the object group is a group of payroll relationships created for exception reporting, the application extracts only those payroll relationships (employees) mapped to this object group.

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

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

Related Topics
- Guidelines for Using Different Modes for HCM Extracts

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6 Global Payroll Interface FAQs

The Payroll Interface process has completed successfully but the output file does not show any data.

A blank output file can be generated in these scenarios:

- Employees have not been mapped to a payroll.

  Mapping employees to a payroll is a mandatory prerequisite for including that employee in payroll interface extraction.

- No value selected for **Object Group** and **Payroll** parameters.

  Object Group and/or **Payroll** parameters are required to identify employees to be included in the current flow of the payroll interface. They help defining the scope of employees to be extracted.

- Payroll specified in parameter does not have time periods for the start and end dates specified.

  When a payroll is defined, the system automatically creates time periods based on the values entered for the **First period end date** and the **Number of years**. As long as there are active time periods in a payroll, it is deemed active and usable. Therefore, time periods for the payroll(s) specified in the process parameter ought to be active during the extraction window.

The Payroll Interface process has completed successfully but no output file has been generated.

Baseline parameter has been set to **Yes**.

Baseline runs do not produce output files. It only performs the extraction step and creates a snapshot for comparison in future incremental runs.

How are the process start date and process end date parameters used?

For Payroll data (Element Entries, Payment Methods etc.), all date effective records spanned by the extraction window (process start date and process end date) are extracted.

Process Start Date helps the system to complete the extraction window.

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Process End Date is used as the effective-as-of-date to identify date effective records to be extracted.

> **Note:** If no values are provided for the **Process Start Date** and **Process End Date** parameters, system defaults them to system date.

How are effective dated records identified for extraction

In the standard Global Payroll Interface template, top of the stack Personal and Employment records that are effective as on the Process Start Date (used as effective-as-of-date) are extracted.

For Salary, Element Entries and Payment Methods, all date effective records that fall within the extraction window are extracted.

For details on effective date handling, refer: *https://docs.oracle.com/en/cloud/saas/human-resources/24a/oapnt/ effective-dates.html#s20064851*

How do I extract Assignment History?

If your third-party payroll partner expects history for assignment information, you can use the **Global Payroll Interface with Job History** template.

I have outsourced payroll. Which interface should I use to integrate?

- I have outsourced my payroll to ADP Global View. Which interface should I use to integrate?

  For integrations with ADP Global View, use the delivered **Payroll Interface for ADP Global Payroll V2**.

- I have outsourced my payroll to ADP Celergo. Which interface should I use to integrate?

  For integrations with ADP Celergo, use the delivered **Payroll Interface for ADP Global Payroll V2**.

- I have outsourced my payroll to a third party payroll system. Which interface should I use to integrate?

  For integrations with third party payrolls other than ADP Global View, ADP Celergo and ADP Workforce Now, use the **Global Payroll Interface template** to generate payroll interfaces.

  If your third party payroll provider is an Oracle certified Payroll Connect partner, you will find a separate chapter for your partner in this guide that will mention specifics.

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What person types are supported in the payroll interface?

As of now, Payroll Interfaces support only **Employee** person type.

How do I include custom data in the payroll interface?

You can use one of these options to include custom data:

- **Extensible fields**: The standard Global Payroll Interface supports five Extensible fields. These fields are driven by custom logic configured as Fast Formulas. You can refer this section to enable and use the Extensible fields: *https://docs.oracle.com/en/cloud/saas/human-resources/24a/oapnt/use-extensible-fields-to-include-additional-attributes.html#s20070022*

- **Flexfields**: If you have captured your custom data as flex fields, you can incorporate your flex contexts into the Global Payroll Interface template. You can then use these contexts like any other standard object (like for example, Address) when configuring the payroll interface and get them extracted. You can find more details here: *https://docs.oracle.com/en/cloud/saas/human-resources/24a/oapnt/delivered-payroll-interfaces.html#s20079292*

> **Note:** The delivered ADP Payroll Interfaces does not support this approach. For any additional data to be sent using these interfaces, you need to get in touch with Oracle and/or ADP.

Do I need to define one payroll interface for each of the countries in scope for implementation?

You can start by defining a Payroll Interface for one of the countries in scope and then use the **Generate Payroll Connect Interfaces** process to convert it into Enterprise level interface. You can also incorporate legislative data supported by Global Payroll Interface into this enterprise level interface. For further details refer: *https://docs.oracle.com/en/cloud/saas/human-resources/24a/oapnt/generate-payroll-interfaces-for-payroll-connect-vendors.html#u30237100*

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

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

Can changes-only extracts for Payroll Interface compare data with previous runs?

Payroll Interface extract comparisons are based on snapshots of the current data and the data in latest extract processed for that person. Changes-only extracts don't compare data with extracts prior to the latest change for an employee.

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

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

What happens to my Payroll Interface extracts when multiple updates occur on the same day?

When multiple updates occur in a single day, the Payroll Interface extracts retrieve the data that's valid during the extract process submission.

Why do I see duplicated assignment data in my Payroll Interface output file?

Because the payroll employment model supports three tiers of employment: payroll relationship, employment terms, and assignments. If you have a two-tier implementation, the application hides any data at the employment terms level.

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However, the extract process includes this data, which can appear as if it's duplicate data.

How do I identify new hires and terminations in the Global Payroll Interface XML file?

You can identify new hires when the ActionReason tag in the XML file for the person record has the NEWHIRE value. Use the Termination Action and Termination Reason tags for details about terminated person records.

Why can't I view the Payroll Interface output file in the process results?

If the output file is beyond the size limit, you can't view it, but you can still download it. When this scenario occurs, the View Results link navigates to Oracle Business Intelligence, but this doesn't impact functionality in any way.

Can the Global Payroll Interface include Terminated employees?

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

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

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

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7 Payroll Interface for ADP Global Payroll

Overview and Common Configurations

Overview

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

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

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

The delivered Payroll interface for ADP Global Payroll for the first release contains:

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

The delivered Payroll Interface for ADP Global Payroll for the second release contains:

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

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

> **Note:** Use only the delivered extract definition, flow, and template. You can't create a copy or export the delivered extract definition. If your requirements aren't addressed in the delivered interface, raise a service request with Oracle or log a ticket with ADP. The Payroll Interface for ADP Global Payroll V2 extract definition retains all the functionalities and features delivered in the earlier version. This enhanced version:
>
> - Excludes attributes that ADP Global Payroll doesn't consume currently and has no plans to consume in the future. The following data is no longer included in the extracted data set:
>   - Calculation card data (for all applicable countries) storing employee information related to statutory deductions is deprecated since ADP captures this information directly on their application.
>   - Employment Term is deprecated as three-tier employment model is no longer supported in Oracle Global Human Resources Cloud. Contract information is reported under Assignment Data in alignment with the employment pages in Oracle Global Human Resources Cloud.
>
> - Supports real time interfacing of new hire. This new version is a mandatory prerequisite for real time interfacing of new hire transactions to ADP Global Payroll. For details on real time integration, refer chapter, Oracle Payroll Connect for ADP Global Payroll' of the Implementing Global Payroll Interface guide available on the Oracle Help Center.
>
> - Allows you to work with country-specific payload rules to select and deselect attributes and data groups from within the master data set in accordance with the data requirements agreed with the ADP implementation team. It also ensures that the configured data adheres to data protection policies.

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Set up the prerequisite elements when you configure the payroll interface for ADP Global Payroll. Refer to chapter **Global Payroll Interface Extract**.

In Scope

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

Source Module	Data Reported
Global Human Resources	Person • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment • Assignment • Salary • Manager • Department Cost Center • Termination
Global Payroll	• Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

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

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

Out Of Scope

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

• Absences

• Time and Labor

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Set Up Recommendations

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

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

Set the License Type and Load Geography Data

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

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

- Human Resources or None
- Payroll Interface

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

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

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

- Tier 1: HR Only extension
- Tier 2: HR and some parts of payroll extension
- Tier 3: Fully localized including compliant payroll

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

Legislative Data Groups and Employment Models

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

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

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

Actions and Reasons

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

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

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Currency

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

Payrolls

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

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

Elements

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

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

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

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

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

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

- If the current implementation requires elements that report a percentage such as a percentage of basic salary, create these elements with an input value Percentage. Store the actual value to be passed to ADP in this Percentage input value.

- Input values Hours and Days are not supported by ADP Global Payroll.

Elements for Benefits

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

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

Object Groups

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

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

Personal Payment Methods

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

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

Set Up SFTP and Delivery Destination

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

Set up Practitioner Access

> **Note:** When setting up the practitioner user access, ensure that security roles & security profile access are aligned with what has been configured on ADP Celergo system.

Uptake Recommendations for ADP Global Payroll V2 Extract

- If you're already using the standard ADP Global Payroll Interface, we strongly recommend that you reach out to Oracle by logging a service request and to ADP by logging a ticket, for key considerations before planning a move to the enhanced version.
- If you're planning to start using the standard ADP Global Payroll Interface, we recommend that you review and use the V2 version.

How to Uptake ADP Global Payroll V2 Extract

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

1. Recreate in the Payroll Interface for ADP Global Payroll V2 extract definition, the following configurations performed on the earlier version:
   - Additional delivery options (for example, to enable SFTP delivery)
   - Dynamic file names

   Following configurations performed on the earlier version are automatically applied in V2 version:
   - Lookup Codes
   - Value Sets
   - Fast Formulas
   - Element Groups

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- o Payroll Relationship Groups
- o Object Groups
- o Values in the **Profile Options for Global Payroll Interface** user-defined table

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

   a. Complete the regular **Run Payroll Interface for ADP Global Payroll** flow and transfer the output file to ADP.

   b. Submit a baseline run using the new **Run Payroll Interface for ADP Global Payroll V2** flow across all LDGs in scope.

   c. Validate that the baseline run completed successfully and processed all employees within the LDGs as expected. If the results are as expected, proceed to the next step.

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

3. If you have created an automatic scheduler for your regular interface runs, end the existing scheduler as on the date you move over to the new version.

4. Use the new **Run Payroll Interface for ADP Global Payroll V2** process flow and create a new schedule to start from the day after the date you move over to the new version. All your existing configurations around scheduling like **Process Start Date** and **Process End Date** offsets get automatically incorporated into the new schedule.

5. If you're executing your regular interface runs manually, start using the new **Run Payroll Interface for ADP Global Payroll V2** process flow in your regular runs from the day after the date you move over to the new version. Incremental changes are picked up automatically ensuring zero break in interfacing.

Configure Additional Delivery Options

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

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab, and select **Payroll Interface For ADP Global Payroll V2**.

   If you are using the first release of ADP Global Payroll, then select **Payroll Interface For ADP Global Payroll** .

2. In the **Advanced Edit** mode, go to **Delivery Options**.

3. For all the delivery options that you have created, update the value under **Template Name** from ADP Global Payroll Interface Template to **Override Template**.

4. Submit the changes.

Related Topics
- How to Set Up SFTP Server for BI Publisher

Manage Payroll Elements

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

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

Configure the element group to filter out elements:

1. On the Home page, click the **Object Groups** quick action under the **My Client Groups** tab.
2. Create an object group with these details, and click **Continue**.

   - **Name**: ADP Global Payroll Interface Element Group

   - **Legislative Data Group**: Choose as appropriate

   - **Type**: Element Group

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

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

Exclude Payroll Elements

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

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

Remove Filter from Payroll Elements

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

Grouping Payroll

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

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

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

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

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

1. In the **Setup and Maintenance** work area, go to the **Manage Object Groups** task.
2. Create an object group and complete these fields:

   - **Name**: Specify a meaningful name

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- o **Legislative Data Group**: US Legislative Data Group name
- o **Type**: Payroll Relationship Group
- o **Static or Dynamic**: Dynamic

3. Select the **Advanced Options** check box.
4. Click **Continue**.
5. On the **Create Object Group** page, specify the **Start Date** and **End Date** as applicable.
6. Click **Next**.
7. In the **Payroll Definition** section, add a new record.
8. Select the payrolls that you want to group together using the lens icon into this section.

> **Note:** You can also group employees using Object Groups. Perform the steps 1 through 6 to create a group of employees for impromptu extraction scenarios.
>
> - o In step 2, **Static or Dynamic**, select Static.
>
> - o In step 7, instead of choosing the Payrolls into the Payroll Definition section, select the relevant payroll relationships into the Payroll Relationship section.

9. Submit the changes.

Related Topics
- • How do I update existing setup data?

Report Periodic Salary

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

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

- • The application converts only the amount that you have specified as salary while managing salary using salary basis to the periodic value.

- • If the salary structure in an organization has more than one salary component, the salary basis amount and periodic salary amount may not represent the complete salary.

- • Consider the frequency of the salary basis amount as the frequency of the salary basis used. For example, if annual salary basis is used, the salary basis amount will carry the annual value. If an hourly salary basis is used, the salary basis amount will carry the hourly value.

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

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab.
2. Create a fast formula with these details:
    - o **Formula Name**: Global View Salary Conversion Factor
    - o **Formula Type**: Extract Rule
    - o **Description**: Formula to convert salary basis amount into periodic amount
    - o **Legislative Data Group**: Leave this blank
3. Click **Continue**.

4. Here's a sample formula text to do conversions based on commonly used salary basis and pay frequencies. You can provide conversion logic in the fast formula according to your implementation requirements.

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

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

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

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

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

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

   - ORA_EXT_SALARY_ASG_RANGE_DETAILS
   - ORA_EXT_GLOBAL_VIEW_PERIODIC_FREQUENCY_CALCULATOR

Salary History

The ADP Global Payroll interface extracts historical salary records that fall within the extraction window. The HCM Cloud supports date effective salary management. HCM Cloud records all date effective changes made to the salary information as date effective records.

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

This table summarizes salary records for an employee:

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

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

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

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

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

Report Prior Values

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

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

```
<gpi:JobDetails>
 <gpi:Position PriorValue="Consultant">Developer </gpi:position>
 <gpi:JobCode> JOB3 </gpi:JobCode>
```

```
<gpi:Department PriorValue="Consulting">Development </gpi:Department>
<gpi:ReportingEstablishment> Development </gpi:ReportingEstablishment>
<gpi:WorkerCategory> White Collar </gpi:WorkerCategory>
<gpi:WorkingHours> 40 </gpi:WorkingHours>
<gpi:Frequency> W </gpi:Frequency>
```

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

Scenario	Prior Value Attribute Present	Prior Value Attribute Populated	Element Populated	Sample Output

Initial Extracts
 	
All Attributes
 	
Run with Changes Only = N
	Yes/No = No	Yes/No = No	Yes/No = Yes	Change: Initial Extract. All data reported.
				
				`<DEMO>`
				`<PERSON NUMBER> 11111 </PERSON NUMBER>`
				`<NAME> JACK </NAME>`
				`<ADDRESS1> BELMONT </ADDRESS1>`
				`<ADDRESS2> </ADDRESS2>`
				`</DEMO>`

First Snapshot
 	
Run with Changes Only = BLOCK_OLD
 	
An object or entity reported for the first time.
 	
Includes New Hire and Payroll Transfer as a new entity.
	Yes/No = Yes	Yes/No = Prior value will be NULL	Yes/No = Yes	Change: Available data is reported and the corresponding prior value shows NULL.
				
				`<DEMO>`
				`<PERSON NUMBER Prior_value=""> 11111 </PERSON NUMBER>`
				`<NAME Prior_value=""> JACK </NAME>`
				`<ADDRESS1 Prior_value=""> </ADDRESS1>`
				
				`<ADDRESS2> </ADDRESS2>`
				`</DEMO>`

Element changes from no value to a value.	Yes/No = Yes	Yes/No = Prior value will be NULL	Yes/No = Prior value will be NULL	Change: Address 2 changed from no value to a value and has a prior value NULL. The other attributes haven't changed and so they don't contain a prior value.
				
				`<DEMO>`
				`<PERSON NUMBER> 11111 </PERSON NUMBER>`
				`<NAME> JACK </NAME>`
				`<ADDRESS1>BELMONT </ADDRESS1>`
				
				`<ADDRESS2 Prior_value=""> </ADDRESS2>`
				`</DEMO>`

Element changes from value to no value.	Yes/No = Yes	Yes/No = Yes	Yes/No = Yes	Change: Address 2 changed from value to no value and has a prior old value. The

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Scenario	Prior Value Attribute Present	Prior Value Attribute Populated	Element Populated	Sample Output

				other attributes haven't changed and so they don't contain a prior value.
				
				`<DEMO>`
				`<PERSON NUMBER> 11111 </PERSON NUMBER>`
				`<NAME> JACK </NAME>`
				`<ADDRESS 1>BELMONT </ADDRESS1>`
				
				`<ADDRESS2 Prior_ value="Concourse"> </ADDRESS2>`
				`</DEMO>`

Element doesn't change	Yes/No = No	Yes/No = No	Yes/No = No	Change: No changes. All values are shown as they're without prior values.
				
				`<DEMO>`
				`<PERSON NUMBER> 11111 </PERSON NUMBER>`
				`<NAME> JACK </NAME>`
				`<ADDRESS1>BELMONT </ADDRESS1>`
				`<ADDRESS2> </ADDRESS2>`
				`</DEMO>`

Element changes from one non-null value to another non-null value.	Yes/No = Yes	Yes/No = Yes	Yes/No = Yes	Change: Element changes from one non-null value to another non-null value. Address changes from Belmont to Jersey city.
				
				`<DEMO>`
				`<PERSON NUMBER> 11111 </PERSON NUMBER>`
				`<NAME> JACK </NAME>`
				`<ADDRESS1 Prior_ value="Belmont">JERSEY CITY </ADDRESS1>`
				
				`<ADDRESS2> </ADDRESS2>`
				`</DEMO>`

Cost Center Override

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

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

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

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

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

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

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

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

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

Here's how you create the fast formula:

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

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

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

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

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

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

2. Save the settings.

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Note:

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

Related Topics

- Generate Baseline Extract
- Overview of Using Formulas
- Overview of Writing Formulas

Extend Termination Reporting for Global Transfer

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

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

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

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

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

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

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Here's how you can enable this feature:

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

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

Related Topics
- Global Transfer Overview
- Global Transfer Example

Reporting Seniority Dates

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

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

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

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

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

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

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

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

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

1. On the Home page, click the **Lookups** quick action under the **My Client Groups** tab.
2. Search for the lookup type **ORA_HRY_INT_SENIORITY_RULES** on the **Manage Common Lookups** page.
3. For every seniority date rule that you want to include in the interface, create a new lookup code and select the **Enabled** check box,

   - **Lookup Code**: Any code that you can use to identify the rule
   - **Start Date**: Enter an appropriate date
   - **End Date**: Enter an appropriate date
   - **Meaning**: Enter the lookup code that you used while creating this seniority rule in ORA_PER_SENIORITY_ITEMS
   - **Description**: Enter any meaningful description for the lookup code
   - **Tag**: Specify the country code for which you would use these seniority rules. For example, you have three rules R1, R2, and R3. The rules would be applicable like,

     - R1: For US and UK
     - R2: For all countries
     - R3: Only for AU

     The Lookup Code along with Tag would be,

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

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4. Click **Save**.

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

Related Topics
- Overview of Seniority Dates
- Seniority Dates
- Process to Calculate Seniority Dates
- Seniority Date Versions
- Considerations for Migrating to V3 Seniority Dates

Schedule the Interface Processes

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

Perform these steps to schedule the extraction:

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. In **Select a Flow**, search for and select **Run Payroll Interface for ADP Global Payroll V2** process.
   - If you are using the first release of ADP Global Payroll Interface, in **Select a Flow**, search for and select **Run Payroll Interface for ADP Global Payroll** process.
4. In the Flow Parameters select the appropriate **Consumer**, ADP Global Payroll or ADP Celergo.
5. Enter the other parameters.

   > **Note:** Don't enter the **Process Start Date** and **Process End Date**.

6. Specify the schedule frequency and submit the process.

> **Note:**
> - Don't set the **Process End Date** parameter to a date earlier than the end date of any previous runs.
> - When creating the schedule, leave the start date and end date parameters blank.

Increment Process Dates Automatically in ADP

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

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

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

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

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

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

Consider these points while you automatically increment process dates:

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

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

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

Transactional Recommendations

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

Data Deletion

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

Payroll Transfers

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

Indicate these details in the output file for transferred employees:

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

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

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

Employee Terminations

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

The interface supports these two approaches to pay terminated employees:

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

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

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

Update the Final Close Date

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

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

Cost Center Allocations

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

Operational Recommendations

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

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

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

Instance Name Parameter

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

Initial Extract

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

- Specify the baseline parameter as **Yes** to execute the initial extract in the baseline mode. The application extracts and keeps the extract without generating any output file.

- Specify the baseline parameter as **No** to execute the subsequent extracts.

Extraction Window

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

- Choose the extraction window and don't change it later.

- Run the extraction on a daily basis, typically at the end of the day's work.

Consider these points while you select the extraction window:

- Frequencies of payments supported. For example, Monthly, Weekly, Biweekly.

- How often interface files are sent to the ADP Global Payroll application.

- When the application records the data. For example, as and when the changes happen, after the changes happen with a past date, or in advance before the actual changes happen.

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

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

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

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

Unplanned Runs

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

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

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Extraction Rollback

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

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

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

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

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

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

1. Navigate to **Payroll** from **My Client Groups**. Click on **View Flows**.
2. Search for the payroll interface flow on which the partial rollback needs to be performed.
3. Click the process name and go to the **Process Results** page.
4. In the **Process Results** region, select the employee records to be rolled back by using any of these attributes, Person Name, Associated Payroll, Person Number, Payroll Relationship Number.
5. Select **Roll back** from the Action (...) menu.

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

Follow these steps to verify if the rollback was successful:

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

Delete Payslips with Errors

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

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

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

Salary with Simple Components

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

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

Generate Configuration and Data Snapshot for Review

ADP Global Payroll require a visibility into the setup configurations and data that impact payroll integrations.

You can use this snapshot to identify any gaps in integration requirements earlier in the implementation cycle and take corrective action

Extraction of this snapshot itself doesn't require any additional configurations or specific implementation. The delivered or configured interface can be used in the full attribute mode for this. This extraction typically happens only once or a few times during the implementation phase.

Follow the steps below to generate the Data Precheck snapshot:

- Navigate to **My Client Groups** > **Payroll** > **Submit a Flow**.
- Select your legislative data group.
- In **Select a Flow**, search for and select **Run Payroll Interface for ADP Global Payroll V2**.
- Provide these parameter values:

  - **Payroll Flow**: Enter a meaningful name to monitor progress.
  - Consumer: Select **Data Precheck Snapshot**.
  - **Changes Only**: All attributes
  - **Object Group**: Select as appropriate.
  - **Payroll** : Select as appropriate.
  - **Process Start Date**: Select the date as on which you need the snapshot.
  - **Process End Date**: Select the date as on which you need the snapshot.

    > **Note:** Its recommended to:
    >   i.   Select the same date for Process Start Date and Process End date.
    >   ii. Or leave the Process Start Date and Process End date blank, in which case the report is generated using the `Sysdate`.

  - **Instance Name**: Select Development/Production/QA Test.
  - **Process Configuration Group**: Select the required process configuration group
  - **Baseline Only**: Yes/No

- Submit the flow.

The Data Precheck Snapshot output file is a pipe delimited file with a .csv extension. Since the entire record is combined into a single column, pipe delimiters are used (||) to separate the attributes and their values.

In case there's no value for a record, then only the pipe delimiters will be displayed in the report.

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ADP Global View

Configure Additional Data for ADP Global View

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

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

   o **Payroll Flow Name**: Provide a meaningful name to the current flow so that you can track it later

   o **Purpose**: Enable Additional Data Capture For ADP Interfaces

   o **Feature**: Search for "Assignment EIT Information EFF"

   o **Component**: Search for Additional Assignment Details for ADP Global Payroll

   o **Sub component**: All

   > **Note:** To enable all these fields, choose All.

4. Submit the flow.
5. Repeat steps 3 through 6 choosing the various sub-components that you want to enable.
6. If you want to enable the additional data available under **Person**, repeat the above steps using these details:

   o **Feature**: Person EIT Information

   o **Component**: Additional Person Details for ADP Global Payroll

   o **Sub component**: All

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

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

   o **Name**: Assignment EIT Information

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

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

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Capture Values for Data Elements

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

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

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

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

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

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

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

Additional Data Elements

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

Data Element Name	Data Type	Code
Type Of Transfer	Lookup	ORA_GPY_TRANSFER_TYPE
Company Code	Lookup	ORA_GPY_COMPANY_CODE
Personnel Area	Value set	ORA_GPY_PER_AREA_VS
Personnel Subarea	Value set	ORA_GPY_PER_SUB_AREA_VS
Employee Group	Value set	ORA_GPY_EMP_GRP_VS
Employee Subgroup	Value set	ORA_GPY_EMP_SUB_GRP_VS
Business Area	Lookup	ORA_GPY_BUSINESS_AREA
Work Contract	Lookup	ORA_GPY_WORK_CONTRACT

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

Capture Values Through Lookups

Here's how you can capture values through lookups:

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

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

Capture Values Through Value Sets

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

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

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

Manage Payroll Interface Data Values

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

Create Lookups for Data Values

Complete these steps to create lookups for data values:

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

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

5. Click **Save and Close**.

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Create Value Sets for Data Values

Complete these steps to create value sets for data values:

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

Process Leave of Absence in Payroll

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

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

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

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

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

Record Leave of Absence

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

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

Manage Advanced Leave of Absence Requirements (optional setup)

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

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Perform Global Transfers and Global Temporary Assignments

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

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

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

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

1. Go to **Manage Common Lookups** task and search for **Lookup Type**: **ORA_GPY_TRANSFER_TYPE**
2. Add a new lookup code as below:

   - **Lookup code**: **INTERNATIONAL**
   - **Start Date**: A sufficiently back dated date
   - **Date** : **31-Dec-4712**
   - **Meaning**: **INTERNATIONAL**

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

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

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

Configure Dynamic File Names for ADP Global View

The name of the output file generated dynamically corresponds to this format:

```
ORC_Pxxzzz_YYYYMMDDHHMMSS_USOGPI_HRMD01_DUT8G2I.XML
```

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

Lookup Type

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

Here's how you can create a lookup type:

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

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3. Enter these values:

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

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

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

6. Click **Save**.

Value Sets

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

This table shows how to define new value sets:

To Derive	Value Set Name	FROM Clause	ID Column Name	WHERE Clause
Legislation Code	ADP_Legislation_Code	PER_LEGISLATIVE_DATA_GROUPS_VL	LEGISLATION_CODE	`LEGISLATIVE_DATA_GROUP_ID=:{PARAMETER.LEGISLATIVE_DATA_GROUP_ID}`
File Name Component	ADP_GPY_OUT_FILENAME_COMP	HCM_LOOKUPS	MEANING	`lookup_type='ADP_GPY_OUT_FILENAME_COMP' and lookup_code=:{PARAMETER.LOOKUP_CODE}`

To Derive	Value Set Name	FROM Clause	ID Column Name	WHERE Clause
Date and Time	System_Time_Stamp	dual	`to_char(systimestamp, 'YYYYMMDDHHmiss')`	NA
Random number to serve as a sequence number when generating multiple files on the same day		dual	`lpad(round(DBMS_ Random.Value(1.99)), 2,'0')`	NA

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

Fast Formula

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

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

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

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

Ensure that the formula returns the value through variable l_final_value.

Save and compile this formula.

Configurations on Extract Definition

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

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

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

If you are using Payroll Interface for ADP Global Payroll to integrate with ADP Global View:

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

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

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

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

Configure a FTP Server

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

Adding Delivery Option

If you are using **Payroll Interface for ADP Global Payroll V2** perform these steps to add a new delivery option,

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

   - Delivery Option Name: Any name

   - Output Type: XML

   - Report: /Human Capital Management/Payroll Interface/ADP Global Payroll Interface.xdo

   - Template Name: Override Template

   - Output Name: %de

   - Delivery Type: Select as needed

3. In the **Additional Details** section enter this detail:
   - **Run Time File Name**: Search for and select the attribute **ADP Global Payroll File Name**.

4. If the **Delivery Type** is FTP, , ensure that you have already configured the FTP server as mentioned in the Configure a FTP Server section. Add the server details in the **Additional Details** section as mentioned in the next steps.
    - **Secure FTP**: True.
    - **Remote Directory**: SFTP Destination Folder Name.
    - **Server Name**: SFTP server name as entered in BIP.
    - **Run Time File Name**: Search for the attribute **ADP Global Payroll File Name**.
5. Click Submit.

If you are using **Payroll Interface for ADP Global Payroll** perform these steps to add a new delivery option, :

1. Click Extract Delivery Options and add a new extract delivery option.
2. Enter these details:
    - Delivery Option Name: Any name
    - Output Type: XML
    - Report: /Human Capital Management/Payroll Interface/ADP Global Payroll Interface.xdo
    - Template Name: Dynamic switch Override Template
    - Output Name: %de
    - Delivery Type: FTP
3. In **Additional Details** section enter this detail

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

Run Global Payroll Interface Processes

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

Note: Before performing regular extractions using the Payroll Interface for ADP Global Payroll V2, perform a baseline extraction. You can continue with data changes and regular incremental extractions after this.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. In **Select a Flow**, search for and select **Run Payroll Interface for ADP Global Payroll V2** process.
    - If you are using the first release of ADP Global Payroll Interface, in **Select a Flow**, search for and select **Run Payroll Interface for ADP Global Payroll** process.

> **Note:** Use only the delivered flow when you submit the payroll interface process. Using any other flow will not give the required results.

4. Enter these parameters:

Parameter	Value
Payroll Flow	Enter a meaningful name.
Consumer	ADP Global Payroll
Changes Only	Changed, marked attributes, previous data under the employee / All attributes
Object Group	The application extracts data pertaining to the conditions mentioned in the selected Object group. ○ If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. ○ If the object group is a group of payroll relationships created for exception reporting, the application extracts only those payroll relationships (employees) mapped to this object group.
Payroll	Payroll is an optional parameter that you can use if you don't want to group payrolls. If you specify a payroll, the application extracts only those employees that are mapped to that particular payroll. > **Note:** > The application will extract data only if you provide either an Object Group or a Payroll or a combination of both.
Process Start Date	Start date of the extraction window. If no date is provided, payroll data is extracted using the SYSDATE.
Process End Date	End date of the extraction window. The application considers this date as the effective as of date and extracts those records effective as on this date. If no date is provided, payroll data is extracted using the SYSDATE.
Instance Name	Development/Production/QA Test
Process Configuration Group	Select the required process configuration group

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Parameter	Value
Baseline Only	Yes/No

5. Click **Submit**.
6. Monitor the status of the process to successful completion.
7. If a blank file is generated, the possible reasons for this is provided in the output file. You can take corrective action based on these reasons and submit flow again. Reasons for a blank file being generated could be:
   - Employees haven't been mapped to a payroll.
   - No value selected for object group and payroll parameters.
   - No value specified for Process End Date (Effective date) parameter.
   - Payroll specified in parameter doesn't have time periods for the start and end dates specified.
   - Process Start hasn't been specified (Payroll data will not get extracted).

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

Process	Description
Data Validation Report	Validates the data available on the HCM cloud before passing them on to ADP. It takes into account statutory requirements and helps identify missing or noncompliant data. You can act necessarily to fix the data before passing the data over to ADP.
Payroll Interface for ADP Global Payroll	Submits the ADP Global Payroll interface process and generates the output file that must passed to ADP.
Deleted Data Report	Reports data belonging to a specified set of business objects that have been deleted from the HCM Cloud system during the extraction period. This report serves as a supplement to the ADP Global Payroll Interface output xml file to account for complete set of data changes within the given extraction period. **Note:** Don't delete any data in the HCM application. End date any incorrect data that should not be used for processing.

ADP Celergo

Configure Org Unit fields for ADP Celergo

ADP Celergo has a set of ten generic attributes called Org Units.

The nature and the value of the Org Units are determined at the time of implementation, depending on customer business process and payroll processing requirements.

For example, the attribute **Org Unit 1** can be Department for one customer and Cost Center for another customer. These generic fields are used extensively in the reporting and payroll processing.

Configure the values for these Org Unit fields using fast formulas. Create fast formulas for various Org Unit fields as required and map these fast formulas to the respective Org Unit field attribute. The value returned by the formula will be populated in the output file.

Create Fast Formula

1. On the Home page, click the **Fast Formulas** quick action under the **My Client Groups** tab to create a fast formula of type Extract Rule. This formula should return the logically determined Org Unit value through a variable called l_value. The variable returning the computed value should have the name l_value. Ensure that the fast formula start date is backdated far enough, perhaps to January 1st, 1900.
2. Compile the formula successfully.

Enable Org Unit fields

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

Map the custom fast formula to the override attribute (Org Unit)

1. In the lookup type **ORA_HRY_ORG_UNIT_FORMULA_MAP**, create a lookup code as:
   - **Lookup Code**: This is the short code of the Org Unit attribute that has to be extracted. For example, if Org Unit 1 has to be extracted, the Lookup Code should be CEL_ORG_UNIT1.
   - **Meaning**: Enter the name of the formula created to return the value of the selected Org Unit attribute.
   - **Description**: Optionally enter a valid description.
2. Repeat step 1 for all the Org Units to be extracted.

Configure Dynamic File Names for ADP Celergo

You can configure Payroll Interface for ADP Global Payroll V2 to generate the output file names dynamically.

The file name for ADP Celergo clients using **Payroll Interface for ADP Global Payroll V2** is:

CEL_ORC_<System Name><Client Code>_<Date Stamp><Time Stamp>_<2 Character Country ISO Code>OGPI_HRMD<SequenceNumber>

Note: Existing customers using a different filename can continue to use the same file name.

Configure lookup types, value sets, and fast formula as required, to generate the output file.

Lookup Type

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

Here's how you can create a lookup type:

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

Parameter	Value
Lookup Type	ADP_CEL_OUT_FILENAME_COMP
Meaning	File name component values
Description	Holds values for components in the ADP Celergo output file name.
Module	Volume Report Payroll Outbound Interface Reports

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

Parameter	Value 1	Value 2
Lookup Code	ADP_CEL_SYSTEM_NUMBER	ADP_CEL_CLIENT_NUMBER
Enabled	Yes	Yes
Meaning	Enter the system number provided by ADP Celergo.	Enter the client number provided by ADP Celergo.
Parameter	Value 1	Value 2
Description	ADP Celergo System Number	ADP Celergo Client Number

6. Click Save.

Value Sets

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

This table shows how to define new value sets:

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

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

Fast Formula

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

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

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

Formula Parameter	Value
Formula name	ADP_CELERGO_OUT_FILENAME_FORMULA
Description	Formula to consolidate various file name components and return the final output file name dynamically.
Formula text	`------Formula starts-------- DEFAULT FOR l_final_value IS ' ' l_instance_name=GET_PARAMETER_VALUE('INSTANCE_NAME') l_param ='|=LOOKUP_CODE=''ADP_CEL_SYSTEM_NUMBER''' l_system_id = GET_VALUE_SET('ADP_CEL_OUT_FILENAME_COMP',l_param) l_date=GET_VALUE_SET('System_Time_Stamp') l_leg_id = GET_PARAMETER_VALUE_NUMBER('LEGISLATIVE_DATA_GROUP_ID') l_leg_id_param ='|=LEGISLATIVE_DATA_GROUP_ID='+to_char(l_leg_id) l_leg_code = GET_VALUE_SET('ADP_Legislation_Code',l_leg_id_param) l_final_value='CEL_ORC_P'+l_system_id+'_'+l_date+'_'+l_leg_code +'GPI'+'_'+'HRMD'+'01'+'.xml'+'.pgp' RETURN l_final_value -------Formula ends----------------------`

Ensure that the formula returns the value through variable l_final_value.

Save and compile this formula.

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Mapping File Name Attributes

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

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

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

Configure a FTP Server

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

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

Add Delivery Option

Perform these steps to add a new delivery option:

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

   - **Delivery Option Name**: Any name

   - **Output Type**: XML

   - **Report**: /Human Capital Management/Payroll Interface/ADP Global Payroll Interface.xdo

   - **Template Name**: Override Template

   - **Output Name**: %de

   - **Delivery Type**: Select as needed

3. In the **Additional Details** section enter this detail:
   - **Run Time File Name**: Search for and select the attribute **ADP Celergo File Name**.

   > **Note:** If you are configuring the filename for ADP Global Payroll, search for and select the Attribute **ADP Global Payroll File Name**.

4. If the **Delivery Type** is FTP, , ensure that you have already configured the FTP server as mentioned in the **Configure a FTP Server** section. Add the server details in the **Additional Details** section as mentioned in the next steps.
   - **Secure FTP**: True.

   - **Remote Directory**: SFTP Destination Folder Name.

   - **Server Name**: SFTP server name as entered in BIP.

   - **Run Time File Name**: Search for the attribute **ADP Celergo File Name**.

      > **Note:** For ADP Global Payroll, search for and select the Attribute **ADP Global Payroll File Name**.

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5. Click Submit.

Map Delivery Option to Report Categories

Perform these steps to map Delivery Option added to the Report Categories:

- In the Report Categories section, select the Report Category **Payroll Interface for ADP Celergo**.

- In the **Additional Details: Payroll Interface for ADP Celergo**, click Add.

- Select the Delivery Option Name that you created.

Repeat these steps if the configuration is for being done for ADP Global Payroll, and in the Report Categories section select the Report Category: Payroll Interface for ADP Global Payroll V2 and add the Delivery Option.

Run Payroll Interface Process for ADP Celergo

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

> **Note:** Before performing regular extractions using the Payroll Interface for ADP Global Payroll V2, perform a baseline extraction. You can continue with data changes and regular incremental extractions after this.

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

   > **Note:** Use only the delivered flow when you submit the payroll interface process. Using any other flow will not give the required results.

4. In **Submit a Payroll Flow**, enter these parameters:

Parameter	Value
Payroll Flow	Enter a meaningful name.
Consumer	ADP Celergo
Changes Only	Changed, marked attributes, previous data under the employee / All attributes
Object Group	The application extracts data pertaining to the conditions mentioned in the selected Object group. ○ If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. ○ If you have multiple payrolls defined within a LDG (country), ADP Celergo expects data across all payrolls within a country be consolidated in a single output file. It is recommended that you create an object group (within each LDG) that combines all

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

5. Click **Submit**.
6. Monitor the status of the process to successful completion.
7. If a blank file is generated, the possible reasons for this is provided in the output file. You can take corrective action based on these reasons and submit the flow again. Reasons for a blank file being generated could be:
   - Employees haven't been mapped to a payroll.
   - No value selected for object group and payroll parameters.
   - No value specified for Process End Date (Effective date) parameter.
   - Payroll specified in parameter doesn't have time periods for the start and end dates specified.
   - Process Start hasn't been specified (Payroll data will not get extracted).

Setup Recommendations

ADP Celergo expects a one to one relationship between payroll and Legal Entities. There should be one payroll per legal entity.

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Migration Instructions

These instructions are applicable only to customers moving to ADP Global Payroll Interface V2

1. Org Units in Payroll Interface for ADP Global Payroll V2 converged integrator are supported by fast formulas.

   o Existing ADP Celergo customers moving from Global Payroll Interface V2 to Payroll Interface for ADP Global Payroll V2 need to create fast formula, pull the same standard attributes you have been using, to the fast formula, and map the fast formula to the Org Units.
   o f you are already using fast formula, then you need to map the fast formula to the Value sets and lookup types referred earlier.
   o Additional Org Units if needed can be added.

2. From the day of the cutover, delete any extraction schedules that have been set up for Global Payroll Interface V2 and redefine the schedules for Payroll Interface for ADP Global Payroll V2.
3. Ensure that all delivery options configured in Global Payroll Interface V2 are configured in Payroll Interface for ADP Global Payroll V2.
4. Before going live on Payroll Interface for ADP Global Payroll V2, perform a baseline using the interface as below:

   o Ensure the regular interface run on Global Payroll Interface V2 is complete and the file is transferred to ADP
   o Ensure all configurations relating to Payroll Interface for ADP Global Payroll V2 are complete and the interface is ready for use.
   o Submit a baseline using **Run Payroll Interface for ADP Global Payroll V2**.

   o Perform regular data changes and start using Payroll Interface for ADP Global Payroll V2 for regular interfaces.

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8 Oracle Payroll Connect for ADP Global Payroll

Overview of Oracle Payroll Connect for ADP Global Payroll

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

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

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

- A simplified configuration page to define the data elements that you want to send to ADP Global Payroll in real-time and batch mode
- A status page to review the status of various transactions sent to ADP Global Payroll in both real-time and batch mode

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

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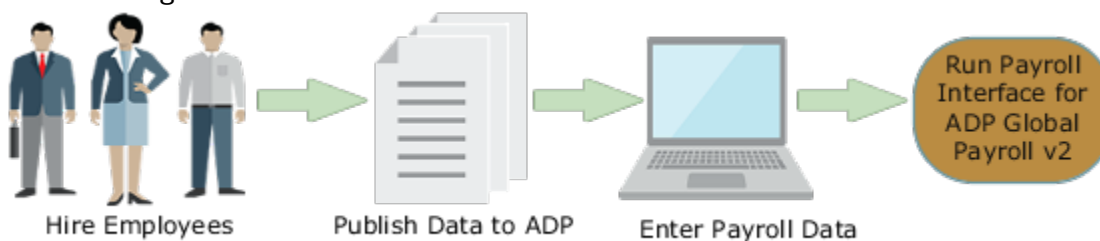
You would need various configurations for the transaction flows in both the applications:

1. Set Profile Options
2. Identify Payrolls Processed by ADP
3. Define and Assign Payroll Security Profile
4. Activate Sandbox
5. Configure Data Validation Rules
6. Configure Payload Rules
7. Configure Payroll Integrations
8. Schedule ESS Job
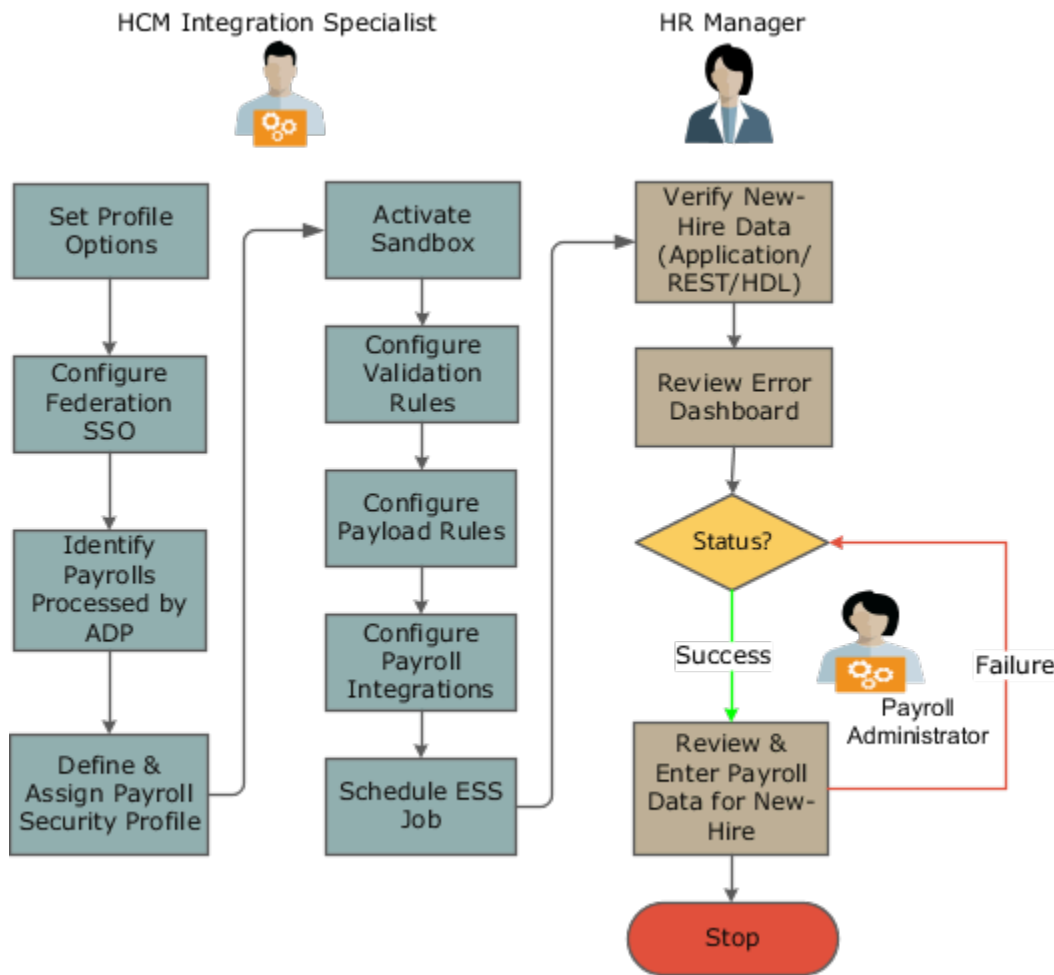
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Before You Start

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

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

Profile Option Code	Profile Option Name	Profile Level	Value
ORA_PAY_ENABLE_EXT_PAY_INTEGRATION	Enable Integration with ADP Systems for Payroll Processing	Site	Yes

2. **Authenticate Real-Time Integration**: You must authenticate this real-time integration using JSON Web Token (JWT).

   ○ **Authenticate using JWT**: Oracle Payroll Connect integration uses ADP REST APIs to send new-hire data in real-time, and JWT token authenticates these APIs.

      Here's how you can set up the JWT authentication:

      i. Export orakey_sign public key from Oracle HCM Cloud for ADP Global Payroll integration.

         a. Navigate to Security Console and API Authentication tab.
         b. Click the Oracle Public Certificate to download the certificate.

      ii. Once you receive the key, open a service request with ADP for importing the key to the corresponding ADP instance. For example, public key from Oracle HCM Cloud production instance imported into the ADP Global Payroll production instance. Here's a sample JWT generated for ADP authentication flow:

```
JWT HEADER
{
 "alg": "RS256",
 "typ": "JWT",
 "x5t": "r2oR5F01a-a5cwAdgUAt6JfE4k0"
}
JWT PAYLOAD
{
 "exp": 155364350,
 "tenant": "123456",
 "iss": "www.oracle.com",
 "aud": "globalview-prod",
 "jti": "1234-12345-123456-12345-1234",
 "iat": 1555363750
}
```

3. **Identify Payrolls Processed by ADP**: Identify payroll definitions that are processed by ADP Global Payroll, and for which you want to enable this integration.
4. **Review Data Security**: Payroll Interface Coordinators must have the required data roles to review the data associated with specific payrolls that interfaces with ADP Global Payroll. You can create data roles with appropriate payroll security profiles from the **Manage Data Roles and Security Profiles** page.

   Note: You can't use **View All** payroll security profile while creating data roles using payroll security profile

5. **Assign Data Roles to Payroll Administrators**: Assign the generated data roles from Step 4 to the Payroll Administrators who are managing the identified payrolls.

Data Validation Rules

You can find two different types of data validation rules implementation and the relevance of these rules at different stages of this integration with ADP Global Payroll. These rules ensure data quality and completeness to avoid cycles of data processing and error correction.

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The required HCM Experience Design Studio validation rules are defined for each country for which the ADP Global Payroll integration is being set up. For more information about the detailed rules grouped by country, refer the **Validation Rules** topic.

This table summarizes the significance of these rules at different stages:

Stage	What You Can Do	HCM Experience Design Studio Rules	Payload Rules	Example
New-Hire	Create the new-hire in real-time in ADP Global Payroll with the new-hire data captured in Oracle HCM Cloud.	Use HCM Experience Design Studio to configure rules that are impacted during data capture in HCM Cloud. These rules are applied for data captured using application pages, REST APIs, or HCM Data Loader methods.	Configure payload rules when the new-hire data is extracted and a payload is to be sent to ADP. If an attribute is marked as Mandatory, the new-hire payload will be sent to ADP only when this required attribute has a value captured for the new-hire.	SSN is a required attribute for US employees. • Configure HCM Experience Design Studio rules to capture data. • Configure payload rules to include SSN data in the payload.
Payroll Processing	Update the employee details applied during the payroll processing. Data is captured during an event like transfer, termination, and so on in Oracle HCM Cloud. The application sends this captured data periodically to ADP Global Payroll using HCM Extracts.	You can't implement data capture rules for updates to employee data using HCM Experience Design Studio. But the implementation project team can design auto-complete validation rules based on specific requirements. **Note:** Rules defined for the new-hire process will still be effective for any changes to the employee data.	Configure these rules to be applied when HCM Extracts run generates the batch feed to be sent to ADP Global Payroll for payroll processing. If an attribute is marked as Required but isn't present for an employee, this employee data won't be sent to ADP Global Payroll.	Bank account details of the employee are required for payroll processing. • Configure payload rules to include bank account information in the payload sent to ADP Global Payroll. • Configure payload rules to include or exclude specific attributes of an object. For example, you can exclude **priority** data from the payload.

Activate a Sandbox

Activate a sandbox to define the Oracle Payroll Connect integration-specific validation rules using HCM Experience Design Studio. For more information about the instructions to define the sandbox, refer to Oracle Learning Library.

Configure Autocomplete Validation Rules

HCM Experience Design Studio allows configuration of validation rules that are specific to your implementation and that aren't delivered by Oracle HCM Cloud. You can configure validation rules for a flow, like new-hire data capture flow to validate new-hire data in real-time. For example, you can configure a rule to capture the e-mail address of the new-hire when the new-hire data is entered in Oracle HCM Cloud. Implement these validation rules using the Auto-complete feature in the HCM Experience Design Studio. These rules are effective for all methods of data entry.

Note: Create a Service Request with Oracle Support to request this feature and provide the Account Name and the business requirement.

This table provides an example for each of the rule patterns to set up the integration with ADP Global Payroll.

Pattern Code	Pattern Name	What You Do	Pseudo Code

M	Mandatory	When an attribute is a mandatory requirement, configure this validation rule by adding conditions using the attributes available in a VO. For example, you can add conditions for a legal employer or a country.	`IF (Gender is null) THEN`
			`IF (Country IN ['CA','GB',`
			`'IN','MX','US']) THEN`
			`ShowError('Gender is`
			`required');`
			`END IF;`
			`END IF;`

L	Length Validation	When the value entered for an attribute should not be more than a specified number of characters, configure this validation rule.	`IF (LastName isn't null)`
			`THEN`
			`length :=`
			`LengthOf(LastName);`
			`IF (length > 40) THEN`
			`ShowError('Last Name`
			`cannot have more than 40`
			`characters');`

ML	Mandatory + Length Validation	When an attribute is mandatory and the value entered should not be more than a specified number of characters, configure this validation rule.	`IF (AddressLine2 isn't`
			`null) THEN`
			`length :=`
			`LengthOf(AddressLine2);`
			`IF (length > 40) THEN`
			`ShowError('Address Line 2`
			`cannot have more than 40`
			`characters');`
			`ELSE`
			`IF (Country IN ['MX'])`
			`THEN`
			`ShowError('Address Line 2`
			`is required');`

For more information about creating the validation rules, refer to Oracle Learning Library.

Configure Payload Rules

Select data components and attributes for both real-time and HCM extracts batch mode integration to configure Oracle HCM Cloud data integrated with ADP Global Payroll.

Here's what you can do,

- Choose the payload content for both real-time and batch processing flows, and also the mandatory and optional attributes that are applied for both flows.

- Include or exclude specific data elements for a given entity. For example, you can exclude **Preferred Name** from the payload, if it isn't required or consumed for processing payroll in ADP Global Payroll.

- Define available filters to include specific data in the payload. For example, you can select **Home Address** to be excluded from the payload to ADP Global Payroll.

Define the payload rules to select the objects and their attributes in a payload that you want to send to ADP Global Payroll. The source template, the HCM Extracts template, defines the objects and their attributes that are available for

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your selection. The Legislative Data Group associated with these rules defines and includes the legislation-specific content in the payload.

Use the **Payload Rules** task under **HCM Extracts** to perform these tasks:

- Include or exclude an object from the payload for real-time flow and batch processing flow
- Identify mandatory attributes for objects that are included
- Identify available filters for objects that are included in the payload

The **Payload Rules** page lists all the available rules defined in the application. You can also create a rule set for an LDG.

Here's how you create a rule set:

1. Click **Add** on the **Payload Rules** page.
2. Provide a name for the payload rule set. This name gets associated with the payroll on the **Payroll Integrations** page.
3. Choose a legislative data group for which the rules are defined.
4. Select the template that lists the objects and attributes for **Payroll Interface for ADP Global Payroll**. When the template is loaded, you find a list of default objects and attributes that are available in the template.
5. You can find the Business Objects in the left pane and the Attributes for the selected objects in the right pane.

   - **Business Objects**: You can select the business objects to be included in the data that you send to ADP using different methods of data feed to ADP Global Payroll.

     - **Real-time payload**: The application sends the objects that you select to be included in the real-time payload to create the new-hire data in ADP Global Payroll. ADP Global Payroll requires these objects to establish the new-hire record in their application. Once you select the objects for real-time payload, the objects are automatically included in the batch payload (HCM Extracts) and you can't deselect later.
     - **Batch payload**: The application sends the objects that you select to be included in the HCM Extracts to ADP Global Payroll. ADP Global Payroll requires these objects for successful payroll processing of the employees in payroll. You can select the objects to be included only in the batch payload, and excluded from the real-time payload.

     > **Note:** The best approach is to maintain the real-time payload to a minimum so that the data capture in HCM Cloud is optimized with minimum validation rules. This approach results in a successful integration with ADP Global Payroll with the new-hire created at the earliest.

   - **Attributes**: Select the attributes that are available in each business object and mark the mandatory attributes as **Required**. The integration process delays the data from being sent to the ADP Global Payroll until the attributes that are marked as Required are available. If you don't select an attribute to be Required, the data is sent to ADP Global Payroll even if the attribute has no value. You can also include attributes in your payload by selecting the **Include** check-box.
   - **Filter Criteria**: You can select specific types of an entity or object to be sent in the payload, where filter criteria are listed. For example, you can select **Home Address** which will only include home address in the payload sent to ADP Global Payroll.
6. Click **Save**.

Associate Payload Rules to Payroll and Payload Generation

You can associate the defined payload rules with the payroll and use this association from the **Payroll Details** section of the **Add Payroll Integration** page.

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Define Payroll Integrations

Identify the payrolls that are processed by ADP Global Payroll. Navigate to the Payroll Integrations page from Data Exchange under My Client Groups. You will require Manage Payroll Integration Setup (HRY_MANAGE_PAYROLL_INTEGRATION_SETUP_PRIV) privilege to access this page.

Before you start

Before You Start

Complete these tasks before enabling Real-Time integration:

- Collaborate with the ADP project team to determine the Audience, Tenant, and REST Endpoint values.
- Complete the certificate exchange for ADP Global Payroll to authenticate the REST API call.
- Complete the federation SSO configuration for the Deep Link URL.
- Verify that the user account of a Payroll Administrator in Oracle HCM Cloud can also access ADP Global Payroll.

On the **Payroll Integrations** page, provide these details:

Note: Use the Audience and Tenant parameters to establish the JWT authentication.

- **Integration Details**
    - Issuer: Indicates the source application for this integration.
    - Select the Enabled check box.
- **Target System**
    - **Audience**: Indicates the target application for this integration. Provide a name of the ADP Global Payroll pod that the Oracle HCM Cloud instance will integrate with. You can find the available ADP Global Payroll systems from the list of values. Here are the supported combinations for this integration setup to be complete and functional.

Environment	Audience	Issuer
Production	globalview-prod	oracle-prod
Demo	globalview-demo	oracle-demo
UAT	globalview-uat	oracle-uat

Environment	Audience	Issuer
DEV	globalview-dev	oracle-dev
RDQUA	globalview-rdqua	oracle-rdqua
RDDEV	globalview-rddev	oracle-rddev

Any other unsupported combination of Issuer and Audience will result in authentication failure while connecting the systems for this integration.

- o **Tenant**: Enter the Client ID provided by ADP.

- o **REST Endpoint**: Provide an endpoint URL to call the REST APIs. Gather the URL from your ADP representative. Here's a sample URL:

  ```
  https://portalxxx.globalview.adp.com/mnccc/v1/edi
  ```

- **Payroll Details**

  - o Name: Provide a name of the payroll that's processed by ADP and for which this integration is being defined.
  - o Rule Name: Provide the payload rule associated with this payroll.
  - o Event: **New Hire** and **Termination** events can be enabled to publish the payload in real-time to ADP Global Payroll.

    > **Note: New Hire** event should be configured before adding the Termination Event

Enabling Real Time Termination: Important considerations

Consider these points to avoid potential data consistency errors when reporting happens in both real time and batch.

1. After enabling a payroll for real time termination, when an employee mapped to that payroll is terminated, the employee will stop getting reported in the batch interface also.
2. Subsequent changes to employee data wont be reported through batch interface once an employee termination has been reported through real time. Changes to terminated employee's data will need to be synced with ADP outside of the standard interface.

Real-Time Integration Service for External Payroll

An ESS daemon process executes continuously to monitor the new-hire data created in Oracle HCM Cloud. You must start this ESS job once and define a schedule to execute the job at a defined frequency.

Consider these points while determining the frequency:

- How often the new-hire data is created in Oracle HCM Cloud?

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- How often the new-hire data should be sent to ADP Global Payroll?

These considerations will help you determine the scheduling frequency of this ESS job. A frequency of 15 or 30 minutes would meet the common requirements of the new-hire data created or delivered to ADP Global Payroll within the 15 or 30 minutes of the new-hire creation and approval in Oracle HCM Cloud.

The ESS job reads the ATOM feeds generated by the new-hire transactions in HCM Cloud to:

- Identify and publish the ATOM feeds to ADP Global Payroll
- Process the new-hire assigned to the payroll for which you enabled integration on the Payroll Integrations page

If you create the new-hire data using HCM Data Loader, include the SET command in the data file to generate ATOM feeds for the new-hire being created.

```
SET ENABLE_INCREMENTAL_LOAD_EVENTS Y
```

Here are few points before you start the ESS job:

- HCM Extracts processes any new-hire record entered before you start the ESS job.
- The real-time integration doesn't process any future dated hires to ADP Global Payroll, but HCM Extracts processes and publishes the records.
- When you enable the integration, all the newly created new-hire transactions are processed. You must manually stop these transactions from being sent to ADP Global Payroll when the real-time integration isn't required for a subset of data and you want it to be processed by HCM Extracts.

Configure Lookup Codes

You must set up this lookup code for the process to construct the file name for the payload that's being sent by both the real-time integration and the batch integration through HCM Extracts.

Lookup Type	Lookup Code	What Does It Do?
ADP_GPY_OUT_FILENAME_COMP	ADP_GPY_SYSTEM_NUMBER	This lookup code is a system number that forms part of the output file name sent to ADP Global Payroll. ADP must provide this value and it's a concatenation of ADP GlobalView system number and Client Number.

Baseline Extracts Run

Run a baseline extract immediately after your regular periodical run of ADP extracts when,

- You're sending HCM data through HCM Extracts to ADP Global Payroll
- Switching to the Oracle Payroll Connect integration for the new hire feeds

Let's take an example. If you're currently running the extract **Payroll Interface for ADP Global Payroll** in **Incremental** or **Changes Only** mode, you must run this extract in baseline mode. After this run, start the **Real Time Integration Service for External Payroll ESS** job. This job will start to monitor any new-hire data in Oracle HCM Cloud from then.

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Related Topics
- Generate Baseline Extract

View Payload Delivery Status

During the Oracle HCM Cloud to ADP Global Payroll integration flow, the application generates errors at these stages:

- Payload validation messages in Oracle HCM Cloud before sending the payload to ADP Global Payroll
- Delivery status of the payload to ADP Global Payroll from Oracle HCM Cloud
- Response from ADP Global Payroll after processing the payload that was sent
- Any process error messages from ADP Global Payroll for a batch file that was sent using HCM Extracts **Payroll Interface for ADP Global Payroll**

Payroll Interface Coordinator can review any exceptions or errors generated during these stages in the **View Payload Delivery Results** task under **Data Exchange**. You can also manage and process data for specific payrolls.

Payroll Interface Coordinator must have the data role with appropriate security profile inherited to review the messages. For more information about generating data roles using payroll security profiles, see Securing HCM guide.

A notification with the status message is sent to the Line Manager of the new-hire when,

- A new-hire is successfully created in ADP Global Payroll using the payload sent from Oracle HCM Cloud
- An error message is received from ADP Global Payroll while processing the payload

You can search records from the **View Payload Delivery Results** page using these filters:

- **Person Number**: Person number of the new-hire included in the payload
- **Payroll Name**: Name of the payroll associated with the new-hire transaction
- **Start Date**: Range start date when an error was generated
- **End Date**: Range end date when an error was generated
- **Error Code**: Error code generated during payload delivery failure
- **Status**: Codes of the records with Error, Reprocess, Reassigned, or Stopped status

Once you use these filters and search for a record, the retrieved message displays these attributes:

- **Person Name**: Name of the new-hire
- **Person Number**: Person number of the new-hire
- **Payroll Name**: Name of the payroll associated with the new-hire
- **Source**: Source of the error, such as ADP Delivery, Payload Validation, or HCM Extracts
- **Assignee**: Assigned person to act on the error when the status is reassigned
- **Error Code**: An unique code of the error
- **Error Description**: A short description of the error code
- **Error Date**: Date when the error was recorded
- **Status**: Processing status of the error message

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- **Actions**

  - ◦ **Row level action**: Perform actions such as Reprocess and Stop on an error record.

  - ◦ **Region level action**: Perform actions such as Reprocess and Stop on a group of records.

Related Topics
- Configure Payload Rules
- HCM Data Roles
- HCM Security Profiles
- Best Practices for HCM Data Roles and Security Profiles

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9 Payroll Interface for ADP Workforce Now

Overview

This chapter provides details on the payroll implementation of Oracle Fusion Outbound Interface for ADP Workforce Now.

Before defining the payroll interface with a third-party application, set up the basic organization structures.

Before you start

- Initial application setup.

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

Task	Details/Links
Setup Tasks for Payroll Setup	*Setup Tasks*
Salary Definitions	*Salary Definitions*
Payment Methods	*Organization Payment Methods* *Personal Payment Methods*
Country Extensions	*Country Extensions*
Define Object Groups	*Overview of Object Groups* *Create an Element Object Group*

ADP Workforce Now Implementation Setup

To set up payroll interface for ADP-WFN, define the value sets and the object group for payroll relationship. Once you define the requirements for payroll relationship, associate the employees to payroll.

Defaulting the Company Code

Company codes are defined in value sets and assigned to employees through the assignment UI page. You can now default the company code using the **User-Defined Table** option.

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If the company code is defined, the extraction fetches the value directly from the User-Defined Table.

1. Navigate to **User-Defined Tables** task in Payroll work area.

   > **Note:** Create Company code values for a LDG.

2. Search for **Defaults for ADP Workforce Additional Data**.
3. Click **Edit**.
4. Click **Next** for navigating to User-Defined Table Values.
5. Add values in the generated row.
6. Click Submit and Save.
7. Click + icon or "Create" from Action drop-down menu to add a user defined table value.

Define Value Sets

Create value sets for multiple company details. The application delivers the ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET value set.

Here's how you can enter values for ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET company code value set:

1. In the Setup and Maintenance work area, go to the **Manage Value Sets** task.
2. Search for and select the **ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET** value set.
3. Click **Manage Values**.
4. On the **Manage Values** page, click **Create**.
5. Enter each company code as a new value.
6. Click **Save and Close**.

Associate Employees to Payroll

You can associate new and existing employees to provide additional assignment information. When hiring an employee using the HCM hire flow, specify the payroll to which the employee must be mapped in the Payroll Details sub section of the Assignment section.

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

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

Manage Additional Employee Information

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

1. Use the **New Person** task to hire an employee. Click the **New Person** quick action under the **My Client Groups** tab.
2. Use the Additional Person Info task for existing employees.

> **Note:** Ensure that the master list of applicable values provided by ADP is loaded into the HCM application before mapping employees to those values.

Other Documents

Fusion Payroll Interface: ADP Workforce Now (WFN) Frequently Asked Questions (FAQ) and Troubleshooting Guide (*Doc ID 2667923.1*)

Delivered Contexts and Segments

The context and segments are delivered to accommodate the additional attributes.

This table shows the contexts that are available under the Assignment EIT Information EFF flexfield, which is associated with the respective **PER_ASSIGNMENT_EXTRA_INFO_M** table.

Context Name (for ADP Workforce Now V1)	Context Name (for ADP Workforce Now V2)	Use To
ORA_HRY_GPI_WFN_EMP_INFO	ORA_HRY_GPI_WFN_EMP_LOV_INFO	Capture employment details of employees at the assignment level
ORA_HRY_GPI_WFN_PAYROLL_ADDL_INFO	ORA_HRY_GPI_WFN_PAY_LOV_INFO	Accommodate additional payroll agreement custom field attributes.
ORA_HRY_GPI_WFN_JOB_INFO	ORA_HRY_GPI_WFN_JOB_LOV_INFO	Create the Compensation Defaulting Values, which is used for NAICS Compensation code at Employee level in Assignment UI.

You can enable and deploy these contexts for ADP Workforce Now V1:

FLEXFIELD NAME	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF
Flexfield Code	Assignment EIT Information EFF	Assignment EIT Information EFF	Assignment EIT Information EFF
Context Code (Code)	ORA_HRY_GPI_WFN_EMP_INFO	ORA_HRY_GPI_WFN_PAYROLL_ADDL_INFO	ORA_HRY_GPI_WFN_JOB_INFO
Context Name (Display Name)	GPI Workforce Now Expanded Employment Information	GPI Workforce Now Expanded Payroll Additional Information	GPI Workforce Now Expanded Job Information
Behavior	Single Row	Single Row	Single Row
Enabled	Yes	Yes	Yes

You can enable and deploy these contexts for ADP Workforce Now V2:

FLEXFIELD NAME	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF
Flexfield Code	Assignment EIT Information EFF	Assignment EIT Information EFF	Assignment EIT Information EFF
Context Code (Code)	ORA_HRY_GPI_WFN_EMP_LOV_INFO	ORA_HRY_GPI_WFN_PAY_LOV_INFO	ORA_HRY_GPI_WFN_JOB_LOV_INFO

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FLEXFIELD NAME	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF	PER_ASSIGNMENT_EIT_EFF
Context Name (Display Name)	GPI Workforce Now Expanded Employment Information with LOV format	GPI Workforce Now Expanded Payroll Additional Information with LOV Format	GPI Workforce Now Expanded Job Information with LOV format
Behavior	Single Row	Single Row	
Enabled	Yes	Yes	

Enable the Context

Here's how you can enable the delivered flexfield context:

> **Note:** Before you enable the context, consult with ADP.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select a US Legislative Data Group.
3. Search for and select the **Manage Global Payroll Interface Feature Usage** flow.
4. Click **Next**.
5. On the Enter Parameters page, complete these fields:

Flow Parameter	Value
Flow Parameter	Value
Payroll Flow Name	Meaningful name
Purpose	Enable Additional Data Capture for ADP Interfaces Disable Additional Data Capture for ADP Interfaces
Feature	Search for and select **Assignment EIT Information EFF**.
Component	Search for and select **GPI Workforce Expanded Employment Information** (for V1) Search for and select **GPI Workforce Now Extended Information with LOV format** (for V2)

Subcomponent	Select the required subcomponent:
	
	   o All
	
	   o Company Code

Flow Parameter	Value
	o Employee ID Override
	o Benefits Eligibility Class
	o Cancel Automatic Pay
	o Hiring Source
	o NAICS Workers Compensation Code
	o Shift
	o Lived Local Tax Code
	o Local 4 Tax Code
	o Local 5 Tax Code
	o Worked Local Tax Code

6. Click **Submit**.
7. You can repeat steps 3 through 6 to enable **Extended Payroll Additional Information**.
8. Select these parameters.

Flow Parameter	Value
Payroll Flow Name	Meaningful name
Purpose	Enable Additional Data Capture for ADP Interfaces Disable Additional Data Capture for ADP Interfaces
Feature	Search for and select **Assignment EIT Information EFF** (for V1)
Component	Search for and select **GPI Workforce Extended Payroll Additional Information** (for V2)
Subcomponent	Select the required subcomponent.

9. Click Submit.
10. To enable **GPI Workforce Now Expanded Job Information**, repeat steps 3 through 6. Select the parameters as shown in this table:

Flow Parameter	Value
Payroll Flow Name	Meaningful name
Purpose	Enable Additional Data Capture for ADP Interfaces Disable Additional Data Capture for ADP Interfaces

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Flow Parameter	Value
Feature	Search for and select **Job EIT Information EFF**.
Component	Search for and select **GPI Workforce Now Expanded Job Information** (for V1) Search for and select **GPI Workforce Now Expanded Job Information with LOV format** (for V2).
Subcomponent	Select the required subcomponent.

Deploy Extensible Flexfields

Here's how you can deploy extensible flexfields:

> **Note:** Before you deploy the extensible flexfields, consult with ADP.

1. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
2. On the **Manage Extensible Flexfields** page, search for the **Assignment EIT Information EFF** flexfield.
3. Click **Deploy Flexfield**.
4. Ensure that the deployment completes successfully and the deployment status column displays a green tick mark.
5. Repeat the steps to deploy the Job Extra Flex fields.

Defaulting Compensation Code at Job Level

You can default compensation code at Job level to avoid repeating these steps for an employee for the same NAICS Compensation code at Assignment level. To change the NAICS compensation code other than the defaulted value, carry out the regular flow in the assignment level.

If the NAICS compensation code is blank and the default value is defined at the specific Job, the extraction fetches the NAICS compensation code.

Follow these steps to add the default Compensation code at the Job level:

1. Navigate to **My Client Groups** > **Workforce Structure** work area.
2. Click **Jobs**.
3. Search for the specific job for which you want to default a compensation code.
4. Enter the Compensation Code value in the **Code** field..

Delivered Lookups

The delivered LOVs are either lookup codes with specific lookup types or value sets. For example, Pay Frequency Code is a lookup code, but Company Code and Client Code are value set values.

Note: You can add lookup values to the extensible lookups or user defined lookups and not to system lookups.

Attribute	Oracle-LOVs	Description
Gender	• M • F	• Male • Female
Pay Frequency	• Bi Month • Bi Weekly • Calendar Month • Quarter • Semi Month • Semi Year • Week • Year	• Bimonthly • Biweekly • Monthly Calendar • Quarterly • Semimonthly • Semiannually • Weekly • Yearly
Education Level	• BACHELOR • CA_10 • CA_20 • CA_80 • DOCTORAL MASTERS	• Bachelor Degree • High school graduate • Associate Degree • Other education level • Doctorate Master Degree
EEO Ethnic Code	• 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8	• White • Two or More races • Black or African • American • Hispanic or Latino Asian • Native Hawaiian or Other Pacific Islander • America Indian or Alaska native • Not disclosed
Salutation	• DR • MS • MISS • MRS • MR	• Doctor • Ms • Miss • Mrs • Mr
Actual Marital Status	• S • M • DE_FACTO • RDP	• Single • Married • Domestic Partner • Registered domestic partner

Attribute	Oracle-LOVs	Description
	• CL	• Common-Law
	• CU	• Civil union
	• D	• Divorced
	• L	• Legally Separated
	• W	• Widowed
EEOC Job Code	• FIR/MIDOFFICIAL	• First, middle level officials and managers
	• PROFESSIONAL	• Professionals
	• TECHNICIAN	• Technicians
	• SALES	• Sales workers
	• ADMIN	• Administrative support workers
	• CRAFTWORKER	• Craft workers
	• OPERATIVE	• Operatives
	• LABOURER	• Laborers and helpers
	• SERVICE	• Service workers
	• EXECS	• Executive or senior level officials and managers
	• MIDLEVEL	• First or mid level officials and managers
Employee Type	• PR	• Part time regular
	• PT	• Part time temporary
	• FT	• Full time temporary
	• FR	• Full time regular
FLSA Code	• EXEMPT	• Exempt
	• NONEXEMPT	• Nonexempt
Hire Reason	• CDD	• Fixed term - CDD
	• CDI	• Permanent - CDI
	• NEWHIRE	• Hire to fill vacant position.
Termination Reason	• WORK_RELATED	• Work Incident or Work Related Illness
	• DISMISAL WORK_RELATED	• Dismissal work Incident or Work Related illness
	• REDUND_ECONOMIC	• Redundancy following economic recovery
	• RESIGNATION	• Resignation
	• RESIGN_PERSONAL	• Personal Reasons
	• RETIRE_VOLUNTARY	• Voluntary retirement
	• RETIRE_UNVOLUNTARY	• Involuntary retirement
	• WORK_RELATED	• Work Incident or Work Related Illness
	• TERMINATE_END _CDD	• End of fixed term contract
	• TERMINATE_MUTUAL	• Contract breach by mutual agreement

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Attribute	Oracle-LOVs	Description
Bank Deposit Deduction Type	• CHECKING • MONEYMRKT • SAVINGS	• Checking • Money Market • Savings

Business Requirements

This section details the specific requirements for Workforce Now integrations, highlighting key attributes and their uses. Some features, such as File ID and Position ID don't require any specific data set up or configuration.

Change Effective On (CEO)

ADP considers the **Change Effective On** date as a key field, that must be extracted from the HR system and included in all records. The change effective on date refers to the transaction's effective date. For example, when a new employee joins the company, their start date serves as the change effective date.

Similarly, for the transactions listed below for employee David, the CEO will be the event's effective date.

CEO

Date Effective Transactions for employee David	Change Effective On (CEO)
David is a new hire	Hire Date
David receives a rate increase	Rate Effective Date
David starts leave	Leave Start Date
David returns from leave	Leave Return Date
David is terminated	Termination Date
Assignment	Assignment Start Date
Payments	Payments Start Date
Elements	Elements Start Date

Apart from the specified events mentioned above, the Change Effective Date will be determined based on the Process End Date or Effective End Date, which is passed through the flows parameter section.

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Paid and Nonpaid Employee

The application extracts both employee categories in the same file. However, the required attributes have certain limitations.

This table describes these employee categories

Employee Category	Description
Paid Employee	Configured with payroll relationship and element mapping. The extraction passes the element entry values and payment details. Such details are used in third-party payroll system for processing and making payment.
Nonpaid Employee	The cloud HR application maintains nonpaid employees by assigning them to a payroll relationship. However, the application doesn't maintain the Compensation, Statutory, and Bank related details.

File ID

Each employee has a unique File ID for their employment record. The application stores this information in the Assignment Number field too. You can store the File ID into the person number. In this scenario, the application automatically generates the Assignment Number and also restricts the field as non-editable. Use the File ID to derive the position ID.

Scenario 1

If you enter File ID in the Person Number field, the application automatically adds Employee Type with Person Number and generates the Assignment Number.

Scenario 2

When you enter File ID in the Assignment Number field, don't begin the entry with alphabets. The application supports multiple assignments

Scenario 3

This integration enables the capture of the File ID in the third-party identifier and populates it without disrupting the existing configuration.You don't need to perform additional steps to do so.

- **Note:** When migrating the File ID into Third-party identifier, you **MUST** ensure that the terminated employee's File ID is also populated. (Scenario 3 will get the preference over others)

Note: If you enter the File ID in all three fields as mentioned above, the **Third-party identifier** is given the highest preference.

File ID Captured in Third-party Identifier UI

1. Navigate to **Person Identifiers for External Applications** from the **Employment** work area.
2. Select **Third-party Payroll additional** from identifier type LOV. This option is designed for WFN customers to maintain an employee's corresponding File ID.
3. Select the effective start date, as **From Date** is required.
4. Click Submit.

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Position ID

The Position ID is a unique 9 character attribute. The combination of Company Code and File ID derives the Position ID. **Note**: The Position ID is derived from File ID.

You can identify the File ID in three ways

- Assignment Number as File ID: If Assignment Number doesn't start with alphabets, consider the File ID from the Assignment Number field

- Person Number as File ID: If the Assignment Number field start with letters, consider the Person Number as File ID.

- Third-Party Identifier as File ID: If the identifier type is **Third-Party Payroll Id** consider the Identifier as File ID and pick up the active record always.

The first 3 positions is Company Code and the next 6 positions is File ID.

- Position 1 to 3 => Company Code (Say 'T24')

- Position 4 to 9 => File ID (say 786, if the file ID is less than 6 digit, then pad with leading zeros)

- Position 10 => 'N' if the assignment status is Active- no payroll else blank.

The derived Position ID is T24000786N.

The application derives the Position ID from the Company Code, Assignment Number, and Assignment Status during extraction. If Assignment Status = Active-No Payroll, the application doesn't either display or store the Position ID.

Create Payroll Elements

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

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

Decision to Consider	In This Example
What is the primary classification?	One of these choices: • Standard Earnings • Supplemental Earnings • Taxable Benefits • Pretax Deductions • Voluntary Deductions • Involuntary Deductions • Prestatutory Deductions Information elements aren't supported.

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Decision to Consider	In This Example
At which employment level should this element be attached?	Select the appropriate level. Typical examples are: • Payroll relationship level for deductions and benefits elements • Assignment or terms level for salary, pension, and social insurance elements • Assignment level for overtime rules, rates, and bonus elements Verify whether your third-party payroll provider can handle terms-level information.
Does this element recur each payroll period, or does it require explicit entry?	Select **Recurring** or **Nonrecurring**.
What are the values to enter for deduction elements?	Period Deduction Amount Goal Amount

Define an Element

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

1. On the Home page, click the **Elements** quick action under the **My Client Groups** tab.
2. On the Elements page, click **Create**.
3. Select your Legislative Data Group.
4. Select the primary classification that matches the purpose or use of the payroll element.

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

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

Example Purpose or Use	Secondary Classification
Recurring base pay	Regular

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

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

Field	Sample Value
Name	Annual Salary Hourly Wages Allowance Spot Bonus Red Cross Contribution
Reporting Name	Enter the name that you want to display on reports for this earnings or deduction payroll element.
Effective Date	1/1/1951 Enter an early date so that the payroll element is available for use immediately.
Currency	US Dollar
Should every person eligible for the element automatically receive it?	No
What is the earliest entry date for this element?	First Standard Earnings Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Select the appropriate level, such as terms or assignment level for salary.

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Field	Sample Value
Does this element recur each payroll period, or does it require explicit entry?	Recurring or Nonrecurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Does this element have a limit on the amount which is exempt from Federal Tax?
Does this element have a limit on the amount which is exempt from Federal Tax?	No
Does this element have a limit on the amount which is exempt at state level?	No

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

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

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

Set Up Values for Deduction Elements

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

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

1. On the **Element Summary** page, **Element Overview** hierarchy, select **Input Values**.
2. From the Actions menu, select **Create Input Values**.

3. For all deduction elements, enter these values:

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

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

Set Up Element Eligibility

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

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix as **Open**.
5. In the **Eligibility Criteria** section, select **All payrolls eligible**.
6. Save and submit the element.

Related Topics
- How do I update existing setup data?

Termination and Rehire Requirements

When you terminate an employee, the application updates payroll records of the employee accordingly. These scenarios explain the impact of a termination.

HR Records

- The status of the employee records remains Active on and before the actual termination date.
- The status of the employee records becomes Inactive from the next day of the termination date.

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Payroll Records

The duration until which the payroll relationship remains open depends on the payroll relationship rule that the respective country defines.

For countries that have the rule:

- "I", the payroll relationship ends on the next day after the actual termination date.
- "L", the payroll relationship remains active endlessly.
- "C", the payroll relationship becomes inactive from the next day after the ATD.

The application end dates the regular earnings on the ATD (=LSED). However, you can add severance pay related element to an employee till the Final Close date. The application processes the employee in a payroll till their Final Close date.

When terminating employees, choose the final close date in such a way that the application can process employee's severance pay a few days or months after their last working day.

Update The Final Close Date

- Navigate to **My Client Groups** > **Quick Actions** > **Payroll Relationships**.
- Search for an employee and enter the Final Close date.
- Click Save.

> **Note:** You can re-extract the updated termination details after the initial extraction to the third-party application. However, you can't reverse the termination process as the integration supports only deleted transactions for Elements and Bank accounts. Reversing a termination process might be considered in future releases.

Rehire

If the hire date is within the current extract period, the application extracts the employee. In case of rehire, the application considers the work relationship of that rehire process. If the hire date of this work relationship is within the current extract period, the application includes the employee in the extract. The application retains person number of the employee if they're rehired within the Legal Employer.

> **Note:** You must enter the employee's prior employment final close date before you rehire employees.

Transfer

In case of a transfer of an employee, the application terminates the current work relationship and creates a new work relationship. In this case, the extraction file includes two records.

To initiate an employee's Global transfer, go to **Employment** UI from **Person Management** work area. Update the assignment and select the Global Transfer from the action list.

The Global Transfer initiates a process in the system as follows:

- The existing work relationship automatically terminates and you can create the work relationship to the new Legal Employer
- The current assignment automatically ends and you can create an assignment for the new legal employer.

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- You need to reassign the direct reports if the transferred employee has any direct reports.

- The LSPD (Last Standard Process Date) should be on or later to the Global Transfer date. Ensure that this date is accurately maintained in Fusion application; otherwise, the extraction will ignore the termination details.

Recommendation

Ensure that the employee's prior employment final close date is entered in the previous payroll relationship. Place the final close date in the end of the specific payroll period.

Leave Information

The Absence application records the leave information as a single record. But when the interface application extracts the details the Absence application separates the leave information as a separate transaction.

Absence Information

Absence information for employees is captured in the Absence records task. This task allows employees to define their Absence transaction based on the specific leave type.

Workforce Now integration supports sending absence information defined on the Absence Records page.

For Payroll Interface customers, the default leave module with minimal features is licensed for use in the Personal Management work area. Users can enter absence records through the **Absence Records** menu item, under the **Absence** menu.

Before using the Absence Records, the user must configure the necessary prerequisite items for the Absence module.

- Absence Certifications

- Absence Reasons

- Absence Plans

- Absence Types

- Absence Categories

Rate Type Change

The application supports Hourly and Salaried (monthly) Rate types.

- For Hourly basis, enter the scheduled hours with the rate 1 amount for hourly rate. Leave the Standard Hour field blank.

- For Salaried Rate type, enter the standard hours with the rate 1 amount for month frequency.

In case of any change in the rate type, change the respective standard or schedule hours automatically. Hence the existing rate type has a delete record and a new record for the proposed change rate type in the extractions.

Refer to the *Implementing Absence Management* guide for the configuration of Absence Module.

Related Topics

- Integrate Absence Management with Global Payroll

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How You Split Personal Payment Methods

You can enter bank account details for existing banks and branches on the Personal Payment Methods page. But you can't create any banks and branches details. Payroll Managers, Payroll Administrators, and Payroll Coordinators can only enter account details for the employees they handle.

> **Note:**
> - To enable the create option for any of these roles, add the Bank and Branch Management duty role to the relevant role.
> - You can't edit bank and branch details on the Personal Payment Methods page.
> - Use the Set Up Bank, Branches, and Accounts task list to edit existing banks and branches.

These scenarios illustrate multiple ways to split up payment methods.

Use Fixed Amount Payments

Barbara Franklin wants to save $600 before the next holiday season and wants the money transferred electronically as part of her regular payroll payment processing. She is paid semimonthly and can afford to put aside 100 each payroll period.

When Barbara wants the transfers to start, she adds an electronic funds transfer (EFT) payment method for her savings account and sets the amount to $100. Because Barbara's net payment amount is approximately $1,000 each payroll period, the remaining amount of approximately $900 would be paid using her default payment method, which transfers her payroll payment to her checking account. Before the holiday season, when Barbara decides to stop the transfers to her savings account, she deletes the payment method.

Use Percentage Payments

Terry Smith has a college fund set up for his children and wants to contribute to it each payroll period. Because Terry frequently receives bonuses and sales commissions, his net payment amount is always changing. So, he decides to add a payment method that allocates four percent of his pay to the fund. By using a percentage rather than a fixed amount, Terry can contribute to the fund at the same rate that he earns.

Related Topics
- Enter Bank Info for Personal Payment Methods for the US

Operational Recommendations for ADP Workforce Now

Here are some recommendations while processing the ADP Workforce Now interface.

Flow to be used: Run Payroll Interface for ADP Workforce Now

- **Run Payroll Interface for ADP Workforce Now**: For V1

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- **Run Payroll Interface for ADP Workforce Now V2**: For V2

Initial Extracts

Extract information for all employees based on the **Process End Date** parameter in the initial Workforce Now interface extract. This process establishes a baseline record in the extraction history table.

The baseline record is intended for internal use only and can't be uploaded to a third-party system.

We advise not to use the Full mode extraction.

You can run the initial extract with the Changes option set to 'No', and execute following regular extracts with the Changes option set to 'Yes'.

Determine The Extraction Window

Use the date range parameters to retrieve employee changes within the specified period.

You must provide **Process Start Date** and **Process End Date** values, as data changes made during this period will be extracted.

Consider the following factors to determine the extraction window:

- Frequency of payment. For example, Monthly, Weekly, Bi-Weekly.
- Frequency of the extract files sent to ADP Workforce Now payroll.e

Note: ADP Workforce Now recommends setting the extraction window to a rolling pattern of 14 days into the past and 7 days into the future.

Schedule The Extraction

Follow these steps to configure your extraction schedule:

1. Navigate to Payroll Checklist work area and select the **Submit a Flow** task.
2. Select the specific Legislative data group.
3. Select the **Run Payroll Interface for ADP Workforce Now** flow.
4. In the process flow parameters, enter all the parameters that need to be used in scheduled runs except the Process Period Start date and Process period End date (to accommodate automatic date increment as mentioned below)
5. Specify the schedule frequency.
6. Submit the process.

Note:
1. 1. When scheduling or executing ADP Workforce Now payroll interface runs, ensure that the **Process end date** parameter is not set to a date that's earlier than the **Process End Date** parameter of any of the previous runs. The **Process End Date** must be same or later than the previous runs **Process End Date**.
2. 2. When scheduling the extractions for the first time, you must leave the Start Date and End Date parameters blank for the setting to be effective.

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Increment Process Dates Automatically

The data reported in the ADP Workforce Now payroll interface depends on the extract Process Start Date and Process End Date, which is the extraction window submitted in the interface flow.

The recommended extraction window is 21 days. The **process start date** being 14 days before the current system date and **process end date** being 7 days after the current system date.

This might vary based on the implementation requirements.

When this extraction is scheduled to run daily, the start and end dates adjust dynamically based on the rolling system date.

Set up configurations to enable the automatic increment of the window period:

1. Navigate to Payroll process configuration under Payroll administration Work area.
2. Select the **User-Defined Tables** Task.
3. Perform a search using the following criteria:

   Name: Profile option for Payroll Interface.

   Legislative Data Group: Specify the appropriate LDG name.

   > **Note:** In implementations with multiple LDGs, the ADP Workforce Now Interface process must be run within the context of a specific LDG. Therefore, you can configure the schedule settings for each LDG based on its requirements.

4. Click the table name in the search results.
5. Ensure that the effective as of date is set according to the specified requirement.
6. Click Edit, then click Next to open the User Defined Table Value page.
7. Click the "+" button in the user defined table value section.

   Select **ADP Workforce Now Payroll Interface Flow Parameter Start Date Offset**.
8. Click **OK**.
9. In the **Value** field, enter the number of days by which you need to offset the start date. Typically, set this value to the number of days by which you want to move the start date from the date of execution. To move the start date into the past, prefix the value with a minus sign. To move the start date forward, prefix the value either with a + sign or don't provide any sign. For example, to set the start date 14 days into the past, set the value as -14. Repeat this step for **ADP Workforce Now Payroll Interface Flow Parameter End Date Offset**
10. Click **Submit**.

> **Note:**
> 1. Ensure that the end date is later than the start date. If not, the process will not return any records.
> 2. If the offset values aren't set, the default value of 0 is applied to both. As a result, the start date and end date will default to the system date for daily extraction.
> 3. When scheduling the extraction for the first time, leave the start date and end date parameters blank. In the process flow parameters, enter all other parameters required for the scheduled runs, except for the Process Start Date and Process End Date parameters.

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Add Delivery Option To Generate Extract Files For FTP

1. Search for and select **Extract Definitions** task from **My Client Groups** > **Data Exchange**.
2. Search for and select **US ADP Workforce Now Payroll Interface** under US Legislative Data Group.
3. Click delivery option from the left panel and then click '+' button to create the new delivery option.
4. Enter these details:
   - Delivery Option Name : Any name.
   - Output Type: Text
   - Report: /Human Capital Management/Payroll Interface/Workforce Now Payroll Interface.xdo
   - Template Name: Transform Template 2
   - Output Name: ADP_%de_%y%m%d%H%M%S
   - Delivery Type: FTP
5. Click **Submit**.

Configure a FTP Server

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

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

Convert An Extract File From .Txt To .Csv

By default, the application generates the extracted file with a .txt extension. Manually change the file extension to .csv when saving it to your local system.

For scheduled extract flows with an FTP server, the file conversion does not happen automatically. Therefore, you can create a custom Fast Formula to convert the files into the required format.

Follow these steps to create a custom formula for file naming conversion:

1. Search for and select **Fast Formulas** in **My Client Groups**.
2. Click '+' to create a fast formula.
3. Enter these values:
   a. Enter Formula Name : Any Name (Use the WFN File Name).
   b. Type : Extract Rule.
   c. Description: Enter the description .
   d. Legislative Data Group: Enter your LDG name
4. Click **Continue** and enter the following logic in the text editor:
   ```
   DEFAULT FOR RULE_VALUE IS ' '
   l_dob = DATE_TO_TEXT(GET_SYSDATE(),'MM_DD_YY_HH_MM_SS')
   l_final_value='WFNUVI_EE_'+l_dob +'.csv' RULE_VALUE = l_final_value
   RETURN RULE_VALUE
   ```
5. Compile the formula.

Run Payroll Interface Process for ADP Workforce Now

Use the **Submit a Flow** task to submit the payroll interface process for ADP Workforce Now.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the Legislative Data Group.
3. In **Select a Flow**, search for and select :
   - **Run Payroll Interface for ADP Workforce Now** flow for V1.
   - **Run Payroll Interface for ADP Workforce Now V2** flow for V2.
4. Enter these parameters:

Parameter	Value
Payroll Flow	Enter a meaningful name.
Changes Only	Yes/No - Use **No** to extract full employee information as of the process end date, which is normally used for the initial extract. - Use **No** to extract changes to the employee information as of the process end date.
Payroll Relationship Group	The application extracts data depending on the conditions mentioned in the selected Object group. - If the object group is a group of payrolls, the application considers all employees associated with the payrolls that are mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. - If the object group is a group of payroll relationships created for exception reporting, the application extracts only those payroll relationships (employees) mapped to this object group.
Payroll	Payroll is an optional parameter that you can use if you don't want to group payrolls. If you specify a payroll, the application extracts only those employees that are mapped to that particular payroll. **Note:** The application will extract data only if you provide either an Object Group or a Payroll or a combination of both.
Process Start Date	Start date of the extraction window. If no date is provided, payroll data is extracted using the SYSDATE.

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Parameter	Value
Process End Date	End date of the extraction window. The application considers this date as the effective as of date and extracts those records effective as on this date. If no date is provided, payroll data is extracted using the SYSDATE.
Process Configuration Group	Select the required process configuration group
Baseline Only	Yes/No
Payload Rules (for V2 only)	Select the required Payload Rules

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

Use Extensible Fields to Include Additional Attributes

Use the configurable extensible fields to include additional attributes as needed.

You can configure fast formulas to determine the values for these attributes and map the formulas to the extensible fields.

A lookup type named **ORA_HRY_WFN_EXTND_FORMULA_MAP** has been delivered, allowing customers to add their own custom rule formulas in the meaning of the lookup codes created.

Lookup code **ORA_HRY_WFN_ENABLE_EXTD_VALUES** has been delivered in this lookup type to switch the extraction of extensible fields on or off.

This lookup code has a default meaning **N** which means the feature isn't enabled. To enable this feature and add custom logic, the customer must change the meaning of the lookup code, ORA_HRY_WFN_ENABLE_EXTD_VALUES to **Y**.

To use configurable extensible fields:

1. Create a rule formula of type **Extra Input** for each extensible attribute you want to extract.
2. Map the rule formula to the extensible attributes using the delivered lookup type **ORA_HRY_WFN_EXTND_FORMULA_MAP**.

Create Fast Formula for Rate 1 Amount

This attribute **Rate 1 Amount** retrieves the value defined in the salary basis and converts it based on the payroll frequency specified for an employee using a pre defined Fast Formula.

Whenever an employee's salary changes, the **Rate 1 Amount** is extracted and passed through this attribute. Since it's a date-effective transaction, a transactional record is created in the extraction file with the effective start date as the **Change Effective On (CEO)** date.

You can customize the conversion rate by modifying the Fast Formula.

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To create the fast formula for Rate 1 follow these steps:

1. Create a fast formula with the name Rate_1 (example). Click the **Fast Formulas** quick action under the **My Client Groups** tab to create a fast formula of type **Extra** Input. The formula should return the logically determined salary amount value and description through a variable called l_computed_val. The variable returning the computed value should have the name l_computed_val. Ensure that the fast formula start date is sufficiently backdated, something like 1-Jan-1900.
2. Compile the formula successfully.

   Sample Formula:
   ```
   DEFAULT FOR PER_ASG_ASSIGNMENT_NAME IS ' '

   DEFAULT FOR CMP_ASSIGNMENT_SALARY_ANNUAL_AMOUNT IS 0 l_rate1
    =ROUND(CMP_ASSIGNMENT_SALARY_ANNUAL_AMOUNT,0)/10000
   l_computed_val = TO_CHAR(l_rate3) return l_computed_val
   ```

Map the Rule Formula to the Lookup Type

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

Lookup Code	Start Date	End Date	Meaning
Salary	01-Jan-0001	31-Jan-4312	New Created Formula

5. Click **Save and Close**.
6. Recompile the formula.

Create Fast Formula for Rate 3 Amount

This attribute **Rate 3 Amount** is a user defined attribute defined by a fast formula for a user-calculated field.

To create the fast formula for Rate 3 Amount follow these steps:

1. Click the **Fast Formulas** quick action under the **My Client Groups** tab to create a fast formula of type **Extra** Input. The formula should return the logically determined salary amount value and description through a variable called l_computed_val. The variable returning the computed value should have the name l_computed_val. Ensure that the fast formula start date is sufficiently backdated, something like 1-Jan-1900.
2. Compile the formula successfully.

   Sample Formula:
   ```
   DEFAULT FOR PER_ASG_ASSIGNMENT_NAME IS ' '

   DEFAULT FOR CMP_ASSIGNMENT_SALARY_ANNUAL_AMOUNT IS 0 l_rate3
    =ROUND(CMP_ASSIGNMENT_SALARY_ANNUAL_AMOUNT,0)/10000
   l_computed_val = TO_CHAR(l_rate3) return l_computed_val
   ```

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Map the Rule Formula to the Lookup Type

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

Lookup Code	Meaning
ASG_EXTENDED_FIELD_RATE3	Valid rule formula name to populate the value for the attribute Extensible Field 1. Eg: Value For Extensible Field1

5. Click **Save and Close**.

Adjust Change Effective On for Elements Deletions - ADP Workforce Now

Adjust the value of **Change Effective On** attribute in Run Payroll Interface for ADP Workforce Now when elements are end dated or deleted to ensure element deletions happen correctly on ADP Workforce Now.

You can optionally adjust the value of **Change Effective On** attribute in **Run Payroll Interface for ADP Workforce Now** when elements are end dated or deleted in Oracle HCM Cloud. This ensures that elements are deleted on the correct date in ADP Workforce Now.

Follow these steps to enable this feature:

1. On the Home page, go to **Setup and Maintenance** and search for the task **User-Defined Tables**.
2. Search for **Profile Options For Payroll Interfaces** and click on it.
3. In the User-Defined Tables page, click on **Edit**. When Next button is enabled, click on **Next**.
4. In the **Edit User-Defined Table: User-Defined Table Values** page, click on the "+" icon under User-Defined Table Values section.
5. In the **Add User-Defined Table Values** popup, select **Adjust Change Effective On for Elements Deletions** and click on **OK**.
6. Under **Value** column set the value to **Yes**.
7. Submit the changes.

ADP Workforce Now V2

Overview of ADP Workforce Now Payroll Interface V2

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The delivered payroll interface for ADP Workforce Now V2 contains:

- An extract definition named as **US ADP Workforce Now Payroll Interface V2**
- An ESS flow named as **Run Payroll Interface for ADP Workforce Now V2**

The **US ADP Workforce Now Payroll Interface V2** extract definition retains all the functionalities and features delivered in the earlier version. The enhanced version includes these enhancements:

- Allows you to work with customer-specific payload rules to select and deselect attributes and data groups from within the master data set as per the data requirements agreed with the ADP-WFN implementation team. It also ensures that the configured data adheres to data protection policies.
- Has newly delivered LOV based context, that is enhanced from the existing context and flexfields in the assignment page for V1.
- Supports only seniority date V3. ADP Workforce Now V1 supports Seniority Date V1.
- Includes state level information in Calculation cards, which accommodates the newly delivered form W-4 attributes.

Uptake Recommendations for ADP Workforce Now V2 Extract

- If you're already using the standard **US ADP Workforce Now Payroll Interface**, we strongly recommend that you reach out to Oracle by logging a service request and to ADP by logging a ticket, for key considerations before planning a move to the enhanced version.
- If you're planning to start using the standard **US ADP Workforce Now Payroll Interface**, we recommend that you review and use the **US ADP Workforce Now Payroll Interface V2** version.

How to Uptake US ADP Workforce Now Payroll V2 Extract

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

1. Recreate in the **US ADP Workforce Now Payroll V2** extract definition, the following configurations performed on the earlier version:

   o Additional delivery options (for example, to enable SFTP delivery)

   Following configurations performed on the earlier version are automatically applied in ADP Workforce Now Payroll V2 version:

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

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

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    a. Complete the regular **Run Payroll Interface for ADP Workforce Now** flow and transfer the output file to ADP Global Payroll.

    b. Submit a baseline run using the new **Run Payroll Interface for ADP Workforce Now V2** flow across all LDGs in scope.

    c. Validate that the baseline run completed successfully and processed all employees within the LDGs as expected. If the results are as expected, proceed to the next step.

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

3. If you have created an automatic scheduler for your regular interface runs, end the existing scheduler as on the date you plan to move over to the new version.

4. Use the new **Run Payroll Interface for ADP Workforce Now V2** process flow and create a new schedule to start from the day after the date you move over to the new version. All your existing configurations around scheduling like **Process Start Date** and **Process End Date** offsets get automatically incorporated into the new schedule.

5. If you're executing your regular interface runs manually, start using the new **Run Payroll Interface for ADP Workforce Now V2** process flow in your regular runs from the day after the date you move over to the new version. Incremental changes are picked up automatically ensuring zero break in interfacing.

Configure and Set up tasks for ADP Workforce Now Payroll Interface V2

Value Sets

The following value sets need to be populated by the customer to use the delivered LOV contexts.

Field Name	Value Set Name
Benefits Eligible Class	ORA_HRY_PAYROLL_BENEFITS_ELIGIBILITY_CLASS_VALUESET
Cancel Automatic Pay	ORA_HRY_PAYROLL_CANCEL_AUTOMATIC_PAY_VALUESET
Clock	ORA_HRY_PAYROLL_CLOCK_VALUESET
Company Code	ORA_HRY_PAYROLL_COMPANY_CODE_VALUESET
Data Control	ORA_HRY_PAYROLL_DATA_CONTROL_VALUESET
Hiring Source	ORA_HRY_PAYROLL_HIRING_SOURCE_VALUESET
Pay Group	ORA_HRY_PAYROLL_PAY GROUP_VALUESET
Shift	ORA_HRY_PAYROLL_SHIFT_VALUESET

Field Name	Value Set Name

> **Note:** Enter the required values in the value set, which shows in the assignment page context for user's selection in the respective LOVs.

Configure Payroll Interface Properties

Configure Payroll Interface properties allows the customer to map and enter the override values to the respective area which are supported in Workforce Now integration.

Follow these steps to configure payroll interface properties:

- On the Home page, click the **Data Exchange** quick action under the My Client Groups tab.
- Select **Configure Payroll Interface Properties** under **Data Exchange Configurations** on the **Data Exchange** page.
- On the **Interfaces** page select **ADP Workforce Now**. A list of configurations/properties associated with the interface is displayed in the Payroll Interface Properties page.
- Click on the Edit icon with ellipses on the right side.
- A list of configurations/properties associated with the interface is displayed in the Payroll Interface Properties page.

You can configure the below properties on the basis of LDG and Payroll level according to your requirement.

Region Name	Property	Description
Additional Assignment Details	Company Code	Default company code, so the this is not required to entered at employee level.
Data Filters	Element To be Interfaced	
Offsets	- Start Date Offset - End Date Offset	
Salary Component Details	- Rate 1 Amount - Rate 3 Amount	Write your own fast formula and attach them here.
Extensible Fields	- Extensible Field 1 :Column Header :Override Value - Extensible Field 2 :Column Header :Override Value	

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Region Name	Property	Description

	• Extensible Field 3
	   ○ :Column Header
	   ○ :Override Value
	• Extensible Field 4
	   ○ :Column Header
	   ○ :Override Value
	• Extensible Field 5
	   ○ :Column Header
	   ○ :Override Value	

Configure and Enable the LOV format Contexts

The following contexts for **US ADP Workforce Now Payroll Interface V2** capture the onboarding attributes data in LOV format:

- GPI Workforce Now Expanded Payroll Additional Information with LOV format.
- GPI Workforce Now Extended Employment Information with LOV format.
- GPI Workforce Now Expanded Job Information with LOV format.

Customers using the standard ADP Workforce Now Payroll Interface and the Text version of the contexts, may need to disable the below available contexts using the **Manage Global Payroll Interface Usage** task.

- GPI Workforce Now Extended Employment Information
- GPI Workforce Now Extended Payroll Additional Information
- GPI Workforce Now Expanded Job Information

Here's how you can enable the context:

Note: Before you enable the context, do consult with ADP Workforce Now.

Follow these steps to enable the **GPI Workforce Now Expanded Payroll Additional Information with LOV format** context:

1. On the Home page, click the Submit a Flow quick action under the My Client Groups tab.
2. Select the relevant Legislative Data Group.
3. Search for and select the **Manage Global Payroll Interface Feature Usage** flow.
4. Click Next.
5. On the Enter Parameters page, complete these fields:

Flow Parameter	Value	Description
Payroll Flow Name	Provide a meaningful name.	

Flow Parameter	Value	Description
Purpose	Select **Enable Additional Data Capture for ADP Interfaces**.	
Feature	Search for and select .**Assignment EIT Information EFF**	
Component	Search for and select: **GPI Workforce Now Expanded Payroll Additional Information with LOV format**.	
Subcomponent	Available subcomponent values are: ○ All ○ Date 1 to Date 15 ○ Clock ○ Customer-defined Area 1 to Area 4 ○ Data Control ○ Pay Group ○ Special Account 1 and Special Account 2	Select the required subcomponent.

6. Click Submit.

Repeat steps 3 through 6 to enable the **GPI Workforce Now Extended Information with LOV format** context. In step 5, on the parameters page, complete these fields:

Flow Parameter	Value	Description
Payroll Flow Name	Provide a meaningful name.	
Purpose	Select **Enable Additional Data Capture for ADP Interfaces**.	
Feature	Search for and select .**Assignment EIT Information EFF**	
Component	Search for and select: **GPI Workforce Now Extended Information with LOV format**.	
Subcomponent	Available subcomponent values are: • All	Select the required subcomponent.

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Flow Parameter	Value	Description
	• Company Code • Employee ID Override • Benefits Eligibility Class • Cancel Automatic Pay • Hiring Source • NAICS Workers Compensation Code • Shift • Lived Local Tax Code • Local 4 Tax Code • Local 5 Tax Code • Worked Local Tax Code • Assign Onboarding Experience • E-Verify Work Location • Will Worker Complete Form I-9	

Repeat steps 3 through 6 to enable the **GPI Workforce Now Expanded Job Information with LOV format** context.

Deploy Extensible Flexfields

Here's how you can deploy extensible flexfields:

Note: Before you deploy the extensible flexfields, consult with ADP.

1. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
2. On the **Manage Extensible Flexfields** page, search for the **Assignment EIT Information EFF** flexfield.
3. Click **Deploy Flexfield**.
4. Ensure that the deployment completes successfully and the deployment status column displays a green tick mark.

Configure a FTP Server

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

Add Delivery Option

Perform these steps to add a new delivery option:

1. Click Extract Delivery Options and add a new extract delivery option.
2. If the **Delivery Type** is FTP,ensure that you have already configured the FTP server as mentioned in the Configure a FTP Server section. Add the server details in the **Additional Details** section as mentioned in the next steps.
   a. **Secure FTP**: True
   b. **Remote Directory**: SFTP Destination Folder Name

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    c. **Server Name**: SFTP server name as entered in BIP

3. Click Submit

.

Configure Payload Rules

Follow these steps to configure payroll rules:

- On the Home page, click the **Data Exchange** quick action under the My Client Groups tab.
- Select **Payload Rules** under **HCM Extracts** on the **Data Exchange** page.

Select data components and attributes for HCM extracts batch mode integration to configure Oracle HCM Cloud data integrated with ADP Workforce Now.

Here's what you need to do:

- Choose the payload content for batch processing flow, and the mandatory and optional attributes that are applied for the flow.
- Include or exclude specific data elements for a given entity. For example, you can exclude **Middle Name** from the payload, if it isn't required or consumed for processing payroll in **US ADP Workforce Now V2**.

Define the payload rules to select the objects and their attributes in a payload that you want to send to ADP Workforce Now. The HCM Extracts template, which is the source template, defines the objects and their attributes that are available for your selection. The Legislative Data Group associated with these rules defines and includes the legislation-specific content in the payload.

Use the **Payload Rules** task under **HCM Extracts** to perform these tasks:

- Include or exclude an object from the payload for batch processing flow.
- Identify mandatory attributes for objects that are included.
- Identify available filters for objects that are included in the payload.

The Payload Rules page lists all the available rules defined in the application. You can also create a rule set for an LDG.

Here's how you can create a rule set:

1. Click **Add** on the **Payload Rules** page.
2. Provide a name for the payload rule set. This name will appear in the flow parameter for user selection.
3. Choose a legislative data group for which the rules are defined.
4. Select the template that lists the objects and attributes for **US ADP Workforce Now Payroll Interface V2**. When the template is loaded, you will find a list of default objects and attributes that are available in the template. You can find the Business Objects in the left pane and the Attributes for the selected objects in the right pane.

   o Select the **Business Objects** you want to include in the data that you send to ADP Workforce Now.

   o Select the **Attributes** that are available in each business object as **Required**. The mandatory attributes are selected by default and shown in a non-editable mode. If you select an attribute to be **Required**, the data is sent to ADP Workforce Now even if the attribute has no value. You can also include attributes in your payload by selecting the **Include** check box.

   o Use **Filter Criteria** to select specific types of an entity or object to be sent in the payload. For example, you can select Seniority Date to only include home address in the payload sent to ADP Workforce Now.

5. Click **Save**.

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Adjust Change Effective On for Elements Deletions - ADP Workforce Now V2

Adjust the value of **Change Effective On** attribute in Run Payroll Interface for ADP Workforce Now V2 when elements are end dated or deleted to ensure element deletions happen correctly on ADP Workforce Now.

You can optionally adjust the value of **Change Effective On** attribute in **Run Payroll Interface for ADP Workforce Now V2** when elements are end dated or deleted in Oracle HCM Cloud. This ensures that elements are deleted on the correct date in ADP Workforce Now.

Follow these steps to enable this feature:

1. On the Home page, click the **Data Exchange** quick action under My Client Groups tab.
2. Select **Configure Payroll Interface Properties** under **Data Exchange Configurations** on the **Data Exchange** page.
3. Select ADP Workforce Now interface and open the Configure Payroll Interface Properties in Edit mode. The page displays a list of configurations or properties specific to the selected payroll interface.
4. Under **Feature Switches** section, set the Override Value for Adjust Change Effective On for Elements Deletions to Yes.
5. Submit the changes.

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10 Payroll Interface for Immedis

Overview of Payroll Interface for Immedis

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

> **Note:** Immedis payroll Interface extracts and reports only employee information.

Immedis payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that is effective on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Immedis payroll interface:

Refer to chapter **Global Payroll Interface Extract**.

Configuration of Immedis payroll interface

Learn how to set up a payroll interface for Immedis in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Immedis contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Immedis payroll.

In Scope

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

Source Module	Data Reported
Global Human Resources	Person • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment • Assignment • Salary

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Source Module	Data Reported
	• Manager • Department Cost Center • Termination
Global Payroll	• Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks

Element Entries

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

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

Note: Work with your Immedis counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Out Of Scope

Data from the following modules are not reported in the current release.

- Absences
- Time and Labor

Setup Recommendations

- The Payroll Interface extension must be turned on.
- Immedis expects a one to one relationship between payroll and Legal Entities.
- All Earnings should be held on the Primary Assignment.
- Output File Name should be generated in the below format
  - o Global Payroll Interface XML_20210915033758_PROD_~<Payroll Name>.xml
  - o To configure file names in the above format, refer to **Configure Dynamic File Names for Global Payroll Interface** section in chapter **Global Payroll Interface**
- When setting up pay elements, the reporting name of the elements should be specified as the element's name in Immedis. For example, if a base salary element is being defined and this element is referred to as "BS01" on Immedis system, then in the element definition, reporting name of the element should be specified as "BS01".
- Where possible record the employee information required for the country's statutory deduction calculations directly on the payroll system. This is to keep a consistent approach across all the countries.

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If you are already recording the information on Oracle Cloud (CIR Data), you need not record this information again on the payroll system.

For more information on GPI Attributes Consumed by Immedis Integration `Adaptor`, see *https://immedis.com/gpi-attributes-consumed-by-immedis-integration-adaptor/*

Operational Recommendations

Regular runs of Payroll Interface for Immedis should be submitted with the **Changes Only** parameter value set to **Changed Attributes**.

11 Payroll Interface for Ramco

Overview of Payroll Interface for Ramco

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

> **Note:** Ramco payroll Interface extracts and reports only employee information.

Ramco payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that's effective, as on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Ramco payroll interface:

Refer to chapter **Global Payroll Interface Extract**.

Configuration of Ramco payroll interface

Learn how to set up a payroll interface for Ramco in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Ramco contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Ramco payroll.

Modules from which data is reported

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

Source Module	Data Reported
Global Human Resources	Person • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment • Assignment • Salary

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Source Module	Data Reported
	• Manager • Department Cost Center • Termination
Global Payroll	• Payroll Relationship • Rates • Element Entries • Personal Payment Methods and Banks
Absences	Integration of Absence records at person level (basic mode) and day-wise or assignment level (advanced mode).

Element Entries

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

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

> **Note:** Work with your Ramco counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Out Of Scope

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

- Time and Labor
- Absence accruals, Absence Balances

Setup Recommendations

Where possible record the employee information required for the country's statutory deduction calculations directly on the payroll system. This is to keep a consistent approach across all the countries.

If you are already recording the information on Oracle Cloud (CIR Data), you need not record this information again on the payroll system.

It is recommended to perform the Payroll Interface extraction by payroll. That is, one file per payroll is expected.

Global Transfers: For transfers within a country:

- Add add a value in **Transfer within the country** in **Termination Reason** option and use this value for processing transfers within a country.

Operational Recommendations

Regular runs of Payroll Interface for Ramco should be submitted with the **Changes Only** parameter value set to **Changed Attributes**.

12 Payroll Interface for Ascender

Overview of Payroll Interface for Ascender

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

> **Note:** Ascender payroll Interface extracts and reports only employee information.

Ascender payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that's effective, as on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Ascender payroll interface:

Refer to chapter **Global Payroll Interface Extract**.

Configuration of Ascender payroll interface

Learn how to set up a payroll interface for Ascender in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Ascender contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Ascender payroll.

In Scope

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

Source Module	Data Reported
Global Human Resources	Person • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment • Assignment • Salary

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Source Module	Data Reported
	• Manager
	• Department Cost Center
	• Termination
Global Payroll	• Payroll Relationship
	• Rates
	• Element Entries
	• Personal Payment Methods and Banks

Element Entries

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

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

> **Note:** Work with your Ascender counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Out Of Scope

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

- Time and Labor

Setup Recommendations

Where possible record the employee information required for the country's statutory deduction calculations directly on the payroll system. This is to keep a consistent approach across all the countries.

If you are already recording the information on Oracle Cloud (CIR Data), you need not record this information again on the payroll system.

Operational Recommendations

Regular runs of Payroll Interface for Ascender should be submitted with the **Changes Only** parameter value set to **Changed Attributes**.

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Use Extensible Fields to Include Additional Attributes for Ascender

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

To use the configurable extensible fields, perform these actions:

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

Create Fast Formula

Here's how you create the fast formula:

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

Map the Rule Formula to the Lookup Type

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

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

Lookup Code	Meaning	Description
ASG_EXTENDED_FIELD_1	Fast formula mapping for Employment Status.	- The default mapping for this field is the Global Payroll Interface concatenated values: JobDetails > Assignment Category JobDetails > HourlyOrSalary - Include other values as required with a maximum length value of 50 characters

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Lookup Code	Meaning	Description
		Note: ExtensibleField 1 takes a higher precedence. If ExtensibleField 1 is empty then Assignment Category & HourlyOrSalary is used.
ASG_EXTENDED_FIELD_2	Fast formula mapping for `Oncost` Pattern.	- The default mapping for this field is the Global Payroll Interface value JobDetails > LocationCode - Include other values as required with a maximum length value of 50 characters **Note:** ExtensibleField2 takes a higher precedence. If ExtensibleField 2 is empty then LocationCode is used.

ASG_EXTENDED_FIELD_3	Fast formula mapping for CostCenterOverride	- Create custom entry fields in Oracle HCM to capture this information. Use these fields to report up to 5 iterations of:
		  - GL account >cost center codes (up to 50 characters)
		  - Percentage Allocation: a percentage value up to 4 decimal digits, maximum value 100
		- The combined entry/entries must sum up to 100%
		- The Extensible field mapping for these values will use the following format <Account>:<percentage>|<Account>:<percentage>
		
		For example: 901122:60|904433:40

5. Click **Save and Close**.

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

13 Payroll Interface for Strada Global Payroll

Overview of Payroll Interface for Strada Global Payroll

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

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

Strada Global Payroll Interface reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that is effective, on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Strada Global Payroll Interface:

Refer to chapter **Global Payroll Interface Extract**.

This chapter deals with the prerequisite configurations like LDG, Legal Employer, Payroll Definitions, Elements, association of employees with Payroll etc.

Configuration of Strada Global Payroll Interface

Learn how to set up a payroll interface for Strada Global Payroll in the chapter **Generate Your Payroll Interfaces**. Understand the steps to configure the payroll interface using Global Payroll Interface template. You will need to collaborate with your Strada Global Payroll contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Strada Global Payroll.

In Scope

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

Source Module	Data Reported
Global Human Resources	Person • Names • Communication Details • Identifiers • Address

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Source Module	Data Reported
	• Citizenship
	• Passport, Visa, and Driving License
	• Disability
	Employment
	• Assignment
	• Salary
	• Manager
	• Department Cost Center
	• Termination
Global Payroll	• Payroll Relationship
	• Rates
	• Element Entries
	• Personal Payment Methods and Banks

Element Entries

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

> **Note:** Work with your Strada Global Payroll counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

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

Out Of Scope

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

- Absences
- Time and Labor

Setup Recommendations

Where possible record the employee information required for the country's statutory deduction calculations directly on the payroll system. This is to keep a consistent approach across all the countries.

If you are already recording the information on Oracle Cloud (CIR Data), you need not record this information again on the payroll system.

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Operational Recommendations

Regular runs of Payroll Interface for Strada Global Payroll should be submitted with the **Changes Only** parameter value set to **Changed and Marked Attributes With Prior Values**.

14 Payroll Interface for Neeyamo Payroll

Overview of Payroll Interface for Neeyamo Payroll

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

> **Note:** Payroll Interface for Neeyamo Payroll extracts and reports only employee information and reports historical records for salary, element entries, and bank accounts on personal payment methods. These records include all effective-dated records that are effective within the specified extraction window. For all other data, the top of the stack record that is effective on the effective as of date, is reported. Please note that the value provided for the **Process End Date** parameter when submitting the interface is taken as effective as of date.

Prerequisite configurations on HCM Cloud for Payroll Interface for Neeyamo Payroll:

Refer to chapter **Global Payroll Interface Extract**.

Configuration of Payroll Interface for Neeyamo Payroll

Learn how to set up a payroll interface for Neeyamo Payroll in the chapter **Generate Your Payroll Interfaces**. You will need to collaborate with your Neeyamo Payroll contact to determine the list of data groups, records, and attributes that will be included in the interface. Please note that if this is not done, errors may occur during the integration process and there may be issues with data created on Neeyamo Payroll.

In Scope

This table lists the modules from which the Payroll Interface for Neeyamo Payroll reports data in the current release.

Source Module	Data Reported
Global Human Resources	Person • Names • Communication Details • Identifiers • Address • Citizenship • Passport, Visa, and Driving License • Disability Employment • Assignment

ORACLE

Source Module	Data Reported
	• Salary
	• Manager
	• Department Cost Center
	• Termination
Global Payroll	• Payroll Relationship
	• Rates
	• Element Entries
	• Personal Payment Methods and Banks

Element Entries

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

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

> **Note:** Work with your Neeyamo Payroll counterpart to understand the scope and process of consumption of elements. Not all element classifications may be used. Additional configurations may be required to facilitate consumption of certain elements.

Setup Recommendations

Where possible record the employee information required for the country's statutory deduction calculations directly on the payroll system. This is to keep a consistent approach across all the countries.

If you are already recording the information on Oracle Cloud (CIR Data), you need not record this information again on the payroll system.

Out Of Scope

Data from the following modules are not reported in the current release.

- Absences
- Time and Labor

Operational Recommendations

Regular runs of Payroll Interface for Neeyamo Payroll should be submitted with the **Changes Only** parameter value set to **Changed and Marked Attributes With Prior Values**.

15 Payroll Interface Inbound Records

Overview

Use the HCM Data Loader to import processed payroll data and payslips from third-party payroll providers.

Each import record is associated with a master record that specifies a payroll name and payroll period. The Inbound table stores the imported payroll information, while the document of record stores payslips.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI). Use the mentioned Subject area and Fact Data to create reports:

- Subject area: Payroll Interface Inbound Record - Real Time

- Fact Data: Payroll Interface Inbound Records and Payroll Interface Inbound Record Information

You can obtain these details from a typical data import:

- Absence entries of employees

- Employee specific messages

- Details of earnings and elements processed for employees

- Final payments made to employees

- Details of bank accounts to which payments are made

Processed Payroll Values for Global Payroll Interface

The Inbound payroll interface also supports processed payroll data from the payroll provider.

Enable the following contexts and segments to manage processed payroll information. This process helps to bring in standardized data from Payroll provider that's used for further reporting and analysis.

Context	Segment	Description
Absence Information	• Absence Name • Accrual Balance • Absence Unit • Absence Message	• Name of absence for the employee. • Number of leaves in balance. • Number of absences taken.

Related Topics

- Configure Extensible Flexfields for Inbound Payroll Interface

- Overview of HCM Data Loader

- How Data Is Imported and Loaded

Configure Extensible Flexfields and Lookups

Configure extensible flexfields for your inbound payroll interface to your third-party payroll processor.

Configure Payroll Interface Extensible Flexfields

Use the predefined Payroll Interface Inbound Record EFF extensible flexfield to import processed payroll data from your third-party payroll provider. Use contexts with predefined segments to capture specific payroll values.

1. In the **Setup and Maintenance** work area, go to the **Manage Extensible Flexfields** task.
2. On the Manage Extensible Flexfields page, search for and select **Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF)**.
3. Select **Edit** from the Actions menu.
4. Select the **Inbound Record** category.
5. Click **Manage Contexts** to search for any contexts that you want to review.

   Oracle delivers these contexts and context sensitive segments with the Payroll Interface Inbound Record EFF flexfield.

Context	Context Sensitive Segments
Absence Information	Absence Name
	Absence Balance
	Absence Unit
	Absence Unit of Measure
	Absence Message
Message Information	Message Type
	Message ID
	Message Text
	Outbound File Received Date
	Outbound File Name
Payment Information	Bank Name
	Branch Name
	Branch Number

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Context	Context Sensitive Segments
	IBAN
	Payment Type
	Account Name
	Account Number
	Check Number
	Amount
	Currency
	Payment Date
Payroll Information	Payroll Run Type
	Payroll Run Sequence
	Element Classification
	Element Name
	Cost Center
	Current Amount
	Quarter-To-Date Amount
	Year-To-Date Amount
	Currency
	General Ledger Credit Account
	General Ledger Debit Account
Payslip Information	Net Payment
	Payslip View Date

6. Enter and search for the context name in the **Display Name** field.
7. To edit Context Sensitive Segments, select **Edit** from the Actions menu.
8. To create a context, select **Create** from the Actions menu.
9. Click **Save and Close**.

10. Click **Done**.

> **Note:** If you add any segments or contexts, save and deploy the flexfield on the main page.

Related Topics
- Overview of Extensible Flexfields
- Overview of Flexfield Deployment

Payroll Interface Inbound Record

After your third-party payroll provider processes a payroll, the application extracts the results and configures them into a data file. Convert this data file to the HCM Data Loader required format.

This table shows the list of files to import your payroll data:

File Name	Content
PayrollInterfaceInboundRecord.dat You must use this file name as the HCM Data Loader recognizes only this file name.	Includes processed payroll information for employees included in the payroll run
PayrollInterfaceInboundRecord.zip After you create the data file, compress the file with the .zip file extension. In this scenario, you can create your own file name.	Compressed file that contains the data file

On the Home page, click the **Payroll Interface Inbound Records** quick action under the **My Client Groups** tab to perform these actions:

- Use one or more of these criteria to filter imported data:
  - Payroll Name
  - Batch Name
  - Name
  - Record Type
  - Person Number
  - Record Owner Type

- Select Payroll Data in the Record Type field to view, add, edit, and delete these details:
  - Payroll
  - Payment
  - Leave

o Messages received from third-party payroll providers

Extensible Flexfields

Oracle provides an extensible flexfield called Payroll Interface Inbound Record EFF
(ORA_HRY_PI_INBD_RECORDS_INFO_EFF) to capture inbound payroll data from your third-party payroll processor.

These are the delivered contexts:

- Absence Information
- Message Information
- Payment Information
- Payroll Information

Predefined segments are associated with these contexts. In addition to this extensible flexfield, you can also use extensible and user-defined lookups to configure your inbound payroll interface with the third-party payroll provider.

Use the **Manage Payroll Interface Extensible Flexfields** task in Setup and Maintenance area to edit the Payroll Interface Inbound Record EFF flexfield. Contexts with predefined segments capture specific processed payroll values.

Loading Payroll Interface Inbound Records

Payroll Interface Inbound Records data must be supplied in the PayrollInterfaceInboundRecord.dat file for processing by HCM Data Loader.

The Payroll Interface Inbound Record component holds summary information from third-party payroll providers, such as the name and payroll period of the processed payroll.

These are the PayrollInterfaceInboundRecord attributes commonly supplied when loading a new Inbound Record:

HCM Data Loader Attribute	User Interface Prompt	Functional Description
SourceSystemId / SourceSystemOwner		You must provide a unique reference for the record being created. Supply either a source key or the user key attributes RecordType, PayrollName, LegislativeDataGroupName, PeriodName, BatchCode, FunctionalCategory, SourceType, and EntityIdentifier.
FunctionalCategory	Functional Category	Functional Category of Inbound Record. Validated by the lookup ORA_ HRY_INBD_FUNCTIONAL_CATG. Functional Category lookup value examples: ♂ ADP Payforce o Celergo
RecordType	Record Type	Type of Inbound Record. Validated by the lookup ORA_HRY_INBD_REC_ RECORD_TYPE. Currently supported values are:

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HCM Data Loader Attribute	User Interface Prompt	Functional Description
		♂ Payroll Data : Indicates importing processed payroll data ○ Payslip Data : Pregenerated pay slip files, such as PDF files.
BatchCode	Batch Code	Batch or file identifier.
SourceType	Source Type	Type of entity. Valid source types are: • Person • Payroll Terms • Payroll Assignment • Payroll Relationship **When supplying Payslip data you must supply the Payroll Relationship.**
EntityIdentifier	Entity Identifier	Number or name of entity. The value to supply is determined by the SourceType: **Table:** | Source Type	Value to Supply
---	---
Person	Person number
Payroll Terms	Payroll Terms number
Payroll Assignment	Payroll Assignment number
Payroll Relationship	Payroll Relationship number	
LegislativeDataGroupName	Legislative Data Group Name	Legislative data group name to store this record against.
PayrollName	Payroll Name	The name of the payroll.
DocumentType	DocumentType	The type of document used to store the third-party payslip. The value is required when the RecordType is Payslip Data and must be Third Party Payslip.

HCM Data Loader Attribute	User Interface Prompt	Functional Description
DocumentCode	Document Code	The document code to uniquely identify the third-party payslip. This should be the document code specified in the DocumentsOfRecord.dat used to load the third-party payslip.

Required when the RecordType is 'Payslip Data'. |
| StartDate | Start Date | Start date of the Inbound Record. The format is yyyy/mm/dd hh24:mi:ss. |
| PeriodName | Period Name | Period to which the record relates. |
| VendorCode | Vendor Code | Name of the Vendor, validated by the lookup

ORA_HRY_INBD_REC_VEND during upload.

Eg. Look up code : ORA_HMRC, HRY_ADP |
| CategoryCode | Category Code | Category against which the record is to be stored. For Third Party Payslip data specify 'ORA_HRY_INBD_PAYSLIP'. When supplying data for other context specify 'ORA_HRY_INBD_PAYROLL'. |
| BatchDate | Batch Date | Batch or file date. |

Payroll Interface inbound record information:

HCM Data Loader Attribute	User Interface Prompt	Functional Description		
SourceSystemId / SourceSystemOwner		You must provide a unique reference for the record being created. Supply either a source key or the user key attributes RecordType, PayrollName, LegislativeDataGroupName, PeriodName, BatchCode, FunctionalCategory, SourceType, EntityIdentifier. and IriInformationContext.		
FLEX:ORA_HRY_PI_INBD_ RECORDS_INFO_EFF	Payroll Interface Inbound Record EFF Context	Supply the context code for the category of data being loaded.		
			Context	Value to Supply
			Absence Information	ORA_HRY_LEAVE_INFO
			Message Information	ORA_HRY_MESSAGE_INFO
			Payment Information	ORA_HRY_PAYMENT_INFO

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HCM Data Loader Attribute	User Interface Prompt	Functional Description		
		Context	**Value to Supply**	
		Payroll Information	ORA_HRY_PAYROLL_INFO	
		Third Party Payslip	ORA_HRY_THIRD_PARTY_PAYSLIP	
EFF_CATEGORY_CODE	EFF Category Code	Supply the EFF Category Code. For Third Party Payslip information supply 'ORA_HRY_INBD_PAYSLIP'. For other context supply 'ORA_HRY_INBD_PAYROLL'		
FunctionalCategory	Functional Category	Functional Category of Inbound Record. Validated by the lookup ORA_HRY_INBD_FUNCTIONAL_CATG. This value must match the functional category supplied for the parent record.		
RecordType	Record Type	Type of Inbound Record. This value must match the record type supplied for the parent record.		
BatchCode	Batch Code	Batch or file identifier. This value must match the batch code supplied for the parent record.		
SourceType	Source Type	Type of entity. Valid source types are: • Person • Payroll Terms • Payroll Assignment • Payroll Relationship **Note:** This value must match the source type supplied for the parent record.		
EntityIdentifier	Entity Identifier	Number or name of entity. The value to supply is determined by the SourceType:		
		Source Type	**Value to Supply**	
		Person	Person number	
		Payroll Terms	Payroll Terms number	
		Payroll Assignment	Payroll Assignment number	
		Payroll Relationship	Payroll Relationship number	

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HCM Data Loader Attribute	User Interface Prompt	Functional Description
		This value must match the entity identifier supplied for the parent record.
LegislativeDataGroupName	Legislative Data Group Name	Legislative data group name against which the record is to be stored. This value must match the legislative data group name supplied for the parent record.
PayrollName	Payroll Name	Payroll name against which the record is to be stored. This value must match the payroll name supplied for the parent record.
StartDate	Start Date	Start date of the Inbound Record. The format is yyyy-mm-dd. Note that this format is different from that for the parent record. See bug 24931627 for details.
PeriodName	Period Name	Period to which the record relates. This value must match the period name supplied for the parent record.
IriInformationContext	Payroll Interface Inbound Record EFF Context	Supply the context code for the category of data being loaded. This is the same value as for the FLEX:ORA_HRY_PI_INBD_RECORDS_INFO_EFF attribute.

Extensible Flexfield Attributes to Supply When Loading Payment Information (Context: ORA_HRY_PAYMENT_INFO)

HCM Data Loader Attribute	User Interface Prompt	Functional Description
PaymentType(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Payment Type	Type of payment, such as cash, check, or electronic funds transfer.
CheckNumber (ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Check Number	Check number issued to the employee.
BankName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Bank Name	Employee bank name for electronic funds transfer payments.
BranchName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Branch Name	Employee branch name for electronic funds transfer payments.
AccountName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Account Name	Employee bank account name for electronic funds transfer payments.
IBAN(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	IBAN	International Bank Account Number to facilitate the communication and processing of cross-border transactions.
Amount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Amount	Amount paid to the employee.
Currency(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Currency	Currency of the payment.

HCM Data Loader Attribute	User Interface Prompt	Functional Description
PaymentDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYMENT_INFO)	Payment Date	Date the instruction was given to transfer the payment from the source bank account to the employee's bank account.

Extensible Flexfield Attributes to Supply When Loading Payroll Information (Context: ORA_HRY_PAYROLL_INFO)

HCM Data Loader Attribute	User Interface Prompt	Functional Description
PayrollRunType(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Payroll Run Type	Type of payment, such as cash, check, or electronic funds transfer.
PayrollRunSequence(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Payroll Run Sequence	Order in which payroll run type is processed.
ElementClassification(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Element Classification	Primary element classification, such as Standard Earnings or Supplemental Earnings.
ElementName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Element Name	Name of the element.
CostCenter(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Cost Center	Cost center for employee payments.
CurrentAmount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Current Amount	Total amount for the element in the current payroll period.
QuarterToDateAmount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Quarter-to-Date Amount	Total amount for the element in the current quarter.
YearToDateAmount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Year-to-Date Amount	Total amount for the element in the current financial year.
Currency(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	Currency	Currency of payment.
GeneralLedgerCreditAccount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	General Ledger Credit Account	Code of the General Ledger account to credit earnings or deductions.
GeneralLedgerDebitAccount(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_PAYROLL_INFO)	General Ledger Debit Account	Code of the General Ledger account to debit earnings or deductions.

HCM Data Loader Attribute	User Interface Prompt	Functional Description
NetPayment(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_THIRD_PARTY_PAYSLIP)	Net Payment	The net payment amount.
PayslipViewDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_THIRD_PARTY_PAYSLIP)	Payslip View Date	

Extensible Flexfield Attributes to Supply When Loading Absence Information (Context: ORA_HRY_LEAVE_INFO)

HCM Data Loader Attribute	User Interface Prompt	Functional Description
AbsenceName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_LEAVE_INFO)	Absence Name	Name of the absence for the employee.
AbsenceBalance(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_LEAVE_INFO)	Absence Balance	Balance of hours or days remaining for the balance.
AbsenceUnit(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_LEAVE_INFO)	Absence Unit	Total number of absence units.
AbsenceUnitOfMeasure(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_LEAVE_INFO)	Absence Unit of Measure	Type of unit of measure, such as day or hour.
AbsenceMessage(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_LEAVE_INFO)	Absence Message	Message from the third-party payroll provider containing absence information, such as remaining balance for the employee.

Extensible Flexfield Attributes to supply when loading Message Information (Context: ORA_HRY_MESSAGE_INFO)

HCM Data Loader Attribute	User Interface Prompt	Functional Description
MessageType(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MESSAGE_INFO)	Message Type	Severity level of the message.
MessageId(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MESSAGE_INFO)	Message ID	A short code for the message received from the third-party payroll provider.
MessageText(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MESSAGE_INFO)	Message Text	Message from the third-party payroll provider containing information about any errors that occurred during file upload.

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HCM Data Loader Attribute	User Interface Prompt	Functional Description
OutboundFileName(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MESSAGE_INFO)	Outbound File name	Name of the file sent to the third-party payroll provider.
OutboundFileReceivedDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_MESSAGE_INFO)	Outbound File Received Date	Date the outbound file was received by the third-party payroll provider.

Payslip Files

Use the HCM Data Loader to import payslips as PDF files into your Oracle Fusion HCM application.

This table shows the list of files to import payslips:

File Name	Content
DocumentsOfRecord.dat You must use this file name. The HCM Data Loader utility recognizes only this file name.	Data file listing employees for whom payslips are being provided along with their PDF file names.
BlobFiles You must use this folder name. The HCM Data Loader utility recognizes only this file name.	Folder that contains all the PDF payslip files.
DocumentsOfRecord.zip In this scenario, you can create your own file name.	Compressed file that contains both the data file and PDF payslip files.

> **Note:** When supplying Payslip data you must supply the Payroll Relationship.

The import process looks for the PDF files based on the information contained in the data file.

PayrollInterfaceInboundRecord.dat (Sample)

```
METADATA|PayrollInterfaceInboundRecord|InbdRecordId|SourceType|EntityIdentifier|FunctionalCategory|
RecordType|PeriodName|StartDate|BatchCode|BatchDate|VendorCode|LegislativeDataGroupName|PayrollName|
CategoryCode|DocumentCode|DocumentType
MERGE|PayrollInterfaceInboundRecord||Payroll Relationship|955160008173009|ADP Payforce|Payslip Data|11
 2015 Monthly (Calendar)||Monthly Payroll Data Nov15|2015/11/01 00:00:00|ADP|Vision Corporation US LDG|
ZHRX_US_PayrollOne|ORA_HRY_INBD_PAYSLIP|ThirdPartyPayslip_955160008173009_Nov2015|Third Party Payslip
METADATA|PayrollInterfaceInboundRecordInfo|FLEX:ORA_HRY_PI_INBD_RECORDS_INFO_EFF|EFF_CATEGORY_CODE|
InbdRecordInfoId|InbdRecordId|SourceType|RecordType|BatchCode|FunctionalCategory|EntityIdentifier|
LegislativeDataGroupName|PayrollName|PeriodName|IriInformationContext|SourceSystemOwner|
```

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```
SourceSystemId|GUID|NetPayment(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_THIRD_PARTY_PAYSLIP)|
PayslipViewDate(ORA_HRY_PI_INBD_RECORDS_INFO_EFF=ORA_HRY_THIRD_PARTY_PAYSLIP)
MERGE|PayrollInterfaceInboundRecordInfo|ORA_HRY_THIRD_PARTY_PAYSLIP|ORA_HRY_INBD_PAYSLIP|||Payroll
 Relationship|Payslip Data|Monthly Payroll Data Nov15|ADP Payforce|955160008173009|Vision Corporation
 US LDG|ZHRX_US_PayrollOne|11 2015 Monthly (Calendar)|ORA_HRY_THIRD_PARTY_PAYSLIP|HRC_SQLLOADER|
ADP_955160008173009_ORA_HRY_THIRD_PARTY_PAYSLIP_0101||5550|2015/11/20
```

DocumentsOfRecord.dat (Sample)

```
METADATA|DocumentsOfRecord|PersonNumber|DocumentType|Country|DocumentCode|DocumentName|DocumentNumber|
DateFrom|DateTo|IssuingAuthority|IssuedDate|IssuingCountry|IssuingLocation|Comments|Publish|PublishDate|
Status|VerifiedBy|VerifiedDate
MERGE|DocumentsOfRecord|955160008173009|Third Party Payslip||ThirdPartyPayslip_955160008173009_Nov2015|
USThirdPartyPayslip||2015/11/01|2015/11/30||2015/11/30|||||||||
METADATA|DocumentAttachment|PersonNumber|DocumentType|Country|DocumentCode|DataTypeCode|Title|
URLorTextorFileName|File
MERGE|DocumentAttachment|955160008173009|Third Party Payslip||ThirdPartyPayslip_955160008173009_Nov2015|
FILE|November Payslip|USOnlinePayslip_November_2015.pdf|USOnlinePayslip_November_2015.pdf
```

After you complete the import process, employees can view their payslips in these ways:

- On the Home page, click the **My Payslips** quick action under the **Me** tab.

- On the Home page, click the **My Payslips** under **Pay** under the **Me** tab.

- On the Home page, click the **Person Management** quick action under the **Me** tab.

Use the **Payroll Interface Inbound Records** task in **My Client Groups**, and select Payslip Data in the Record Type field to view payslip data.

Third Party Payroll Documents

Third party payroll systems can upload payroll generated employee documents related to taxes, social insurance and more, to HCM cloud and employees can access these documents from employee self-service.

Third party payroll documents can be uploaded from HCM Data Loader by navigating to **My Client Groups** > **Data Exchange** > **Import and Load Data**

List of files to import third party payroll documents are:

Filename	Content
PayrollInterfaceInboundRecord.dat	Includes processed payroll information for employees included in the payroll run.
DocumentsOfRecord.dat	Data file listing employees for whom third party payroll documents are being provided along with their file names. Mandatory details are: Document Name and Issuing Country.
BlobFiles	Folder that contains all the third party payroll files.
DocumentsOfRecord.zip	Compressed file that contains the above mentioned data file and third party payroll files.

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> **Note:** When supplying third party payroll documents you must supply the Payroll Relationship.

After you complete the import process, employees can view the third party payroll documents through self service.

To view the third party payroll documents, on the Home page, click **Me > Show More > Third-Party Payroll Documents**.

Manage Inbound Records

Use the Payroll Interface Inbound Records task to view, edit, and delete imported data. Imported data includes information about payroll, payment, leave, and messages from third-party payroll providers.

You can also view the net payment and payslip dates. To view the payslips that you imported, select the Pay work area and click **View Payslips**.

View Inbound Records

1. On the Home page, navigate to **My Client Groups** > **Payroll** >**Administration** > **Payroll Interface Inbound Records**
2. In the **Batch Name** field, select the required batch.
3. In the **Record Type** field, select the required Record Type. For example, **Payroll Data**.
4. In the **Record Owner Type** field, select the require Record Owner Type. For example, **Payroll Relationship**.
5. In the Search Results section, select **Update** from **Edit** menu.
6. On the Payroll Interface Inbound Records page, you can view, edit, and delete Payroll, Payment, Absence, and Messages information.
7. Click **Submit**.

OTBI Reports for Payroll Interface Inbound Records

Use the Oracle Tools OTBI and BI publishers to generate any custom reports with the imported payroll data from third party payroll vendors into the Fusion system.

The **Payroll Interface Inbound Records Real Time** subject area provides the dimensions for back feed information. You can use these dimensions along with other facts in different subject area for cross subject area reporting. Select the attribute from the listed Dimension to generate your own reports.

The dimensions available in the Payroll Interface Inbound Records Real Time subject area are:

Dimension	Description
Payroll Interface Inbound Record	Holds summary information from third-party payroll providers, such as the payroll name, payroll period, start date, of the processed payroll.

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Dimension	Description
Payroll Interface Inbound Record Information	Holds the details of payroll data processed by third-party payroll providers, such as earning, deductions, and messages.

Dimensions to add from existing subject areas:

Common Dimension	Attributes
Worker	Employees' Personal Related information like Person Number, Display Name, Address.
Legislative Data Group	Country, Currency
Payroll Statutory Unit	Payroll Statutory Unit name, Payroll Statutory Effective
Payroll	Payroll Name, Payroll Frequency, Payroll Effective End Date, Payroll Effective Start Date
Payroll Period	Period Name, Period Number, Period Year
Payroll Relationship	Payroll Relationship Type, Payroll Relationship Start Date, Payroll Relationship End Date, Payroll Relationship Number
Business Unit	Business Unit Name, Status
Department	Department Name, Description,
Job	Job Name, Job Code, Job Description, Job Family
Position	Position Code, Position Description
Location	Location Code, Location Description

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16 Payroll Interface Reports

Data Validation Report

Run the Data Validation Report for Payroll Interface either in a stand-alone mode or as a consolidated process before you extract data from HCM Cloud.

Use this report to validate a set of payroll relationships and its associated data. This report supports the object group or single payroll as a parameter.

The Data Validation Report for Payroll Interface includes validations for both HR and payroll data.

Data Groups

The data groups that you select when adding validation rules to the report determines the level of validation.

Add validation rules to these data groups to report worker and payroll related data validation.

- Payroll Group
- Payroll Relationship Group
- Legal Employers
- Reporting Establishments
- Work Relationships
- Employment Terms
- Assignments
- Payroll Relationships
- Payroll Assignments
- Payroll Terms

Run the Data Validation Report for Payroll Interface

Perform these steps to run the Data Validation Report for Payroll Interface report.

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

Field	Value to Enter
Payroll Flow	An identifier for the process that's run. Choose any format to describe the payroll flow.
Object Group	A predefined object group for which the report is run.

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Field	Value to Enter
	The process retrieves a set of payrolls or payroll relationships that belong to the object group and performs the defined validation for each relationship.
Payroll	Object group, Payroll, or Both.
Effective Date	An effective date for process.
Process Configuration Group	The Payroll Statutory Unit for which the report is run.

6. Click **Next**.
7. On the Enter Flow Interaction page, click **Next**.
8. On the Schedule page, click **Next**.
9. On the Review page, click **Submit**.
10. Click **OK and View Checklist**.
11. On the Payroll Flow page, Task Details tab you should see a green check mark in the **Run Data Validation Report for Payroll Interface** row, **Status** column. If not, click the **Refresh** icon on the toolbar intermittently until you do.
12. Click the **Go to Task** icon.
13. On the Run Data Validation Report for Payroll Interface page, click **Done** to submit.

Related Topics
- Add Rules to Data Validation Reports

Deleted Data Report

Use the **Deleted Data Report** to report data that have been deleted from Oracle HCM Cloud during the extraction period.

You can use this report as a supplement to the Payroll Interface output xml file to account for data changes for an extraction period.

In addition to the object that was deleted, additional attributes, called **Object Indicator**, has been included in the report to enable consumers construct the correct context around the deleted object.

This attribute **Object Indicator** in the report helps identify which records have been extracted as **UserKeys** and which objects have been extracted as **DeletedObject**, as some user keys (for example, assignment info) can themselves be purged from the application.

Some examples of ObjectIndicator behavior:

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Some examples of ObjectIndicator behavior

GlobalPersonData	Always as UserKey
Assignment	Either UserKey or DeletedObject
Salary	DeletedObject
Banks	DeletedObject
PayrollRelationshipDetails	Always as UserKey

Before You Begin

The Deleted Data Report is based on the audit functionality. Enable audit on all objects that must be tracked for deletions.

Here's how you can enable audit.

1. In the **Setup and Maintenance** work area, go to the **Manage Audit Policies** task in the Application Extensions functional area.
2. On the Manage Audit Policies page, click **Configure Business Object Attributes** .
3. On the Configure Business Object Attributes page, select **Global Payroll**.
4. Select **Personal Payment Method**. The attributes available for auditing are displayed on the right hand side of the page under Audited Attributes section.
5. In the Audited Attributes section, click **Create**.
6. In the Select and Add Audit Attributes dialog box, search for the attributes that you want to audit and click **OK**.
7. Click **Save and Close**.

Delivered File Name

The Deleted Data Report has a default delivery option that generates the output file name in the predefined format. With this option, you can view the output file with the specified name as the process output.

Support for SFTP and Other Modes

You can extend the delivery options associated with the deleted data report to support other modes of delivery like SFTP, FTP, UCM, and E-Mail.

If you want to deliver the output file in any of these modes, perform these steps to extend the delivery options for the deleted data report:

1. On the Home page, click the **Extract Definitions** quick action under the **My Client Groups** tab.
2. Search for the extract definition name, **Deleted Data Report**.
3. Click the extract definition name.
4. Click **Extract Delivery Options** and add new extract delivery option.

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5. Enter these details:

- ○ **Delivery Option Name**: Any name
- ○ **Output Type**: XML
- ○ **Report**: /Human Capital Management/Payroll Interface/Deleted Data Report.xdo
- ○ **Template Name**: Template for XML output
- ○ **Output Name**: Any name
- ○ Delivery Option: FTP
- ○ Add server details in Additional Details section

6. Repeat steps 1 through 5 for other delivery modes, and change the Delivery Option field appropriately.
7. Click Save and Close.
8. Submit and validate the extract definition.

Generate Deleted Data Report

Use the **Submit a Flow** task to generate the Deleted Data report.

1. On the Home page, click the **Submit a Flow** quick action under the **My Client Groups** tab.
2. Select the appropriate Legislative Data Group.
3. Search for and select **Run Deleted Data Report** process.
4. Click **Next**.
5. Enter values for these parameters.

Field	What it Means
Flow Name	Meaningful name of the flow.
Process Start Date	Start date of the extraction window. Typically, this should be the same as the regular payroll interface extraction window.
Process End Date	End date of the extraction window. Typically, this date should be the same as the regular payroll interface extraction window.
Object Group	Identifies the payroll relationships to consider and should be same as the object group used in the regular payroll interface.

> **Note:** If you're running the interface and the deleted data report for a single day extraction window (Process start date and Process end date are same), the application may delete the data after the extraction is complete for the day. To ensure that the application doesn't miss these deletions, the deleted data report considers the extraction window as 7 days before the Process Start Date and till the Process End Date that you provide. For example, if you have entered the Process Start Date as 7-Nov-2018 and Process End Date as 30-Nov-2018, the report considers the extraction window as 1-Nov-2018 through 30-Nov-2018.

6. Click **Submit**.
7. Monitor the process and view the report output.

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The report displays purged information for the objects of assignment, jobs, salary, element entries, and personal payment methods.

Changed Attribute Report

Run the Changed Attribute Report to review a summary of the key changes in each employee record reported in the interface output throughout the reporting period.

The application generates the **Changed Attribute Report** automatically with the interface output file when you submit the ADP Global Payroll Interface process. You don't require any additional configuration or setup for this report.

Use the Changed Attribute Report to:

- Reconcile the number of employees reported in ADP Global Payroll Interface, and uploaded or updated on ADP Global Payroll.

- Perform a quick check on whether employees to be reported based on the data changes, are reported in the interface output.

Audit Report

Run the Audit Report to view a summary of the data reported in the associated interface process. This report provides a quick reference to the list of employees reported in the interface output and an indicator showing why they have been reported.

The application generates this report automatically with the interface output file when you submit the ADP Global Payroll Interface process. You don't require any additional configuration or setup for the Audit Report.

You can use this report to:

- Reconcile the number of employees reported in ADP Global Payroll Interface, and uploaded or updated on ADP Global Payroll.

- Perform a quick check on whether employees to be reported based on the data changes, are reported in the interface output.

Lookup Report

As Payroll interface partners, you must be aware of some of the master data configured on the Human Capital Management (HCM) cloud, such as lookup types and codes, or elements.

This is handled by providing an interface called Lookup Report that extracts identified master master data configured on the HCM cloud.

Use the Lookup Report to generate the list of lookup types and codes on the HCM cloud that have been setup by a customer or delivered by Oracle, or both. It also extracts other setup like Elements, Job codes, Position codes, or Legal

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Employers, that generally require value mapping on the third-party application. As a Payroll partner, you need this information to create the maps for transformation at your end before you can use the payroll interface data.

Generate the Lookup Report

1. Navigate to My Client Groups, Payroll, Submit a Flow.
2. Select the Legislative Data Group.
3. Search for the Run Global Payroll Interface Lookup Report flow.
4. Enter values for these parameters as given in this table.

Field	What It Means
Payroll Flow	Any name that can be used to monitor the progress of the flow.
Delivered By	Select a value from Both, Customer or Oracle. This parameter determines whether the report will contain values delivered by Oracle out of the box, or those that are created by the customer, or both.
Include Work Structures	Select **Yes** to include work structure information like Job, Cost Center, Location, Grade, and Position. Selecting **No** excludes this information from the report.
Schedule	Run the flow 'As soon as possible' or use a predefined schedule or frequency to run the report once or on a recurring basis.

5. Click Submit.
6. Monitor the process and view the report output.

Report Output

The Lookup Report generates the list of lookup types and codes on the HCM cloud that have been setup by a customer or delivered by Oracle, or both. The report extracts the following key information.

Configuration	What It Includes
Lookups	• Lookups included in the predefined 'ORA_HRY_GPI_LOOKUP_LIST' lookup type • Who created the Lookups: Customer, Oracle, or Both • Lookup codes defined within the lookups • Meaning and description of the lookup • Country tag added to the lookup to indicate if the lookup codes added to this lookup is global or specific to a country. If country-specific, it indicates the tags of countries for which this lookup code is applicable.
Legislative Data Group (LDG)	• Name of the LDG • Name of the LDG country • Address type selected for the country
Legal Employer and Business Units	• Classification name to identify if the organization is a legal employer or a business unit

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Configuration	What It Includes
	• Name of the organization • Start date and end date of the organization
Action Code and Action Reason	• Action code • Action name • Predefined action to which the user-defined action code is mapped • Start date and end date of the action • Action reason code • Action reason • Start date and end date of the reason
Assignment Status	• Status code to indicate if the assignment status code is delivered or user-defined • Status description • HR status corresponding to the assignment status • Payroll status corresponding to the assignment status • Start date and end date of the status
Workforce Structures	• Code, name, status, start date and end date of the position, job, grade, and location
Cost Center Details	• Name of the department • Name of the cost center value set • Cost center code and description
Elements	• Element name • Element classification name • Reporting name of the element • Description of the element • Start date and end date of the element
Payroll Definition	• Payroll name • Pay frequency • Start date of the payroll • Last date up to which the payroll is valid

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FAQs for Run Payroll Interface Reports

How can I identify the payroll flow that includes a specific element for an employee?

Submit the Element Results Register report, which displays the name of the payroll flow. The report shows details for the element and the value paid to the employee.

If you don't know the person's assigned payroll, query the person's payroll details on the Payroll Relationships page.

Why don't I see the new delivery option when I redeliver the report?

When you submit the Redeliver Output process from the Payroll Checklist work area, you can only select delivery options that were available when you originally submitted the report.

If you add a delivery option to the report's extract definition, you must submit a new report to view and select the additional delivery option.

Are future-dated changes ever included in Payroll Interface extracts?

If your extract is based on the Global Payroll Interface extract definition, no future-dated changes are included.

All data in the output file is valid as of the effective date value in the file. If your extract is based on other Payroll Interface extracts, the output might include future-dated data.

Can changes-only extracts for Payroll Interface compare data with previous runs?

Payroll Interface extract comparisons are based on snapshots of the current data and the data in latest extract processed for that person. Changes-only extracts don't compare data with extracts prior to the latest change for an employee.

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What happens to my Payroll Interface extracts when multiple updates occur on the same day

When multiple updates occur in a single day, the Payroll Interface extracts retrieve the data that's valid during the extract process submission.

Why can't I view the Payroll Interface output file in the process results?

If the output file is beyond the size limit, you can't view it, but you can still download it. When this scenario occurs, the View Results link navigates to Oracle Business Intelligence, but this doesn't impact functionality in any way.

Why do I see duplicated assignment data in my Payroll Interface output file?

Because the payroll employment model supports three tiers of employment: payroll relationship, employment terms, and assignments. If you have a two-tier implementation, the application hides any data at the employment terms level.

However, the extract process includes this data, which can appear as if it's duplicate data.

How do I identify new hires and terminations in the Global Payroll Interface XML file?

You can identify new hires when the ActionReason tag in the XML file for the person record has the NEWHIRE value. Use the Termination Action and Termination Reason tags for details about terminated person records.

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