

# Oracle Fusion Cloud Global Payroll

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**How do I set up Payroll Activity Center?**

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Author: Niresh Mathur

# Contents

<b>Get Help</b>	i
<b>1 Set Up Payroll Activity Center</b>	1
Set Up Profile Options	1
Upgrade Payroll Results	1
Set Up the Index for Person Results	2
Schedule ACL Processes for Person Search	2
Provide Access and Security	3
<b>2 Disable the Existing Payroll Work Area</b>	5
Disable the Existing Payroll Work Area	5



# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## 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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Thanks for helping us improve our user assistance!



# 1 Set Up Payroll Activity Center

## Set Up Profile Options

Payroll Activity Center is enabled by default from Release 25C.

The **Redwood Payroll Activity Enabled (ORA\_PAY\_PAYROLL\_ACTIVITY\_REDWOOD\_ENABLED)** profile option is set to **Yes** by default. The data ingestion process to set up the Oracle Search index for Payroll person results is also automatically submitted. This ensures that the person results are displayed on the Payroll Activity Center page.

**Note:** The **ORA\_HCM\_VBCS\_PWA\_ENABLED** profile option to enable the HCM Redwood pages, must also be enabled.

Here's how you enable Payroll Activity Center if it's disabled (for earlier releases):

1. Go to **Setup and Maintenance > Tasks panel > Search > Manage Administrator Profile Values**.
2. On the Manage Administrator Profile Values page, search for and select the **Redwood Payroll Activity Enabled** profile option. The code for this profile option is **ORA\_PAY\_PAYROLL\_ACTIVITY\_REDWOOD\_ENABLED**.
3. In the **Profile Values** section, click **Add**.
4. Select **Site** to specify the level at which the profile value is to be set.
5. Click **Save and Close**.

## Upgrade Payroll Results

To use Payroll Activity Center, you must ensure that the profile options are enabled, and then run the Run Feature Upgrade flow.

Run the **Run Feature Upgrade** flow and select the **Payroll Activity Center Upgrade Payroll Results** feature to upgrade the payroll results. This process creates the required payroll results data, for the last 12 months' period only.

**Note:** This is a one-time set up step for existing customers. It will upgrade your payroll results for the 12 months period before Release 24D, so that these results can be displayed in Payroll Activity Center.

Here's how you do it:

1. Go to **My Client Groups > Payroll > Submit a Flow**.
2. On the Flow Submission page, search for and click **Run Feature Upgrade**.
3. On the Submit a Payroll Flow page:
  - a. In the **Payroll Flow** field, enter a name for the payroll flow.
  - b. From the **Feature** drop-down list, select **Payroll Activity Center Upgrade Payroll Results**.
  - c. Click **Submit**.

## Upgrade User-Defined Legislations

If you've configured a legislation for a country or territory that's not already predefined by Oracle before Release 24D, you must upgrade the legislation to ensure that the balances are displayed correctly in Payroll Activity Center.

Here's how you do it:

1. Go to **Setup and Maintenance > Tasks panel > Search > Configure Legislation for Human Resources**.
2. On the Configure Legislation for Human Resources page, select an existing legislation from the **Installed Legislations** list.
3. On the Legislations page, click **Edit**, then **Save**, and then **Done**. These actions will trigger the necessary update for the legislation.
4. Go to the Payroll Activity Center page.

The balances will now display on the **Balance Comparison** region of the **Overview** tab.

## Set Up the Index for Person Results

The Oracle Search index is the foundation of the Oracle Search based Global Search.

The data ingestion process to set up the Oracle Search index for Payroll person results is automatically submitted from Release 25C. This ensures that the person results are displayed on the Payroll Activity Center page. For earlier releases, you need to configure the profile options and then run the initial data ingestion process to set up Oracle Search index for Payroll person results.

Set up the profile options listed in the "Set Oracle Search Profile Options" section of the [Set Up Oracle Search for HCM](#) topic.

Here's how you set up the index for person results (to see the pending records) for earlier releases:

1. Go to **Tools > Scheduled Processes > Schedule New Process**.
2. In the **Name** field, enter or search for the **ESS job to create index definition and perform initial ingest to OSCS** scheduled process, and then click **OK**.
3. In the **Index Name to Reindex** field, enter **fa-hcm-person-results** as the parameter value.
4. Submit the scheduled process.

The pending records will be displayed on Payroll Activity Center after the scheduled process completes.

## Schedule ACL Processes for Person Search

For the Person Search to work, ensure that you schedule the following computed access control lists (ACLs) processes regularly:

Job Name	Parameters	Frequency
Compute Users ACL by Event	NA	Every 15-60 minutes

Job Name	Parameters	Frequency
Compute Users ACL	User population: Logged in users	Every 30-120 minutes
Compute Users with Large ACL	Action: Compute  User population: All users with large ACL	Daily

## Provide Access and Security

This topic lists the functional privileges required to access Payroll Activity Center.

Payroll administrators and managers are granted the following functional privileges by default. Ensure that you add these functional privileges to your custom job roles and regenerate those custom roles:

- Edit Payroll Activity Center Layout (**PAY\_EDIT\_PAYROLL\_ACTIVITY\_CENTER\_LAYOUT**): Granted to Payroll Manager
- Access Payroll Activity Center (**PAY\_ACCESS\_PAYROLL\_ACTIVITY\_CENTER**): Granted to Payroll Manager and Payroll Administrator

These privileges provide users access to the payroll summary information displayed in Payroll Activity Center. The list of payrolls that are displayed on this page is secured by the legislative data group and payroll definition data security profiles that are assigned to the users. The other details on the Payroll Activity Center, such as the person results, are secured using the existing security profiles that are granted to the predefined payroll roles.



## 2 Disable the Existing Payroll Work Area

This topic explains how you can disable the access of the existing Payroll work area.

To disable the access of the existing Payroll work area, you must remove the following functional privileges from payroll administrators, managers, and custom payroll roles:

- ORA\_PAY\_REGULATORY\_AND\_TAX\_REPORTING\_WA\_MANAGEMENT\_DUTY
- ORA\_PAY\_ACCOUNTING\_DISTRIBUTION\_WA\_MANAGEMENT\_DUTY
- ORA\_PAY\_ADMINISTRATION\_WA\_MANAGEMENT\_DUTY
- ORA\_PAY\_CALCULATIONS\_WA\_MANAGEMENT\_DUTY
- ORA\_PAY\_CHECKLISTS\_WA\_MANAGEMENT\_DUTY
- ORA\_PAY\_PAYMENT\_DISTRIBUTION\_WA\_MANAGEMENT\_DUTY

