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Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons to access help in the application. If you don’t see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

- **Community**: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.

- **Guides and Videos**: Go to the Oracle Help Center to find guides and videos.

- **Training**: Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
</tr>
</tbody>
</table>

Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support
Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

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1 Overview

Managing Payroll Interface

Oracle Global Payroll Interface supports features to send personal payroll information to third-party payroll providers and to import processed payroll data into Global HR. You can copy and modify predefined extract definitions to meet the requirements of your third-party payroll provider.

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

- Use the Payroll Interface extracts to extract details from HCM, such as earnings and deductions to send to a third-party payroll provider.
- Import payroll processed data and messages to flexfields. This processed payroll data is available within the application for further reporting and analysis.

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

Extract Data from HCM

Use these predefined extract definitions and configure them as needed:

- Global Payroll Interface
- Payroll Interface Report for NGA
• US ADP PayForce Third-Party Periodic Extract
• US ADP PayForce Third-Party Ad-Hoc Extract
• Payroll Interface for ADP Global Payroll

Import Third-Party Payroll Processed Data and Pay slips

Use HCM Data Loader to import the following categories of data from third-party payroll providers:

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

Import data on a periodic basis for reporting.

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

Related Topics
- Extract Components: How They Work Together
- Extracting Payroll-Related Data: Critical Choices
- HCM Data Loader: Overview
- Payroll Interface Inbound Records: Explained

Implementing Payroll Interface

Use predefined payroll interface extract definitions to send payroll-related employee information to a third-party payroll provider. The setup steps required for payroll interface vary depending on your business requirements.

From the Setup and Maintenance work area, you can set up and manage various features required for your implementation:

<table>
<thead>
<tr>
<th>Task Area</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Enterprise Structures</td>
<td>Application Implementation Consultant</td>
</tr>
<tr>
<td>Define Features by Country or Territory</td>
<td>Application Implementation Consultant</td>
</tr>
<tr>
<td>Manage Currencies</td>
<td>Application Implementation Consultant</td>
</tr>
<tr>
<td>Define Elements, Balances and Formulas</td>
<td>Application Implementation Consultant</td>
</tr>
<tr>
<td>Manage Data Security Policy</td>
<td>IT Security Manager</td>
</tr>
</tbody>
</table>
Creating an Extract Definition

Use the Manage HCM Extract Definitions task to create the extract definition and process that extracts data from HCM for your third-party payroll provider. The requirements of your third-party provider determine which data to extract, and how to structure and deliver it.

Related Topics
- Creating Legal Entities, Registrations, and Reporting Units: Examples
- Payroll Statutory Units, Legal Employers, and Tax Reporting Units: How They Work Together
- Defining Payroll Elements for Payroll Interface: Worked Example
- Creating Extract Definitions for Payroll Interface: Procedure
- Configuring Extensible Flexfields and Lookups for Inbound Payroll Interface: Procedure

Managing an Implementation

Enabling Offerings: Explained

Offerings and their functional areas are presented in an expandable and collapsible hierarchy to facilitate progressive decision making regarding whether or not you want to implement them. An offering or its functional areas can either be opted into or not opted into for implementation. Implementation managers decide which offerings to enable for implementation. Although all of the functional areas that represent core functionality of an offering are automatically enabled for implementation when a parent offering is enabled for implementation, you can select which of the optional functional areas are enabled. You can identify which functionality is already opted into by looking at the check box in the Enable column.

Related Topics
- Configuring Offerings

Configuring Offerings: Procedure

Enable offerings to modify functionality so that it matches the services you plan to implement. You need the Configure Oracle Fusion Applications Offering privilege (ASM_CONFIGURE_OFFERING_PRIV) to enable offerings.
Enable Offerings

To enable offerings, follow these steps:

1. Click **Navigator > My Enterprise > Offerings** work area.
2. In the Offerings page, select the offering you want to implement.
3. Click the **Opt In Features** button.
4. In the Opt In page, select the **Enable** check box for the offering.
5. Review functional area hierarchy. Select the **Enable** check box to opt into functional areas as applicable to your business operations.
6. Click the **Features** icon in the Features column for the functional area you enabled to opt into and enable applicable features.
   - Depending on the feature type, a check box for Yes or No features or a **Features** icon for single and multiple choice features is displayed in the Enable column.
   - To enable a feature, select the check box for Yes or No types or click **Features** and select the appropriate choices for single and multiple choice features.
7. Click **Done** when you’re finished to return to the Opt In page.
8. Click **Done** to return to the Offerings page.

Repeat the same steps for each offering you want to implement or if you must change the opt-in configuration of any functional areas or features of an enabled offering.

**Related Topics**

- Configuring Offerings

Extracting Gross Earnings or Element Entries: Critical Choices

The Calculate Gross Earnings process is a powerful feature that enables you to do gross computations before sending your data for third-party payroll processing. It maintains a history of gross values and it can compute gross values retrospectively. However, implementing Payroll Interface for using this process requires additional configuration and a strong understanding of the earnings and deductions data model. This topic helps you determine if using Calculate Gross Earnings is appropriate for your implementation.

**Note:** It’s important to make a decision regarding Calculate Gross Earnings process early in the implementation cycle. For example, if you use the Global Payroll Interface extract definition, employee values must be based on either gross earnings or element entries, not both. Sending values to your payroll provider based on both gross balances and element entries will produce unpredictable results when processing the payroll.

The following sections highlight the features and limitations of calculating gross earnings before sending your data to the third-party payroll provider.

**Run Reports to Validate Process Results**

If you calculate gross earnings, you can set up and run reports for the process to validate data before sending it to your payroll provider. For example, you can create a balance exception report to check whether the gross pay amount exceeds a certain percentage from the last payroll run. You can also run the Element Results Register and the Payroll Balance Report to validate the results of the Calculate Gross Earnings process.
Combine Sums for Payments Across Multiple Terms or Assignments
If you have employees with multiple terms and assignments, the Calculate Gross Earnings process combines them. This enables you to send a single value to your payroll provider for net computation.

Manually Associate Deduction Cards and Tax Reporting Unit (TRU)
If you calculate gross earnings process, depending on your legislation configuration, you may have to manually associate employees with the TRU and any calculation cards. For the US and UK, this is done automatically as part of the new-hire process.

Number of Supported Extracts per Payroll Period
If you use the Calculate Gross Earnings process, you can extract data to send to your payroll provider only once per payroll period. For example, if your payroll provider requires daily data files for a semimonthly payroll period, you can’t use the Calculate Gross Earnings process. However, if the more frequent extracts are for informational purposes, you could create two extract definitions, which would be separate processes. You could run one of them once per payroll period, and the other at any time as needed.

Related Topics
- Setting Up Payroll Interface for Calculating Gross Earnings: Overview
- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

Payroll Interface Report for NGA Extract Definition: Overview
The Payroll Interface for NGA extract definition contains two primary data groups - application area and data area. The structure of this extract and its HCM data objects determine the data that you can extract and send to third-party payroll provider.

Use the Manage Extract Definitions task in the Data Exchange work area to modify the extract definition.
The primary data groups contain other data groups to form the following hierarchy:

```
Payroll Interface for NGA
   Application Area
   Data Area
   Pay Service Employee
   Process
   Indicative Data
   Payroll Element Entries
   Pay Service Employee Extension
   Deduction Element
   Earning Element
```

### Primary Data Group

The primary data groups are described in the below table:

<table>
<thead>
<tr>
<th>Primary Data Group</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Area</td>
<td>Holds all the sender records and data elements, such as business object IDs and creation time stamp, required by the extract definition.</td>
</tr>
<tr>
<td>Data Area</td>
<td>Holds all the detail records for data included in the extract as well as data about the extract process</td>
</tr>
</tbody>
</table>
Application Area

The Application Area data group contains the following records and attributes:

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sender</td>
<td>Logical ID, Component ID, Reference ID, Confirmation Code</td>
</tr>
<tr>
<td>Data Elements</td>
<td>Creation Date and Time, Business Object Document ID</td>
</tr>
</tbody>
</table>

Data Area

The data area groups are described in the below table:

<table>
<thead>
<tr>
<th>Data Group</th>
<th>Included Records and Data Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Action Criteria record including Action Code and Expression attributes</td>
</tr>
<tr>
<td>Pay Service Employee</td>
<td>Indicative Data, Pay Service Employee Extension, Payroll Element Entries data groups</td>
</tr>
</tbody>
</table>

Pay Service Employee

The Pay Service Employee data group provides the data group structure for person data, payment data, and element entry data.

<table>
<thead>
<tr>
<th>Data Group</th>
<th>Included Data Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicative Data - Person Dossier</td>
<td>Person, Employee, Employment, Deployment, Payroll Cycle Remuneration</td>
</tr>
<tr>
<td>Pay Service Employee Extension</td>
<td>Payment Instructions, Pay Scales</td>
</tr>
<tr>
<td>Payroll Element Entries</td>
<td>Deduction Element Entries, Earnings Element Entries</td>
</tr>
</tbody>
</table>

Indicative Data - Person Dossier

The Person Dossier data group contains other data groups that include records for all person data.

<table>
<thead>
<tr>
<th>Data Group</th>
<th>Included Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>Person, Communication Home Address, Communication Mailing Address, Phone, Email, Birth Place, Gender Details, Certified Marital Status, Person Detail</td>
</tr>
<tr>
<td>Employee</td>
<td>Employee Details</td>
</tr>
<tr>
<td>Employment</td>
<td>Employment Lifecycle</td>
</tr>
</tbody>
</table>
Data Group | Included Records
--- | ---
Deployment | Deployment Organization, Work Location Details, Job Information Details, Position Details, Schedule, Deployment Detail
Payroll Cycle Remuneration | Pay Group Code Details

Person Records
The person record details are as shown in the following table:

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Name</td>
<td>Given Name, Preferred Name, Middle Name, Family Name, Former Family Name, Preferred Salutation, Generation Name Suffice, Qualification Name Suffix, Title, Initials</td>
</tr>
<tr>
<td>Alternate Script Person Name</td>
<td>Formatted Name</td>
</tr>
<tr>
<td>Home Address</td>
<td>Address Type, Effective As-of Date, Effective End Date, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5, City Subdivision Name, City, Country Subdivision Code, Country Code, Postal Code</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Address Type, Effective As-of Date, Effective End Date, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5, City Subdivision Name, City, Country Subdivision Code, Country Code, Postal Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Effective As-of Date, Effective End Date, Channel Code, Usage Code, Country Code Number, Area Code, Phone Number, Extension, Access Code</td>
</tr>
<tr>
<td>Email</td>
<td>Effective As-of Date, Effective End Date, Channel Code, Usage Code, Email</td>
</tr>
<tr>
<td>Birth Place</td>
<td>City, Country Subdivision Code, Country Code</td>
</tr>
<tr>
<td>Gender</td>
<td>Gender Code</td>
</tr>
<tr>
<td>Certified Marital Status</td>
<td>Certified Date, Marital Status Code</td>
</tr>
<tr>
<td>Person Detail</td>
<td>Date of Birth, Citizenship Country Code, Effective As-of Date, Effective End Date, Person ID, Primary Language Code, National ID, National ID Issue Date, National ID Expiration Date</td>
</tr>
</tbody>
</table>

Employee Records
The following table lists the employee record details:

<table>
<thead>
<tr>
<th>Record</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Employee ID, Person Type, Work Category</td>
</tr>
</tbody>
</table>
### Employment Life Cycle

The following table lists the employee record details:

<table>
<thead>
<tr>
<th>Records</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire</td>
<td>Hire Reason Code, Hire Date</td>
</tr>
<tr>
<td>Absence</td>
<td>Absence Reason Code, Absence Start Date, Absence End Date</td>
</tr>
<tr>
<td>Termination</td>
<td>Termination Reason Code, Termination Date</td>
</tr>
</tbody>
</table>

### Deployment Records

The following table lists the deployment record details:

<table>
<thead>
<tr>
<th>Records</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization ID</td>
<td>Organization ID</td>
</tr>
<tr>
<td>Work Location</td>
<td>Location ID</td>
</tr>
<tr>
<td>Job Information</td>
<td>Job Title</td>
</tr>
<tr>
<td>Position</td>
<td>Position Name</td>
</tr>
<tr>
<td>Day Schedule</td>
<td>Schedule ID, Effective As-of Date, Effective End Date</td>
</tr>
<tr>
<td>Deployment Details</td>
<td>Work Level Code, Full-Time Equivalent Ratio</td>
</tr>
</tbody>
</table>

### Payroll Cycle Remuneration Records

The following table lists the deployment record details:

<table>
<thead>
<tr>
<th>Records</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group Code</td>
<td>Pay Group Code, Effective As-of Date, Effective End Date</td>
</tr>
</tbody>
</table>

**Related Topics**

- Payroll Interface Setup for NGA Payroll Exchange: Critical Choices
Payroll Data Loading: Overview

You can load payroll data for initial migration or mass data entry using the payroll batch loader, predefined processes, and web services. You can also automate the regular import of time cards, absence entries, and benefit enrollments using predefined flows.

This overview outlines your options to meet the following data loading requirements:

- Loading setup data
- Exporting and importing setup data between test and production environments
- Ongoing data loading

Loading Setup Data

You can use HCM Data Loader during implementation to migrate HCM setup data, including element entries and salaries. However, for most payroll-related setup data and worker data, as shown in the following table, use the payroll batch loader. You can load the data from a spreadsheet or a file.

<table>
<thead>
<tr>
<th>Payroll Setup Data</th>
<th>Worker Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances in balance groups</td>
<td>Assigned payrolls</td>
</tr>
<tr>
<td>Elements</td>
<td>Bank details for personal payment methods</td>
</tr>
<tr>
<td>Formula globals</td>
<td>Element entries</td>
</tr>
<tr>
<td>Object groups</td>
<td>Initial balance values</td>
</tr>
<tr>
<td>Payroll definitions</td>
<td></td>
</tr>
<tr>
<td>User-defined tables</td>
<td></td>
</tr>
</tbody>
</table>

Use the Batch Loader task in the Payroll Administration, Data Exchange, or Checklist work area to perform the following actions:

1. Enter the data in a workbook format that’s specific to the object type or create a batch from a file using a transformation formula.
2. Save your entries to staging tables.
3. Validate the data in staging tables.
4. Submit the Transfer Batch flow to load the data to the application tables. For initial balance values, use the Load Initial Balances flow instead.

Exporting and Importing Setup Data Between Environments

Typically, you initially migrate data to a test environment. After successful testing, you can move the data to your production environment using one of the following tasks:

- Use the Manage Configuration Packages task in the Setup and Maintenance work area to export and import a configuration package.
• Use the Create Batch for an Object process in the Payroll Administration work area to select specific objects, such as elements or formulas, to migrate.

Ongoing Data Loading

You can use the payroll batch loader and predefined batch processes to load element entries and other payroll data on an ongoing basis. You can automate the submission of the flows using the Flow Actions web service.

Specific flows exist for loading payroll-related data for payroll processing, such as the Load Absence Batches process, where you specify the interface type and XML file containing the data to load.

To import data from a third-party payroll provider, such as processed payroll data or payslips, you can use the HCM Data Loader.

Related Topics

• Implementation Project Based Export and Import: Explained
• Migrating Objects Using the Payroll Batch Loader: Procedure
2 Understanding Payroll Fundamentals

Payroll Relationships

A payroll relationship represents the association between a person and a payroll statutory unit (PSU), which is the legal entity responsible for employee payment. Payroll relationships group a person’s employment assignment records based on the payroll statutory calculation and reporting requirements. Payroll relationships facilitate the capture and extraction of HR and payroll-related data sent to a third party, such as a payroll provider for payroll processing.

Payroll processing always occurs at the payroll relationship level. When you display the payroll process results for a person, you first select the person’s payroll relationship record and then drill down to view details.

Payroll relationships aggregate balances at the payroll relationship level. Within a payroll relationship, payroll processes can aggregate balances for multiple assignment records. Balances don’t span payroll relationships.

Creation of Payroll Relationship Records

For the rehire process to automatically create a payroll relationship record, you must have a mapping between the system person type and the payroll relationship type. The table below shows the payroll relationship type values that are supported.

<table>
<thead>
<tr>
<th>Payroll Relationship Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Person types mapped to this payroll relationship type are included in payroll runs.</td>
</tr>
<tr>
<td>Element Entry Only</td>
<td>Person types mapped to this payroll relationship type have only element entries created for them and are excluded from payroll processing.</td>
</tr>
</tbody>
</table>

Relationship mapping rules, which map system person types to payroll relationship types, can vary by country or territory. For example, the table below shows the mapping between system person types and payroll relationship types, that are applicable for Canada.

<table>
<thead>
<tr>
<th>System Person Type</th>
<th>Payroll Relationship Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingent Worker</td>
<td>Element Entry Only</td>
</tr>
<tr>
<td>Employee</td>
<td>Standard</td>
</tr>
<tr>
<td>Nonworker Paid</td>
<td>Standard</td>
</tr>
<tr>
<td>Nonworker Unpaid</td>
<td>Element Entry Only</td>
</tr>
</tbody>
</table>

For Canada, Contingent Worker type and Nonworker Unpaid type are excluded from payroll processing.

The mapping rules are predefined for legislations provided by Oracle. You cannot create your own payroll relationship types and you must use the values that are predefined in the application.
A payroll relationship cannot end while there are active employment assignments. When all employment assignments are ended for a payroll relationship, it could either remain active or become end dated. It depends on the legislation and the payroll relationship rules applicable for the legislation. For example:

- For the US, relationships that remain active enables future rehire within the same payroll relationship and PSU.
- For the UK, for a relationship that gets terminated, a new payroll relationship is created within the same payroll relationship and PSU, for the rehire.

**Related Topics**

- Element Duration Dates in Payroll Relationships: Explained
- Payroll Relationship Rules: Explained
- Setting End Dates for Terminations: Examples

**When should I change payroll relationship rules?**

You should not need to change payroll relationship rules after implementation. If there are any updates to payroll relationship rules after employment records already exist, those updates will affect only newly created employment records. If employment records already exist, it is best not to change payroll relationship rules to ensure that new and existing employment records have the same rules.

**Payroll Employment Model**

In the payroll employment model, each person has a payroll relationship to a payroll statutory unit (PSU), and one or more assignments to a payroll and other employment structures. Some element entries, typically deductions, are held at the payroll relationship level, and others at lower employment levels.
Comparing the HR and Payroll Employment Models

The following figure contrasts the HR employment model and the payroll employment model in a US example where two legal employers belong to one PSU. In this example, David Ellis has two assignments. The resulting structure creates two work relationships in the HR model and one payroll relationship in the payroll model.

Related Topics

- Employment Level for Elements: Critical Choices
Object Groups

Use object groups to define subsets of objects for processing or reporting. You can manage object groups from the Payroll Calculation work area. To load a batch of object groups, use the batch loader in the Payroll Administration, Data Exchange, or Checklist work area.

There are four types of object groups:

- Element
- Payroll Relationship
- Work Relationship

Element Groups

Element groups limit the elements processed for payroll, reporting, or cost distribution purposes.

There are two usages for an element group:

<table>
<thead>
<tr>
<th>Element Group</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run group</td>
<td>Specifies the elements to use in a process.</td>
</tr>
<tr>
<td>Distribution group</td>
<td>Defines the grouping of elements to distribute element costing results.</td>
</tr>
</tbody>
</table>

All element groups are static. You select the element classifications to add and then include or exclude additional elements from the group. Or you can select specific elements to include without using element classifications.

Payroll Relationship Groups

Payroll relationship groups limit the persons processed for payroll, data entry, and reporting.

To define the group:

- Specify a payroll definition. Every group is limited to the payroll relationships assigned to a single payroll that you select.
- Optionally, further define the group statically or dynamically:
  - Statically
    - Select the payroll relationships and assignments to include in or exclude from the group.
  - Dynamically
    - Use a fast formula of type Payroll Relationship Group. The formula contains the criteria to establish the payroll relationships and assignments included in the group. Then you can individually select additional payroll relationships and assignments to include in or exclude from the group.
Work Relationship Groups

Work relationship groups limit the persons processed for human resources and reporting. For example, you can use work relationship groups in your user-defined extracts.

You can define the group statically or dynamically:

- **Statically**
  Select the work relationships and assignments to include in or exclude from the group.

- **Dynamically**
  Use a fast formula of type Work Relationship Group. This formula contains the criteria to establish the work relationships and assignments included in the group. Then you can individually select additional work relationships and assignments to include in or exclude from the group.

**Related Topics**
- Writing a Fast Formula Using Expression Editor: Worked Example
- Restricting Payroll Processing: Critical Choices

Payroll Definitions

Payroll Definitions: Explained

Payroll definitions contain calendar and offset information, which determines when to calculate and cost payments. Use the Manage Payroll Definitions task in the Payroll Calculation work area to specify payment frequency, processing schedule, and other parameters for a particular payroll. Payroll period types, such as weekly or monthly, determine the interval at which you pay employees.

Create at least one payroll definition for each payroll period type that you use to pay employees. For example, to pay employees semimonthly, create a payroll definition using the semimonthly payroll period type, ensuring that tax calculations and other calculations produce correct results for those employees.

Creating Payroll Definitions

When you create a payroll definition, the application generates the complete payroll schedule based on the payroll period type, any offsets or calendar adjustments, and the number of years that you specify. Each payroll in the schedule is assigned a unique name. After you have saved a payroll definition, you can assign employees to it on the Manage Payroll Relationships page. A common scenario for creating a payroll definition is to replace one that is expired or end-dated.

Each payroll must belong to a consolidation group, which the application requires for processing purposes. Before you can create a payroll definition, the legislative data group and the consolidation group to use for it must already exist.

Modifying Payroll Definitions

When you modify a payroll definition, the application adjusts the payroll schedule based on the values you have modified. A common scenario for modifying an existing payroll definition is to increase the number of years and generate more payroll time periods that configure the payroll calendar.
Note: You can configure the payroll calendar by increments of ten or fewer years.

The names of the payrolls in the payroll schedule are unique. You can edit the generated payroll names, but you must ensure they are unique within the payroll definition.

Managing Payroll Definitions: Points to Consider

When you create or modify payroll definitions, the application generates a calendar of payroll periods based on your selections. The choices you make for the following values determine the resulting schedule of payroll periods:

- Effective start date
- First period end date
- Number of years
- Offsets
- Changes to specific dates

Effective Start Date

The effective start date is the first date that 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 01-JAN-2013 with five years of historical payroll data to load, you set the start date of the payroll definition to 01-JAN-2008.

The effective start date does not 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. The first period end date is typically 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 06-JAN-2012, you could use 30-DEC-2011 as your first period end date.

Number of Years

The number of years you enter represents how many years of time periods to generate starting from the beginning of the first payroll period, which is determined by the first period end date. This table shows an example for a semimonthly payroll definition.

<table>
<thead>
<tr>
<th>Effective Start Date</th>
<th>First Period End Date</th>
<th>Number of Years</th>
<th>Generated Time Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-JAN-1986</td>
<td>15-JUN-2014</td>
<td>5</td>
<td>01-JUN-2014 to 31-MAY-2018</td>
</tr>
</tbody>
</table>

Once you save a payroll definition, you can later only increase but not reduce its number of years because a calendar of time periods for the payroll was already generated.

Note: The application generates the calendar of payroll periods in increments of ten or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you edit the payroll definition setting the number of years to 12.
Offsets
Depending on the payroll period type, you can elect for your payroll cycle events to occur on specific dates, or to have the application calculate dates based on offsets from period start or end dates.

This table describes the predefined payroll cycle events that you can offset.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutoff Date</td>
<td>Final date that payroll information can be entered for the payroll period.</td>
</tr>
<tr>
<td>Payslip Availability Date</td>
<td>Date on which payees can view payslips.</td>
</tr>
<tr>
<td>Payroll Run Date</td>
<td>Date used by payroll calculation processes to retrieve effective values such as employee details. The process date, if provided when submitting a payroll process, overrides this value. This date is predefined for your country or territory and is typically based on either date earned or date paid that payroll calculation uses as the process date.</td>
</tr>
<tr>
<td>Date Earned</td>
<td>Date on which the application processes element entries for the payroll run. The date earned must be within the effective dates of the payroll period.</td>
</tr>
<tr>
<td>Date Paid</td>
<td>Date the employee is marked as paid. For check payments, this is the date that the check is valid for cash or deposit. For electronic funds transfer (EFT) payments, it is the transfer date.</td>
</tr>
</tbody>
</table>

Dynamic Offsets
When creating a payroll definition, you can use dynamic offsets for payroll cycle events. All of the predefined payroll time periods you can use support dynamically generated dates for offsets. Using dynamic offsets, you can offset each payroll cycle event by a specified number days before or after the start or end date, as shown in this table.

<table>
<thead>
<tr>
<th>Offset Day Types</th>
<th>Offset Value</th>
<th>Base Date Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of work days</td>
<td>Before</td>
<td>Period Start Date</td>
</tr>
<tr>
<td>Number of calendar days</td>
<td>After</td>
<td>Period End Date</td>
</tr>
</tbody>
</table>

For example, you might want to set the cutoff date three work days before the payroll end date. This offset accommodates differences in the number of days in the payroll period and also accounts for weekends and holidays.

Fixed-Date Offsets
The predefined Monthly (Calendar) payroll time period supports using both dynamic offsets and fixed-date offsets. Using fixed dates, you can adjust the exact date of each of the payroll cycle events for the first payroll period. Any adjustments that you make are reflected in the payroll calendar for subsequent payroll time periods. For example, if you set the cutoff date as the 25th of the month, then all payroll periods in the calendar will have those offsets.

Specific Date Adjustments
Once you generate the payroll time periods, you can further adjust any specific calendar dates, as needed. For example, if you know of a particular bank holiday that falls on a payment date, you might want to adjust the dates manually on the payroll
calendar’s time period. You can make these adjustments when creating a payroll definition or any time after then, as long as the time period is in the future. Adjust the dates of an existing time definition on the Time Periods tab on the Manage Payroll Definitions page.

Related Topics

- Periodicity Conversion: Explained
- Statutory and Earning Periods: Explained

Creating Payroll Definitions: Worked Example

This example demonstrates how to create two payroll definitions for different payment frequencies that are associated with one consolidation group and one legislative data group.

In this example, the InFusion US company creates payroll definitions for two sets of employees. One set is permanent salaried employees who are paid on a semimonthly basis, and the other is temporary employees that are paid on a monthly basis using time card data.

The business requires that a single monthly costing process uses results from different payroll runs by using the consolidation group name as an input parameter in the costing run. This example creates two payroll definitions with different payment periods with the same consolidation group. Both definitions are effective starting on 1/1/11 and generate payroll time periods covering five years.

Prerequisites

1. Ensure that the legislative data group for your payrolls exists, such as InFusion US LDG.
2. Ensure that organization payment methods exist for your payrolls, such as InFusion US Employee Check and InFusion US Employee EFT.
3. Create a consolidation group named InFusion US Employee Group assigned to the InFusion US LDG.

Creating the Payroll Definitions

Create two payroll definitions:

- One to pay permanent employees a flat amount by electronic funds transfer (EFT) on a semimonthly basis. This payroll definition includes dynamically generated offset dates.
- One to pay temporary employees by check using time card data on a monthly calendar basis.

Perform the following steps twice, first using the semimonthly values and then using the monthly values.

1. In the Payroll Calculation work area, click Manage Payroll Definitions.
2. In the Search Results section of the Manage Payroll Definitions page, click the Create icon.
3. Select the InFusion US LDG legislative data group from the list.
4. Enter 1/1/11 as the effective start date you want the payroll to be available for use, and then click Continue.
   In this example, your company hires all employees after the effective start date of this payroll definition, so there is no issue with loading historical employee data.
5. In the Basic Details section, complete the fields as shown in this table, and then click Next.

<table>
<thead>
<tr>
<th>Field</th>
<th>Semimonthly Value</th>
<th>Monthly Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>InFusion US Employee Semimonthly</td>
<td>InFusion US Employee Monthly</td>
</tr>
</tbody>
</table>
Field | Semimonthly Value | Monthly Value
--- | --- | ---
Reporting Name | InFusion US Semimonthly | InFusion US Monthly
Consolidation Group | InFusion US Employee Group | InFusion US Employee Group
Period Type | Semimonthly | Monthly (Calendar)
First Period End Date | 6/15/12 | 6/30/12
Default Payment Method | InFusion US Employee EFT | InFusion US Employee Check

6. On the Payroll Offsets page, in the **Number of Years** field, enter **5**.

   📝 *Note:* The application generates the calendar of payroll periods in increments of 10 or fewer years. For example, if you want a 12-year calendar of payroll periods, you first enter 10 years and submit your changes. Then you edit the payroll definition, setting the number of years to 12.

7. For the semimonthly payroll, use dynamic variables to define offsets as shown in this table, and then click **Next**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Falls Value</th>
<th>Day Type Value</th>
<th>Offset Value</th>
<th>Base Date Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutoff Date</td>
<td>5</td>
<td>Work Days</td>
<td>Before</td>
<td>Period End Date</td>
</tr>
<tr>
<td>Payroll Run Date</td>
<td>3</td>
<td>Work Days</td>
<td>Before</td>
<td>Period End Date</td>
</tr>
</tbody>
</table>

8. For the monthly payroll, use fixed dates to define offsets as shown in this table, and then click **Next**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Date</td>
<td>Yes</td>
</tr>
<tr>
<td>Cutoff Date</td>
<td>6/25/12</td>
</tr>
<tr>
<td>Date Earned</td>
<td>6/30/12</td>
</tr>
<tr>
<td>Payroll Run Date</td>
<td>6/27/12</td>
</tr>
<tr>
<td>Date Paid</td>
<td>6/30/12</td>
</tr>
</tbody>
</table>

9. On the Payroll Calendar page, adjust payroll days to account for a bank holiday, as shown in this table.

<table>
<thead>
<tr>
<th>Column</th>
<th>Semimonthly Value</th>
<th>Monthly Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Run Date</td>
<td>Old Value: 11/28/13</td>
<td>Old Value: 5/27/13</td>
</tr>
</tbody>
</table>
10. Click **Next**.
11. Review the details of the payroll definition, and then click **Submit**.

## FAQs for Payroll Definitions

### When would I close a payroll period?

Closing a payroll period can prevent unexpected changes to recurring entries. Payroll periods aren’t like General Ledger periods. Closing payroll periods is not necessary.

### Why can't I select a payment method when creating a payroll definition?

Either the start date of the payroll definition is before the start date of the organization payment method or the organization payment method has no associated payment source.

## Profile Options

### Payroll Employment Hierarchy Profile Option: Critical Choices

You can use profile options to specify the values you want to display for each level of the payroll employment hierarchy. The hierarchy appears in the View Person Process Results pages. You can specify up to three values at each level to help identify the record. For example, you might select legal employer name and job name to identify assignment records, and assignment name and number to identify assignment records.

Depending on the employment model used in your enterprise, you can use the following levels to set up your payroll employment hierarchy:

- Payroll relationship
- Assignments

To define profile option settings and values, select the Manage Payroll Employment Hierarchy Profile Option Values task in the Setup and Maintenance work area.

### Profile Options for the Payroll Relationship Level

The following table lists the profile option codes and available profile values at the site level for the payroll relationship level of the payroll employment hierarchy.

<table>
<thead>
<tr>
<th>Profile Option Codes</th>
<th>Profile Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY_EMP_HIERARCHY_REL_DESC_1</td>
<td>Payroll Relationship Number</td>
</tr>
<tr>
<td></td>
<td>Payroll Statutory Unit Name</td>
</tr>
</tbody>
</table>
Profile Option Codes | Profile Values
---|---
PAY_EMP_HIERARCHY_REL_DESC_2 | Payroll Relationship Type
PAY_EMP_HIERARCHY_REL_DESC_3

Profile Options for the Assignment Level

The following table lists the profile option codes and available profile values at the site level for the assignment level of the payroll employment hierarchy.

<table>
<thead>
<tr>
<th>Profile Option Codes</th>
<th>Profile Values</th>
</tr>
</thead>
</table>
PAY_EMP_HIERARCHY_ASG_DESC_1 | Assignment Name |
PAY_EMP_HIERARCHY_ASG_DESC_2 | Assignment Number |
PAY_EMP_HIERARCHY_ASG_DESC_3 | Employment Category |

Grade Name
Job Name
Legal Employer Name
Location Name
Position Name

Overriding Site-level Values with User-level Values

You can override site-level values at the user level. For example, you might use position as the default value and override it with job for the payroll administrator who manages records for a group of workers who are not assigned to positions.
3 Setting Up Elements

Element Processing

Element Classification Components: How They Work Together

When you create an element, you select a primary classification, such as Involuntary Deductions, and optionally a secondary classification, such as Child Support. The classifications, which vary by country or territory, control the element template questions you answer to define the element. An element may automatically inherit subclassifications from its primary classification. You can optionally select additional subclassifications for an element to control the balances it feeds.

Primary Classifications

Primary classifications meet the legislative requirements of your country or territory, so you can’t change them.

In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Secondary Classifications

Secondary classifications are subsets of the primary classifications. Use them to manage wage basis rules for deductions and taxes. You can’t remove or change any predefined secondary classifications. In some countries or territories, you can create your own secondary classifications.

Subclassifications

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

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

Costing

Each primary classification includes the following costing rules:

- Allow Costing: If this rule is set to Yes, you can select any costing option for element eligibility records.
- Allow Distribution: If this rule is set to Yes, you can create distribution groups with elements in this classification. For example, you can create a distribution group with all of the earnings elements and prorate tax expenses proportionately over the cost centers in which the wages were earned.
- Debit or Credit: This rule determines whether a positive amount is costed as a debit or a credit.
Frequency Rules
If frequency rules are enabled for a primary classification, you can use them on an element if you don’t want to process it each period. For example, you can set frequency rules to process element entries on the first and third weekly payroll periods of each month. The default frequency rule is to process each period.

Related Topics
- Payroll Balance Definitions: Explained

Element Processing Sequence: How It’s Determined
You can set a predefined sequence in which a payroll run processes elements. An element’s primary classification defines a default processing priority for the element in payroll runs. Lower priority numbers process first.

Most classifications also have a priority range. To set the priority, you edit the element on the Element Summary page. Setting a specific priority establishes the order in which the element processes with respect to other elements in the classification.

Sometimes you must prioritize the processing of certain element entries for an individual person. For example, you may need to determine the precise order in which deductions taken for wage attachments process for a person. In this case, enter a subpriority number for element entries.

Payroll Elements

Elements: Explained
Some elements are predefined. You can also create other elements to match your requirements. Each element belongs to a primary classification, according to its purpose, which determines the template you use to create it. The template creates the elements and, depending on your country extension, associated items required for payroll processing.

Note: You can enter up to 50 characters for the element name. If you enter more than 50 characters, the application will automatically shorten the name.

Elements can represent:
- Earnings, such as salary, wages, and bonuses
- Compensation, such as employee stock purchase and insurance plans
- Absences from work
- Tangible items distributed to persons, such as tools, uniforms, mobile phones, or computers
- Statutory deductions, such as taxes, voluntary deductions, contributions to charities or savings plans, and involuntary deductions, such as court orders and pretax deductions
- Employer taxes and other employer liabilities
Predefined Elements
The predefined elements are specific to your country or territory. They typically include deductions for tax and wage attachments. You can’t make any changes to these predefined elements. However, you must create eligibility records for them.

Element Creation
You can create as many earnings and deductions as you require using the Manage Elements task.

You select the element classification and category which determine:

- The template of questions you answer to specify the details of the element you want to create.
- The items that the template generates, which can include multiple elements, input values, formulas, balances, and other items as set out in the table below.

**Note:** The template you use to create elements also depends on the configuration selected for your country or territory on the Manage Features by Country or Territory page. For example, if the country extension is set to Payroll, you use a template that generates all the items required for payroll processing. If the country extension is set to Human Resources or None, you use a basic template that generates the elements only. However, if you select an element classification, such as Standard Earnings, Supplemental Earnings, Direct Payments and Taxable Benefits, the basis template creates input values for Amount, Periodicity, and Full-Time Equivalent.

You can configure any of the generated items to match your specific business requirements. For example, you can add input values, edit the formulas, or add a status processing rule to use a different formula for certain assignment statuses. You must also create element eligibility records for the elements. You can also use the batch loader from the Data Exchange or Checklist work area to load elements or migrate elements between environments.

The following table explains the purpose of the items used in element creation.

<table>
<thead>
<tr>
<th>Items Used</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Values</td>
<td>Define the entry values available on each entry of this element, such as hours worked or amount.</td>
</tr>
<tr>
<td>Element Eligibility Records</td>
<td>Define the eligibility criteria a worker’s employment record must meet to be eligible for the element. For example you can use grade, payroll, salary basis, or organization as eligibility criteria.</td>
</tr>
<tr>
<td>Status Processing Rules</td>
<td>Identify the formula the payroll run uses to process the element, and how to handle the formula results.</td>
</tr>
<tr>
<td>Related Formulas and Related Elements</td>
<td>Identify additional elements and formulas created by the template for payroll processing.</td>
</tr>
<tr>
<td>Related Balances</td>
<td>Identify the balances created by the element template for this element.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Creating Earnings Elements for Payroll: Worked Example
- Formula Result Rules for Elements: Explained
Element Input Values: Explained

An element’s input values define the entry values available on each entry of this element. Each input value has a unit of measure, such as money or date. Input values can include validations and conditions to control the data entry of the element entry assigned to a person. For example, an earnings element may have an input value for hours worked, which is required and has a unit of measure of number.

When you create an element, some input values are created automatically depending on your country extension and the element classification. You can create additional input values for any element, as needed.

Input Value Options

For each input value created, you can modify these attributes:

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Sequence</td>
<td>Enter a number to control the display order of the entry value on element entries.</td>
</tr>
<tr>
<td>Special Purpose</td>
<td>Select how the input value is to be used. For example, you can indicate that it holds a percentage value, a rate, or third-party payee details. This value assists with processing the input value based on what type of information it holds.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Select the value that describes the type of value the entry value can hold, such as number or character.</td>
</tr>
<tr>
<td>Displayed</td>
<td>Select to display the input value on the element entry.</td>
</tr>
<tr>
<td>Allow User Entry</td>
<td>Select to enter values on element entries.</td>
</tr>
<tr>
<td>Required</td>
<td>Select to make the input value a required entry value on the element entry. If you select Required, you must also select Displayed and Allow User Entry.</td>
</tr>
<tr>
<td>Create a Database Item</td>
<td>Select if you want to make the values available for formulas or HCM extract.</td>
</tr>
<tr>
<td>Rate Formula</td>
<td>Select a rate calculation formula, for example to return a value from a user-defined table. This option only applies to the Primary input value for elements associated with rate definitions that have the Element method and a contributor type of Amount. If you select a formula, you must not select Allow User Entry.</td>
</tr>
<tr>
<td>Default</td>
<td>Enter a value that appears as the default value for this entry value in element entries, if needed.</td>
</tr>
<tr>
<td>Apply default at runtime</td>
<td>Select to apply the default value when you run the payroll process, rather than when you create the element entry. This selection ensures you use the latest value on the date of the payroll run. You can manually override the default value on the element entry.</td>
</tr>
<tr>
<td>Minimum</td>
<td>Enter a minimum value, if needed.</td>
</tr>
<tr>
<td>Maximum</td>
<td>Enter a maximum value, if needed.</td>
</tr>
</tbody>
</table>
### Field Value

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validation Formula</td>
</tr>
<tr>
<td>Validation Source</td>
</tr>
<tr>
<td>Lookup Type</td>
</tr>
<tr>
<td>Warning or Error</td>
</tr>
<tr>
<td>Reference</td>
</tr>
<tr>
<td>Value Set</td>
</tr>
</tbody>
</table>

⚠️ **Caution:** Once an element is processed, you can’t update certain input value attributes, such as unit of measure. This restriction ensures that you can’t change attributes that would invalidate prior results.

This table provides examples of the allowable formats, depending on the unit of measure (UOM) specified for the entry value on the Manage Elements - Element Overview, Input Values page.

<table>
<thead>
<tr>
<th>Unit of Measure</th>
<th>Sample Entry Value</th>
<th>Display in Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character</td>
<td>C</td>
<td>Complete</td>
</tr>
<tr>
<td>Integer</td>
<td>12345</td>
<td>12,345</td>
</tr>
<tr>
<td>Number</td>
<td>12345.6789</td>
<td>12,345.6789</td>
</tr>
<tr>
<td></td>
<td>0.123456789</td>
<td>0.123456789</td>
</tr>
<tr>
<td>Day</td>
<td>123</td>
<td>123</td>
</tr>
<tr>
<td></td>
<td>0.123</td>
<td>0.123</td>
</tr>
<tr>
<td>Money</td>
<td>12345</td>
<td>12345.00</td>
</tr>
<tr>
<td></td>
<td>-12345.67</td>
<td>&lt;12345.67&gt;</td>
</tr>
</tbody>
</table>
### Employment Level for Elements: Critical Choices

Your enterprise uses an employment model. When you create elements, you select the employment level at which to attach the element. If you select a level below payroll relationship, each assignment record can have separate element entries.

#### Payroll Relationship Level

This level is the highest level for accumulating balances. Every payroll run processes payroll relationship elements.

Typical elements to define at payroll relationship level are:

- Tax deductions
- Pension
- Child support
- Medical care
- Union dues
- Benefits activity rate calculations, such as employee contributions and flex credits

---

<table>
<thead>
<tr>
<th>Unit of Measure</th>
<th>Sample Entry Value</th>
<th>Display in Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours in decimal format, 1 place</td>
<td>12345</td>
<td>12345.0</td>
</tr>
<tr>
<td>Hours in decimal format, 2 places</td>
<td>12345</td>
<td>12345.00</td>
</tr>
<tr>
<td>Hours in decimal format, 3 places</td>
<td>12345</td>
<td>12345.000</td>
</tr>
<tr>
<td>Hours expressed as a numeric value</td>
<td>12345</td>
<td>12345</td>
</tr>
<tr>
<td>Hours and minutes expressed as numeric values</td>
<td>12345</td>
<td>12345:00</td>
</tr>
<tr>
<td>Hours, minutes, and seconds expressed as numeric values</td>
<td>12345</td>
<td>12345:00:00</td>
</tr>
<tr>
<td>Date</td>
<td>2016-06-21</td>
<td>21-Jun-2016</td>
</tr>
<tr>
<td>Time</td>
<td>13:05</td>
<td>1:05 PM</td>
</tr>
</tbody>
</table>

*Note:* Display values can be derived from the meaning attribute of the view object. For example if you enter **C** as a value for the Character UOM it could display as **Complete**. Conversion to display formats is based on the profile option value and locale.

**Related Topics**

- Element Entries: How Element Setup Affects Entries and Their Entry Values
- Creating and Editing Profile Options: Procedure
Assignment Level
Use this lowest level for elements that require different entries for different assignments, or when the element applies only to specific assignments.

Typical elements to define at assignment level are:

- Assignment salary
- Regular hours
- Overtime
- Sales bonus
- Profit-sharing bonus

Maintaining Elements: Explained
After you create and use an element, you are limited on updates you can make to it. This ensures the integrity of the element for retroactive processing and the balances of the input values. You can’t remove existing input values or add new ones if you have created entries for the element. To add an input value to an element before you create any element entries, set your effective date to the element’s start date.

You can make the following changes to an element that has been previously processed:

- Change a required input value to be optional.
- Alter the sequence in which input values appear in the Element Entries page.
- Change the input value validation rules for minimum, maximum, lookup, or formula.
- Change your specification of which input values create database items.
- Change the reporting name. However, the database items created for the element will continue to use the original name.

Element Eligibility

Element Eligibility: Explained
Element eligibility determines which people are eligible for an element. To determine eligibility, you select the criteria that people must have to receive entries of the element.

Eligibility Criteria
You can define element eligibility using the following criteria.

<table>
<thead>
<tr>
<th>Level</th>
<th>Available Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Relationship</td>
<td>Payroll Statutory Unit</td>
</tr>
<tr>
<td></td>
<td>Relationship Type</td>
</tr>
<tr>
<td>Terms</td>
<td>Legal Employer</td>
</tr>
</tbody>
</table>
### Level | Available Criteria
---|---
Assignment | Department in which the person works  
Job, for example, associate professor or secretary  
Grade  
Employment Category  
People Group  
Legal Employer  
Department, same as in Terms  
Job, same as in Terms  
Grade  
Employment Category  
People Group

**Note:** You set up all the people groups that are appropriate for your enterprise. For example, you could decide to group people by company within a multi-company enterprise, and by union membership.

- **Location of person’s office**
  - Position, which is a class of job performed in a particular organization, for example, associate professor of chemistry, or finance department secretary.
- **Payroll**
  - All payrolls eligible

**Tip:** You must define element eligibility for every element, including predefined elements. If you want the element to be available to all workers, add an eligibility name and save the element eligibility record with no additional criteria selected. This is the usual practice for compensation and benefit elements where you determine eligibility using eligibility profiles.

#### Examples of Eligibility Criteria
In the following examples, you restrict who can receive an element entry:

- Your enterprise provides company cars only to people in the sales or customer support departments. You create two eligibility records, and use the Department field to specify the eligibility criteria. Select Sales Department for one record and Customer Support for the second record.
- Your enterprise offers a production bonus to people who work full-time in production and are on the weekly payroll. You create one eligibility record and select Full-time regular in the Employment Category field, Production in the Department field, and Weekly in the Payroll field.

#### Multiple Rules of Eligibility
You can define more than one eligibility record for each element, but there must be no overlap between them.
For example, you can create one record for the combination of grade A and the job of accountant. However, you can’t create one record for grade A and a second for the job of accountant. These rules would imply that an accountant on grade A is eligible for the same element twice.

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

### Adding Eligibility Rules for Predefined Elements: Procedure

If the country extension on the Manage Features by Country or Territory page is set to Payroll or Payroll Interface, you must add element eligibility records for predefined statutory deduction elements before you hire any workers.

To search for the predefined elements:

1. Search for the Manage Elements task in the Setup and Maintenance work area.
2. Click Go to Task.
3. Search for the predefined elements, which are as follows:

<table>
<thead>
<tr>
<th>Country or Territory</th>
<th>Predefined Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>US, Canada, Mexico</td>
<td>US Taxation, CA Taxation, MX Taxation</td>
</tr>
<tr>
<td>Australia, India, Singapore</td>
<td>Statutory Deductions</td>
</tr>
<tr>
<td>Kuwait, Saudi Arabia, United Arab Emirates</td>
<td>Social Insurance</td>
</tr>
<tr>
<td></td>
<td>Gratuity</td>
</tr>
<tr>
<td>China</td>
<td>Aggregation Information</td>
</tr>
<tr>
<td>UK</td>
<td>Tax and NI</td>
</tr>
<tr>
<td></td>
<td>Pensions Automatic Enrollment</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Tax and Social Insurance Calculations</td>
</tr>
<tr>
<td>France</td>
<td>French Payroll Processing</td>
</tr>
</tbody>
</table>

> **Note:** There are no predefined elements that require eligibility rules for Germany, Ireland, Switzerland, or Hong Kong.

To add eligibility rules:

1. Click the element name to open the Element Summary page.
2. Enter a date in the Effective As-of Date field.
   You are recommended to use the start date of the element, which is 1/1/1901.
3. Enter a name for the eligibility rule and click Submit. Since you haven’t selected any eligibility criteria, all employees are eligible for the element.
4. Click Done.
Maintaining Element Eligibility: Explained

After saving an element eligibility record, you can only make certain changes. You can’t update the eligibility criteria. The following table summarizes the actions you can take.

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the input value default values and validation</td>
<td>These changes affect all new entries, and updates to existing entries. Changes to runtime defaults affect existing entries too.</td>
</tr>
<tr>
<td>Delete the element eligibility record</td>
<td>Existing recurring entries are ended automatically when you end the element’s eligibility.</td>
</tr>
</tbody>
</table>

**Note:** You can’t delete the element eligibility record if any nonrecurring entries exist at the date you want to end the record. You must delete existing entries before you end the element’s eligibility.

---

Element Entries

Defining Payroll Elements for Payroll Interface: Worked Example

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

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

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the primary classification?</td>
<td>One of these choices:</td>
</tr>
</tbody>
</table>
|                                                      | • Standard Earnings  
|                                                      | • Supplemental Earnings  
|                                                      | • Taxable Benefits  
|                                                      | • Pretax Deductions  
|                                                      | • Voluntary 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  |
### Decision to Consider

<table>
<thead>
<tr>
<th>Does this element recur each payroll period, or does it require explicit entry?</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring or nonrecurring voluntary deductions</td>
<td>Select <strong>Recurring</strong> or <strong>Nonrecurring</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What are the values to enter for deduction elements?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Deduction Amount</td>
<td>Goal Amount</td>
</tr>
</tbody>
</table>

### Defining an Element

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

1. In the Setup and Maintenance work area, search for and select **Manage Elements**.
2. On the Manage Elements page, Search Results section, click **Create**.
3. Select your legislative data group.
4. Select the primary classification that matches the purpose or use of the payroll element.

<table>
<thead>
<tr>
<th>Element</th>
<th>Example</th>
<th>Primary Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring base pay</td>
<td>Annual salary, hourly earnings</td>
<td>Standard Earnings</td>
</tr>
<tr>
<td>Recurring payments</td>
<td>Allowance</td>
<td>Standard Earnings</td>
</tr>
<tr>
<td>Nonrecurring payments</td>
<td>Bonus</td>
<td>Supplemental Earnings</td>
</tr>
<tr>
<td>Recurring or nonrecurring voluntary deductions</td>
<td>Savings plans, charitable contributions, or uniform deposit</td>
<td>Voluntary Deductions</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Example Purpose or Use</th>
<th>Secondary Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring base pay</td>
<td>Regular</td>
</tr>
<tr>
<td>Nonrecurring payment</td>
<td>Bonus</td>
</tr>
<tr>
<td>Recurring voluntary deduction</td>
<td>Select the relevant choice. If there is none, leave it blank.</td>
</tr>
</tbody>
</table>

7. Click **Continue**.
8. On the Basic Information page, complete the fields as shown in this table, and then click **Next**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Sample Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Annual Salary</td>
</tr>
<tr>
<td>Field</td>
<td>Sample Value</td>
</tr>
<tr>
<td>----------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hourly Wages</td>
<td></td>
</tr>
<tr>
<td>Allowance</td>
<td></td>
</tr>
<tr>
<td>Spot Bonus</td>
<td></td>
</tr>
<tr>
<td>Red Cross Contribution</td>
<td></td>
</tr>
<tr>
<td>Reporting Name</td>
<td>Enter the name that you want to display on reports for this earnings or deduction payroll element.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>1/1/1951</td>
</tr>
<tr>
<td>Enter an early date so that the payroll element is available for use immediately.</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>US Dollar</td>
</tr>
<tr>
<td>Should every person eligible for the element automatically receive it?</td>
<td>No</td>
</tr>
<tr>
<td>What is the earliest entry date for this element?</td>
<td>First Standard Earnings Date</td>
</tr>
<tr>
<td>What is the latest entry date for this element?</td>
<td>Last Standard Process Date</td>
</tr>
<tr>
<td>At which employment level should this element be attached?</td>
<td>Select the appropriate level, such as terms or assignment level for salary.</td>
</tr>
<tr>
<td>Does this element recur each payroll period, or does it require explicit entry?</td>
<td>Recurring or Nonrecurring</td>
</tr>
<tr>
<td>Process the element only once in each payroll period?</td>
<td>Yes</td>
</tr>
<tr>
<td>Can a person have more than one entry of this element in a payroll period?</td>
<td>No</td>
</tr>
<tr>
<td>Process and pay element separately or with other earnings elements?</td>
<td>Does this element have a limit on the amount which is exempt from Federal Tax?</td>
</tr>
<tr>
<td>Does this element have a limit on the amount which is exempt from Federal Tax?</td>
<td>No</td>
</tr>
<tr>
<td>Does this element have a limit on the amount which is exempt at state level?</td>
<td>No</td>
</tr>
</tbody>
</table>

9. Click **Next**.

10. On the Additional Details page, complete the details as shown in the following table:
11. Verify the information is correct, and then click Submit.

### Setting Up Values for Deduction Elements

You must configure values for deductions and select the special purpose **Primary Input Value** as one of the values. Optionally, for recurring elements, specify a value that limits the amount deducted for a value using a goal amount.

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 the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name of the value, such as Period Deduction Amount</td>
</tr>
<tr>
<td>Display Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Special Purpose</td>
<td>Primary input value or Percentage</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Money</td>
</tr>
<tr>
<td>Create a Database Item</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

### Setting 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: Open.
5. In the Eligibility Criteria section, select **All payrolls eligible**.
6. Save and submit the element.
Enabling Automatic, Multiple, or Additional Element Entries: Critical Choices

You can select options for an element to define how you can update its element entries. The options include:

- Automatic entry
- Allow multiple entries in same period
- Additional entry

**Automatic Entry**

When you create an element, you can select *Yes* for the question: Should every person eligible for the element automatically receive it? This setting selects the *Automatic entry* option by default for all eligibility records you create for that element. However, you can override the selection for any specific eligibility record before you save it.

When you select this option, saving the eligibility record initiates a payroll flow to create element entries for all eligible workers. To monitor this flow:

- You can view the progress of the process in the **Automatic Entry Status** field. If the status shows that an error occurred, you can save the eligibility record again to resubmit the flow.
- If you have access to payroll work areas, you can also monitor the progress of the Generate Automatic Element Entries flow on the Processes and Reports tab. You can navigate to the Processes and Reports tab through these work areas: Payroll Dashboard, Payroll Checklist or Payroll Calculation.

Any updates to the employment records of eligible workers, including hires and terminations, automatically update, create, or end the element entries, as appropriate.

**Tip:** If you select the *Automatic entry* option, you can't also select Allow multiple entries in same period.

**Allow Multiple Entries in Same Period**

This option enables you to give a person more than one entry of the element in the same pay period. For example, if you enter overtime hours on a weekly basis for a person that is paid monthly, you might need to enter five entries on an overtime element in each period.

If you are creating a net-to-gross element, you must select *Allow multiple entries in same period*.

**Note:** An element with the Automatic entry option selected cannot allow multiple entries in the same period.

**Additional Entry**

This option enables you to add an occasional one-time entry for recurring elements. This additional entry can override or add to the normal entry amount.

**Related Topics**

- Element Entry Methods: Explained
- Monitoring the Status of Flow Tasks: Explained
Determining an Element's Latest Entry Date: Critical Choices

An element’s latest entry date determines how element entries process after a person is terminated or transferred to another payroll. The options include: final close, last standard earning date, and last standard process date. These are the predefined options. You can create others that fit your business needs.

Final Close
This option enables the element to stay open for entries beyond a person’s last day worked. For example, you may want the element to stay open to pay a severance package.

Last Standard Earning Date
This option stops all element entries on the date the person leaves. You should use this option for recurring entries such as salary.

Tip: If you select the last standard earning date option, also select proration for the element. This ensures that the element is processed up to this date, even if it isn’t active at the end of a payroll period.

Last Standard Process Date
The value for last standard process date is automatically set to the last day of the pay period in which the person is terminated. You can, however, set it to a later period when you terminate a person. It stops all element entries on the last standard process date or on the date the assignment ends, if this is earlier.

Related Topics
- Element Entries: How Element Setup Affects Entries and Their Entry Values
- Element Duration Dates in Payroll Relationships: Explained

Default Values for Element Entries: Critical Choices

You specify default values for element entries using the Manage Elements task in the Payroll Calculation work area. Your element setup controls when the default value affects element entries. You can apply the default value only when an element entry is created, or you can apply the latest default value at runtime. Another option is to use a formula to provide default values on one or more entry values.

You can:
- Set a default value for an input value, or select a defaulting formula for the element.
- Override the default value or formula for a specific group of employees identified by an element eligibility record.
- Override the default value for specific employees on their element entries.

Defining Elements to Provide Default Values at Element Entry Creation
When you create or edit input values, you can specify a default value. If you don’t select the Apply default at runtime option, then subsequent updates to the default value have no effect on existing element entries. Users can override or change the default value at any time.
Defining Elements to Provide Default Values at Runtime

To use this method, enter the default value and select the **Apply default at runtime** option for the input value. If the element entry value is left blank, the payroll process uses the current default value from the element or element eligibility record. If you enter a value in the element entry value, the manual entry overrides the default value and updates to the default value don’t affect that entry. You can clear the entry if you want to restore the default value.

Using a Formula to Provide Default Values

You can create a formula of type element input validation to provide default values for one or more entry values. Select this formula in the Defaulting Formula field for an element or element eligibility record. The order of precedence is as follows:

- A formula at the element eligibility level overrides a formula at the element level.
- If you enter a default value for the input value and select a defaulting formula, the formula overrides the default value.

**Related Topics**

- Element Entries: How Element Setup Affects Entries and Their Entry Values
- Element Input Validation Formula Type

Using a Value Set for an Element Input Value: Worked Example

You can use value sets to provide a dynamic list of values for an element input value. Use a value set for lists containing values that already exist in tables, such as person name or number, legislative data group, or payroll statutory unit. The benefit of this approach is that you don’t have to create and maintain a lookup type. Using value sets helps maintain consistency and accuracy in your data.

**Note:** The only type of value set supported for element input values is the table-based value set. Oracle Fusion Global Payroll doesn’t support other value set types, such as Independent or Format Only.

Create value sets using the Manage Value Sets task in the Setup and Maintenance work area. You select the Table validation type to define a value set that filters values from an existing table using a SQL statement.

The following table provides the required values that you enter when you create a value set for use on the Manage Elements page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>Global Payroll</td>
</tr>
<tr>
<td>Validation Type</td>
<td>Table</td>
</tr>
<tr>
<td>Value Data Type</td>
<td>Character</td>
</tr>
</tbody>
</table>

**Note:** To enable the Value Set field on the Manage Elements page you must select Character as the Unit of Measure for the input value.
To improve the performance of your value set queries, use these contexts to filter the value set records:

- PayrollRelationshipId
- PersonId
- PayrollTermId
- PayrollAssignmentId
- LegDataGroupId
- LegCode
- SysEffectiveDate

WHERE Clause example: `pay_pay_relationships_dn.payroll_relationship_id = :{PARAMETER.PayrollRelationshipId}`

**Note:** If you use these contexts in your value set SQL, make sure the WHERE clause parameter name matches the context name.

In this example, an element contains input values for legislative data group and element name. The list of values for element name is dependent on the selected legislative data group. As part of setup, you can select a default legislative data group for the element, or for a specific element eligibility record.

In summary, the steps are:

- Create a value set to return a list of all legislative data groups
- Create a value set that returns all elements in the legislative data group
- Add the value set codes to the Manage Elements page

### Creating a Value Set to Return a List of all Legislative Data Groups

1. From the Setup and Maintenance work area, search for and select the **Manage Value Sets** task.
2. Click **Create**.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set Code</td>
<td>LDG_VS</td>
</tr>
<tr>
<td>Description</td>
<td>Retrieve Legislative Data Groups</td>
</tr>
<tr>
<td>Module</td>
<td>Global Payroll</td>
</tr>
<tr>
<td>Validation Type</td>
<td>Table</td>
</tr>
<tr>
<td>Value Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>FROM Clause</td>
<td>PER_LEGISLATIVE_DATA_GROUPS_vl</td>
</tr>
<tr>
<td>Value Column Name</td>
<td>NAME</td>
</tr>
<tr>
<td>Value Column Type</td>
<td>VARCHAR2</td>
</tr>
</tbody>
</table>
Field | Value
--- | ---
Value Column Length | 240
ID Column Name | LEGISLATIVE_DATA_GROUP_ID
ID Column Type | NUMBER
ID Column Length | 18
WHERE Clause | business_group_id=202

Tip: To avoid failure of the value set, use IDs instead of names in case the display name changes in the future.

ORDER BY Clause | NAME

4. Click **Save**.

Creating a Value Set that Returns all Elements in the Legislative Data Group

1. On the **Manage Value Sets** page, click **Create**.
2. Complete the fields, as shown in this table.

Field | Value
--- | ---
Value Set Code | ELE_VS
Description | Elements
Module | Global Payroll
Validation Type | Table
Value Data Type | Character
FROM Clause | pay_element_types_f
Value Column Name | base_element_name
Value Column Type | VARCHAR2
Value Column Length | 80
ID Column Name | element_type_id
ID Column Type | NUMBER
### Field | Value
--- | ---
ID Column Length | 18

WHERE Clause | LEGISLATIVE_DATA_GROUP_id=:[PARAMETER: LDGIP]

> **Note:** LDG_IP is the input value name.

ORDER BY Clause | base_element_name

3. Click **Save**.

### Adding the Value Set Codes to the Manage Elements Page

1. From the Payroll Calculation Work Area, click the **Manage Elements** task.
2. Create a new element to meet your requirements and then click **Submit**.
3. When the Element Summary page displays, click the **Input Values** folder.
4. Click **Actions** and then select **Create Input Values**.
5. Enter the name LDG_IP and the display sequence for the input value.
6. Select **Character** as the Unit of Measure.
7. Enter **LDG_VS** in the Value Set field.
8. Go to the Default field and select a legislative data group.
9. Click **Save**.
10. Click **Submit**.
11. Repeat these steps to create an element input value using the ELE_VS value set.

You can override the default values on the Element Eligibility - Input Values page for a specific eligibility record.

### FAQs for Elements

**What's the difference between a recurring and nonrecurring element?**

A recurring element has an entry that applies in every pay period until the entry is ended.
A nonrecurring element has an entry that applies in one pay period only. It’s only processed once per pay period. The payroll to which the person is assigned determines the dates of the pay period.

> **Note:** A base pay element associated with a salary basis must be recurring.

**Why are formulas and balances missing from my element?**

If you create an element using the incorrect element template, the associated objects are not created automatically. Ensure that you have the correct country extension selected on the Manage Features by Country or Territory page, and then create a replacement element.
What happens if I select the Closed for Entry option for an element?

This option prevents the creation of all new element entries for the element. However, it doesn’t affect any existing element entries.

⚠️ Caution: When hiring, terminating, or updating assignments, this option prevents all element entry creation for the element, including automatic entries.

Related Topics
- Element Entry Methods: Explained

How do I report terminated employee data to my payroll provider on the termination date if I calculate gross earnings only once per payroll period?

You have two possible approaches. One way to handle this is to create a separate extract definition that runs daily and gets all terminated employees. Another way is to create a payroll relationship group for terminated employees and submit the Calculate Gross Earnings process for that payroll relationship group.

When does an element get processed with a processing option of process once per period?

The first payroll run of each period processes the element entries. If this option isn’t available for your country or territory, you can select a skip rule to process the element once each period.

What's an element's skip rule?

A skip rule is an optional formula that determines the circumstances in which an element is processed. If you specify a skip rule for the element, payroll runs process the element only when the conditions of the formula are met. Otherwise the element is skipped from processing. You select skip rules on the Manage Elements page.

Related Topics
- Using Formula Components: Explained

Time, Absence, and Pension Data for Payroll
File Format for Importing Absence Entries to Payroll

When you submit the Load Absence Batches process, you specify the attachment for the XML file that contains the absence data. This topic explains the XML file format and XML tags you must use in the file.

You submit the Load Absence Batches process from the Payroll Administration work area. The process creates a new calculation card or updates an existing card for each worker whose absence information is transferred.

XML File Format for Importing Absence Information to Payroll

When you create a file to transfer absence information to payroll, use the following format.

```xml
<ABSENCE_LIST>
  <ABSENCE>
    <ABSENCE_TYPE>
      <ACTION>
        <ABSENCE_ID>
          <MAPPING_ID>
            <MAPPING_NAME>
              <LDG_ID>
                <LDG_NAME>
                  <HR_TERM_ID>
                    <TERM_NUMBER>
                      <HR_ASSIGNMENT_ID>
                        <ASSIGNMENT_NUMBER>
                          <ABSENCE_RATE_ID>
                            <ABSENCE_RATE_NAME>
                              <ABSENCE_UNIT>
                                <ABSENCE_UOM>
                                  <ADJUSTMENT_UNIT>
                                    <FACTOR>
                                      <CALCULATION_DATE>
                                        <PERIODICITY>
                                          <ABSENCE_START>
                                            <ABSENCE_END>
                                              <ABSENCE_DATE_LIST>
                                                <ABSENCE_DATE>
                                                  <LEAVE_DATE>
                                                    <ACCRUED_DATE>
                                                      <OVERRIDING_FACTOR>
                                                        <OVERRIDING_RATE_ID>
                                                          <OVERRIDING_RATE_NAME>
                                                            <OVERRIDING_UOM>
                                                              <OVERRIDING_UNIT>
                                                                <\ABSENCE_DATE>
                                                                  <\ABSENCE_DATE_LIST>
                                                                    <\ABSENCE>
                                                                      <\ABSENCE_LIST>
```

XML Tags

This table describes the purpose of the tags used in the XML file.
<table>
<thead>
<tr>
<th>XML Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSENCE_LIST</td>
<td>Outermost tag that contains a set of absences.</td>
</tr>
<tr>
<td>ABSENCE</td>
<td>Tag containing information about a particular absence.</td>
</tr>
<tr>
<td>ABSENCE_TYPE</td>
<td>Type of absence that is being transferred to payroll, such as accrual, accrual with entitlement, or entitlement.</td>
</tr>
<tr>
<td>ACTION</td>
<td>Type of action that will be performed, such as CREATE, REMOVE, and MODIFY.</td>
</tr>
<tr>
<td>ABSENCE_ID</td>
<td>Unique identifier for the absence from the source application. Never use the same ID twice to identify another absence.</td>
</tr>
<tr>
<td>MAPPING_ID</td>
<td>Identifier for the payroll component definition, which is used to create the absence in payroll.</td>
</tr>
<tr>
<td>MAPPING_NAME</td>
<td>Name used for the mapping.</td>
</tr>
<tr>
<td>LDG_ID</td>
<td>ID of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>LDG_NAME</td>
<td>Name of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>HR_TERM_ID</td>
<td>Unique ID for the HR period.</td>
</tr>
<tr>
<td></td>
<td>You can provide either the TERM_NUMBER or the HR_TERM_ID. If you provide the TERM_NUMBER then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>TERM_NUMBER</td>
<td>Number that identifies the employment periods for the absence.</td>
</tr>
<tr>
<td>HR_ASSIGNMENT_ID</td>
<td>This is the HR Assignments unique ID.</td>
</tr>
<tr>
<td></td>
<td>You can provide either the ASSIGNMENT_NUMBER or the HR_ASSIGNMENT_ID. If you provide the ASSIGNMENT_NUMBER then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>ASSIGNMENT_NUMBER</td>
<td>Number that identifies the employment assignment for the absence.</td>
</tr>
<tr>
<td>ABSENCE_RATE_ID</td>
<td>Unique identifier for the absence rate.</td>
</tr>
<tr>
<td>ABSENCE_RATE_NAME</td>
<td>Name of the rate used to calculate the payment amount.</td>
</tr>
<tr>
<td>ABSENCE_UNIT</td>
<td>Unit of time in which the absence is recorded.</td>
</tr>
<tr>
<td>ABSENCE_UOM</td>
<td>Unit of measure being used for the absence (for example, days, hours or weeks).</td>
</tr>
<tr>
<td>ADJUSTMENT_UNIT</td>
<td>Unit of time in which an adjustment is being made to the absence.</td>
</tr>
<tr>
<td>FACTOR</td>
<td>Factor that is used in the calculation of the absence.</td>
</tr>
<tr>
<td>XML Tag</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CALCULATION DATE</td>
<td>Date used for payroll calculations, such as the payment calculation for maternity leave based on the baby’s due date.</td>
</tr>
<tr>
<td>PERIODICITY</td>
<td>Used with the amount or rate, the periodicity is the frequency that determines the absence rate.</td>
</tr>
<tr>
<td>ABSENCE_START</td>
<td>Date the absence started.</td>
</tr>
<tr>
<td>ABSENCE_END</td>
<td>Date the absence ended.</td>
</tr>
<tr>
<td>ABSENCE_DATE_LIST</td>
<td>List of dates in which the absence occurred.</td>
</tr>
<tr>
<td>ABSENCE_DATE</td>
<td>Date the absence is being reported.</td>
</tr>
<tr>
<td>LEAVE_DATE</td>
<td>Date on which the leave of absence occurred.</td>
</tr>
<tr>
<td>ACCRUED_DATE</td>
<td>Date on which the absence was accrued.</td>
</tr>
<tr>
<td>OVERRIDING_FACTOR</td>
<td>Factor that is being used to override the calculation of the absence.</td>
</tr>
<tr>
<td>OVERRIDING_RATE_ID</td>
<td>Unique identifier for the rate being used to override the absence.</td>
</tr>
<tr>
<td>OVERRIDING_RATE_NAME</td>
<td>Name of the overriding rate that will be used to calculate the absence.</td>
</tr>
<tr>
<td>OVERRIDING_UOM</td>
<td>Unit of measure being used to override the absence (for example, days, hours or weeks).</td>
</tr>
<tr>
<td>OVERRIDING_UNIT</td>
<td>Unit of time in which an override is being made to the absence.</td>
</tr>
</tbody>
</table>

**Related Topics**
- Importing Absence Entries to Payroll: Procedure

---

**File Format for Importing Time Entries**

You import time entries from a third-party provider by submitting the Load Time Card Batches process from the Payroll Checklist or Payroll Administration work areas. When you submit the process, you specify the batch XML file that includes your time entries. This topic explains the XML file format and XML tags you must use in the file.

**XML File Format for Importing Time Entries**

When you create a file to transfer time card entries to payroll, use the following structure.

```xml
<TIME_CARD_LIST>
```

---

*ORACLE*
<TIME_CARD>..

<ACTION>

<TIME_CARD_ID>

<ACTION>

<TIME_CARD_ID>

<MAPPING_NAME>

<LDG_ID>

<LDG_NAME>

<HR_TERM_ID>

<TERM_NUMBER>

<HR_ASSIGNMENT_ID>

<ASSIGNMENT_NUMBER>

<LEGAL_EMPLOYER_ID>

<LEGAL_EMPLOYER_NAME>

<TIME_CARD_START>

<TIME_CARD_END>

<TIME_ITEM_LIST>..

<TIME_ITEM>

<TIME_TYPE>

{

<PAYMENT_RATE_ID>

<PAYMENT_RATE_NAME>

<RATE_AMOUNT>

<PERIODICITY>

<FACTOR>

<AMOUNT>

<PERIODICITY>

}

<TIME_UNIT>

<TIME_UOM>

<TIME_ITEM_START>

<TIME_ITEM_END>

<COST_SEGMENTS>

<PROPERTY_LIST>..

<PROPERTY_ITEM>

<NAME>

<VALUE>

</PROPERTY_ITEM>

</PROPERTY_LIST>

</TIME_ITEM>

</TIME_ITEM_LIST>

</TIME_CARD>

</TIME_CARD_LIST>

**XML Tags**

This table describes the purpose of the tags used in the XML file.

<table>
<thead>
<tr>
<th>XML Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME_CARD_LIST</td>
<td>Parent tag that contains a set of time cards.</td>
</tr>
<tr>
<td>TIME_CARD</td>
<td>Object that contains the information about a specific time card.</td>
</tr>
<tr>
<td>ACTION</td>
<td>Action to perform, such as CREATE, REMOVE, MODIFY.</td>
</tr>
<tr>
<td>XML Tag</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TIME_CARD_ID</td>
<td>Unique identifier for this time card.</td>
</tr>
<tr>
<td>MAPPING_ID</td>
<td>Identifier for the payroll component definition.</td>
</tr>
<tr>
<td></td>
<td>Specify the Mapping ID or the Mapping Name. If none is included, the process uses the default interface type Import Time XML and attempts to find a mapping.</td>
</tr>
<tr>
<td>MAPPING_NAME</td>
<td>Name used for the mapping.</td>
</tr>
<tr>
<td></td>
<td>Specify the mapping name or the mapping ID. If none is included, the process uses the default interface type Import Time XML and attempts to find a mapping.</td>
</tr>
<tr>
<td>LDG_NAME</td>
<td>Name of the legislative data group (LDG) for this record.</td>
</tr>
<tr>
<td></td>
<td>Specify the identifier or name of the LDG. All the records in the XML file must belong to the same LDG. If you don’t include the LDG_ID or the LDG_NAME, the application uses the legislative data group you entered for the Load Time Card Batches process.</td>
</tr>
<tr>
<td>LDG_ID</td>
<td>Identifier for the LDG for this record.</td>
</tr>
<tr>
<td></td>
<td>Specify the identifier or name of the LDG. All the records in the XML file must belong to the same LDG. If you don’t include the LDG_ID or the LDG_NAME, the application uses the LDG you entered for the Load Time Card Batches process.</td>
</tr>
<tr>
<td>TERM_NUMBER</td>
<td>Number that identifies the employment terms for the time entry.</td>
</tr>
<tr>
<td>ASSIGNMENT_NUMBER</td>
<td>Number that identifies the employment assignment for the time entry.</td>
</tr>
<tr>
<td>TIME_CARD_START</td>
<td>Start date of the time card.</td>
</tr>
<tr>
<td>TIME_CARD_END</td>
<td>End date of the time card.</td>
</tr>
<tr>
<td>TIME_ITEM_LIST</td>
<td>Tag that contains a set of time items.</td>
</tr>
<tr>
<td>TIME_ITEM</td>
<td>Object that contains information about a specific hour item.</td>
</tr>
<tr>
<td>TIME_TYPE</td>
<td>Name supplied by the time application that maps to the payroll element and calculation component.</td>
</tr>
<tr>
<td>PAYMENT_RATE_ID</td>
<td>Identifier for the rate definition used to calculate the payment amount.</td>
</tr>
<tr>
<td>PAYMENT_RATE_NAME</td>
<td>Name of the rate definition used to calculate the payment amount.</td>
</tr>
<tr>
<td>RATE_AMOUNT</td>
<td>Actual rate used to calculate the payroll amount.</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>Flat amount used to calculate the rate based on periodicity.</td>
</tr>
<tr>
<td>PERIODICITY</td>
<td>Frequency that determines the rate value, used with amount or rate amount.</td>
</tr>
<tr>
<td>XML Tag</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FACTOR</td>
<td>Multiplier applied to the derived rate to calculate the payment amount.</td>
</tr>
<tr>
<td>TIME_UNIT</td>
<td>Number of units for the Unit of Measure specified in TIME_UOM. For example, if the UOM is hours, 8 units is 8 hours worked.</td>
</tr>
<tr>
<td>TIME_UOM</td>
<td>Unit of measure for specifying time unit, such as hours.</td>
</tr>
<tr>
<td>TIME_ITEM_START</td>
<td>Start time for the time entry.</td>
</tr>
<tr>
<td>TIME_ITEM_END</td>
<td>Ending time for the time entry.</td>
</tr>
<tr>
<td>COST_SEGMENTS</td>
<td>List of the costing segments.</td>
</tr>
<tr>
<td>PROPERTY_LIST</td>
<td>Set of properties for the time item.</td>
</tr>
<tr>
<td>PROPERTY_ITEM</td>
<td>Additional information that is captured. For example, a value definition for the property item State would return State and the name of the State.</td>
</tr>
<tr>
<td>NAME</td>
<td>Name of a property for the time item.</td>
</tr>
<tr>
<td>VALUE</td>
<td>Value of a property for the time item.</td>
</tr>
</tbody>
</table>

File Format for Importing Pension Deductions to Payroll

When you submit the Load Benefit Batches process, you specify the attachment for the XML file that contains the benefit data. This topic explains the XML file format and XML tags you must use in the file. You submit the Load Benefit Batches process from the Payroll Checklist or Payroll Administration work areas. The process creates a new calculation card or updates an existing card for each worker whose pension information is transferred.

XML File Format for Importing Pension Deductions to Payroll

When you create a file to transfer pension deduction information to payroll, use the following format.

```xml
<BENEFIT LIST>
  <BENEFIT>...
  <ACTION>
    <BENEFIT_ID>
    <MAPPING_ID>
    <LDG_ID>
    <LDG_NAME>
    {<HR_TERM_ID>
    <TERM_NUMBER>
    <HR_ASSIGNMENT_ID>
    <ASSIGNMENT_NUMBER>
```
XML Tags

This table describes the purpose of the tags used in the XML file.

<table>
<thead>
<tr>
<th>XML Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFIT_LIST</td>
<td>Outermost tag that contains a set of benefits.</td>
</tr>
<tr>
<td>BENEFIT</td>
<td>Tag containing information about a particular benefit.</td>
</tr>
<tr>
<td>ACTION</td>
<td>The type of action that will be performed, such as CREATE, REMOVE, and MODIFY.</td>
</tr>
<tr>
<td>BENEFIT_ID</td>
<td>Unique identifier for the benefit from the source application. Never use the same ID twice to identify another benefit.</td>
</tr>
<tr>
<td>MAPPING_ID</td>
<td>Identifier for the payroll component definition, which is used to create the benefit in payroll.</td>
</tr>
<tr>
<td>LDG_ID</td>
<td>ID of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>LDG_NAME</td>
<td>Name of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>HR_TERM_ID</td>
<td>Unique ID for the employment period. You can provide either the TERM_NUMBER or the HR_TERM_ID. If you provide the TERM_NUMBER then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>TERM_NUMBER</td>
<td>Number that identifies the employment period for the pension deduction.</td>
</tr>
<tr>
<td>HR_ASSIGNMENT_ID</td>
<td>Unique ID for the assignment. You can provide either the ASSIGNMENT_NUMBER or the HR_ASSIGNMENT_ID. If you provide the ASSIGNMENT_NUMBER then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>ASSIGNMENT_NUMBER</td>
<td>Number that identifies the employment assignment for the pension deduction.</td>
</tr>
<tr>
<td>XML Tag</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LEGAL_EMPLOYER_ID</td>
<td>ID of the legal employer name that the assignment belongs to.</td>
</tr>
<tr>
<td>LEGAL_EMPLOYER_NAME</td>
<td>Legal employer name that the assignment belongs to.</td>
</tr>
<tr>
<td>BENEFIT_START</td>
<td>Start date of the benefit.</td>
</tr>
<tr>
<td>BENEFIT_END</td>
<td>End date of the benefit.</td>
</tr>
<tr>
<td>BENEFIT_RATE_ID</td>
<td>ID of the rate that will be used to calculate the payment amount.</td>
</tr>
<tr>
<td>BENEFIT_RATE_NAME</td>
<td>Name of the rate that will be used to calculate the payment amount.</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>Amount that is used to calculate the rate using the periodicity.</td>
</tr>
<tr>
<td>PERIODICITY</td>
<td>Used with the amount or rate, the periodicity is the frequency that determines the rate value.</td>
</tr>
<tr>
<td>BENEFIT_MAX_ELECTION</td>
<td>Annual maximum election amount that can be processed.</td>
</tr>
<tr>
<td>BENEFIT_REF_NUMBER</td>
<td>Employee’s reference number with the provider of the pension (benefit organization).</td>
</tr>
</tbody>
</table>
4 Setting Up Payment Methods

Organization Payment Methods: Explained

You must create one organization payment method for each combination of legislative data group, payment type, and currency that you use to disburse wages and other compensation. You can also create rules for validating or processing the distribution of payments. Create as many organization payment methods as required for your enterprise. Use the Manage Organization Payment Methods page in the Payment Distribution work area.

Important aspects of organization payment methods are:

- Payment types
- Payment sources
- Payment rules

Payment Types

When creating an organization payment method, you select a payment type.

The most common payment types are:

- Electronic funds transfer (EFT)
- Check
- Cash

The exact list of payment types and their names can vary by country. Your enterprise may support a different range of types that are appropriate for your localization. For example, in the US, the payment type for EFT is Direct Deposit; in the UK it’s BACS, and in Australia it’s BECS.

Tip: When selecting the EFT payment type, you can enter EFT information at the payment method level, the payment source level, or both. Entries at the payment source level take priority over entries at the organization payment level. For example, if you define details at the payment source level, then to use those details when processing payments, you must enter the payment source when submitting the payment process.

Payment Sources

If you’re using Oracle Fusion Global Payroll for payroll processing, you must define at least one payment source for each organization payment method. Each payment source must be associated with an active bank account in Oracle Fusion Cash Management. If you define additional details at the payment source level, then to use those details when processing payments, you must enter the payment source name when submitting the payment process.

You can use the same bank account in different payment sources in more than one organization payment method, as illustrated in the following example.

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Payment Source</th>
<th>Bank Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>Bank of America Account A</td>
<td>Bank A - Account 7890045</td>
</tr>
</tbody>
</table>
Payment Method | Payment Source | Bank Account
--- | --- | ---
EFT | Bank of America Account B | Bank A - Account 7890045

> **Note:** If you are costing your payments, enter cost account information on the Manage Costing of Payment Sources page in the Accounting Distribution work area.

### Payment Rules and Default Payment sources

If you define multiple payment sources, you can use payment rules to determine the appropriate payment source based on tax reporting unit (TRU).

The following example shows one organization payment method with three different payment sources for different TRUs.

<table>
<thead>
<tr>
<th>Payment Source</th>
<th>Tax Reporting Unit</th>
<th>Default Payment Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll EFT Source US</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Bank A - Account 7890045</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll EFT Source California</td>
<td>California TRU</td>
<td>No</td>
</tr>
<tr>
<td>Bank B - Account 1238900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll EFT Source Texas</td>
<td>Texas TRU</td>
<td>No</td>
</tr>
<tr>
<td>Bank C - Account 8765999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first payment source that you add is the default payment source, but you can select another payment source as the default, or not have a default payment source.

To understand the effect of having a default payment source, consider the following examples that describe what happens when a TRU changes, causing a payment rule to be invalid.

<table>
<thead>
<tr>
<th>Approach</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>With a default payment source, the payment process pays employees using the default payment source.</td>
<td>This approach might suit a company with multiple independent franchises, each with its own TRU. If a franchise holder sells the franchise, payments don’t fail.</td>
</tr>
<tr>
<td>Without a default payment source, the payments process issues error notifications to ensure that you use the appropriate payment source to fund the payment.</td>
<td>This approach might suit a company with strict policies about payment rule compliance.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Setting Up Payment Sources in Organization Payment Methods: Worked Example
Prenotifications: Explained

A prenotification or a prenote is typically an entry that must be sent at least 10 banking days prior to the first live payroll credit issued. A prenote’s purpose is to validate routing number and account numbers of the receiving bank or credit union.

To set prenotification information, set the following options in the organization payment method for electronic funds transfer (direct deposit) or international transfer payment types:

- **Prenotification Required**: Select to designate that the prenotification process is required for payments.
- **Prenotification Days**: Specify the duration of the prenotification wait period. Payment is issued by check until the waiting period is completed. For example, if the prenotification period is 10 days for a weekly payroll, depending on the timing, the payments processes might issue two paychecks before transfer starts.

Related Topics

- Setting Up Payment Sources in Organization Payment Methods: Worked Example

Entering Bank Information for Personal Payment Methods: Critical Choices

You can enter bank, branch, and bank account information centrally as part of implementation, or you can let employees add their own bank information. You can share this information across multiple applications for different purposes.

The following table summarizes several approaches for creating bank information for employees.

<table>
<thead>
<tr>
<th>Approach</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Banks page and Manage Bank Branches page</td>
<td>View, create, or edit banks and branches centrally for outgoing payments or receiving payments</td>
</tr>
<tr>
<td>Manage Personal Payment Methods page</td>
<td>Create or edit employee bank account details for receiving payments</td>
</tr>
<tr>
<td>Payroll batch loader</td>
<td>Load personal payment methods and employee bank account details using an integrated Excel workbook</td>
</tr>
</tbody>
</table>

Controlling Who Can Manage Banks and Branches

The following table shows the roles that are typically involved in managing bank information, what actions they can take by default, and which pages they use.
You can use a profile option to control access to create bank and branch data. On the Manage Cash Management Profile Options page, set the Use Existing Banks and Branches profile option to either **Yes** or **No**.

- If you set it to **Yes**, you can load bank and branch data so that administrators and employees select bank details from a list of values on the Create Personal Payment Method page.
- If you set it to **No** (default setting), you can’t load any bank details. Administrators and employees enter their bank and branch details as free text.

**Related Topics**
- Bank, Branch, and Account Components: How They Work Together
- Payroll Batch Loader Workbooks for Bank Data
- Payroll User Interface Configuration Formula Type

### Configuring Payment Method Preferences

You can configure preferences related to payment methods using a user-defined table and fast formulas. After you create your formulas for the configuration that you require, you attach formula names as values for the corresponding preferences in the user-defined table.

1. Use the Manage Fast Formulas task to create the formula using the Payroll User Interface Configuration formula type.
2. On the Manage User-Defined Tables page, select the legislative data group that you to manage the user-defined table, and then search for and select `PAYROLL_USER_INTERFACE_CONFIGURATION`.

> **Note:** The formulas attached in the user-defined table are effective at the enterprise level. The legislative data group isn’t significant. However, to make any later edits to the table, you must select the same legislative data group.

3. Click **Edit**, and then click **Next**.
4. On the User-Defined Table Values page, click **Add** and select the row for one of the values, and then click **OK**.
### Value
### Purpose

<table>
<thead>
<tr>
<th>Value</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Organization Payment Method</td>
<td>Controls which payment methods can be created using the simplified user interface.</td>
</tr>
<tr>
<td>Execute Personal Payment Method Validation</td>
<td>Enables validations for personal payment methods that meet the criteria set in the formula. For example, an employee can only create one personal payment method with the Pay Card account type.</td>
</tr>
<tr>
<td>Maximum Number of Personal Payment Methods</td>
<td>Limits the number of personal payment methods that employees can create.</td>
</tr>
<tr>
<td>Payment Types Available to Workers</td>
<td>Limits personal payment methods to be based only on organization payment methods of the specified payment types.</td>
</tr>
<tr>
<td>Prevent Edit Personal Payment Method</td>
<td>Prevents employees from modifying any personal payment method details that meet the criteria set in the formula, such when the account type is equal to Pay Card.</td>
</tr>
<tr>
<td>Show Percentage or Amount</td>
<td>Sets a restriction to display only the Percentage amount type and field on the Manage Personal Payment Methods page.</td>
</tr>
</tbody>
</table>

5. In the Value field, enter the name of your formula. You must enter the formula name exactly as you created it on the Manage Fast Formulas page.

*Note:* Each preference that you configure must have its own formula.
Predefined Extracts

Payroll Interface Extract Definitions: Overview

The extract definitions of the Payroll Interface extract type determine the data you send your third-party payroll provider. The following table lists the predefined Payroll Interface extract definitions that you can use or define to meet your business-specific extract requirements.

<table>
<thead>
<tr>
<th>Extract Definition</th>
<th>Purpose</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Payroll Interface</td>
<td>Derives payroll data either from element entry values or from balance results created by the Calculate Gross Earnings process.</td>
<td>eText and XML</td>
</tr>
<tr>
<td>Payroll Interface for NGA</td>
<td>Extracts general-purpose HR and payroll-related data to integrate with Payroll Exchange for third-party payroll processing by NGA Human Resources. This extract transforms the data into an HR-XML format compliant with NGA Human Resources standards.</td>
<td>XML</td>
</tr>
<tr>
<td></td>
<td>Use the predefined Run Payroll Interface Report for NGA process if you don’t require special modifications.</td>
<td></td>
</tr>
<tr>
<td>US ADP PayForce Third-Party Ad-Hoc Extract</td>
<td>Derives payroll data from element entries, including common HR and payroll data for a date range or a payroll period. Output format is compliant with Automatic Data Processing (ADP) PayForce standards.</td>
<td>eText and XML</td>
</tr>
<tr>
<td>US ADP PayForce Third-Party Periodic Extract</td>
<td>Derives payroll data from balance results created by the Calculate Gross Earnings process for a payroll period. Output format is compliant with ADP PayForce standards.</td>
<td>eText and XML</td>
</tr>
</tbody>
</table>

Related Topics

- Creating Extract Definitions for Payroll Interface: Procedure
- Extracting Payroll-Related Data: Critical Choices
- Extracting Payroll Data for Third-Party Processing: Worked Example
Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

The requirements of your third-party payroll provider determines which of the predefined extract definitions you choose.

Feature Comparison

The following table compares the features provided by the predefined extract definitions.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses results of Calculate Gross Earnings process</td>
<td>Optional</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Yes</td>
</tr>
<tr>
<td>Uses calculated balance values</td>
<td>Yes, if you run Calculate Gross Earnings</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Yes</td>
</tr>
<tr>
<td>Enables multiple runs per payroll period</td>
<td>Yes, if you don't run Calculate Gross Earnings</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Requires a single run per payroll period</td>
<td>Yes, if you run Calculate Gross Earnings</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Requires calculation card setup</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supports these reports:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Element Results Register</td>
<td>Yes, if you run Calculate Gross Earnings</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>• Payroll Balance Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Balance Exception Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports dynamic output file naming</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Supports three-tier employment model</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Related Topics**

- Creating Extract Definitions for Payroll Interface: Procedure
- Extracting Payroll-Related Data: Critical Choices
Global Payroll Interface Extract Definition

This topic describes the data components of the predefined Global Payroll Interface extract definition. The structure of this extract and its HCM data objects determine what data you can extract and send to your third-party payroll provider. If your payroll provider requires additional information, you can modify your copy of the extract definition using the Manage HCM Extract Definitions task in the Data Exchange work area.

The Global Payroll Interface extract definition works within the context of the country or territory. When creating your copy of the extract definition, you must select the legislative data group for this context. Depending on the legislative data group, some country-specific parameters are included if they are predefined by Oracle.

The Global Payroll Interface extract definition produces header information for the entire extract followed by employer records and person record for each person whose data is new or changed, such as new hire or termination. The root data group contains the following primary data groups:

- Interface
- Employment
- Assignment
- Contact Person

Interface Data Group

The Interface data group contains the records and attributes listed in the following table.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Flow Pattern, Flow Instance, Effective Date, Payroll Name, Payroll Period, Payroll Frequency</td>
</tr>
<tr>
<td>Global Person Data</td>
<td>GUID, First Name, Middle Name, Last Name, Title, Prefix, Date of Birth, Date of Death, Country of Birth, Region of Birth, Town of Birth, Correspondence Language, Hire Date, Seniority Date, Hire Action, Action Reason</td>
</tr>
<tr>
<td>Third-Party Identifiers</td>
<td>Assignment Name, Identifier, From Date and Time, To Date and Time</td>
</tr>
<tr>
<td>Person Identifiers</td>
<td>Primary, Issuing Country, Identifier, Place of Issue, Issue Date, Expiration Date</td>
</tr>
<tr>
<td>Address Data</td>
<td>Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, Country, Postal Code, Primary, State, Floor Number, Building, Province, County, Address Element Attribute 1, Address Element Attribute 2, Address Element Attribute 3, Address Element Attribute 4, Address Element Attribute 5</td>
</tr>
<tr>
<td>Phone Data</td>
<td>Primary, Country Code, Area Code, Phone Number</td>
</tr>
<tr>
<td>Email Data</td>
<td>Primary, Email Address</td>
</tr>
</tbody>
</table>
Citizenship Data
From Date, To Date, Status

Drivers License Data
License Number, Issuing Authority, From Date, To Date

Passport Data
Passport Type, Passport Number, Passport Issuing Authority, Issue Date, Expiration Date

Visa and Permit Data
Visa Type, Visa Category, Visa Number, Visa Status, Visa Issuing Authority, Visa Place of Issue, Visa Issue Date, Visa Entry Date, Expiration Date

Disability Data
Disability Start Date, Disability Degree

Employment Data
(See Employment Data Group below.)

Payment Details
Priority, Bank Name, Bank Branch Name, Bank Branch Number, IBAN, Country, Account Type, Account Name, Account Number, Payment Percentage, Payment Amount, Payment Method, Currency Code, Bank Account Start Date, Bank Account End Date

Termination Details
Termination Action, Termination Reason, Notification Date, Termination Date

Leave of Absence Details
Absence Start Date, Absence End Date, Absence Code, Absence Reason, Absence Type, Absence Category

Element Details
Input Value Name, Entry Level, Entry Value, Element Processing Type, Element Entry ID, Element Classification, Element Secondary Classification, Element Entry Start Date, Element Entry End Date, Element Entry UOM, Periodicity, Creator Type, Special

Contact Details
Emergency, First Name, Middle Name, Last Name, Title, Gender, Contact Person Number, Date of Birth

(See Contact Person Data Group below for additional records and attributes.)

**Employment Data Group**

The Employment data group contains the records and attributes listed in the following table.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Details</td>
<td>Term Status, Person Type, Business Unit, Legal Employer Name</td>
</tr>
<tr>
<td>Salary Details</td>
<td>Salary, Payment Frequency, Currency Code</td>
</tr>
<tr>
<td>Contract Details</td>
<td>Contract Type, Contract Start Date, Contract End Date</td>
</tr>
<tr>
<td>Probation Details</td>
<td>Probation Period Unit of Measure, Probation Period Units</td>
</tr>
</tbody>
</table>
### Predefined Extracts

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bargaining Unit</td>
<td>Bargaining Unit, Union Member</td>
</tr>
<tr>
<td>Job Details</td>
<td>Position, Job Function, Job Code, Grade, Location, Worker Category, Assignment Category, Hourly or Salary, Working Hours, Department, Working at Home, Frequency</td>
</tr>
<tr>
<td>Retirement Details</td>
<td>Retirement Age, Retirement Date</td>
</tr>
<tr>
<td>Employment Cost Center</td>
<td>Company, Cost Center, Cost Center Manager</td>
</tr>
<tr>
<td>Assignment Data</td>
<td>(See Assignment Data Group below.)</td>
</tr>
</tbody>
</table>

### Contact Person Data Group

The Contact Person data group contains the records and attributes listed in the following table.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone Details</td>
<td>Primary, Country Code, Area Code, Phone Number</td>
</tr>
<tr>
<td>Contact Email Details</td>
<td>Primary, Email Address</td>
</tr>
<tr>
<td>Contact Address Details</td>
<td>Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, Country, Postal Code, Primary, State, Floor Number, Building, Province, Country, Address Element Attribute 1, Address Element Attribute 2, Address Element Attribute 3, Address Element Attribute 4, Address Element Attribute 5</td>
</tr>
</tbody>
</table>

### Assignment Data Group

The Assignment data group contains the records and attributes listed in the following table.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Included Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Details</td>
<td>Primary, Assignment Status, Person Type, Business Unit, Projected End Date</td>
</tr>
<tr>
<td>Salary Details</td>
<td>Salary, Payment Frequency, Currency Code</td>
</tr>
<tr>
<td>Job Details</td>
<td>Position, Job Function, Job Code, Grade, Department, Reporting Establishment, Location, Location Name, Worker Category, Assignment Category, Hourly or Salary, Working Hours, Working at Home, Frequency</td>
</tr>
</tbody>
</table>
### Record Name | Included Attributes
---|---
Probation Details | Probation Period UOM, Probation Period Units, Notice Period UOM, Notice Period Units, Probation End Date
Retirement Details | Age, Date
Bargaining Unit | Bargaining Unit, Union Member
Manager Details | Manager Number, Manager First Name, Manager Middle Name, Manager Last Name
Gross Values | Balance Name, Balance Value, Balance Classification, Secondary Balance Classification, Reporting Name, Dimension Name, Balance Category, Base Database Item Suffix
Assignments Cost Center Details | Company, Cost Center, Cost Center Manager

**Related Topics**
- Person Identifiers for External Applications: Explained
6 Configuring Extract Definition

Extract Components: How They Work Together

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

Extract Definitions

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

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

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

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

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

Data Groups

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

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

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

Extract Records

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

Attributes

Attributes are the individual fields inside the extract record. An attribute is the lowest attribute level of a HCM extract and represents a piece of information, for example, person first name, person last name or person date of birth.

This figure demonstrates the hierarchy of information within a data group definition.

Related Topics

- Defining an Extract: Worked Example
- Generating Flexfield Database Items: Explained
- Validating Extracts: How It Works

Extracting Payroll-Related Data
Frequently Used User Entities in HCM Extracts

A user entity is a logical entity associated with a data group defined using HCM extracts. This topic describes the frequently used user entities and the type of data you can extract by using those user entities. You select user entities in the application when you define a data group.

The following table lists the most frequently used user entities.

<table>
<thead>
<tr>
<th>User Entity Name and Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person (PER_EXT_SEC_PERSON_UE)</td>
<td>Retrieves all persons across the enterprise and all person related attributes.</td>
</tr>
<tr>
<td>Worker Payroll (PER_EXT_PAY_EMPLOYEES_UE)</td>
<td>Retrieves all workers and their payrolls across the enterprise, all person, worker, payroll related attributes, and element entry data.</td>
</tr>
<tr>
<td>Extract Assignment Basic History (PER_EXT_ASSIGNMENT_BASIC_HISTORY_UE)</td>
<td>Retrieves assignment history as on the assignment effective start date.</td>
</tr>
<tr>
<td>Extract Assignment Basic Information (PER_EXT_SEC_ASSIGNMENT_BASIC_UE)</td>
<td>Retrieves assignment data as on the effective date.</td>
</tr>
<tr>
<td>Assignments Range (PER_EXT_SEC_ASSIGNMENT_RANGE_UE)</td>
<td>Retrieves assignment history as on the effective date.</td>
</tr>
<tr>
<td>Extract Current and Future Persons (PER_EXT_SEC_PERSON_NOW_FUTURE_UE)</td>
<td>Retrieves current and future person details. Specify advanced filter criteria to restrict person types.</td>
</tr>
<tr>
<td>Extract Current and Future Assignments (PER_EXT_SEC_ASSIGNMENT_NOW_FUTURE_UE)</td>
<td>Retrieves current and future assignments.</td>
</tr>
<tr>
<td>Reset Context (PER_EXT_RESET_UE)</td>
<td>Use the Reset Context user entity in two ways:</td>
</tr>
<tr>
<td></td>
<td>1. Reset the effective date contexts set dynamically by a parent data group using a runtime input parameter for the effective date. For example, the Extract Assignment Basic History user entity sets the assignment effective start date as effective date first and then retrieves the data, unlike other user entities which use the effective date only. If you want to use the Extract Assignment Basic History user entity to include the historical data but also want to change the effective date, then include the Reset Context user entity to reset this date using input parameters.</td>
</tr>
<tr>
<td></td>
<td>2. Set up the Reset Context user entity as the root user entity to be a container or header. For example, the following work structure elements: locations, positions, and legal employers are not related to each other. If you want to extract all of them in one single extract, then you can add them as child elements to the Reset Context user entity used as the root in the extract definition. Adding this user entity as the root to these elements enables you to retrieve this data separately because the elements are not linked to a hierarchy.</td>
</tr>
</tbody>
</table>

You can view more details about the user entities using the View User Entity Details task.
Extracting Payroll-Related Data: Critical Choices

The payroll interface supports different methods for defining extracts that enable you to extract payroll-related data. The following table summarizes these methods, the user entities they use, and what values they return.

<table>
<thead>
<tr>
<th>Method</th>
<th>User Entity</th>
<th>Returns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Entries</td>
<td>ELEMENT_ENTRIES</td>
<td>All element entry values for a payroll relationship.</td>
</tr>
<tr>
<td>Payroll Run Result Values</td>
<td>PAY_EXTRACT_RUN_RESULT_VALUES_UE</td>
<td>All run results for a payroll relationship action.</td>
</tr>
<tr>
<td>Balance Values</td>
<td>Base name of the database item group for the balance (direct) or balance group (indirect)</td>
<td>All balance values for the specified balance or balance group for a payroll relationship action.</td>
</tr>
</tbody>
</table>

**Element Entries**

To extract element entry values, include the ELEMENT_ENTRIES user entity in the payroll interface extract. This user entity is available for all element classifications and returns all element entry values for a given payroll relationship. Use extract data group criteria to further filter the records.

To retrieve element entry values, set the following context in the extract definition:

- EFFECTIVE_DATE
- PAYROLL_RELATIONSHIP_ID
- DATE_EARNED

**Payroll Run Results**

To extract values from the results of processes, include the PAY_EXTRACT_RUN_RESULT_VALUES_UE user entity in your extract definition. This user entity is available only for element classifications used by the Calculate Gross Earnings process, such as standard and supplemental earnings. It returns all the run results for a payroll relationship action.

If you use the Calculate Gross Earnings process and have defined regular or supplemental earnings elements, set the PAY_REL_ACTION_ID context in the extract definition. Use the PAY_INTERFACE_PAYROLL_REL_UE to set this context.

Include this user entity and context if your extract must include informational values from calculation cards, such as deduction information for child support payments.

**Balances**

Extract balance values directly by using the database item group name generated for the balance or indirectly by using a balance group.
Note: Balances are created and maintained as result of processed element entries. Balance values are only available when you process element entries in a payroll run or use the Calculate Gross Earnings process.

To use balance groups, include one of the following record types and context in your extract definition.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Group</td>
<td>Ensure that all contexts are available in the current data group.</td>
</tr>
<tr>
<td>Balance Group with Automated Resolution of References</td>
<td>Ensure that PAYROLL_REL_ACTION_ID is set in the current or parent data group so that context is derived.</td>
</tr>
</tbody>
</table>

Related Topics

- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices

Extracting Calculation Card Values: Procedure

You cannot extract calculation card values directly. Instead, process them and retrieve the values as run results.

Perform the following tasks:

- Define an element and a formula so that the Calculate Gross Earnings process generates calculation card values and includes them in the run results
- Use the payroll interface report to extract the values from the Calculate Gross Earnings run results.

To extract calculation card values, follow these steps:

1. On the Manage Elements page, create a nonrecurring element using the Information primary classification.
2. Edit the information element and set the Priority value to a lower number than the element that processes the calculation card values, so that the information element processes first.
3. On the Manage Fast Formulas page, create a formula of type Oracle Payroll using the sample formula as an example. The formula must return the values that you want to extract.
4. On the Manage Elements page, edit the information element as follows:
   a. Create a status processing rule associated with your new formula.
   b. Add formula result rules to return formula results to the element’s input values.
5. On the Manage Extract Definitions Page, copy a Payroll Interface extract definition and modify it as follows:
   a. Enter a name and other required values.
      The name you enter will become the process name that you run to extract calculation card data.
   b. Modify the data groups, records, and extract attributes, as needed.
   c. Ensure that a data group includes the PAY_EXTRACT_RUN_RESULT_VALUES_UE user entity with the PAY_INTERFACE_PAYROLL_REL_UE context.
      This user entity enables the extract to return all the run results for a PAYROLL_REL_ACTION_ID.
   d. Submit your changes and compile all formulas in the Execution Tree node.
6. From the Payroll Calculation work area or Payroll Checklist work area, run the payroll interface report process associated with your extract definition. This process creates the output file.

Sample Formula for Extracting Calculation Card Values

The following formula provides an example to help you build your own formula to extract calculation card values from calculation cards for reporting. This example formula returns values for a US child support deduction. Create this formula using the Oracle Payroll formula type. Use the Manage Elements task to associate the formula with an information element you created for calculation card input values.

Note: This example requires full payroll processing for the legislative calculations. However, the basic principles demonstrated in this example also apply if you are extracting calculation card values using a payroll interface extract.

```
DEFAULT FOR DEDUCTION_CARD_BY_EE IS 0
DEFAULT FOR DEDUCTION_COMPONENT_BY_EE IS 0
DEFAULT FOR PAY_DIR_COMP_CONTEXT VALUE1 IS '0'
DEFAULT FOR PAY_DIR_COMP_CONTEXT VALUE2 IS '0'
DEFAULT FOR PAYROLL_PERIOD_TYPE IS 'Calendar Month'

DEFAULT FOR CHILDSUPPORT_HRX_US_INV_DEDN_DATA_FIPS_CODE IS 'XX'
DEFAULT FOR CHILDSUPPORT_HRX_US_INV_DEDN_DATA_MEDICAL_SUPPORT_INDICATOR IS 'X'
DEFAULT FOR CHILDSUPPORT_INVLN_DEDN_PAYEE_DETAILS_RECIPIENT IS 0
DEFAULT FOR CHILDSUPPORT_INVLN_DEDN_SUPPORT_DATA_INVOLUNTARY_DEDUCTION_NUMBER IS 'XX'

inputs are OrderNumber(TEXT),
    _area1(NUMBER)
    /* local variables */
    OrderNumber = '0'
    _area1 = 0
    _dir_amount = 0

    _ee_id = GET_CONTEXT(ELEMENT_ENTRY_ID,0)
    _dedType = GET_CONTEXT(DEDUCTION_TYPE,'0')
    _pay_rel_id = GET_CONTEXT(PAYROLL_RELATIONSHIP_ID,0)

    _payroll_frequency = PAYROLL_PERIOD_TYPE

    _dir_card_id = DEDUCTION_CARD_BY_EE
    _dir_card_comp_id = DEDUCTION_COMPONENT_BY_EE

    CHANGE_CONTEXTS(DIR_CARD_COMP_ID = _dir_card_comp_id)
    {
        _area1 = TO_NUMBER(PAY_DIR_COMP_CONTEXT_VALUE1)
        OrderNumber = PAY_DIR_COMP_CONTEXT_VALUE2
    }

    wsa_order_amount = WSA_GET('GLB_INVDED_ORDER_AMOUNT',EMPTY_NUMBER_NUMBER)
    dummy = PAY_INTERNAL_LOG_WRITE('Custom Formula' ||' wsa_order_amount.COUNT : ' ||
        to_char(wsa_order_amount.COUNT))

    NI = wsa_order_amount.FIRST(-1234)
    WHILE wsa_order_amount.EXISTS[NI] LOOP
        {
            dummy = PAY_INTERNAL_LOG_WRITE('Custom Formula' WSA Order Amount Index : :: ' || TO_CHAR(NI))
            dummy = PAY_INTERNAL_LOG_WRITE('Custom Formula' WSA Order Amount :: :: ' ||
                TO_CHAR(wsa_order_amount[NI]))
            NI = wsa_order_amount.NEXT(NI,-1234) /* Go to next index. */
```

Oracle Global Human Resources Cloud
Implementing Global Payroll Interface

Chapter 6
Configuring Extract Definition
l_order_amount = wsa_order_amount[l_ee_id]
dummy = PAY_INTERNAL_LOG_WRITE('Custom Formula' || l_order_amount : ' ||
to_char(l_order_amount))

CHANGE_CONTEXTS (AREA1 = l_areal)
{
    /*** Get the Order Received Date, Order Frequency and Payee Details from Calculation Card ***/
    CHANGE_CONTEXTS (DEDUCTION_CARD_ID = l_dir_card_id,
        REFERENCE_CODE = OrderNumber)
    {
        l_fips_code = CHILDSUPPORT_HRX_US_INV_DEDN_DATA_FIPS_CODE
        l_med_supp_ind = CHILDSUPPORT_HRX_US_INV_DEDN_DATA_MEDICAL_SUPPORT_INDICATOR
        l_order_amount_payee = CHILDSUPPORT_INVLN_DEDN_PAYEE_DETAILS_RECIPIENT
        l_inv_dedn_number = CHILDSUPPORT_INVLN_DEDN_SUPPORT_DATA_INVOLUNTARY_DEDUCTION_NUMBER
    }

    l_total_owed_amt = WSA_GET('TOTAL_OWED_AMOUNT',0)

    IF (WSA_EXISTS('TOTAL_OWED_AMOUNT')) THEN
        WSA_DELETE('TOTAL_OWED_AMOUNT')

        IF l_fips_code = 'XX' THEN
            l_fips_code = '
        END IF

        IF l_med_supp_ind = 'X' THEN
            l_med_supp_ind = '
        END IF

        IF l_inv_dedn_number = 'XX' THEN
            l_inv_dedn_number = '
        END IF

        RETURN l_fips_code, l_med_supp_ind, l_order_amount_payee, OrderNumber, l_areal,
               l_inv_dedn_number, l_order_amount, l_total_owed_amt

Creating Extract Definitions

Creating Extract Definitions for Payroll Interface: Procedure

Design an extract definition to meet the requirements of your third-party payroll provider using the Manage HCM Extract Definitions task. Copy a predefined extract and optionally, refine the report process extract, such as its flow submission parameters.

When you create an extract definition, you define data groups, records, and attributes. You define what you want to extract, how to extract, and how to deliver the extracted data.

When you submit the extract definition, the application creates a payroll interface report process that you run to perform the actual extraction of data. Any subsequent changes you make to the extract definition will affect your extract process.
Creating a New Extract Definition

Use the Manage Extract Definition task to create a copy of an existing extract definition to use for a new extract process:

1. On the Manage HCM Extract Definitions page, select the legislative data group, and then click Search.
2. In the Type field, select Payroll Interface.
3. In the search results, select the extract definition you want to copy, and then click Copy.
4. Use one of the predefined extract definitions shown in the following table.

<table>
<thead>
<tr>
<th>Extract Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Payroll Interface</td>
<td>Designed for global applications. Includes all employee attributes organized by data groups for new hire, changed, or termination data.</td>
</tr>
<tr>
<td>Payroll Interface for NGA</td>
<td>Designed to integrate with Payroll Exchange from NGA Human Resources. Includes general-purpose HR and payroll data and transforms the data into an HR-XML format compliant with NGA standards.</td>
</tr>
<tr>
<td>US ADP PayForce Third-Party Periodic Extract</td>
<td>Designed for Automatic Data Processing (ADP) in the US, but suitable for other third parties in the US with modifications. Can run only once per payroll period.</td>
</tr>
<tr>
<td>Payroll Interface for ADP Global Payroll Interface</td>
<td>Designed to integrate HCM cloud with the ADP Global Payroll application.</td>
</tr>
</tbody>
</table>

5. Enter a name for the extract. This is the name the application uses for extract process that it creates for this extract definition.
6. Select a legislative data group.
7. Modify the records and attributes as needed, and then compile all formulas.
8. Define delivery options and submit your changes.

Configuring the Flow Parameters

Perform these steps to configure the flow parameters for the extract process:

1. On the Tasks panel drawer, select the Refine Extracts task. On the Manage Payroll Flow Patterns page, select your legislative data group, and then click Search.
2. Select your extract definition in the search results.
3. In the Parameters section, edit the parameters.

For example, hide a specific parameter, or set a specific parameter so its value is required to run the extract process.

The following table highlights some recommended settings:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Name</th>
<th>Display Format</th>
<th>Lookup</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Changes Only</td>
<td>Lookup Choice List</td>
<td>ORA_HRY_CHANGES_ONLY (for Global Payroll Interface extracts) or</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Chapter 6

Configuring Extract Definition

4. Add parameters that you want available for entry when submitting the extract process.
5. Click Done.

Modifying the Generated Output

Depending on the level of modification you made to the copy of the predefined extract, update the XSL template that you designated in the delivery options. For example, if you have added a database item or other user-defined data to the extract, then update the template.

To modify the XSL template, refer to the Report Designer’s Guide for Oracle Business Intelligence Publisher. To configure output files in delivery option details, refer to the Implementing Global Human Resources Guide.

Related Topics

- Payroll Interface Reports: How They Are Processed

Creating a Payroll Interface Report from a Copy: Worked Example

This example demonstrates how to create a payroll interface report by copying an existing extract definition. The generated process extracts payroll-related employee and assignment information to submit to a third-party payroll provider. This worked example assumes that you completed the setup steps during implementation according to your business requirements.

The following table summarizes the key decisions for the scenario of building an extract definition.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Name</th>
<th>Display Format</th>
<th>Lookup</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PER_EXT_CHANGES_ONLY (for all other Payroll Interface extracts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Payroll Name</td>
<td>Smart LOV</td>
<td>Payroll</td>
<td>Mandatory for all extracts other than ADP PayForce</td>
</tr>
<tr>
<td>30</td>
<td>Payroll Period</td>
<td>Smart LOV</td>
<td>Payroll Period</td>
<td>Mandatory</td>
</tr>
<tr>
<td>40</td>
<td>Effective Date</td>
<td>Date</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>50</td>
<td>Suppress Zero Balance</td>
<td>Lookup Choice List</td>
<td>HRC_YES_NO</td>
<td>Yes</td>
</tr>
<tr>
<td>60</td>
<td>Parameter Group</td>
<td>Smart LOV</td>
<td>Process Configuration Group</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Decisions to Consider

<table>
<thead>
<tr>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Add parameters that you want available for entry when submitting the extract process.</td>
</tr>
<tr>
<td>5. Click Done.</td>
</tr>
</tbody>
</table>

The following table summarizes the key decisions for the scenario of building an extract definition.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What special parameters should the extract use?</td>
<td>Parameters that support the option of extracting only changed records since the previous periodic extract run.</td>
</tr>
<tr>
<td>What special employee information does the payroll provider require?</td>
<td>Employee and assignment data for recurring earnings each payroll period.</td>
</tr>
</tbody>
</table>
The steps in this scenario are:

1. Copy the existing extract definition for third-party payroll providers.
2. Submit the copied extract definition to create the extract process.
3. Edit the parameters of the generated extract process, as needed.

You can perform all of these steps from the Data Exchange work area.

Copying the Extract Definition

1. Select the Manage HCM Extract Definitions task in the Data Exchange work area.
2. In the Type field in the Search section, select Payroll Interface.
3. In the Legislative Data Group field, select the required legislative data group.
4. In the Search Results section, select the row containing Global Payroll Interface, and then click Copy.
5. Enter a name for the new extract definition, for example US Payroll EFT Report, and then click OK.

   The name assigned here for the generated extract process displays in the list of available processes under the specified LDG when you select the Submit a Process or Report task.
6. Search for your extract definition.
7. In the Search Results section, select the name of your new extract definition.
8. Edit the basic information about your extract definition as shown in the following table, and then click Save.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag Name</td>
<td>Name used in the XML data file. Generated automatically, but you can modify it.</td>
</tr>
<tr>
<td>Description</td>
<td>Optional text that displays in the search results about the generated report process for this extract.</td>
</tr>
</tbody>
</table>

9. Click Save.
10. Click Design to make any changes to data groups, records, or attributes.
11. Click Deliver and change the delivery options to use the template created for your extract.

Compiling Formulas

1. Click Validate.
2. Click Compile All Formulas.

   Note: Compiling formulas can take several minutes. You must wait for all formulas to compile before moving to the next step.

3. Scroll down to verify that the formulas compiled without error.
4. Click Submit.

Configuring the Flow Parameters

After you submit an extract definition, you can refine how to use its extract process, which parameters should display, and which values are required.

Perform these steps to configure the flow parameters:

1. On the Tasks panel drawer, select the Refine Extracts task. On the Manage Payroll Flow Patterns page, search for and click your extract definition.
2. In the Parameters section, modify each of the following parameters as shown in this table.
### Configuring Extract Definition

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Name</th>
<th>Display Format</th>
<th>Lookup</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Changes Only</td>
<td>Lookup Choice List</td>
<td>ORA_HRY_CHANGES_ONLY (for Global Payroll Interface extracts) or PER_EXT_CHANGES_ONLY (for all other Payroll Interface extracts)</td>
<td>Yes</td>
</tr>
<tr>
<td>20</td>
<td>Payroll Name</td>
<td>Smart LOV</td>
<td>Payroll</td>
<td>Mandatory for all extracts other than ADP PayForce</td>
</tr>
<tr>
<td>30</td>
<td>Payroll Period</td>
<td>Smart LOV</td>
<td>Payroll Period</td>
<td>Optional</td>
</tr>
<tr>
<td>40</td>
<td>Effective Date</td>
<td>Date</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>50</td>
<td>Suppress Zero Balance</td>
<td>Lookup Choice List</td>
<td>HRC_YES_NO</td>
<td>Yes</td>
</tr>
<tr>
<td>60</td>
<td>Process Configuration Group</td>
<td>Smart LOV</td>
<td>Process Configuration Group</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. Verify that the remaining parameters are set to your preference.
4. Click **Submit**.

**Related Topics**
- Payroll Interface Reports: How They Are Processed
- Implementing Payroll Interface: Procedure

### Using Different Modes for HCM Extracts: Explained

You can create an extract to output data in different modes in the Manage Extract Definitions page. Use modes to extract data that has changed since the previous extract runs. For example, you can extract employee details whenever there is a change in the employee’s location. The processing engine generates the current status of the data, compares it with the base-lined data of the previous runs, and identifies the new as well as any modifications. The output from such changes-only extract has the incremental data only.

You can manipulate the output in a changes-only extract to either exclude or include certain attributes, regardless of whether the attribute has changed or not. For example, by selecting an option to exclude an attribute from comparison, you can ensure that that attribute is not compared while identifying changes to include in the generated output of the next extract run. Therefore, even if the attribute has changed since the previous extract run, it will not be included in the output. You can also select an option to always include an attribute in the generated output of an extract run, even if the attribute has not changed.
Extract Modes

To enable different modes in an extract, you include the CHANGES_ONLY parameter and set up threading details in the extract definition. While running the extract you can use the CHANGES_ONLY parameter to control the extract mode. For example, to find out if the job name has changed on a person's assignment, set up multi-threading database items at assignment level and include the CHANGES_ONLY parameter. When you run the extract in the ATTRIBUTE mode, the extract compares data from the multi-threading level and outputs the incremental changes. You can link the PER_EXT_CHANGES_ONLY lookup or the ORA_HRY_CHANGES_ONLY lookup to the CHANGES_ONLY parameter so that you can select a mode when you submit the extract.

The following table describes the different extract modes, their lookup values and descriptions.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Lookup Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>All attributes</td>
<td>Includes all data in the extract. A full extract is run which produces the full data output at that point of time. The archived data is utilized as a baseline.</td>
</tr>
<tr>
<td>Y</td>
<td>Changed attributes</td>
<td>Compares this extract run with the previous extract runs and by comparing against the baseline (to identify the incremental data), displays the data that has changed only.</td>
</tr>
<tr>
<td>ATTRIBUTE</td>
<td>Changed and marked attributes</td>
<td>Includes elements that have changed or marked as mandatory</td>
</tr>
<tr>
<td>ATTRIB_OLD</td>
<td>Changed and marked attributes with previous values</td>
<td>Displays elements that have changed or marked as mandatory plus their previous value</td>
</tr>
<tr>
<td>BLOCK_OLD</td>
<td>Changed, marked attributes, previous data under threading group</td>
<td>Displays the following data under threading data group: Changed data Data marked as mandatory Previous values Parent data group values</td>
</tr>
<tr>
<td>BLOCK</td>
<td>Changed and marked attributes under threading group</td>
<td>Displays the following data under threading data group: Changed data Data marked as mandatory Parent data group values</td>
</tr>
</tbody>
</table>

Note: You must run the Payroll Interface with the Attrib_Old mode whenever you use the US ADP PayForce Third-Party Periodic Extract.
FAQs for Creating Extract Definitions

What's the difference between Payroll Interface extracts and other HCM extracts?

All payroll interface extract processes are driven by payroll keys, such as legislation, pay frequency, and payroll period. Other HCM extracts use a different set of HR keys, such as legal employer, department, and person number. The employees whose data you extract using payroll interface extracts must be associated with a payroll. The payroll provides the grouping of employees and determines pay frequency.

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.

How do I map the third-party payroll provider's payroll element code to the Global Payroll Interface extract?

Configure this mapping during implementation with assistance from Oracle. If you are using an extract based on the Global Payroll Interface extract definition, the ElementDetails section in the output file includes all defined input values for the element. Map element codes to the element input values, which are automatically extracted along with the element input pay values.

Related Topics

- What’s a threading database item and what is its connection to the extract data group?
What's a reporting category in HCM extracts?

Reporting categories help to create combinations of various delivery options under a single run process or report category. By using report categories to deliver a HCM extract using a single run enables you to deliver multiple forms of output to multiple users for an extract definition. For example, an organization has a requirement to extract HR data and to e-mail the extracted data as a PDF report to HR, and FTP the same data in an EFT file to a third party. The organization can achieve this by creating 2 delivery options and grouping them under one reporting category.

What happens to my extract when the application is upgraded to a new release?

No updates will occur to your extract. After you create your own extract definition, you maintain its structure, records, attributes, and flow parameters. However, if you created your extract from a copy of an existing extract, any data elements from the original extract, such as records based on database item, is updated in your extract. Any additional data elements that you added is not updated in your extract.

Delivering Extracts

HCM Extracts Delivery Options: Explained

You specify delivery options as part of the extract definition. Delivery option parameters specify the output format, the delivery method (email, FTP), and other parameters required for integration with BI Publisher layer.

How Delivery Options Work

HCM Extracts archives the extracted data into result tables and stores it as an XML output in the database. The application transforms the XML output into a formatted output such as HTML, PDF, EDT, or XLS. The formatted output is then delivered through email, fax, FTP, or print, depending on the delivery options you set in the extract definition. You can define delivery options for an extract using a BI Publisher template, with the following delivery file output types: PDF, XLS, XML, DOC, and the following delivery modes: FTP, email, and fax.

Using Delivery Types

The type of delivery you select determines the destination of the extract. Some delivery types require additional information. You can select Documents of Record as the delivery mode to store the output in the database and allow employees to view the output from document of records. An example of a document is a payslip. If the XML output is split and burst as separate files, then you can select the bursting node. For example, if you want all employees to receive an email with their payslip, then set the bursting node to Employee_ID. Select the WebCenter Content delivery type to create extracts with encrypted or non-encrypted data and transmit them to Oracle WebCenter Content. You can then transfer the data manually or using your own scripts to your own server. For more information, see Oracle Fusion File Transfer Automation and Data Security on My Oracle Support.

Related Topics

- Delivering Encrypted Data Using HCM Extracts: Explained
• How can I reduce the size of my extract output?

Payroll Interface Output File Templates: Highlights

The delivery options for predefined Payroll Interface extract definitions specify eText and XSL templates that Oracle BI Publisher uses to produce the output files sent to third-party payroll providers for payment processing.

Creating and Modifying Templates

If you have additional information to send that isn’t supported by the predefined templates, you must modify them or create a new ones, as needed.

• For information about creating and modifying templates to use for formatting Payroll Interface output files, refer to the following section in the Report Designer’s Guide for Oracle Business Intelligence Publisher:
  See: Creating eText Templates
  See: Designing XSL Subtemplates

Defining the BI Publisher Template for HCM Extracts: Worked Example

This example demonstrates how to set up a BI Publisher template and make it available for you to create a document in the required format, suing the extracted data. You access BI Publisher using the Reports and Analytics link from the navigator. When the Reports and Analytics page is accessible, you can browse through the catalog.

FAST bank must send an XML file on their employees and departments to a third party and the HR Manager with employee details grouped by departments as a Headcount Report.

The following table summarizes some key decisions:

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do I have to set up BI Publisher?</td>
<td>You set up BI Publisher to format the extracted XML data into the required format and to deliver the report or business document to the appropriate destination.</td>
</tr>
<tr>
<td>How does BI Publisher connect to HCM extracts?</td>
<td>You install the Template Builder for Word plug-in.</td>
</tr>
<tr>
<td>Do I need a separate license?</td>
<td>No, BI Publisher is included with Core HR.</td>
</tr>
</tbody>
</table>

Tasks

1. Setting up the Data Model
2. Creating the BI Publisher Report Template
3. Uploading the Report

Setting up the Data Model

1. Select the Reports and Analytics option from the navigator.
2. Select the Browse Catalog icon.
3. Select the New menu option, and under the Published Reporting section, select Report.
4. Select the Use the existing data model option to create a report using the existing data model.
5. In the window that displays, select the data model and select Next.
6. Select the Report Editor option and select Finish to complete the data model setup.
7. Save the report as HR Data Report in the following folder: /Shared Folders/Custom/Human Capital Management/

Creating the BI Publisher Report Template
1. Install the Template Builder for Word plug-in from the BI Publisher Enterprise Home page.

   This plug-in provides sample documents, demos, templates and Template Viewer. Use these samples to help you understand the concepts and to create templates such as EFT and RTF to view the formatted XML output.

2. Create a BI Publisher template using the Export XSD option in the extract execution tree.
3. Open MS Word and locate the Add-Ins tabbed region to view the Oracle BI Publisher option.
4. Select the Load XML Schema option. After the XML schema has loaded, you can arrange the fields and alter the layout, if required.

Uploading the Report
1. Select the Upload option from the Upload or Generate Layout region and enter the following information:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout Name</td>
<td>RTF Layout</td>
</tr>
<tr>
<td>Template File</td>
<td>Select the file name of the RTF template saved on your local drive.</td>
</tr>
<tr>
<td>Type</td>
<td>RTF Template</td>
</tr>
<tr>
<td>Locale</td>
<td>English (United States)</td>
</tr>
</tbody>
</table>

2. Save the BI report in the following location: /Shared Folders/Custom/Human Capital Management/.

   This BI Publisher report template is now ready for you to select in the Delivery Options section when creating the extract definition.

Related Topics
- Defining an Extract Using the Simplified Interface: Worked Example

FAQs for Delivering Extracts
Can I use Oracle Fusion Transactional Business Intelligence (OTBI) with HCM Extracts?

Yes. You have two options:

HCM Extracts can extract the data and produce an output using CSV, XML, or PDF. OTBI can then accept a data source in Excel or XML format.

BI Publisher can also accept a data source in Excel or XML format. HCM Extracts has integration with BI Publisher.

What's BI Publisher and how does it work with HCM extracts?

BI Publisher is a set of tools you use to create highly-formatted reports based on data models. With BI Publisher, you can:

- Author, manage, and deliver documents
- Create interactive management reports
- Create highly-formatted, customer-facing documents
- Create government documents
- Create electronic funds transfer (EFT) documents

BI Publisher transforms the extracted data from the database and presents that data into a report.

How do I create a BI Publisher template for HCM extract?

You create a BI Publisher template using the Export XML Schema option in the extract execution tree and saving the file to your local machine. You can then load the downloaded XSD file to the BI Publisher word plug-in using the XML Schema option. If you require a report in a specific format, then you can create a template and save it by arranging the fields in the required format. Otherwise, you can create a default RTF template using the All Fields option.

Can I add a user-defined delivery option for a Global Payroll Interface template?

Yes, if it’s compatible with the XML generated by your extract process that you created using the Global Payroll Interface extract definition as a basis. Refer to the Creating Excel Templates section in the Report Designer’s Guide for Oracle Business Intelligence Publisher.

Setting Up Flow Patterns

Flow Patterns for Extracts and Reports: Overview

A flow pattern exists for each extract or report process. The flow pattern defines submission parameters, flow tasks, and task sequence. Flow patterns for extracts and reports typically contain a single flow task. You can edit them to add tasks in the
Payroll Checklist work area or by using the Refine Extract task in the Data Exchange work area. Each flow pattern you create must be associated with a security profile.

Checklist and Flow Tasks: Explained

A flow can consist of one or more tasks. The flow pattern determines the sequence of tasks executed in a flow. Submitting a flow from the Data Exchange or payroll work areas generates a checklist. Use the flow's checklist to monitor and manage the tasks included in the flow.

Depending on the flow pattern, the checklist might include:

- Automatic tasks, such as extracts, reports, and processes
- Manual tasks, such as verification tasks required to complete a flow

Working with Checklists

Use the checklist while working with flows to perform the following activities:

- Monitor the status of the flow tasks
- Manage the flow tasks, such as reassigning tasks, marking tasks completed, and performing corrective actions
- View task details, such as a list of records processed by the flow

For payroll, while working on a task in the flow, you can remain in the Payroll Checklist work area or go to a related work area that includes tasks in the regional area. For example, while reviewing the results for the Calculate Payroll task, you might go to the Payroll Calculation work area to review the person's calculation card or element entries.

Related Topics

- Monitoring the Status of Flow Tasks: Explained

Editing Flow Tasks: Points to Consider

Edit flow patterns you create or copy. This topic suggests points to keep in mind when you add, delete, or move a task in a flow pattern.

Editing Tasks

Refer to the following table for examples of edits you can perform to tasks in a flow pattern or checklist. For each kind of edit, the table also provides examples and the probable impact the edit can have on the flow.

<table>
<thead>
<tr>
<th>Edits</th>
<th>Impact</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a task</td>
<td>You add a task to position it as the last task in the activity or task group. Update the task sequence.</td>
<td>You add a manual verification task after each report. You rename each task with the report name.</td>
</tr>
<tr>
<td></td>
<td>If you repeat a task, rename it to make clear its purpose on the checklist.</td>
<td></td>
</tr>
<tr>
<td>Delete a task</td>
<td>When you delete a task you may impact subsequent tasks in the flow that depend on its results. Review the subsequent tasks.</td>
<td>You delete a task. The Parameter Basis of the next task is Bind to Task and its Basis Value is the value of the deleted task.</td>
</tr>
</tbody>
</table>
You update the Parameter Basis of the subsequent task as required, for example, to Bind to Flow.

You move a task in a payroll flow pattern for a report from the Payments activity to the Statutory activity. The flow owner can view the report results from the Payroll Checklist or Regulatory and Tax Reporting work areas, but not the Payment Distribution work area.

You decide to flatten the checklist sequence to group all the tasks within a single activity.

1. On the Tasks page, you confirm that each task belongs to the same activity and task group.
2. You edit each task, specifying a value in the Sequence column on the Edit Task Details Owners and Details page. The lowest number is used for the first task in the checklist. For example, you might specify a sequence of 10 for the payroll calculation task and 20 for the prepayments calculation task.

You perform these edits on the Task Sequence tab of the Manage Payroll Flow Patterns page. For payroll flow patterns, use the Manage Payroll Flow Patterns task in the Payroll Checklist work area. For extract flow patterns, use the Refine Extracts task in the Data Exchange work area.

**Related Topics**

- Editing a Flow Pattern: Worked Example
- Sequencing Rules for Flows and Locked Tasks: Explained
- How can I run tasks concurrently in a flow?

**Flow Pattern Parameters: Explained**

Each task in a flow pattern supports task actions, such as submit, roll back, mark for retry, retry, and view. Task action parameters control how the application processes a task and how the task relates to other tasks in the flow pattern. Flow parameters are a subset of task action parameters. They supply the information required to successfully complete the tasks in the flow pattern.
The following figure shows the relationship of the tasks, task action parameters, and flow parameters in a flow pattern. Before you submit a flow, review and edit the task action parameters and the flow parameters for each task within the flow. Task action parameters control task interactions.

When you create a flow pattern, you review and edit the task parameters for the Submit and Initialize task actions. After submitting the flow pattern, you can edit the parameters for the remaining task actions, such as Mark for Retry, Retry, and Roll Back. The parameter details you can edit include:

- Display and display format
- Lookups and value sets
- Usage
- Sequence
- Parameter Basis and Basis Value

### Display and Display Format
Display parameters control the format and availability of the flow parameter, as shown in the following table.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>Determines whether the parameter displays when submitting the flow</td>
</tr>
</tbody>
</table>
Parameters | Purpose
---|---
Display Format | Identifies the type of data displayed, such as a date or text, or choice list

Display parameters work with other parameters, such as Parameter Basis and Basis Value. For example, most task action parameters don’t display the Request parameter because the application obtains the value for this parameter from the context.

**Lookups and Value Sets**

Use lookups and value sets for descriptive flexfields to control and validate the data used in the payroll flow pattern.

The following table describes which parameter basis to use for the different methods for obtaining the lookup value.

<table>
<thead>
<tr>
<th>Lookup Value</th>
<th>Parameter Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered when submitting a flow</td>
<td>Bind to Flow</td>
</tr>
<tr>
<td>Derived by the application from existing tables, such as the value for the payroll statutory unit</td>
<td>Bind to Flow Task or Context Binding</td>
</tr>
<tr>
<td>Derived by application from a Post SQL process</td>
<td>Post SQL Bind</td>
</tr>
</tbody>
</table>

**Usage**

A parameter can receive information (input) or generate information (output) that subsequent tasks can use. For example, for the Calculate Payroll task, the Payroll Process parameter for the Submit task action generates an output value for the payroll action ID. The Retry task action can use this payroll action ID.

The following table describes the typical settings for a parameter whose usage is output. For output usage parameters the parameter is not displayed and its value is derived using the parameter basis.

<table>
<thead>
<tr>
<th>Parameter Option</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>No</td>
</tr>
</tbody>
</table>

**Parameter Basis**

- Bind to Flow, the application derives the value from the flow parameter and then updates the flow parameters table with the output value
- If you select no value, the output value results from the task’s output

**Sequence**

Control the order in which the application processes and displays the parameters by specifying the sequence. Sequence numbers provide default logic for the application to derive the order in which to process the parameters. For example, if you have two lookups and the values of the second lookup depends on the first lookup. You must set the first lookup to a lower sequence number than the second one.
Parameter Basis and Basis Value

The Parameter Basis controls how the application derives the value for the parameter. The Basis Value further specifies the value the application uses for the parameter.

Use the values listed in the following table to select parameter basis and values when you define payroll flows. The table provides examples when you might select them and describes how the values are assigned.

<table>
<thead>
<tr>
<th>Parameter Basis</th>
<th>Description</th>
<th>Basis Value Available</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Specified Value</td>
<td>Assigns a specific value to the parameter.</td>
<td>Text is entered as constant or value entered by the person who submits the flow.</td>
<td>Specify a constant if the value is the same for all tasks, such as the payroll statutory unit.</td>
</tr>
<tr>
<td>Bind to Context</td>
<td>Derives the value from the context of the current flow instance or the task instance of the flow pattern.</td>
<td>Select flow, task, or the Request. The application automatically generates the parameter value.</td>
<td>If the task includes a Request parameter, bind it to the flow context. Tasks in the flow reference this task using the Request ID generated by the application. Bind the legislative data group parameter to a task parameter that supplies the legislative data group. For example, the legislative data group for prepayments uses the payroll as context, because it’s already associated with the legislative data group.</td>
</tr>
<tr>
<td>Bind to Flow Parameter</td>
<td>Derives the value from one of the flow parameter values.</td>
<td>Application automatically derives the parameter value.</td>
<td>Bind a parameter to the flow that several tasks share to avoid multiple occurrences of the same parameter.</td>
</tr>
<tr>
<td>Bind to Flow Task Parameter</td>
<td>Binds the value to the output of the previous task.</td>
<td>Select a value from the previous task’s parameters.</td>
<td>Bind a parameter to a task, such as Retry corrective action. When the flow owner resubmits the task to retry it, the application uses the output of the Submit task parameter.</td>
</tr>
<tr>
<td>Bind to Task Parameter</td>
<td>Resolves the value for the task parameter.</td>
<td>Select a value from the current task’s parameters.</td>
<td>Bind a parameter to the task if several tasks share a parameter, such as a start date, but one task requires a different date.</td>
</tr>
<tr>
<td>No value specified</td>
<td>Stops the application from generating a parameter value when the task executes.</td>
<td>Application generates a blank value.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Post SQL Bind</td>
<td>Calculates the parameter but doesn’t display it on the user interface.</td>
<td>SQL statement calculates the parameter value.</td>
<td>Bind a parameter using the Post SQL bind to generate data.</td>
</tr>
</tbody>
</table>
Implementing Global Payroll Interface

Chapter 6

Configuring Extract Definition

Parameter Basis | Description | Basis Value Available | Example
--- | --- | --- | ---
SQL Bind | Calculates and displays value on the user interface, prior to submission. | SQL statement calculates the parameter value and display it on the user interface, before submission. | Bind a parameter using SQL

For example, use SQL Bind to calculate the payment type parameter for the Generate Check Payment task. The application obtains the payment type ID for the check payment record.

Use SQL Bind to prompt the task owner to enter a reason for a corrective action, such as a QuickPay.

Related Topics
- Creating a Flow Pattern to Reissue a Check: Worked Example
- Can I skip the flow parameters for a single-task payroll flow pattern?

Payroll Interface Extract Flow Parameters: Explained

The following table describes the typical flow parameters included in your extracts that are based on Payroll Interface extract definitions.

<table>
<thead>
<tr>
<th>Flow Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes Only</td>
<td>A list of values that enables selection of different extract modes to filter data in the output file. For example, to extract only data that has changed since the previously run extract process. In the extract definition, this parameter is mapped to one of the following two lookups:</td>
</tr>
</tbody>
</table>
|  | • ORA_HRY_CHANGES_ONLY for Global Payroll Interface extracts  
|  | • PER_EXT_CHANGES_ONLY for all other Payroll Interface extracts |
| Payroll Name | A list that enables search and selection of a specific payroll. Payrolls define the list of employees to retrieve in the extract process. In the extract definition, this parameter is mapped to the Payroll lookup. |
| Payroll Period | A list that enables search and selection of a specific payroll period for which data is to be reported. In the extract definition, this parameter is mapped to the Payroll Period lookup. |
| Process Start Date | An optional date parameter to provide a date as of when to get data from outside the range of the payroll period. |
Flow Parameter | Description
--- | ---
Process End Date | The required date parameter, typically the end date of the payroll period. The application can't derive this date from the selected payroll period, so it must be provided when submitting the extract process.

In the extract definition, the name of this parameter is Effective Date.

Suppress Zero Balance | Provides the option to suppress zero values in case Calculate Gross Earnings process was run and the balance value is 0. This parameter is only applicable if you are calculating gross earnings as part of your Payroll Interface implementation.

In the extract definition, this parameter is mapped to the HRC_YES_NO lookup.

Process Configuration Group | Provides the option to search for and select a run-time profile, for example to run the process in debugging mode.

In the extract definition, this parameter is named Parameter Group and is mapped to Process Configuration Group lookup.

Related Topics

- Payroll Process Configuration Parameters
- Extracting Gross Earnings or Element Entries: Critical Choices

Flow Task Start and Due Dates: Critical Choices

Specify duration dates and notification options in the payroll flow pattern to give flow owners adequate time before a task starts to prepare and before a task is due to address any issues.

Task Start and Due Dates

Specify the following duration dates on the Tasks page of the Manage Payroll Flow Patterns page:

- Start date, the date the task owner should start the task

  \[\textbf{Note:}\] The start date applies to notifications only. You schedule when a flow starts on the Scheduling page when you submit the flow.

- Due date, the date the task owner should complete the task

To specify duration dates:

1. Select the flow parameter date to use as the basis for the duration date
2. Optionally, offset the date by specifying a plus or minus value depending on whether the date falls before or after the duration date.
Notifications
Select notifications to send error and warning messages, and to inform the task owner when a task starts or ends. The receipt of notifications depends on the duration dates and their offsets.

1. Specify the notifications the task owner receives.
2. Optionally, specify the number of days before the application automatically deletes a notification from storage.
   Use the Manage Payroll Process Configuration task in the Setup and Maintenance work area to complete the Notification Expiration Offset parameter.

Related Topics
- Scheduling Flows: Explained

Editing Flow Patterns: Examples
Review the following scenarios to better understand how to edit flow patterns to meet the requirements of your enterprise.
Use the Manage Payroll Flow Pattern task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area to edit the scenarios:
- Updating a parameter to use a specified value
- Supplying a reason for a corrective action
- Adding tasks and reordering the task sequence
- Automatically incrementing dates in a scheduled extract

Updating a Parameter to Use a Specified Value
Your payrolls use a single process configuration group named InFusion UK Consolidation Group. You want to specify a constant for the configuration group task action parameter and hide the parameter to avoid data entry mistakes. You perform the following steps.

1. Query the flow pattern you defined for the payroll cycle.
2. On the Parameters tab of the Manage Payroll Flow Pattern page, edit the Process Configuration Group parameter. You enter the values shown on the following table. The table lists the parameters you define to maintain a constant value for the Process Configuration Group task action parameter and avoid data entry mistakes.

<table>
<thead>
<tr>
<th>Parameter Detail</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>No</td>
</tr>
<tr>
<td>Display Format</td>
<td>Text</td>
</tr>
<tr>
<td>Lookup</td>
<td>No value</td>
</tr>
<tr>
<td>Usage</td>
<td>Input Parameter</td>
</tr>
<tr>
<td>Parameter Basis</td>
<td>Constant Bind</td>
</tr>
<tr>
<td>Basis Value</td>
<td>InFusion UK Configuration Group</td>
</tr>
</tbody>
</table>
Supplying a Reason for a Corrective Action

Your enterprise typically issues electronic funds transfer payments. You defined a flow pattern to issue check payments and to verify them. You want to track the reason managers issue checks, so you add a flow parameter to capture that information.

1. Query the payments flow pattern you defined.
2. On the Parameters tab of the Manage Payroll Flow Pattern page, Select and Add the Reason parameter to include the parameter as a flow submission parameter. Complete the details as shown in the following table.

<table>
<thead>
<tr>
<th>Parameter Detail</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>Yes</td>
</tr>
<tr>
<td>Display Format</td>
<td>Text</td>
</tr>
<tr>
<td>Lookup</td>
<td>No value</td>
</tr>
<tr>
<td>Usage</td>
<td>Input Parameter</td>
</tr>
<tr>
<td>Parameter Basis</td>
<td>Context Binding</td>
</tr>
<tr>
<td>Basis Value</td>
<td>Payroll Flow</td>
</tr>
</tbody>
</table>

Adding Tasks and Reordering the Task Sequence

Your flow pattern includes a Calculate Gross Earnings process and the Element Results Register Report. You can add two extract reports that run concurrently, followed by a verification task, to simplify the checklist to a single list. You perform the following steps:

1. From the Data Exchange work area, select the Refine Extracts task.
2. On the Refine HCM Extracts page, query the flow pattern.
3. On the Tasks tab of the Manage Payroll Flow Patterns page:
   a. Add the first extract report, specifying the same Activity and Task Group as the Calculate Gross Earnings.
   b. Add the second extract report, specifying the same Activity and Task Group as the Calculate Cross Earnings.
   c. Add a manual verification task, specifying the same Activity and Task Group as the Calculate Cross Earnings.
4. Edit each task, specifying a sequence number on the Edit Task Details Owners and Details page.
   The lowest number is used for the first task in the checklist. For example, you might specify a sequence of:
   o 10 for the Calculate Gross Earnings task
   o 20 for the first extract report
   o 30 for the second extract report
   o 40 for the manual verification task
5. On the Tasks Sequence tab, reorder the sequence of reporting tasks as shown in the following table. Follow this order to run the two reports concurrently.
Automatically Incrementing Dates in Scheduled Extract

You create a flow pattern to extract weekly payroll data that requires the user to enter a process date parameter. You schedule the extract to run weekly. The application evaluates the flow parameters at the time of submission, and the task parameters at the beginning of task execution. You edit the task parameters to automatically increment the date field. The date values are derived from the default date parameter values.

You use the Refine Extracts task from the Data Exchange work area, or the manage Flow Patterns task from the checklist work area. You edit the task parameters on the task’s Basic Information page by performing the following actions:

1. Select the Process Date parameter.
2. Select Context binding from the Parameter Basis field.
3. Select System Date from the Basis Value field.

Related Topics

- Editing a Flow Pattern: Worked Example

Adding a BI Publisher Report to a Flow: Procedure

Add single or multiple BI Publisher reports to your copied or user-defined flow pattern. When you submit the flow, the report automatically generates an output file that you can view. The output file is based on the template used for the BI Publisher report, such as an html template. The Run BI Publisher Report task belongs to the Statutory activities in the flow pattern.

Adding Your Report to a Flow

Follow these steps to add the task to add your BI Publisher report to an existing extract flow.

1. Use the Manage Flow Patterns task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area or the area.
2. Search and select the flow that you will configure.
3. On the Manage Flow Pattern page, on the Tasks tab, click the Edit button.
4. Click the Select and Add button on the menu bar. In the Search Tasks dialog, search for and select Run BI Publisher Report. Click the Done button.
5. On the Task Sequence page, confirm the sequence is correct.
6. On the Flow Parameters page, add a required parameter for the first argument of the BI Publisher report. The flow parameters map to the BI Publisher arguments. For example, if your report is based on a SQL query, the first argument is the first bind variable of a SQL query data model.

Tip: To easily determine the sequence of arguments, view the list of parameters for the generated report in BI Publisher.

7. Optionally, rename the parameter to a more meaningful name.

8. On the Task parameters page, in the Parameter Details section, complete the following steps:
   a. Confirm that the Parameter Basis for the First Argument value is Bind to Flow.
   b. Specify a value for the Report Name and Report Path parameters.
      For example, if the BI Publisher data model is saved to the Custom folder in Shared Folders you would specify `/Custom/yourB Ireport.xdo`.
   c. Specify values for other arguments if required.

9. Review the flow and submit it.

Related Topics
- How can I run tasks concurrently in a flow?

Creating a Flow within a Flow: Worked Example

This example describes how to copy the Transfer Batch flow and modify it to include a predefined flow pattern you created. In this example, the predefined flow you add submits a report to check for any batch line errors after transferring a batch. If the transfer fails, you can skip the transfer process or mark it as complete, and then view the report for error details.

Summary of Tasks
This worked example includes details for the following tasks:
1. Creating the parent flow pattern
2. Adding the report flow to the parent flow
3. Testing the flow

Creating the Parent Flow Pattern
1. In the Payroll Checklist work area, select the Manage Payroll Flow Patterns task.
2. Search for and select the row for Transfer Batch, and then click the Copy icon.
3. Enter the name of the new flow pattern, such as Transfer Batch with Error Report.
4. Enter a description, such as "Transfer a batch and view any batch line errors that occurred." and then click Save and Close.
5. Search for and select the Transfer Batch and Error Report flow pattern, and then click Edit.
6. Add the parameter that derives batch name from the batch ID as follows:
   a. On the Parameters tab, click Add.
   b. Select the added row and click Edit.
   c. Add values as shown in this table. The table lists the parameters you must review and edit before you submit the flow.
Adding the Report Flow to the Parent Flow

1. On the Tasks tab, click Select and Add.
2. In the Search window, search for and select Submit Another Flow, and then click Done.
3. In the row for Submit Another Flow, click the Edit icon in the menu bar and set the values as shown in this table. Use the fields listed in the table to define the task you have added to generate the batch lines error report.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Run Batch Lines Report</td>
</tr>
<tr>
<td>Activity</td>
<td>Statutory</td>
</tr>
<tr>
<td>Task Group</td>
<td>Reporting</td>
</tr>
<tr>
<td>Description</td>
<td>Submit the batch lines error report for the specified batch.</td>
</tr>
</tbody>
</table>

4. Edit task parameters as follows:
   b. Configure the predefined task parameters as shown in this table. To configure task parameters, you must select a parameter and the corresponding parameter basis and basis value.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Parameter Basis</th>
<th>Basis Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Name</td>
<td>Constant Bind</td>
<td>The name of the flow, for example Batch Lines Report. This value is case-sensitive. Enter the name exactly.</td>
</tr>
</tbody>
</table>
Chapter 6
Configuring Extract Definition

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Parameter Basis</th>
<th>Basis Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Flow Instance ID</td>
<td>Context Binding</td>
<td>Payroll flow</td>
</tr>
<tr>
<td>From Flow Task Instance ID</td>
<td>Context Binding</td>
<td>Payroll task</td>
</tr>
<tr>
<td>Use to Calculate Results</td>
<td>Constant Bind</td>
<td>Y</td>
</tr>
<tr>
<td>Parameter Name 1</td>
<td>Constant Bind</td>
<td>Batch Name</td>
</tr>
<tr>
<td>Parameter Value 1</td>
<td>Bind To Flow</td>
<td>Batch Name</td>
</tr>
</tbody>
</table>

- **c.** Click **Next**, and optionally complete the owner and checklist information.
- **d.** Click **Next**, and optionally complete the duration and notification information.
- **e.** Click **Submit**.

**5.** Edit the task sequence as follows:
- **a.** On the Task Sequence tab, edit the following two rows as shown in this table. The table lists the flow tasks and its sequence in the flow.

<table>
<thead>
<tr>
<th>Start Flow</th>
<th>Following Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Batch</td>
<td>Run Batch Lines Report</td>
</tr>
<tr>
<td>Run Batch Lines Report</td>
<td>End Flow</td>
</tr>
</tbody>
</table>

- **b.** Click **Submit**.

**Testing the Flow**

1. Create and save a test batch that should cause an error. Alternatively, you can search for an existing batch that was transferred with errors using this SQL query:
   ```sql
   select * from pay_batch_headers where batch_status = 'E';
   ```

2. On the Submit a Process or Report page, select a legislative data group.
3. Select the **Transfer Batch with Error Report** task, and then click **Next**.
4. Enter a unique name for the current flow instance.
5. Enter the name of the batch with errors that you saved or queried, and then click **Submit**.
6. Click **OK and View Checklist**, and then click the **Refresh** icon until the Transfer Batch task shows as in progress with error.
7. View the report in the flow as follows:
   - **a.** Select the row with the Transfer Batch task, and then select **Skip Task** in the Actions menu.
   - **b.** In the row for Run Batch Lines Report, click **Go to Task**.
   - **c.** In the Processes and Results section, click the name of the report.
   - **d.** In the row for Run BI Publisher Report, click **Go to Task**.
   - **e.** On the Process and Reports tab, click **View Results**.
   - **f.** Click the PDF file name to open the report.
Configuring a Report to View Batch Line Errors: Worked Example

This example describes how to configure a flow to view a report showing errors that occurred while transferring a batch using the payroll batch loader. After you configure the report and the flow pattern for it, you can add it to other flow patterns. For example, for a user-defined flow pattern that includes the Transfer Batch flow task, you could add this flow immediately after that task.

In this example, the SQL query that defines the data model for the report takes the batch name as a bind variable. The bind variable enables the batch name to be user-entered when run alone, or dynamically derived when run within another flow.

Summary of Tasks

This worked example includes details for the following tasks:

1. Defining the report data model and output file name
2. Generating the report template
3. Configuring the flow pattern to submit the report

Prerequisites

This worked example assumes you completed the following prerequisites:

1. The following software is installed:
   - JRE version 7 or later
   - Microsoft Word
   - Oracle BI Desktop Integration for Word

   **Tip:** Select the Download BI Desktop Tools menu in the Get Started section of the Oracle Business Intelligence home page to download the Template Builder for Word installer.

2. You know the name of an existing batch that has transferred with errors. You will use this batch name for testing your report.

   **Tip:** You can use the following SQL query to retrieve the batch names: `select * from pay_batch_headers where batch_status = 'E';`

Defining the Report Data Model and Output File Name

1. Sign in as a user with the Oracle Business Intelligence administration privileges.
2. Configure a SQL-based data model for the report as follows:
   a. In the Navigator, select **Reports and Analytics**.
   b. On the Reports and Analytics work area, click **Browse Catalog**.
   c. On the Catalog page, select **New**, and then select **Data Model**.
   d. On the Diagram tab, click **New Data Set**, and then click **SQL Query**.
   e. In the SQL Query window, enter values as shown in this table, and then click **OK**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Batch Lines Report</td>
</tr>
</tbody>
</table>
Configuring Extract Definition

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Source</td>
<td>ApplicationDB_ HCM</td>
</tr>
<tr>
<td>Type of SQL</td>
<td>Standard SQL</td>
</tr>
</tbody>
</table>
| SQL Query   | `select 'Marker' as Marker, bl.batch_line_id bl.batch_line_status line_text, bl.line_sequence from pay_batch_headers bh, pay_batch_lines bl, pay_message_lines ml
where bh.batch_id = bl.batch_id and bl.batch_line_id = ml.source_id and bh.batch_name = :batchName` |

**Note:** Ensure that you don't include a semicolon at the end of your SQL query.

f. In the Add Parameter window, select **batchName**, and then click **OK**.

g. On the Parameters page, in the **Display Label** field, enter **Batch Name**.

3. To change the name of the output file from Default Document.pdf, follow these steps:
   a. Select **Bursting**.
   b. On the Bursting page, click **Create New Bursting**.
   c. Set field values as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Source</td>
<td>ApplicationDB_ HCM</td>
</tr>
<tr>
<td>Split By</td>
<td>/DATA_ DS/G_1/MARKER</td>
</tr>
<tr>
<td>Delivery By</td>
<td>/DATA_ DS/G_1/MARKER</td>
</tr>
<tr>
<td>SQL Query</td>
<td>`select 'Marker' as KEY, 'Batch Lines Report' as TEMPLATE, 'PDF' as OUTPUT_FORMAT, 'Batch Lines Report - '</td>
</tr>
</tbody>
</table>

**Note:** Ensure that you don't include a semicolon at the end of your SQL query.

4. Click the **Save As** icon and save the data model in the path **Shared Folders/Custom/** with the name **BatchReportDataModel**.

5. Test that the data model query returns data as follows:
   a. Click **Data Sets**.
   b. On the Data tab, enter the name of an existing batch that transferred successfully with errors, and then click **View**.
      You should see values for BATCH_LINE_ID and BATCH_LINE_STATUS and any messages that occurred.

**Note:** The batch name field is case sensitive, so enter the name exactly. If you don’t see values or if you entered incorrect SQL syntax, edit the SQL for the data model and try again.

6. Click **Save As Sample Data**, and then click **OK**.

7. Click **Export**, and then save the XML file to your file system. You will use this when designing your report template.
8. Click **Save**.

### Generating the Report Template

1. Generate the report template as follows:
   a. On your data model page, click **Create Report**.
   b. In the Create Report window, click **Cancel**, and then click **OK**.
   c. Click the **Select Data Model** icon, select your data model, and then click **OK**.
   d. Click the **Generate** icon.
   e. In the **Template Name** field, **Batch Lines Report**, and then click the **Generate** button.
   f. Click **Edit** and open the file in Microsoft Word.
   g. Save the RTF file to your file system.

2. In Microsoft Word, modify your template as follows:
   a. Delete the **MARKER** and **BATCH_LINE_ID** columns from the table.
   b. Change the column headings to user-friendly values, such as **Status**, **Error Text**, and **Line Number**.
   c. Click the **Field** icon and insert **BATCHNAME** before the batch lines table.
   d. Insert text before the **BATCHNAME** field, such as **Batch Lines Errors for Batch** followed by a colon and a space character.
   e. Make any other layout changes, as needed, such as changing column width.
   f. Save and close the RTF file.

3. Upload your modified template as follows:
   a. On the report page, report icon, click **Properties**.
   b. Click the **Upload** icon.
   c. Click **Browse** to select your RTF template, and then click **OK**.
   d. In the Upload Template File window, in the **Locale** field, select the same local that is listed as the default local, and then click **OK**.
   e. Click **OK** to overwrite the existing template for that locale.
   f. Click **Save**, and then click **Return**.

4. Set the default format as follows:
   a. Click **View a List**.
   b. In the **Default Format** field, select **PDF**.
   c. Click **Save Report**.
   d. In the Save As window, in the **Name** field, enter **Batch Lines Report**, and then click **OK**.

5. Ensure that the report has the correct role access as follows:
   a. On the Catalog page, locate the batch lines report.
   b. On the More menu for Batch Lines Report, click **Permissions**.
   c. Click **Add users/roles** to add roles, as necessary.

   **Tip:** If you have several roles to add, search for and add the BI Consumer role with full control, which most other roles inherit.

   d. Click **OK**.

6. Test your report as follows:
   a. On the Catalog page, for the batch lines report, click **Edit**.
   b. Ensure that the application displays the name of your data model. If it doesn't, add it and save your changes.
   c. On the Catalog page, for the batch lines report, click **Open**.
d. In the Batch Name field, enter the batch name you entered previously. You should see the data in the sample report.

**Configuring the Flow Pattern**

1. Ensure that you are signed in as a user with payroll administration privileges.
2. On the Payroll Checklist work area, select the Manage Payroll Flow Patterns task.
3. Click Create, and then click Continue, with no legislative data group selected.
4. On the Basic Information page, enter the values as shown in this table, and then click Next.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Pattern</td>
<td>Batch Lines Report</td>
</tr>
<tr>
<td>Description</td>
<td>Submit a report to view batch line errors for a specified batch transferred using the payroll batch loader.</td>
</tr>
<tr>
<td>LDG Required</td>
<td>Optional</td>
</tr>
<tr>
<td>Default Flow</td>
<td>Yes</td>
</tr>
<tr>
<td>Activities to Include</td>
<td>Statutory</td>
</tr>
<tr>
<td>Selected Tasks</td>
<td>Run BI Publisher Report</td>
</tr>
</tbody>
</table>

5. Click Next to accept default values until you are on the Parameters page.
6. Add the Batch Name parameter as follows:
   a. Click Select and Add.
   b. Search for and select First Argument, and then click OK.
   c. Click Edit and change its values as shown in this table, and then click Next.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Parameter</td>
<td>Batch Name</td>
</tr>
<tr>
<td>Use for Searches</td>
<td>No</td>
</tr>
<tr>
<td>Display</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Display Format</td>
<td>Text</td>
</tr>
<tr>
<td>Sequence</td>
<td>2</td>
</tr>
<tr>
<td>Usage</td>
<td>Input parameter</td>
</tr>
<tr>
<td>Parameter Basis</td>
<td>Post SQL Bind</td>
</tr>
<tr>
<td>Basis Value</td>
<td>select batch_name from pay_batch_headers where batch_id = :BATCH</td>
</tr>
</tbody>
</table>
7. On the Task Parameters page, edit the **Report Path** parameter as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>Yes</td>
</tr>
<tr>
<td>Parameter Basis</td>
<td>Constant Bind</td>
</tr>
<tr>
<td>Basis Value</td>
<td>/Custom/Batch Lines Report.xdo</td>
</tr>
</tbody>
</table>

8. Select the **First Argument** parameter and ensure that its values are as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter Basis</td>
<td>Bind to Flow</td>
</tr>
<tr>
<td>Basis Value</td>
<td>Batch Name</td>
</tr>
</tbody>
</table>

9. Click **Next**, and then click **Submit**.

10. Test your flow as follows:
   a. In the Payroll Checklist work area, select the **Submit a Process or Report** task.
   b. Select **Batch Lines Report**, and then click **Next**.
   c. Enter a unique name for the current flow instance.
   d. Enter the same batch name that you used when generating the report, and then click **Submit**.
   e. Click **OK and View Checklist**, and then click the **Refresh** icon until the status shows as completed.
   f. In the row for Run BI Publisher Report, click **Go to Task**.
   g. On the Process and Reports tab, click **View Results**.
   h. Click the PDF file name to open the report.

**Flow Security and Flow Owners: Explained**

Your HCM data role security determines which flows you can submit or view. This topic explains how the HCM data roles and flow security work together. You define security for flow patterns using the Manage Payroll Flow Security Profile task in the Setup and Maintenance work area.

Submitting a flow generates a checklist of the included tasks. You become the owner of the flow and its tasks. If a flow pattern designates tasks to different owners, you remain the flow owner. Either you or the owner of a task can reassign the task to someone else, for example, to cover situations where the task is overdue and the task owner is on leave.

**Payroll Flow Security and HCM Data Roles**

HCM data roles secure the access to flows through data privileges and to the tasks on a checklist through functional privileges.

The following figure illustrates how the payroll manager and payroll administrator can submit a process or report and can view the results of the monthly payroll flow. Either the payroll manager or the payroll administrator can submit the flow and perform
its tasks or have the tasks reassigned to them. The payroll manager and the payroll administrator can perform the same tasks because both of them have the same functional privileges. They can both submit and view the payroll flow data.

The following figure illustrates how only the payroll manager can calculate the payroll. The payroll manager can't reassign this task to a payroll administrator, because the administrator doesn't have the necessary functional privileges to submit the monthly payroll flow action.
Troubleshooting
The following table describes what action to take if you encounter problems submitting or completing a task in a flow.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can't submit or view a flow</td>
<td>Confirm that the data role assigned to you includes a security profile for the payroll flow pattern.</td>
</tr>
<tr>
<td>Can't perform a task, such as a process or report</td>
<td>Confirm that your data role is based on a job or abstract role that includes functional privileges to perform that task.</td>
</tr>
</tbody>
</table>

FAQs for Flow Patterns

What happens if I don't enter a task owner in a flow pattern?

The person who submits the flow becomes the flow owner and the task owner. The person’s security privileges determine whether the person can submit the flow.
How can I rearrange tasks in a flow pattern?

Edit the task sequence by selecting a different task in the Following Task column. Every flow pattern begins with a Start Flow task, which does not belong to an Activity or Task Group, and concludes with an End Flow task.

When creating a flow, use the Manage Payroll Flow Pattern task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area. Rearrange tasks on the Task Sequence page. When editing a flow, select the task and edit its sequence on the Create Flow Pattern: Basic Information page. When you submit a flow, processes in the flow use and build upon the results of previous processes. To maintain data integrity, ensure the sequenced tasks follow a consecutive order.

Related Topics
- Editing a Flow Pattern: Worked Example
- Sequencing Rules for Flows and Locked Tasks: Explained

What happens if I change a due date for a task in a flow?

It doesn’t affect the status or progress information for the flow displayed on the checklist.

You must complete a flow task before beginning the next task. Before updating a due date beyond the next task’s start date, consider whether you have adequate time to perform the next task.

Only flow owners and task owners can update the due date.

Why don't the duration dates in the flow pattern display?

The start and end dates and their offsets display after you complete the flow parameter dates. Use the Manage Payroll Flow Patterns task in the Payroll Checklist work area or the Refine Extracts task in the Data Exchange work area. Enter the flow parameters on the Parameters page, and then return to the Tasks page to enter the duration dates.

If your flow pattern doesn’t specify dates as flow parameters, the duration list of values is blank. Change the values for the Duration list by displaying the date parameters for tasks in your flow pattern.

How can I improve performance and troubleshoot flows?

Add parameters to a payroll process configuration group to optimize performance and troubleshoot your payroll processes. To process large volumes of records, use the Threads and Chunk Size parameters. To troubleshoot processes, add the Logging Category or Formula Execution Logging parameters to a configuration group and rerun the process using that configuration group. Using these parameters enables you to investigate formula code problems.

Related Topics
- Payroll Process Configuration Groups: Explained
- Payroll Process Configuration Parameters
7 Setting Up Payroll Process Configuration

Payroll Process Configuration Groups: Explained

Payroll process configuration groups provide sets of processing parameters, primarily related to logging and performance. When you run a process, such as a new-hire flow or termination flow, or an extract process or report, you can select a process configuration group.

If you don’t select a process configuration group, the application uses the parameters in the default group. You must specify the default group in the Process Configuration Group ACTION_PARAMETER_GROUPS profile option.

The following table gives details of the tasks and work areas where you can set up profile options and default process configuration groups.

<table>
<thead>
<tr>
<th>Action</th>
<th>Work Area</th>
<th>Task and Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit predefined process configuration groups</td>
<td>Setup and Maintenance or Payroll Calculation</td>
<td>Default Group tab of the Manage Payroll Process Configuration page</td>
</tr>
<tr>
<td>Create additional process configuration groups</td>
<td>Setup and Maintenance or Payroll Calculation</td>
<td>Group Overrides tab on the Manage Process Configuration Group page</td>
</tr>
<tr>
<td>Select a process configuration group as the default at the site or user level</td>
<td>Setup and Maintenance</td>
<td>Manage Default Process Configuration Group Profile Option Values task or the Manage Administrator Profile Values task</td>
</tr>
</tbody>
</table>

You might create a group with the logging parameters turned on to troubleshoot processes. You can also specify different performance parameter values, such as chunk size and buffer size, for running different processes.

**Related Topics**

- How can I improve performance and troubleshoot flows?
- Setting Profile Option Values: Procedure

Payroll Process Configuration Parameters

Payroll processing parameters are system-level parameters that control aspects of payroll-related processes, such as flows and reports. Values for each parameter are predefined with the application, but you can override these values as part of your initial implementation and for performance tuning. Use the Manage Payroll Process Configuration task in the Setup and Maintenance work area.
Processing Parameters

The effects of setting values for specific parameters may be system-wide. When you submit a process that uses flows, such as a batch upload, new hire, or report process, it reads values from the PAY_ACTION_PARAMETERS table.

⚠️ Note: You should understand the concept of array processing and how this affects performance before setting some parameters.

The application does not allow a blank value for any parameter and you must delete the parameter row if the parameter is not required.

The following table describes processing parameters and lists values and predefined default values. These parameters apply to HR applications including payroll and payroll interface.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment ID to End Logging</td>
<td>Assignment ID upon which logging ends.</td>
<td>Default: All assignments</td>
</tr>
<tr>
<td>Assignment ID to Start Logging</td>
<td>Assignment ID upon which logging starts.</td>
<td>Default: All assignments</td>
</tr>
<tr>
<td>Balance Buffer Size</td>
<td>Buffer size for array inserts and updates of latest balances, based on one row per balance.</td>
<td>Maximum: 1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 500</td>
</tr>
<tr>
<td>Batch Error Mode</td>
<td>Determines error notifications for payroll batch loader uploads.</td>
<td>ALL = all rows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANY = any rows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NONE = no errors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: ANY</td>
</tr>
<tr>
<td>Chunk Size</td>
<td>Number of payroll relationship actions that process together. See also the Parallel Processing Parameters topic.</td>
<td>Maximum: 16000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 20</td>
</tr>
<tr>
<td>Disable Locking Code in Check Post-Populate Method</td>
<td>Disables the locking code added to the post-populate method to improve check process performance.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Don’t change this value unless advised by Oracle Support.</td>
</tr>
</tbody>
</table>

Tip: If your trace files show differences between execute and retrieve timings, look at the buffer sizes you’re using. Try setting each of these to 100.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Entry Buffer Size</td>
<td>Buffer size that payroll runs use in the initial array selects of element entries, element entry values, run results, and run result values per assignment.</td>
<td>Maximum: 1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 500</td>
</tr>
<tr>
<td>Formula Execution Logging</td>
<td>Sets the logging level to investigate formula code problems. See also the Logging Processing Parameters topic.</td>
<td>Delete the parameter row if the parameter is not required.</td>
</tr>
<tr>
<td>Historic Payment</td>
<td>Removes the validation to look for banks active as of the process date. This validation is usually enforced by the payments process. This parameter isn’t available by default. You can add it in test environments only. To add the parameter, search for the lookup type PAY_ACTION_PARAMETER_TYPE on the Manage Common Lookups page and add the lookup code HISTORIC_PAYMENT.</td>
<td>Yes, No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: No</td>
</tr>
<tr>
<td>Logging Area</td>
<td>Area where code logging is performed. See also the Logging Processing Parameters topic.</td>
<td>The values correspond to C-code entries in the form PY_ENTRY, that includes the functional area that has logging enabled.</td>
</tr>
<tr>
<td>Logging Category</td>
<td>Helps investigate problems with large volumes of detailed data. See also the Logging Processing Parameters topic.</td>
<td>You can set any number of categories by specifying multiple values. For example, enter GMPE, for general logging information, routing information, performance information, and element entry information. Refer to the Logging Processing Parameters topic in the Related Links section for applicable values. Delete the parameter row if the parameter is not required.</td>
</tr>
<tr>
<td>Manual Task Processing</td>
<td>Enables processing of manual tasks when SOA server is unavailable.</td>
<td>Y, N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: Y</td>
</tr>
<tr>
<td>Maximum Errors Allowed</td>
<td>Number of payroll relationship actions that you can roll back, when rolling back a process.</td>
<td>Minimum: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: CHUNK_SIZE or 20</td>
</tr>
<tr>
<td>Maximum File Size for View Report Output</td>
<td>Maximum size in bytes of the report file to show in the output window. This parameter isn’t available by default. To add the parameter, search for the lookup type PAY_ACTION_PARAMETER_TYPE on the Manage Common Lookups page and add the lookup code BI_OUTPUT_SIZE.</td>
<td>Must be a positive number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default: 1000000</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
<td>Values</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| Maximum Iterations Allowed per Run Action | Maximum number of iterations allowed per run action within net-to-gross calculations within the payroll run. | Minimum: 0  
Default: 15 |
| Maximum Number of Payroll Relationship Actions to Roll Back | Number of payroll relationship actions that you can roll back, when rolling back a process. | Minimum: 1  
Default: 50 |
| Multithreaded XML Generation for Extracts | Generates XML for extracts using multiple threads. | Y, N  
Default: N |
| New Hire Flow Pattern | Name of the customer-defined flow that is triggered as part of the new hire process. | Delete the parameter row if the parameter is not required. |
| Notifications Expiration Offset | Number of days before a payroll flow notification is automatically deleted. | Minimum: 5  
Default: 5 |
| Payroll Batch Loader Encryption Type | The type of encryption applied to source files loaded using the payroll batch loader. | PGPSIGNED, PGPUNSIGNED, PGPX509SIGNED, PGPX509UNSIGNED  
Delete the parameter row if the parameter is not required. |
| Payroll Criteria for Element Eligibility | Enables eligibility by payroll for assignment-level elements. | Yes, No  
Default: No |
| Process Timeout | Number of minutes before the Run Balance Generation process times out. | Minimum: 0  
Default: No timeouts limit enforced. Delete the parameter if no value is specified. |
| Remove Report Assignment Actions | Removes report processing actions after generating reports. | Yes, No  
Default: Yes |
| Run Result Buffer Size | Buffer size for array inserts and updates, based on 1 row for each payroll run result. | Maximum: 1000  
Minimum: 1  
Default: 500 |
| Shuffle Chunk Processing | Random processing of order chunks for assignment actions. | Yes, No  
Default: No |
| Suppress Empty XML Tags in Extract Reports | Reduces the size of extract output for reports by excluding tags with blank values in XML output files. | Y, N  
Default: Y |
### Payroll-Specific Processing Parameters

The following table lists the processing parameters that are applicable only for Oracle Fusion Global Payroll.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
</table>
| Accounting Date for Transfer to General Ledger | The date to transfer and post journal entries for costing results to Oracle Fusion General Ledger. | E = Date Earned  
P = Process Date  
EVE = For the Partial Period Accrual Reversal process, date earned is used. If the date earned isn’t defined for the time periods on the Payroll Definition page, the payroll period end date is used.  
For the payroll run that includes the actual costs, the process date of the payroll run is used.  
Default: P |
| Cost Buffer Size                                | Buffer size for array insert and select statements when calculating the costing of the payroll run results. | Maximum: 1000  
Minimum: 1 |
### Parameter Table

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
</table>
| Date to Retrieve Assignment Status            | Date earned or date paid, used to determine the effective date for checking assignment status in payroll calculations. | E = Date earned  
P = Date paid  
Default: P |
| Earliest Retroactive Processing Date          | The earliest date that retroactive processes are calculated. Updates made before this date are not recalculated. | Date value in YYYY/MM/DD format |
| Extract Data Group for Payroll Register       | Limits the records to include in the output file based on the specified data group name. | Default: No data group |
| Limit Payroll Register Output by Data Group   | Enables processing a subset of records to include in the output file when an extract data group parameter value is also specified. | Y, N  
Default: N |
| Override Location for Tax Libraries           | Directory location for Quantum tax libraries.                               | There are no set values. Values must be directory structures where the tax libraries are stored.  
Delete the parameter row if the parameter is not required.  
Default: $VERTEX_ TOP/lib |
| Reversal and Balance Adjustment Accounting Date | Accounting date based on one of the following dates:                       | T = Transfer using end date of the Transfer to Subledger Accounting task as the accounting date  
P = Use process date of the reversal or balance adjustment as the accounting date  
Default: P |
| Wage Basis Rules Buffer Size                  | Used in array selects from the PAY_TAXABILITY_RULES table within the Payroll Calculation process. | Minimum: 100  
Default: 500 |

### Parallel Processing Parameters

Payroll processes are designed to take advantage of multiprocessor computers. You can improve performance of your batch processes, such as Calculate Payroll or Calculate Gross Earnings, by splitting the processing into a number of threads, or subprocesses, which run in parallel.
To improve performance you can also set the number of payroll relationship actions that process together and the size of each commit unit for the batch process.

Parallel Processing Parameters

**Threads**

When you submit a batch process, the Threads parameter determines the total number of subprocesses that run concurrently. The number of subprocesses equals the Threads value minus 1.

Set this parameter to the value that provides optimal performance on your computer:

- The default value of 1 is set for a single-processor computer.
- Benchmark tests on multiprocessor computers show that the optimal value is approximately 2 processes per processor.
  
  For example, if the server has six processors, set the initial value to 12 and test the impact on performance of variations on this value.

**Chunk Size**

The Chunk Size parameter:

- Indicates the size of each commit unit for the batch process.
- Determines the number of assignment actions that are inserted during the initial phase of processing.
- Sets the number of assignment actions that are processed at one time during the main processing phase.

This parameter doesn’t apply to all processes, such as Generate Check Payments and Retroactive Pay.

To set the value of the Chunk Size parameter, consider the following points:

- Parameter values range from 1 to 16,000.
- The default value is 20, which was set as a result of benchmark tests.
- Each thread processes one chunk at a time.
- Large chunk size values aren’t desirable.

Logging Processing Parameters

Use logging parameters to investigate problems that aren’t easily identified in other ways. In a normal operation, disable logging because it can impact the performance of the process you’re logging.

**Note:** Prepare log files before contacting Oracle Support for assistance. Define the logging area, category, and range of assignments before resubmitting the problem.

Logging Parameters

Typically, you use this feature during your initial implementation and testing before you go live. In a normal operation you should disable detailed logging.
The three processing parameters for logging are:

- Logging Area
- Logging Category
- Formula Execution Logging

Logging Area

The Logging Area parameter works with the Logging Category parameter to limit the code area for logging. Even if you set the logging category, you must also set the logging area if you want to limit logging to a particular code area.

The values correspond to C-code entries in the form PY_ENTRY, which includes the functional area that will have logging enabled.

Logging Category

Logging categories define the type of information included in the log. You can set any number of categories by specifying multiple values to focus on specific areas that you think may be causing a problem. The default value is no logging.

The following table explains each logging category. It provides the log output information to investigate the problems encountered.

<table>
<thead>
<tr>
<th>Parameter Value</th>
<th>Logging Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Balance Information</td>
<td>Provides output information that shows the creation and maintenance of balances used during payroll processing.</td>
</tr>
<tr>
<td>C</td>
<td>C cache structures information</td>
<td>Provides output information that shows details of the payroll cache structures and changes to the entries within the structure. While working on a service request, Oracle may ask you to use this parameter to gather additional information.</td>
</tr>
<tr>
<td>E</td>
<td>Element entry information</td>
<td>Provides output information that shows the state of the element entries in the process memory after retrieving entries from the database. The information is provided whenever data for an entry is changed during processing.</td>
</tr>
<tr>
<td>F</td>
<td>Formula information</td>
<td>Provides output information that shows details of formula execution, including formula contexts, inputs, and outputs.</td>
</tr>
<tr>
<td>G</td>
<td>General logging information</td>
<td>Provides general information, rather than a specific information type. This parameter doesn’t provide sorted output. In general, it’s recommended that you choose parameters that provide specific types of information.</td>
</tr>
<tr>
<td>I</td>
<td>Balance output information</td>
<td>Provides output information that shows details of values written to the database from the balance buffers.</td>
</tr>
<tr>
<td>Parameter Value</td>
<td>Logging Category</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>L</td>
<td>Balance fetching information</td>
<td>Provides output information that shows the balances retrieved from the database and whether or not the process will use those balances. (If balances such as Year To Date totals have expired because the year has changed, the process resets them and uses the new balance.)</td>
</tr>
<tr>
<td>M</td>
<td>Entry or exit routing information</td>
<td>Provides output information to show when any function is entered and exited. This information is indented to show the call level, and can be used to trace the path taken through the code at the function call level. Often, this information is useful when attempting to track down a problem such as a core dump.</td>
</tr>
<tr>
<td>P</td>
<td>Performance information</td>
<td>Provides output information to show the number of times certain operations take place at the assignment and run levels and why the operation took place. This parameter is often used to balance the buffer array write operation.</td>
</tr>
<tr>
<td>Q</td>
<td>C cache query information</td>
<td>Provides output information that shows the queries being performed on the payroll cache structures. While working on a service request, Oracle may ask you to use this parameter to gather additional information.</td>
</tr>
<tr>
<td>R</td>
<td>Run results information</td>
<td>Provides output details of run results and run result values from the Run Results buffer or the Values buffer before writing them to the database. This enables verification that the buffer contents were correct.</td>
</tr>
<tr>
<td>S</td>
<td>C cache ending status information</td>
<td>Provides output information that shows the state of the payroll cache before the process exits, whether that process ends with success or an error. While working on a service request, Oracle may ask you to use this parameter to gather additional information.</td>
</tr>
<tr>
<td>T and Z</td>
<td>PL/SQL detail and PL/SQL output</td>
<td>To obtain detailed information about the PL/SQL calls made by the Payroll application, use the combination of the T parameter and the Z parameter. This combination is typically useful for obtaining information about payroll processes that use a large amount of PL/SQL code, such as prepayments and archive. Using this parameter, the process buffers output while it’s running and places it the end of the log file after processing is complete.</td>
</tr>
</tbody>
</table>
### Parameter Value | Logging Category | Description
---|---|---
| | | Each payroll process instance has its own log file, located under the log subdirectory for the particular process ID.

<table>
<thead>
<tr>
<th>Parameter Value</th>
<th>Logging Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>V (USA and Canada only)</td>
<td>Vertex tax calculation information</td>
<td>Provides output information that shows the values passed in and out of a third-party Vertex tax engine. This parameter also provides a separate file in the Out directory that shows the internal settings of the Vertex engine. This logging option is available to customers in the USA and Canada only.</td>
</tr>
</tbody>
</table>

### Formula Execution Logging

Formula execution logging is the code area where logging is performed. This processing parameter mechanism is only available for formula logging in the payroll run. Specify parameter values as a character or combination of characters to determine the area for logging. For example, the string di (the combination of d and i) corresponds to the logging of database item cache access and formula input and output values. The default value is no logging.

⚠️ **Caution:** Use the dump logging options in rare circumstances only. The T trace option, which generates very large amounts of data, would significantly slow down processing.

The following table lists formula execution logging parameter values and its details.

<table>
<thead>
<tr>
<th>Parameter Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>c</td>
<td>Change contexts</td>
</tr>
<tr>
<td>d</td>
<td>Database item cache access</td>
</tr>
<tr>
<td>D</td>
<td>Database item cache dump</td>
</tr>
<tr>
<td>f</td>
<td>Formula cache access</td>
</tr>
<tr>
<td>F</td>
<td>Formula cache dump</td>
</tr>
<tr>
<td>I</td>
<td>Formula input/output values</td>
</tr>
<tr>
<td>m</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>n</td>
<td>Nested calls</td>
</tr>
<tr>
<td>s</td>
<td>SQL execution (database item and PL/SQL formula function calls)</td>
</tr>
<tr>
<td>T</td>
<td>Trace (very large level that provides the inputs and outputs of every call made when executing a formula)</td>
</tr>
<tr>
<td>w</td>
<td>Working storage area access</td>
</tr>
<tr>
<td>Parameter Value</td>
<td>Meaning</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>W</td>
<td>Working storage area dump</td>
</tr>
<tr>
<td>1</td>
<td>Level 1 (combination of c, f, i, and m)</td>
</tr>
<tr>
<td>2</td>
<td>Level 2 (combination of 1, c, d, n, and w)</td>
</tr>
<tr>
<td>3</td>
<td>Level 3 (combination of 2, D, s, and W)</td>
</tr>
<tr>
<td>4</td>
<td>Level 4 (combination of 3 and F)</td>
</tr>
<tr>
<td>5</td>
<td>Level 5 (combination of 4 and T)</td>
</tr>
</tbody>
</table>
8 Setting Up Payroll Interface Inbound Records

Payroll Interface Inbound Records: Explained

You can import processed payroll data and payslips from third-party payroll providers using the HCM Data Loader. Each import record is associated with a master record that specifies a payroll name and payroll period. Imported payroll information is stored in the Inbound table, while payslips are stored in the document record. The Global Payroll application stores the imported payroll information in inbound tables and the payslips in the document of record.

You can create your own reports using Oracle Fusion Transactional Business Intelligence (OTBI). Use the following 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

A typical data import includes:

- Absence entries of employees
- Employee specific messages
- Details of earnings and elements processed for employees
- Final payments made to employees
- Details of bank accounts to which payments are made

Extensible Flexfields

Oracle provides an extensible flexfield called Payroll Interface Inbound Record EFF (ORA_HRY_PI_INBD_RECORDS_INFO_EFF) to capture inbound payroll data from your third-party payroll processor.

The delivered contexts are as follows:

- Absence Information
- Message Information
- Payment Information
- Payroll Information

There are predefined segments associated with these contexts. In addition to this extensible flexfield, you can use extensible and user-defined lookups to configure your inbound payroll interface with your third-party payroll provider.

Use the Manage Payroll Interface Extensible Flexfields page in the Setup and Maintenance work area to edit the Payroll Interface Inbound Record EFF flexfield. Contexts with predefined segments capture specific processed payroll values.

Payroll Interface Inbound Record

After a payroll is processed by your third-party payroll provider, the application extracts the results of the payroll run and configures them into a data file. Convert this file to the format required by the HCM Data Loader.
To import your payroll data, use the following files:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayrollInterfaceInboundRecord. dat</td>
<td>Includes processed payroll information for employees included in the payroll run. You must use this file name. The HCM Data Loader will not recognize any other file name.</td>
</tr>
<tr>
<td>PayrollInterfaceInboundRecord. zip</td>
<td>Compressed file that contains the data file. After you create the data file, you then need to compress the file with the .zip file extension. You don't have to use this file name. You can create your own.</td>
</tr>
</tbody>
</table>

On the Manage Payroll Interface Inbound Records page:

- Filter imported data by using one or more of the following criteria:
  - 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 the following information:
  - Payroll
  - Payment
  - Leave
  - Messages received from third-party payroll providers

**Payslip Files**

You can import payslips as PDF files into your Oracle Fusion HCM application using the HCM Data Loader.

To import payslips, use the following files:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>DocumentsOfRecord. dat</td>
<td>Data file listing employees for whom payslips are being provided. You must use this file name. The HCM Data Loader utility will not recognize any other file name.</td>
</tr>
<tr>
<td>BlobFiles</td>
<td>Folder that contains all the PDF payslip files.</td>
</tr>
</tbody>
</table>
You must use this folder name. The HCM Data Loader utility will not recognize any other file name.

DocumentsOfRecord.zip
Compressed file that contains both the data file and PDF payslip files
You don’t have to use this file name. You can create your own.

The import process looks for the PDF files based on the information contained in the data file. After you complete the import process, employees can view their payslips from the My Portrait work area.

On the Manage Payroll Interface Inbound Records page, select Payslip Data in the Record Type field to view payslip data.

**Related Topics**
- Importing Payroll Data From Third-Party Payroll Providers: Procedure

---

**Managing Inbound Records: Procedure**

Use the Manage Payroll Interface Inbound Records task in the Setup and Maintenance work area 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 payslip data that includes third-party payslips.

**Viewing Inbound Records**

1. On the Payroll work area, select **Administration** task.
2. On the Payroll Administration page, click the **Tasks** panel tab and select **Manage Payroll Interface Inbound Records**.
3. In the **Batch Name** field, select the required batch.
4. In the **Record Type** field, select **Payroll Data**.
5. In the **Record Owner Type** field, select **Payroll Relationship**.
6. Click **Search**.
7. In the Search Results section, select **Update** from **Edit** menu.
8. On the Manage Payroll Interface Inbound Records page, you can view, edit, and delete Payroll, Payment, Absence, and Messages information.
9. Click **Submit**.

**Configuring Extensible Flexfields and Lookups for Inbound Payroll Interface**

Configure extensible flexfields and lookups for your inbound payroll interface to your third-party payroll processor.
Configuring Payroll Interface Extensible Flexfields

Oracle provides a predefined extensible flexfield named Payroll Interface Inbound Record EFF to import processed payroll data from your third-party payroll provider. Contexts with predefined segments are available to capture specific payroll values.

Follow these steps:

1. In the Setup and Maintenance work area, search for and select the Manage Payroll Interface Extensible Flexfields task.
2. Select the 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 you want to review in more detail.

Oracle delivers these contexts and context sensitive segments with the Payroll Interface Inbound Record EFF flexfield.

<table>
<thead>
<tr>
<th>Context</th>
<th>Context Sensitive Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Information</td>
<td>Absence Name</td>
</tr>
<tr>
<td></td>
<td>Absence Balance</td>
</tr>
<tr>
<td></td>
<td>Absence Unit</td>
</tr>
<tr>
<td></td>
<td>Absence Unit of Measure</td>
</tr>
<tr>
<td></td>
<td>Absence Message</td>
</tr>
<tr>
<td>Message Information</td>
<td>Message Type</td>
</tr>
<tr>
<td></td>
<td>Message ID</td>
</tr>
<tr>
<td></td>
<td>Message Text</td>
</tr>
<tr>
<td></td>
<td>Outbound File Received Date</td>
</tr>
<tr>
<td></td>
<td>Outbound File Name</td>
</tr>
<tr>
<td>Payment Information</td>
<td>Bank Name</td>
</tr>
<tr>
<td></td>
<td>Branch Name</td>
</tr>
<tr>
<td></td>
<td>Branch Number</td>
</tr>
<tr>
<td></td>
<td>IBAN</td>
</tr>
<tr>
<td></td>
<td>Payment Type</td>
</tr>
<tr>
<td></td>
<td>Account Name</td>
</tr>
<tr>
<td></td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td>Check Number</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td>Currency</td>
</tr>
</tbody>
</table>


### Context Sensitive Segments

<table>
<thead>
<tr>
<th>Context</th>
<th>Context Sensitive Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Information</td>
<td>Payroll Run Type</td>
</tr>
<tr>
<td></td>
<td>Payroll Run Sequence</td>
</tr>
<tr>
<td></td>
<td>Element Classification</td>
</tr>
<tr>
<td></td>
<td>Element Name</td>
</tr>
<tr>
<td></td>
<td>Cost Center</td>
</tr>
<tr>
<td></td>
<td>Current Amount</td>
</tr>
<tr>
<td></td>
<td>Quarter-To-Date Amount</td>
</tr>
<tr>
<td></td>
<td>Year-To-Date Amount</td>
</tr>
<tr>
<td></td>
<td>Currency</td>
</tr>
<tr>
<td></td>
<td>General Ledger Credit Account</td>
</tr>
<tr>
<td></td>
<td>General Ledger Debit Account</td>
</tr>
<tr>
<td>Payslip Information</td>
<td>Net Payment</td>
</tr>
<tr>
<td></td>
<td>Payslip View Date</td>
</tr>
</tbody>
</table>

6. Enter the name of the context in the Display Name field and click **Search**.
7. To edit Context Sensitive Segments select **Edit** from the Actions menu.
8. To create a new context select **Create** from the Actions menu.
9. Click **Save and Close**.
10. Click **Done**.

> **Note:** If you add any new segments or contexts, save and deploy the flexfield on the main page.

### Configuring Payroll Interface Lookups

Oracle provides the Payroll Interface Inbound Setup task that you can configure for your organizational requirements.

Follow these steps:

1. In the Setup and Maintenance work area, search for and select the **Manage Payroll Interface Lookups** task.

This table lists the lookup types, meanings, descriptions, and uses included in the Payroll Interface Inbound Setup module.

<table>
<thead>
<tr>
<th>Lookup Type and Meaning</th>
<th>Description</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORA_HRY_INBD_FUNCTIONAL_CATG</td>
<td>Inbound Record Functional Category</td>
<td>Define broad functional categories to segregate different types of imported data.</td>
</tr>
</tbody>
</table>
Oracle Global Human Resources Cloud
Implementing Global Payroll Interface

Chapter 8
Setting Up Payroll Interface Inbound Records

<table>
<thead>
<tr>
<th>Lookup Type and Meaning</th>
<th>Description</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORA_HRY_INBD_REC_RECORD_TYPE</td>
<td>Type of the inbound record data, such as payslip or processed payroll data.</td>
<td>For this extensible lookup type Oracle has provided two values: Payroll Information and Payslip Information. This lookup type enables you to set up your own record types for different types of inbound records. It also enables you to build reports based on the record type in OTBI.</td>
</tr>
<tr>
<td>ORA_HRY_INBD_REC_VEND</td>
<td>Name of the inbound record third-party payroll provider.</td>
<td>Use this lookup type to set up a customer list and then provide the lookup value in the dat file. When an inbound record is imported into Oracle Fusion, you can indicate which customer has provided the data.</td>
</tr>
</tbody>
</table>

2. To add a new lookup code, select Action and then New.
3. Enter the information you want to add in these fields:
   - Lookup Code
   - Display Sequence
   - Enabled (check box)
   - Start Date
   - End Date
   - Meaning
   - Description
   - Tag

   **Note:** In most cases, tags are used for localizing lookup codes. For example, for Marital Status you could have a situation where all countries and territories use M for Married and S for Single. The Dutch uses R for Registered Partner and all other countries except France and Australia use DP for Domestic Partner (add -FR, AU in the Tag field).

4. Click the Save and Close button.

Related Topics

- Extensible Flexfields: Explained
- Flexfield Deployment: Explained
9 Understanding Payroll Localization

Setting Up Geography Data: Overview

If your sales territories are going to use the geography dimension or you want salespeople to be able to validate addresses, then you must set up geography data in your implementation. Set up geography data before creating territories or setting up customer data.

To define geographies, you must:

- Define the geography structure and hierarchy for a country: A geography structure is a hierarchical grouping of geography types for a country. Geography hierarchy is a data model that lets you establish conceptual parent-child relationships between geographies. Oracle Sales Cloud uses the geography structure and hierarchy data to verify addresses, create territories, and define forecasting.

- Define the geography validations for a country: Geography validation determines the geography mapping and validation for a country’s address styles, as well as the overall geography validation control for a country. You must enable validation at the level of granularity you need for your territories.

You can define the geography structure and hierarchy either manually or by importing them from a file. For more information about setting up and importing geographies, see the relevant chapters in the following guides:

- Oracle Sales Cloud Getting Started with Your Implementation guide
- Oracle Sales Cloud Implementing Customer Data Management guide
- Oracle Sales Cloud Understanding File-Based Data Import and Export guide

Changing Address Style and Address Validation Settings: Critical Choices

Use the Manage 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:

- **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 some countries and territories, this address style might include general address attributes that are not relevant, such as State or Postal Code.

- **Supplemental Taxation and Reporting Address**

  Defined for country extensions, this address style can add validation or attribute changes in the application. 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 Manage Features by Country or Territory task to see what is 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.

### Validation Based on Country Extension

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 the following table.

<table>
<thead>
<tr>
<th>Extension</th>
<th>Style Enforced</th>
<th>Validation Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Payroll Interface</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Payroll</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

### Changing 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 is not 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: You can use the Manage Address Formats task to review and configure how addresses appear in the application.

Disabling 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 Manage 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 does not have any impact on the validations you have set up on the Manage Geographies page.

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 cannot 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.

Related Topics
- Geography Validation: Explained
- Managing Geography Structures, Hierarchies, and Validation: Worked Example
- How can I diagnose issues with address data in Oracle Fusion Global Human Resources?
- Selecting Country Extensions: Critical Choices
10 Country Extensions and Legislative Data

Selecting Country Extensions: Critical Choices

Select the correct country extension setting for each of your countries and territories on the Manage Features by Country or Territory page. 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 for some countries or territories may be restricted. The full list is as follows:

- Payroll
- Payroll Interface
- Human Resources or None

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. The following sections explain the available three options.

Payroll

Setting the country extension to Payroll has the following implications:

- 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

Setting the country extension to Payroll Interface has the following effects:

- 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 validation.

- Validations on payroll objects are less restrictive to support sending employee bank information as follows:
  - No requirement for organization payment methods in payroll definitions
  - No requirement for payment sources in organization payment methods
No dependency on source banks in Financials

Human Resources or None

Setting the country extension to Human Resources or None has the following effects:

- The element templates for creating earnings and deductions elements generate only the elements and no 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.

Related Topics

- Setting Up Reconciliation for Payments: Procedure
- Changing Address Style and Address Validation Settings: Critical Choices

Selecting Country Extensions: Worked Example

This example demonstrates how to configure payroll-related features for countries and territories in an enterprise.

The Vision enterprise has employees in several countries with different payroll arrangements:

- In the United States and United Kingdom, the enterprise pays employees using Oracle Fusion Global Payroll.
- In France, the enterprise extracts and sends payroll-related data to third-party payroll provider using Payroll Interface extract definitions.
- In China, the enterprise stores only HR data in Oracle Fusion Applications and doesn’t require any data for payroll purposes.

The following table summarizes the key decisions to consider while deciding on the product usage for a country.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do your plans include processing payrolls within Oracle Fusion for any country?</td>
<td>Yes, using Global Payroll in the US and UK</td>
</tr>
<tr>
<td>Do your plans include extracting or transferring payroll-related data to a third-party provider for any country?</td>
<td>Yes, using Payroll Interface extracts in France</td>
</tr>
</tbody>
</table>

Setting the Extension

1. From the Setup and Maintenance work area, search for the Manage Features by Country or Territory task, and then click Go to Task.
2. In the **Selected Extension** list, select the country extension for the countries as shown in this table. The following table lists the country names and the product usage that you can select for this scenario.

<table>
<thead>
<tr>
<th>Country</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>Payroll</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Payroll</td>
</tr>
<tr>
<td>France</td>
<td>Payroll Interface</td>
</tr>
<tr>
<td>China</td>
<td>Human Resources or None</td>
</tr>
</tbody>
</table>

3. Click **Save**, and then click **Done**.

**Related Topics**
- [Changing Address Style and Address Validation Settings: Critical Choices](#)

## Payroll Legislative Data: Explained

Use the Configure Legislations for Human Resources task in the Setup and Maintenance work area to create and edit payroll rules for countries or territories not initially provided by Oracle.

Objects you configure include:

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

### Legislative Rules

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

The legislative rules you can configure include mappings between system person types and payroll relationship types. This mapping controls which person types can be included in payroll calculation processing, such as the Calculate Gross Earnings process.

> **Note:** You can’t undo payroll relationship type mapping. If you select an element entries only option for a person type and then at a later date decide to use the Calculate Gross Earnings process, the process won’t generate results for that person type. Consider using a standard option to provide more flexibility.
Element Classifications
Element classifications are collections of related elements. You select the primary classifications you want to include for your elements. You can provide new display names for element classifications to match the terminology that’s most appropriate for the country or territory.

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

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

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

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

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

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

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

Related Topics
- Legislative Data Groups: Explained
- Element Classification Components: How They Work Together
- Configuring Legislations: Procedure
FAQs for Country Extensions and Legislative Data

How do I diagnose payroll employment model setup issues?

After creating enterprise structures, you can run the Payroll Employment Model Setup Validation test if you have access to the Diagnostic Dashboard. This test checks whether legal employers are associated with a legislative data group. Select Run Diagnostic Tests from the Setting and Actions menu in the global area.

How can I validate data after legislative setup?

You can run data validation reports from the Payroll Checklist work area to identify any missing attributes based on statutory rules of the legislative data group.

Use the Run Payroll Data Validation Report process to list noncompliant or missing statutory information for a person by payroll statutory unit (PSU). For example, your report might list all people in the PSU with a missing tax reporting unit.

Use the Run Worker Data Validation Report process to list noncompliant or missing statutory information for a worker by legal employer. For example, your report might list all workers in the legal employer with a missing date of birth, job, or department.

Related Topics

- Adding Rules to Data Validation Reports: Worked Example
11 Setting Up Flexfields

Flexfields: Overview

A flexfield is a set of placeholder fields associated with business objects and placed on the application pages to contain additional data. You can use flexfields to modify the business objects and meet enterprise data management requirements without changing the data model or performing any database programming. Flexfields help you to capture different data on the same database table and provide a means to modify the applications features.

For example, an airline manufacturer may require specific attributes for its orders that aren’t predefined. Using a flexfield for the order business object, you can create and configure the required attribute.

Types of Flexfields

Flexfields that you see on the application pages are predefined. However, you can configure the flexfields or modify their properties. Users see these flexfields as field or information attributes on the UI pages. To use flexfields, in the Setup and Maintenance work area, open the panel tab and click Search to search for and open any of the following tasks:

- **Manage Descriptive Flexfields**: Expand the forms on the application page to accommodate additional information that is important and unique to your business. You can use a descriptive flexfield to collect invoice details on a page displaying invoices.

- **Manage Extensible Flexfields**: Establish one-to-many data relationships and make application data context-sensitive. The flexfields appear only when the contextual data conditions are fulfilled. Thus, extensible flexfields provide more flexibility than the descriptive flexfields.

- **Manage Key Flexfields**: Store information combining several values, such as a number combination. The key flexfields represent objects such as accounting codes and asset categories.

- **Manage Value Sets**: Use a group of values to validate the data entered in the flexfields.

  **Note**: You can manage value sets within the Manage Descriptive Flexfields or Manage Extensible Flexfields tasks.

Related Topics

- How can I access predefined flexfields?
- Descriptive Flexfields: Explained
- Extensible Flexfields: Explained
- Key Flexfields: Explained
- Modules in Application Taxonomy: Explained
Configuring Flexfields for NGA

Configuring the NGA-specific fields requires editing the Organization Information EFF flexfield. A summary of the setup steps is as follows:

1. Add context for NGA information.
2. Add context for local customer code information.
3. Associate the NGA information context with the enterprise.
4. Associate the local customer code information context with the legal employer.
5. Deploy the flexfields.

Performing these steps enables these fields to display on the Manage Enterprise HCM Information page and the Manage Legal Employer HCM Information page.

⚠️ Note: Enter values exactly as shown in these steps to ensure correct mapping to predefined database items.

Adding the NGA Information Context

Perform the following steps to add the NGA Information context to the Organization Information EFF flexfield.

1. In the Setup and Maintenance work area, select the Manage Extensible Flexfields task.
2. Search for the Organization Information EFF flexfield and open it for editing.
3. Click Manage Contexts and create a context with the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Name</td>
<td>NGA Information</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Code</td>
<td>PER_NGA_INFO</td>
</tr>
<tr>
<td>Behavior</td>
<td>Single Row</td>
</tr>
<tr>
<td>API Name</td>
<td>PerNgaInfo</td>
</tr>
<tr>
<td>Description</td>
<td>NGA information</td>
</tr>
</tbody>
</table>

4. Create a context usage to associate the context to the Organization Information EFF flexfield, and then save your changes.
5. Add four segments with the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Segment 1</th>
<th>Segment 2</th>
<th>Segment 3</th>
<th>Segment 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Global Customer Code</td>
<td>System ID</td>
<td>System Environment Code</td>
<td>Release ID</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
<td>Character</td>
<td>Character</td>
<td>Character</td>
</tr>
</tbody>
</table>
Adding the Local Customer Code Context

Perform the following steps to add the Local Customer Code context to the Organization Information EFF flexfield.

1. Click **Manage Contexts** and create a context for local customer code with the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Name</td>
<td>Local Customer Code</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Code</td>
<td>PER_LCC_INFO</td>
</tr>
<tr>
<td>Behavior</td>
<td>Single Row</td>
</tr>
<tr>
<td>API Name</td>
<td>PerLccInfo</td>
</tr>
<tr>
<td>Description</td>
<td>Local customer code information</td>
</tr>
</tbody>
</table>

2. Create a context usage to associate the context to the Organization Information EFF flexfield, and then save your changes.

3. Add a segment to the context with the values shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>LCC Code</td>
</tr>
<tr>
<td>Data Type</td>
<td>Character</td>
</tr>
<tr>
<td>Table Column</td>
<td>ORG_INFORMATION10</td>
</tr>
<tr>
<td>Value Set</td>
<td>10 Characters</td>
</tr>
</tbody>
</table>

4. Click **Save and Close**.

Associating the NGA Information Context to the Enterprise

Perform the following steps to associate the NGA Information context in the Organization Information EFF flexfield to the enterprise.

1. In the Category section, expand the **Organization** node.
2. Select the **Enterprise** row.
3. In the Category Details section, on the Associated Contexts tab, click **Select and Add**.
4. Search for and select **NGA Information**, and then click **OK**.
5. Click **Save**.
6. On the Pages tab, in the Enterprise Details section, click **Select and Add**.
7. Search for and select the **NGA Information** context, and then click **OK**.

### Associating the Local Customer Code Context to the Legal Employer

Perform the following steps to associate the NGA Information context in the Organization Information EFF flexfield to the legal employer.

1. Select the **Legal Employer** row.
2. In the Category Details section, on the Associated Contexts tab, click **Select and Add**.
3. Search for and select **Local Customer Code**, and then click **OK**.
4. Click **Save**.
5. On the Pages tab, in the Legal Employer Details section, click **Select and Add**.
6. Search for and select **NGA Information**, and then click **OK**.
7. Click **Save**.
8. In the NGA Information Associated Contexts Details section, click **Select and Add**.
9. Search for and select the **Local Customer Code** context, and then click **OK**.
10. Click **Deploy Flexfield**.
12 Payroll Interface for US ADP Solutions

Payroll Interface Configuration for US ADP Solutions: Critical Choices

The setup steps required for the Oracle Fusion Global Payroll Interface for the United States can vary depending on:

- The Oracle Fusion products and features that are already configured in your enterprise
- The data you want to make available to ADP PayForce and ADP Connection for PayForce

In addition to the setup points described for the Global Payroll Interface, the following assumptions and configuration requirements exist for your ADP solutions in the following areas:

- Organizations and Locations
- US Geographies
- Person Information
- Element Management
- Payroll Definitions
- ADP Configuration

Organizations and Locations

When setting up your organizations and locations, consider the following:

- A one-to-one mapping must exist between a legal employer and a payroll statutory unit (PSU).
- When defining locations, you must use the United States tax address format.

US Geographies

You must consider the following requirements:

- To properly populate the geographies information, you must run the Load Geographies for US task from the Functional Setup Manager.
- A valid Vertex Geocode license is required for employees to receive their default tax card.

Person Information

When managing employee information, consider the following:

- Each employee in the payroll must have a default tax card associated with a tax reporting unit (TRU).
- You cannot use commas in any part of any address, as ADP Connection for PayForce does not support their usage.
- You must use the United States tax address format for employee addresses.
- ADP PayForce users must use the Manage Common Lookups task to update the PER_NATIONAL_IDENTIFIER_TYPE lookup type with the following new lookup code:
• For each employee you want to report, use the National IDs region in the Manage Person page to add their ADP PayForce file number.

### Element Management

When defining the elements for your earnings and deductions, consider the following:

- Employee Work Relationships
- Payment Methods
- Element Termination Rules
- Piece-Rate Elements
- Recurring Elements
- Nonrecurring Deduction Elements
- Nonrecurring Earnings Elements

#### Employee Work Relationships

ADP PayForce does not support multiple terms, so employees should not have multiple terms in a single work relationship. Any earnings you define at the terms level, including salary, is passed on to the primary assignment. If an employee has multiple terms with earnings at the terms level, ADP PayForce may not correctly interpret the values passed to the primary assignment.

#### Payment Methods

When defining payment methods, consider the following:

- Employees cannot have both check and direct deposit payment methods.
- Personal payment methods for direct deposit payments must be either set to 100 percent or use fixed dollar amounts.
- When defining Personal Payment Methods, do not select a run type. Leave this field blank.

#### Element Termination Rules

ADP PayForce does not support earnings proration. Therefore, all earnings elements other than salary earnings must use a Last Standard Process Date or Final Close termination rule. Do not use Last Standard Earning Date.

#### Piece-Rate Elements

ADP Connection for PayForce does not support piece-rate earnings. Do not pass any elements of this type through the Payroll Interface.
Recurring Elements

When defining recurring elements, consider the following:

- Employees cannot have more than one of the same recurring element (deductions or earnings). When defining your recurring elements, you must prohibit multiple entries.
- When creating a recurring deduction element, and you want the deductions to stop after a set goal amount, you must create an input value for that element and provide the amount. This input value must be named "Goal Amount".
- When defining deduction elements with a different periodicity than your payroll period, you must:
  a. Assign the elements an input value with the special purpose of Periodicity.
  b. Set the periodicity.

For example, to take a deduction monthly with a weekly payroll, you set the element’s periodicity to monthly. Any earnings elements have the Periodicity input value created automatically.

Note: This information is included in the extract, but it is not used by ADP Connection for PayForce.

Nonrecurring Deduction Elements

The US ADP PayForce third-party periodic extract pulls only nonrecurring voluntary deductions. Nonrecurring pretax deductions are not included.

When defining nonrecurring deductions, you must create and set the following input values for each deduction element:

<table>
<thead>
<tr>
<th>Input Value</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction Value</td>
<td>You must identify whether this element is deducting either as a flat amount or a percentage. Use this input value to track the amount of the deduction. For this input value, set the Special Purpose field to “Primary Input Value”.</td>
</tr>
<tr>
<td>Third-Party Deductions Type</td>
<td>Set the only valid value as &quot;Adjust Ded Code&quot;, and select this value during element entry.</td>
</tr>
<tr>
<td>Third-Party Deductions Code</td>
<td>Define values for each of the valid 3-character ADP PayForce deduction codes. During element entry, select the appropriate code for the deduction code.</td>
</tr>
</tbody>
</table>

Nonrecurring Earnings Elements

The US ADP PayForce third-party periodic extract pulls the following nonrecurring earnings types only:

- Supplemental earnings (such as bonuses and commissions)
- Nonrecurring regular and imputed earnings are not included.
- Flat amount earnings
Hours * Rate earnings elements are not included.

When defining nonrecurring earnings, you must create and set the following input values for each earnings element:

<table>
<thead>
<tr>
<th>Input Value</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third-Party Earnings Type</td>
<td>Create the following values, based on the ADP earnings codes:</td>
</tr>
<tr>
<td></td>
<td>• Earnings 3 Code</td>
</tr>
<tr>
<td></td>
<td>• Earnings 4 Code</td>
</tr>
<tr>
<td></td>
<td>• Earnings 5 Code</td>
</tr>
<tr>
<td></td>
<td>During element entry, select the appropriate code for the earnings type.</td>
</tr>
<tr>
<td>Third-Party Earnings Code</td>
<td>Define values for each of the valid 3-character ADP PayForce earnings codes.</td>
</tr>
<tr>
<td></td>
<td>During element entry, select the appropriate code for the earnings code.</td>
</tr>
</tbody>
</table>

Payroll Definitions
When creating payroll definitions, consider the following:

- Do not use the bimonthly, lunar monthly, or semiannual payroll frequencies.
- Specify your ADP PayForce Company Code as the first three characters of the payroll reporting name.

ADP Configuration
Prior to running your first extract, consider the following:

- You must perform a mapping exercise with ADP Connection for PayForce. This establishes the baseline between the data in ADP and Oracle Fusion Human Capital Management for the United States. Refer to your ADP documentation for more information.
- Existing ADP Connection for PayForce users would already have identification numbers for their employees recorded in ADP’s system. However, all persons reported through the Payroll Interface must have their own Oracle employee IDs. You must use ADP’s conversion utilities to convert your employees’ legacy IDs into the new ones generated by the payroll interface.

Alternatively, the user can modify the extract to pass the legacy ADP employee ID dependent upon where customer stores the value.

Related Topics
- Implementing Payroll Interface: Procedure
- Choosing Predefined Extract Definitions for Payroll Interface: Critical Choices
- Defining Payroll Elements for Payroll Interface: Worked Example
- Manage Payroll Interface: Overview
US ADP PayForce Third-Party Periodic Extract Definition

This topic describes the various component data groups of the US ADP PayForce third-party periodic extract definition for the Oracle Fusion Global Payroll Interface for the United States.

This extract has been provided for ADP PayForce and ADP Connection for PayForce users. You must modify this extract through the Manage HCM Extract Definitions task if:

- Your payroll installation requires additional information be sent to ADP Connection for PayForce
- You are using a different third-party provider

Use the provided tree structure to configure the data groups, extract records, and data elements as needed. You define what you want to extract, how it’s extracted, and how you want to deliver the extracted data.

The US ADP PayForce third-party periodic extract definition consists of the following data groups:

Main Block
This data group contains the four primary groups of the extract definition. To view its specific parameters, you must select the appropriate subordinate data groups in the tree.

Direct Deposit Data
Contains parameters related to personal payment methods.

Earnings and Deductions Data
Contains parameters related to earnings and deductions.

HR Records Data
Contains parameters related to HR data.

Job Data
Contains parameters related to jobs.

Earnings Records
Contains parameters related to earnings records.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYROLL_REL_ACTION_ID</td>
<td>PAYROLL_REL_ACTION_ID</td>
<td>Procedure element</td>
<td>Number</td>
</tr>
<tr>
<td>PAYROLL_ASSIGNMENT_ID</td>
<td>PAYROLL_ASSIGNMENT_ID</td>
<td>Procedure element</td>
<td>Number</td>
</tr>
<tr>
<td>CALC_BREAKDOWN_ID</td>
<td>CALC_BREAKDOWN_ID</td>
<td>Procedure element</td>
<td>Number</td>
</tr>
</tbody>
</table>
### Name | Tag Name | Type | Data Type
--- | --- | --- | ---
BALANCE_TYPE_ID | BALANCE_TYPE_ID | Procedure element | Number
BASE_BALANCE_NAME | BASE_BALANCE_NAME | Procedure element | Text
RUN | RUN | Procedure element | Text
REPORTING_NAME | REPORTING_NAME | Procedure element | Text
BASECATEGORY_NAME | BASECATEGORY_NAME | Procedure element | Text
PRIME_ELEMENT_ID | PRIME_ELEMENT_ID | Procedure element | Number
PRIME_BASEELEMENT_NAME | PRIME_BASEELEMENT_NAME | Procedure element | Text
PRIME_ELEMENT_NAME | PRIME_ELEMENT_NAME | Procedure element | Text
PRIME_ELEMENT_REL_LEVEL | PRIME_ELEMENT_REL_LEVEL | Procedure element | Text
PRIME_ELEMENT_TERM_LEVEL | PRIME_ELEMENT_TERM_LEVEL | Procedure element | Text
PRIME_ELEMENT_ASG_LEVEL | PRIME_ELEMENT_ASG_LEVEL | Rule | Text
RULE_PROCESSING_TYPE | RULE_PROCESSING_TYPE | Rule | Text
RULE_EARNING_CODE | RULE_EARNING_CODE | Rule | Text
RULE_EARNING_TYPE | RULE_EARNING_TYPE | Rule | Text
RULE_EARNING_END_DATE | RULE_EARNING_END_DATE | Rule | Date
RULE_HOURLY_RATE | RULE_HOURLY_RATE | Rule | Number
RULE_PERIODICITY | RULE_PERIODICITY | Rule | Text

**BALANCE_TYPE_ID**
Internal balance identification number. Not passed on the extract.

**BASE_BALANCE_NAME**
User-defined name of the balance.

**BASECATEGORY_NAME**
Name of the balance category. Not passed on the output file to third party.

**CALC_BREAKDOWN_ID**

Internal identification number. Not passed to the third-party provider.

**PAYROLL_ASSIGNMENT_ID**

Internal identification number. Not passed to the third-party provider.

**PAYROLL_REL_ACTION_ID**

Internal ID generated from the Calculate Gross Earnings process. Used for the calculation of earnings only and not passed on the extract.

**PRIME_BASE_ELEMENT_NAME**

Base element name, as defined on the Manage Elements page.

**PRIME_ELEMENT_ID**

Internal identification number. Not passed to the third-party provider.

**PRIME_ELEMENT_ASG_LEVEL**

Indicates if this element was created at the assignment level.

**PRIME_ELEMENT_NAME**

User-defined element name, as defined on the Manage Elements page.

**PRIME_ELEMENT_REL_LEVEL**

Indicates if this element was created at the payroll relationship level.

**PRIME_ELEMENT_TERM_LEVEL**

Indicates if this element was created at the terms level.

**REPORTING_NAME**

Balance’s reporting name, as defined in the **Reporting Name** field in the Manage Balance Definitions task.

**RULE_EARNING_END_DATE**

End date of the earnings element.

**RULE_HOURLY_RATE**

Salary amount.

**RULE_PERIODICTY**

Element frequency.
RULE_PROCESSING_TYPE
Identifies the element as recurring or nonrecurring.

RUN
Value of the balance.

Third-Party Earnings Code
Three-character code used by ADP PayForce for the nonrecurring earning. Defined in an input value on the deduction element.

Third-Party Earnings Type
ADP PayForce earning code type assigned to this earning. Defined in an input value on the earnings element.

Earnings and Deductions Balances
This node contains four subordinate data nodes for earnings and deductions. To view its specific parameters, you must select the appropriate subordinate nodes elsewhere in the tree.

Earnings Data
Contains internal identifiers related to earnings records.

Taxable Benefits Data
Contains internal identifiers related to taxable benefits.

Pre-Statutory Deductions Data
Contains internal identifiers related to prestatutory deduction records.

Voluntary Deductions Data
Contains internal identifiers related to voluntary deduction records.

Earnings and Deductions Records
Earnings and deductions information derived from user-defined deduction element entries and earnings balances.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Name</td>
<td>Tag Name</td>
<td>Type</td>
<td>Data Type</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------</td>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Record Number</td>
<td>Record_Number</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Employee_ID</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Assignment ID</td>
<td>Assignment_Id</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Third-Party ID</td>
<td>National_Identifier_Number</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Assignment ID**

Internal ID for the employee’s assignment. Not passed on the extract and is not used by ADP.

**Company**

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**Employee ID**

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**Payroll**

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

**Payroll Frequency**

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

**Record Number**

Record number derived and passed to ADP on the job, deductions, and direct deposit records. Automatically generated, based on the employee’s assignments.

> **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

**Record Type**

Identifies this record as delivering earnings and deductions-specific information about the extract. For use by the third-party provider only.
Third-Party ID

ADP PayForce 6-digit file number. Defined as a different lookup under the national identifier.

Pre-Statutory Deductions Records

The values for these parameters are derived from the input values for prestatutory deduction elements.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Value</td>
<td>Reserve_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Entry Value</td>
<td>Entry_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Deduction End Date</td>
<td>Deduction_End_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Deduction Code</td>
<td>Deduction_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Indirect Only</td>
<td>Indirect_Only</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Processing Type</td>
<td>Processing_Type</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Usage Level</td>
<td>Usage_Level</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Element Assignment ID</td>
<td>Element_Assignment_Id</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Element Entry ID</td>
<td>Element_Entry_Id</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Element Frequency</td>
<td>Element_Frequency</td>
<td>Rule</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Deduction Code**

Name of the element.

**Deduction End Date**

End data of the element entry.

**Effective Date**

Not used and not passed to the third-party provider.

**Element Assignment ID**

Internal identification number. Not passed to the third-party provider.
Element Entry ID
Internal ID for the element entry.

Element Frequency
Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose.

Entry Value
Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose.

Indirect Only
Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Processing Type
Identifies the element as recurring or nonrecurring, as defined during element definition.

Reserve Value
Input value specified during element entry.

Usage Level
Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Taxable Benefits Records
This data group contains information derived from Imputed Earnings elements. Some of these parameter values are derived from the element definition, and some are from the employees’ element entry.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Value</td>
<td>Reserve_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Entry Value</td>
<td>Entry_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Deduction End Date</td>
<td>Deduction_End_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Deduction Code</td>
<td>Deduction_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Indirect Only</td>
<td>Indirect_Only</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Processing Type</td>
<td>Processing_Type</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>
### Deduction Code

Name of the element.

### Deduction End Date

End date of the element entry.

### Effective Date

Not used and not passed to the third-party provider.

### Element Assignment ID

Internal identification number. Not passed to the third-party provider.

### Element Entry ID

Internal ID for the element entry.

### Element Frequency

Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose.

### Entry Value

Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose.

### Indirect Only

Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

### Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

### Reserve Value

Input value specified during element entry.

### Usage Level
Identifies the level at which the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Voluntary Deductions Goal Amount Records
This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount
Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

HR Records
This data group contains HR-specific information about the employer and employees.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Company</td>
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<tr>
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<td>Payroll</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_ Frequency</td>
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</tr>
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</tr>
<tr>
<td>Middle Name</td>
<td>Middle_Name</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Last Name</td>
<td>Last_Name</td>
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<td>Text</td>
</tr>
<tr>
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<td>Text</td>
</tr>
<tr>
<td>Name Prefix</td>
<td>Name_Prefix</td>
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<td>Text</td>
</tr>
<tr>
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<tr>
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</tr>
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</tr>
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<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
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<td>State</td>
<td>Database item group</td>
<td>Text</td>
</tr>
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<td>Name</td>
<td>Tag Name</td>
<td>Type</td>
<td>Data Type</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Zip</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Country</td>
<td>Country</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Street 1 Other</td>
<td>Street1_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Street 2 Other</td>
<td>Street2_Other</td>
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</tr>
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<td>Zip_Other</td>
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</tr>
<tr>
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<td>Country_Other</td>
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</tr>
<tr>
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<td>Date</td>
</tr>
<tr>
<td>Date of Death</td>
<td>Date_of_Death</td>
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<td>Date</td>
</tr>
<tr>
<td>Visa Number</td>
<td>Visa_Number</td>
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<td>Visa_Expiry_Date</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Visa Type</td>
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<td>Race_Ethnicity</td>
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<tr>
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<td>Home_Phone</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Work_Phone</td>
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<td>Text</td>
</tr>
<tr>
<td>Name</td>
<td>Tag Name</td>
<td>Type</td>
<td>Data Type</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>-----------------------</td>
<td>-----------</td>
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<td>Employee_ID</td>
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<td>Citizenship</td>
<td>Database item group</td>
<td>Text</td>
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<tr>
<td>Home Phone Area Code</td>
<td>Home_Phone_Area_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Work Phone Area Code</td>
<td>Home_Phone_Area_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Birth Date**

Employee's date of birth, as defined in the Person Information page.

**Citizenship**

Employee's national citizenship, as defined in the Documents tab of the Person Information page.

**Citizenship Status**

Employee's national citizenship status, as defined in the Documents tab of the Person Information page.

**City**

City of the employee's home address, as defined in the Person Information page.

**City Other**

City of the employee’s mailing address, as defined in the Person Information page.

**Company**

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**Country**

Country of the employee’s home address, as defined in the Person Information page.

**Country Other**

Country of the employee’s mailing address, as defined in the Person Information page.

**Date of Death**

Employee’s date of death, as defined in the Person Information page.

**E-Mail Address**
Employee’s email address, as defined in the Person Information page.

**Employee ID**
For new ADP customers, this 11-character value uses the following pattern: AABB3456789
Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**Ethnicity**
Employee’s ethnicity, as defined in the Person Information page.

**First Name**
Employee’s first name, as defined in the Person Information page.

**Gender**
Employee’s gender, as defined in the Person Information page.

**Home Phone**
Employee’s home phone number, as defined in the Person Information page.

**Home Phone Area Code**
Area code of employee’s home phone number, as defined in the Person Information page.

**Last Name**
Employee’s last name, as defined in the Person Information page.

**Marital Status**
Employee’s marital status, as defined in the Person Information page.

**Middle Name**
Employee’s middle name, as defined in the Person Information page.

**Name Prefix**
Employee’s name prefix, as defined in the Person Information page.

**Name Suffix**
Employee’s name suffix, as defined in the Person Information page.
Original Hire Date

Employee’s original date of hire, as defined in the Enterprise section of the Service Dates region of the Manage Work Relationship page.

Payroll

Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency

Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Postal Code

Postal code of the employee’s home address, as defined in the Person Information page.

Postal Code Other

Postal code of the employee’s mailing address, as defined in the Person Information page.

Preferred Name

Employee’s preferred name, as defined in the Person Information page.

Record Type

Identifies this record as delivering HR-specific information about the extract. For use by the third-party provider only.

SSN

Employee’s social security number, as defined in the Person Information page.

State

Two-letter postal abbreviation of the employee’s state, based on their home address, as defined in the Person Information page.

State Other

Two-letter postal abbreviation of the employee’s state, based on their mailing address, as defined in the Person Information page.

Street 1

Street 1 field of the employee’s home address, as defined in the Person Information page.

Street 1 Other

Street 1 field of the employee’s mailing address, as defined in the Person Information page.

Street 2

Street 2 field of the employee’s home address, as defined in the Person Information page.
**Street 2 Other**

*Street 2* field of the employee’s mailing address, as defined in the Person Information page.

**Street 3**

*Street 3* field of the employee’s home address, as defined in the Person Information page.

**Street 3 Other**

*Street 3* field of the employee’s mailing address, as defined in the Person Information page.

**Work Phone**

Employee’s work phone number, as defined in the Person Information page.

**Work Phone Area Code**

Area code for employee’s work phone number, as defined in the Person Information page.

**Visa Number**

Employee’s visa number, as defined in the Documents tab of the Person Information page.

**Visa Expiry Date**

Expiration date of the employee’s visa, as defined in the Documents tab of the Person Information page.

**Visa Type**

Type of employee’s visa, as defined in the Documents tab of the Person Information page.

**Job Records**

This data group contains job-specific information for the employer and employees.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Hire Date</td>
<td>Hire_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Company Seniority Date</td>
<td>Company_Seniority_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Termination Date</td>
<td>Termination_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Home Department</td>
<td>Home_Department</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>
Name | Tag Name | Type | Data Type
--- | --- | --- | ---
Record Number | Record_Number | Database item group | Number
Retirement Date | Retirement_Date | Database item group | Date
Job Title | Job_Title | Database item group | Text
Job Code | Job_Code | Database item group | Text
Employment Status | Employment_Status | Database item group | Text
Location Name | Location_Name | Database item group | Text
Location Code | Location_Code | Database item group | Text
Employment Category | Employment_Category | Database item group | Text
Employee Type | Employee_Type | Database item group | Text
Standard Hours | Standard_Hours | Database item group | Text
Company | Company | Database item group | Text
Standard Hours Frequency | Standard_Hours_Frequency | Database item group | Text
First Name | FIRST_NAME_J | Database item group | Text
Last Name | LAST_NAME_J | Database item group | Text
SSN | SSN_J | Database item group | Text
Employee ID | Employee_ID | Database item group | Text
Supervisor ID | Supervisor_ID | Database item group | Text
Salary Basis Amount | Salary_Basis_Amount | Database item group | Number
Salary Basis Frequency | Salary_Basis_Frequency | Database item group | Text

**Company**

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**Company Seniority Date**
Employee’s seniority date, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

**Employee ID**

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, “FF” is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: “John Smith 123-45-6789” could become “JOSM5398647”.

**Employee Type**

Employee exemption status, as defined in the Hourly Paid or Salaried fields of the Job Details section of the Assignment Details region of the Manage Employment page.

**Employment Category**

Employee employment category, as defined in the Assignment Category field of the Job Details section of the Assignment Details region of the Manage Employment page.

**Employment Status**

Employee’s employment status (full time, part time, regular or temporary, and so on). Defined in the Assignment Category field of the Job Details section of the Assignment Details region of the Manage Employment page.

**First Name**

Employee’s first name, as defined in the Person Information page.

**Hire Date**

Employee’s hire date, as defined in the Work Relationship section of the Manage Employment task.

**Home Department**

Employee’s home department, as defined on the employee’s assignment or term.

**Job Code**

Job code assigned to the employee’s job, as defined in the Manage Jobs page.

**Job Title**

Employee’s job title, as defined in the Job field of the Job Details section of the Assignment Details region of the Manage Employment page.

**Last Name**

Employee’s last name, as defined in the Person Information page.
Location Code
Code assigned to the employee’s work location, as defined in the Manage Locations page.

Location Name
Name of the employee’s work location, as defined in the Manage Locations page.

Payroll
Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency
Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Record Number
Identifies the employee’s assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

✏️ Note: Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

Record Type
Identifies this record as delivering job-specific information about the extract. For use by the third-party provider only.

Retirement Date
Employee’s date of retirement, as defined in the Retirement section of the Assignment Details region of the Person Information page.

Salary Basis Amount
Employee’s salary amount, as defined in the Salary Details section of the Manage Salary page.

Salary Basis Frequency
Employee’s salary basis, as defined in the Salary Details section of the Manage Salary page.

SSN
Employee’s social security number, as defined in the Person Information page.

Standard Hours
Employee’s standard number of work hours per period, as defined in the Working Hours field of the Job Details section of the Assignment Details region of the Manage Employment page.

Standard Hours Frequency
Period set for the employee’s working hours, as defined in the **Frequency** field of the Assignment Details region of the Manage Employment page.

**Supervisor ID**

Employee’s supervisor, as defined in the **Name** field of the Manager Details subsection of the Job Details section of the Assignment Details region of the Manage Employment page.

This 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, “FF” is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: “John Smith 123-45-6789” could become “JOSM5398647”.

**Termination Date**

Employee’s termination date, as defined through the Terminate Work Relationship task.

**Job Extra Block**

This data group contains FLSA information related to the employees.

**FLSA Status**

Employee’s overtime exemption status, as defined in the **FLSA Status** field of the United States Job Information section of the Manage Jobs task.

**Pre-Statutory Deductions Goal Amount Records**

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

**Goal Amount**

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

**Taxable Benefits Goal Amount Records**

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

**Goal Amount**

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.
Direct Deposit Records
This data group contains information about personal payment methods.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
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<td>Text</td>
</tr>
<tr>
<td>Employee ID</td>
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</tr>
<tr>
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<td>Company</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
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</tr>
<tr>
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<td>Payroll_Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
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<td>Payment Priority</td>
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<td>Number</td>
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<td>Transit Number</td>
<td>Transit_Number</td>
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</tr>
<tr>
<td>Account Number</td>
<td>Account_Number</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Deposit Amount</td>
<td>Deposit_Amount</td>
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<tr>
<td>Account Type</td>
<td>Account_Type</td>
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<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
<td>String</td>
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</tr>
<tr>
<td>Maximum Payment Priority</td>
<td>Maximum_Payment_Priority</td>
<td>Database item group</td>
<td>Number</td>
</tr>
</tbody>
</table>

**Account Number**
Employee’s bank account number for direct deposit, as defined in the Bank Accounts table of the Manage Personal Payment Methods task.

**Account Type**
Identifies the account as either checking or savings. Defined in the Manage Personal Payment Methods task.

**Company**
Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**Deposit Amount**
Amount of each direct deposit, as defined in the personal payment method.

**Effective Date**
Not used and not passed to the third-party provider.

**Employee ID**
For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:
- AA are the first two characters of the employee’s first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**Maximum Payment Priority**
While not passed on the extract, this parameter is used to derive the Full Deposit value on the extract.

**Payment Method End Date**
Effective end date of the direct deposit.

**Payment Priority**
Processing order of the personal payment method. While this parameter is not passed on the extract, it’s used to derive the Full Deposit value on the extract.

**Payroll**
Name of the payroll definition, as defined in the Manage Payroll Definitions task.

**Payroll Frequency**
Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

**Record Type**
Identifies this record as delivering information specific to direct deposits on the extract. For use by the third-party provider only.

**Transit Number**
Employee’s personal bank transit number.

**Voluntary Deductions Records**
The values for these parameters are derived from the input values for voluntary deduction elements.
<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Entry Value</td>
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</tr>
<tr>
<td>Deduction End Date</td>
<td>Deduction_End_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
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</tr>
<tr>
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<td>Processing Type</td>
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</tr>
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<td>Usage Level</td>
<td>Usage_Level</td>
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</tr>
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<td>Element_Assignment_Id</td>
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<td>Number</td>
</tr>
<tr>
<td>Input Value Name</td>
<td>Input_Value_Name</td>
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</tr>
<tr>
<td>Element Type ID</td>
<td>Element_Type_ID</td>
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</tr>
<tr>
<td>Third-Party Deduction Type</td>
<td>Third_Party_Deduction_Type</td>
<td>Rule</td>
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</tr>
<tr>
<td>Element Entry ID</td>
<td>Element_Entry_Id</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Element Frequency</td>
<td>Element_Frequency</td>
<td>Rule</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Deduction Code**

Name of the element.

**Deduction End Date**

End date of the element entry.

**Effective Date**

Start date of the element entry.

**Element Assignment ID**

Internal identification number. Not passed to the third-party provider.
Element Entry ID

Internal ID for the element entry.

Element Frequency

Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose.

Element Type ID

Internal ID used to identify the element definition.

Entry Value

Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose.

Indirect Only

Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Input Value Name

Name of the input value.

Processing Type

Identifies the element as recurring or nonrecurring, as defined during element definition.

Reserve Value

Input value specified during element entry.

Third-Party Deduction Code

Three-character code used by ADP PayForce for the nonrecurring deduction. Defined in an input value on the deduction element.

Third-Party Deduction Type

Used as a column header in the output file. Value must be "Adjust Ded Code" and is defined in an input value on the deduction element.

Usage Level

Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Extract Delivery Options

Defines the extract output, such as PDF, XML file, CSV, Excel, and so on. ADP Connection for PayForce requires text format.

US ADP Connection for PayForce Recurring
Name of the ADP Connection for PayForce output file containing recurring element data.

**US ADP PayForce Nonrecurring**

Name of the ADP Connection for PayForce output file containing nonrecurring element data.

**US ADP PayForce XML**

Name of the XML file. For use in cases where you want to use a third-party provider other than ADP.

## US ADP PayForce Third-Party Ad-Hoc Extract Definition

This topic describes the various component data groups of the US ADP PayForce third-party ad hoc extract definition for the Oracle Fusion Global Payroll Interface for the United States.

This extract has been provided for ADP PayForce and ADP Connection for PayForce users. You must modify this extract through the Manage HCM Extract Definitions task if:

- Your payroll installation requires additional information be sent to ADP Connection for PayForce
- You are using a different third-party provider

Use the provided tree structure to configure the data groups, extract records, and data elements as needed. You define what you want to extract, how it is extracted, and how you want to deliver the extracted data.

The US ADP PayForce third-party ad hoc extract definition consists of the following data groups:

### Main Block

This data group contains the four primary groups of the extract definition. To view its specific parameters, you must select the appropriate subordinate data groups in the tree.

**Direct Deposit Data**

Contains parameters related to personal payment methods.

**Earnings and Deductions Data**

Contains parameters related to earnings and deductions.

**HR Records Data**

Contains parameters related to HR data.

**Job Data**

Contains parameters related to jobs.

**Direct Deposit Records**

This data group contains information about personal payment methods.
<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Employee_ID</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>TRU</td>
<td>TRU</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payment Priority</td>
<td>Payment_Priority</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Routing Transit Number</td>
<td>Routing_Transit_Number</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Account Number</td>
<td>Account_Number</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Deposit Amount</td>
<td>Deposit_Amount</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payment Method End Date</td>
<td>Deduction_End_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Account Type</td>
<td>Account_Type</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Maximum Payment Priority</td>
<td>Maximum_Payment_Priority</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Previous Payment Method End Date</td>
<td>Previous_Payment_Method_End_Date</td>
<td>Rule</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Account Number**

Employee’s bank account number for direct deposit, as defined in the Bank Accounts table of the Manage Personal Payment Methods task.

**Account Type**

Identifies the account as either checking or savings. Defined in the Manage Personal Payment Methods task.

**Deposit Amount**

Amount of each direct deposit, as defined in the personal payment method.

**Effective Date**

Not used and not passed to the third-party provider.
Employee ID
For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, FF is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become JOSM5398647.

Maximum Payment Priority
While not passed on the extract, this parameter is used to derive the Full Deposit value on the extract.

Payment Method End Date
Effective end date of the direct deposit.

Payment Priority
Processing order of the personal payment method. While this parameter is not passed on the extract, it is used to derive the Full Deposit value on the extract.

Payroll
Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Payroll Frequency
Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

Previous Payment Method End Date
Date when a payment method’s bank account is changed, as defined through the Manage Personal Payment Methods task.

Record Type
Identifies this record as delivering information specific to direct deposits on the extract. For use by the third-party provider only.

Routing Transit Number
Employee’s personal bank transit number.

TRU
Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

Earnings Records
Contains parameters related to earnings records.
### Converted Value

Calculates element entries based on the element’s periodicity.

### Element Assignment ID

Internal assignment ID of the employee attached to the element entry. Not passed to the third-party provider.

### Element Entry End Date

End date of the element entry, as defined through the Manage Element Entries task.

### Element Entry ID

Internal ID of the element entry.

### Element ID

Internal identification number. Not passed to the third-party provider.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Entry End Date</td>
<td>Element_Entry_End_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Entry Value</td>
<td>Entry_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Element Name</td>
<td>Element_Name</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Element ID</td>
<td>Element_ID</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Element Entry ID</td>
<td>Element_Entry_ID</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Third-Party Earnings Code</td>
<td>Third_Party_Earnings_Code</td>
<td>Rule</td>
<td>Number</td>
</tr>
<tr>
<td>Third-Party Earnings Type</td>
<td>Third_Party_Earnings_Type</td>
<td>Rule</td>
<td>Number</td>
</tr>
<tr>
<td>Salary Conversion Rule</td>
<td>Hourly_Rate</td>
<td>Rule</td>
<td>Text</td>
</tr>
<tr>
<td>Periodicity</td>
<td>Periodicity</td>
<td>Rule</td>
<td>Text</td>
</tr>
<tr>
<td>Element Processing Type</td>
<td>Element_Processing_Type</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Converted Value</td>
<td>Converted_Value</td>
<td>Rule</td>
<td>Text</td>
</tr>
<tr>
<td>Element Assignment ID</td>
<td>Element_Assignment_ID</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Usage Level</td>
<td>Usage_Level</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>
Element Name
User-defined element name, as defined on the Manage Elements page.

Element Processing Type
Identifies the element as recurring or nonrecurring.

Entry Value
Value passed on the element entry.

Periodicity
Element frequency.

Salary Conversion Rule
Salary amount.

Third-Party Earnings Code
Three-character code used by ADP PayForce for the nonrecurring earning. Defined in an input value on the deduction element.

Third-Party Earnings Type
ADP PayForce earning code type assigned to this earning. Defined in an input value on the earnings element.

Usage Level
Identifies the level at which the element was entered: payroll relationship, employment terms, and assignment.

Earnings and Deductions Element Entries
This node contains four subordinate data nodes for earnings and deductions element entries. To view its specific parameters, you must select the appropriate subordinate nodes elsewhere in the tree.

Earnings Data
Contains internal identifiers related to earnings records.

Taxable Benefits Data
Contains internal identifiers related to taxable benefits.

Pre-Statutory Deductions Data
Contains internal identifiers related to prestatutory deduction records.

Voluntary Deductions Data
Contains internal identifiers related to voluntary deduction records.
Earnings and Deductions Records

Contains parameters related to earnings and deductions record details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>TRU</td>
<td>Company</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Record Number</td>
<td>Record_Number</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Employee_ID</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Assignment ID</td>
<td>Assignment_ID</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Third-Party ID</td>
<td>Third_Party_ID</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Payroll Reporting Name</td>
<td>Payroll_Reporting_Name</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Assignment ID**

Internal ID for the employee's assignment. Not passed on the extract and is not used by ADP.

**Employee ID**

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, FF is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: “John Smith 123-45-6789” could become JOSM5398647.

**Payroll**

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

**Payroll Frequency**

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

**Payroll Reporting Name**
Reporting name of the payroll definition, as defined in the Manage Payroll Definitions task.

**Record Number**

Record number derived and passed to ADP on the job, deductions, and direct deposit records. Automatically generated, based on the employee’s assignments.

> **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

**Record Type**

Identifies this record as delivering earnings and deductions-specific information about the extract. For use by the third-party provider only.

**Third-Party ID**

ADP PayForce 6-digit file number. Defined as a different lookup under the national identifier.

**TRU**

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**HR Records**

This data group contains HR-specific information about the employer and employees.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>TRU</td>
<td>TRU</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>First Name</td>
<td>First_Name</td>
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</tr>
<tr>
<td>Middle Name</td>
<td>Middle_Name</td>
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<td>Text</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last_Name</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Name Suffix</td>
<td>Name_Suffix</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Name Prefix</td>
<td>Name_Prefix</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>Preferred_Name</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Name</td>
<td>Tag Name</td>
<td>Type</td>
<td>Data Type</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------</td>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Address_Line1</td>
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</tr>
<tr>
<td>Address Line 2</td>
<td>Address_Line2</td>
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</tr>
<tr>
<td>Address Line 3</td>
<td>Address_Line3</td>
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</tr>
<tr>
<td>City</td>
<td>City</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Postal_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Country</td>
<td>Country</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Address Line 1 Other</td>
<td>Address_Lin1_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Address Line 2 Other</td>
<td>Address_Lin2_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Address Line 3 Other</td>
<td>Address_Lin3_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>City Other</td>
<td>City_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>State Other</td>
<td>State_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Postal Code Other</td>
<td>Postal_Code_Other</td>
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</tr>
<tr>
<td>Country Other</td>
<td>Country_Other</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>SSN</td>
<td>SSN</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Original Hire Date</td>
<td>Original_Hire_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Gender</td>
<td>Sex</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Marital_Status</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Birth_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Date of Death</td>
<td>Date_of_Death</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Visa Number</td>
<td>Visa_Number</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Visa Expiration Date</td>
<td>Visa_Expiration_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Name</td>
<td>Tag Name</td>
<td>Type</td>
<td>Data Type</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td>---------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Visa Type</td>
<td>Visa_Type</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>Email_Address</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Race_Ethnicity</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Home_Phone</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Work_Phone</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Employee_ID</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Citizenship Status</td>
<td>Citizenship_ Status</td>
<td>Database item group</td>
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</tr>
<tr>
<td>Citizenship</td>
<td>Citizenship</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Home Phone Area Code</td>
<td>Home_ Phone_ Area_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Work Phone Area Code</td>
<td>Home_ Phone_ Area_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Address Line 1**

**Street 1** field of the employee's home address, as defined in the Person Information page.

**Address Line 1 Other**

**Street 1** field of the employee's mailing address, as defined in the Person Information page.

**Address Line 2**

**Street 2** field of the employee's home address, as defined in the Person Information page.

**Address Line 2 Other**

**Street 2** field of the employee's mailing address, as defined in the Person Information page.

**Address Line 3**

**Street 3** field of the employee's home address, as defined in the Person Information page.

**Address Line 3 Other**

**Street 3** field of the employee's mailing address, as defined in the Person Information page.

**Birth Date**
Employee's date of birth, as defined in the Person Information page.

**Citizenship**
Employee's national citizenship, as defined in the Documents tab of the Person Information page.

**Citizenship Status**
Employee's national citizenship status, as defined in the Documents tab of the Person Information page.

**City**
City of the employee’s home address, as defined in the Person Information page.

**City Other**
City of the employee’s mailing address, as defined in the Person Information page.

**Country**
Country of the employee's home address, as defined in the Person Information page.

**Country Other**
Country of the employee’s mailing address, as defined in the Person Information page.

**Date of Death**
Employee's date of death, as defined in the Person Information page.

**E-Mail Address**
Employee’s email address, as defined in the Person Information page.

**Employee ID**
For new ADP customers, this 11-character value uses the following pattern: AABB3456789
Where:

- AA are the first two characters of the employee's first name. If the first name is missing, FF is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become JOSM5398647.

**Ethnicity**
Employee’s ethnicity, as defined in the Person Information page.

**First Name**
Employee's first name, as defined in the Person Information page.
Gender
Employee’s gender, as defined in the Person Information page.

Home Phone
Employee’s home phone number, as defined in the Person Information page.

Home Phone Area Code
Area code of employee’s home phone number, as defined in the Person Information page.

Last Name
Employee’s last name, as defined in the Person Information page.

Marital Status
Employee’s marital status, as defined in the Person Information page.

Middle Name
Employee’s middle name, as defined in the Person Information page.

Name Prefix
Employee’s name prefix, as defined in the Person Information page.

Name Suffix
Employee’s name suffix, as defined in the Person Information page.

Original Hire Date
Employee’s original date of hire, as defined in the Enterprise section of the Service Dates region of the Manage Work Relationship page.

Payroll
Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency
Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Postal Code
Postal code of the employee’s home address, as defined in the Person Information page.

Postal Code Other
Postal code of the employee’s mailing address, as defined in the Person Information page.

Preferred Name
Employee’s preferred name, as defined in the Person Information page.

**Record Type**

Identifies this record as delivering HR-specific information about the extract. For use by the third-party provider only.

**SSN**

Employee’s social security number, as defined in the Person Information page.

**State**

Two-letter postal abbreviation of the employee’s state, based on their home address, as defined in the Person Information page.

**State Other**

Two-letter postal abbreviation of the employee’s state, based on their mailing address, as defined in the Person Information page.

**TRU**

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**Work Phone**

Employee’s work phone number, as defined in the Person Information page.

**Work Phone Area Code**

Area code for employee’s work phone number, as defined in the Person Information page.

**Visa Number**

Employee’s visa number, as defined in the Documents tab of the Person Information page.

**Visa Expiration Date**

Expiration date of the employee’s visa, as defined in the Documents tab of the Person Information page.

**Visa Type**

Type of employee’s visa, as defined in the Documents tab of the Person Information page.

### Voluntary Deductions Records

The values for these parameters are derived from the input values for voluntary deduction elements.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Value</td>
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</tr>
<tr>
<td>Entry Value</td>
<td>Entry_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>
### Name | Tag Name | Type | Data Type
--- | --- | --- | ---
Deduction End Date | Deduction_End_Date | Database item group | Date
Effective Date | Effective_Date | String | Date
Reporting Name | Reporting_Name | Database item group | Text
Autoindirect Only | Autoindirect_Only | Database item group | Text
Element Processing Type | Element_Processing_Type | Database item group | Text
Usage Level | Usage_Level | Database item group | Text
Element Assignment ID | Element_Assignment_Id | Database item group | Number
Element Entry ID | Element_Entry_ID | Database item group | Number
Element Frequency | Element_Frequency | Rule | Text
Third-Party Deduction Type | Third_Party_Deduction_Type | Rule | Text

**Autoindirect Only**
Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

**Deduction End Date**
End date of the element entry.

**Effective Date**
Not used and not passed to the third-party provider.

**Element Assignment ID**
Internal identification number. Not passed to the third-party provider.

**Element Entry ID**
Internal ID for the element entry.

**Element Frequency**
Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose.
**Element Processing Type**

Identifies the element as recurring or nonrecurring, as defined during element definition.

**Entry Value**

Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose.

**Reporting Name**

Element’s reporting name, as defined on the Manage Elements task.

**Reserve Value**

Input value specified during element entry.

**Third-Party Deduction Code**

Three-character code used by ADP PayForce for the nonrecurring deduction. Defined in an input value on the deduction element.

**Third-Party Deduction Type**

Used as a column header in the output file. Value must be **Adjust Ded Code** and is defined in an input value on the deduction element.

**Usage Level**

Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

**Pre-Statutory Deductions Goal Amount Records**

This data group contains information in the Goal Amount special input value. Use this parameter when the deduction element has a maximum threshold.

**Goal Amount**

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

**Pre-Statutory Deductions Records**

The values for these parameters are derived from the input values for prestatutory deduction elements.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Value</td>
<td>Reserve_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Entry Value</td>
<td>Entry_Value</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Deduction End Date</td>
<td>Deduction_End_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Name</td>
<td>Tag Name</td>
<td>Type</td>
<td>Data Type</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------</td>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Reporting Name</td>
<td>Reporting_Name</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Autoindirect Only</td>
<td>Autoindirect_ Only</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Element Processing Type</td>
<td>Element_ Processing_ Type</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Usage Level</td>
<td>Usage_Level</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Element Assignment ID</td>
<td>Element_ Assignment_Id</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Element Entry ID</td>
<td>Element_ Entry_Id</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Element Frequency</td>
<td>Element_ Frequency</td>
<td>Rule</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Autoindirect Only**
Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

**Deduction End Date**
End data of the element entry.

**Effective Date**
Not used and not passed to the third-party provider.

**Element Assignment ID**
Internal identification number. Not passed to the third-party provider.

**Element Entry ID**
Internal ID for the element entry.

**Element Frequency**
Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose.

**Element Processing Type**
Identifies the element as recurring or nonrecurring, as defined during element definition.

**Entry Value**
Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose.
Reporting Name
Element’s reporting name, as defined on the Manage Elements task.

Reserve Value
Input value specified during element entry.

Usage Level
Indicates the level where the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.

Taxable Benefits Goal Amount Records
This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

Goal Amount
Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

Taxable Benefits Records
This data group contains information derived from Imputed Earnings elements. Some of these parameter values are derived from the element definition, and some are from the employees’ element entry.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Value</td>
<td>Reserve_Value</td>
<td>Database item</td>
<td>Text</td>
</tr>
<tr>
<td>Entry Value</td>
<td>Entry_Value</td>
<td>Database item</td>
<td>Text</td>
</tr>
<tr>
<td>Deduction End Date</td>
<td>Deduction_End_Date</td>
<td>Database item</td>
<td>Date</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective_Date</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Reporting Name</td>
<td>Reporting_Name</td>
<td>Database item</td>
<td>Text</td>
</tr>
<tr>
<td>Autoindirect Only</td>
<td>Autoindirect_Only</td>
<td>Database item</td>
<td>Text</td>
</tr>
<tr>
<td>Element Processing Type</td>
<td>Processing_Type</td>
<td>Database item</td>
<td>Text</td>
</tr>
<tr>
<td>Usage Level</td>
<td>Usage_Level</td>
<td>Database item</td>
<td>Text</td>
</tr>
<tr>
<td>Element Assignment ID</td>
<td>Element_Assignment_Id</td>
<td>Database item</td>
<td>Number</td>
</tr>
<tr>
<td>Element Entry ID</td>
<td>Element_Entry_Id</td>
<td>Database item</td>
<td>Number</td>
</tr>
</tbody>
</table>
Autoindirect Only
Identifies direct or indirect entries at the element level. Elements marked as indirect are excluded from the extract.

Deduction End Date
End date of the element entry.

Effective Date
Not used and not passed to the third-party provider.

Element Assignment ID
Internal identification number. Not passed to the third-party provider.

Element Entry ID
Internal ID for the element entry.

Element Frequency
Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose.

Element Processing Type
***Identifies the element as recurring or nonrecurring, as defined during element definition.

Entry Value
Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose.

Reporting Name
Element’s reporting name, as defined on the Manage Elements task.

Reserve Value
Input value specified during element entry.

Usage Level
Identifies the level at which the element is assigned. Valid values are Payroll Relationship, Assignment, and Term.
Voluntary Deductions Goal Amount Details

This data group contains information in the Goal Amount special input value. This parameter is used when the deduction element has a maximum threshold.

**Goal Amount**

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

Job Extra Block

This data group contains FLSA information related to the employees.

**FLSA Status**

Employee’s overtime exemption status, as defined in the FLSA Status field of the United States Job Information section of the Manage Jobs task.

Job Records

This data group contains job-specific information for the employer and employees.

<table>
<thead>
<tr>
<th>Name</th>
<th>Tag Name</th>
<th>Type</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record_Type</td>
<td>String</td>
<td>Text</td>
</tr>
<tr>
<td>Hire Date</td>
<td>Hire_Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Company Seniority Date</td>
<td>Company_ Seniority_ Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Termination Date</td>
<td>Termination_ Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Home Department</td>
<td>Home_ Department</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Payroll Frequency</td>
<td>Payroll_ Frequency</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Record Number</td>
<td>Record_Number</td>
<td>Database item group</td>
<td>Number</td>
</tr>
<tr>
<td>Retirement Date</td>
<td>Retirement_ Date</td>
<td>Database item group</td>
<td>Date</td>
</tr>
<tr>
<td>Job Title</td>
<td>Job_Title</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Job Code</td>
<td>Job_Code</td>
<td>Database item group</td>
<td>Text</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Employment_ Status</td>
<td>Database item group</td>
<td>Text</td>
</tr>
</tbody>
</table>
Company Seniority Date

Employee’s seniority date, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

Employee ID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".
Employee Type
Employee exemption status, as defined in the Hourly Paid or Salaried fields of the Job Details section of the Assignment Details region of the Manage Employment page.

Employment Category
Employee employment category, as defined in the Assignment Category field of the Job Details section of the Assignment Details region of the Manage Employment page.

Employment Status
Employee’s employment status (full time, part time, regular or temporary, and so on). Defined in the Assignment Category field of the Job Details section of the Assignment Details region of the Manage Employment page.

First Name
Employee’s first name, as defined in the Person Information page.

Hire Date
Employee’s hire date, as defined in the Work Relationship section of the Manage Employment task.

Home Department
Employee’s home department, as defined on the employee’s assignment or term.

Job Code
Job code assigned to the employee’s job, as defined in the Manage Jobs page.

Job Title
Employee’s job title, as defined in the Job field of the Job Details section of the Assignment Details region of the Manage Employment page.

Last Name
Employee’s last name, as defined in the Person Information page.

Location Code
Code assigned to the employee’s work location, as defined in the Manage Locations page.

Location Name
Name of the employee’s work location, as defined in the Manage Locations page.

Payroll
Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

Payroll Frequency
Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

**Record Number**
Identifies the employee’s assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

**Record Type**
Identifies this record as delivering job-specific information about the extract. For use by the third-party provider only.

**Retirement Date**
Employee’s date of retirement, as defined in the Retirement section of the Assignment Details region of the Person Information page.

**Salary Basis Amount**
Employee’s salary amount, as defined in the Salary Details section of the Manage Salary page.

**Salary Basis Frequency**
Employee’s salary basis, as defined in the Salary Details section of the Manage Salary page.

**SSN**
Employee’s social security number, as defined in the Person Information page.

**Standard Hours**
Employee’s standard number of work hours per period, as defined in the **Working Hours** field of the Job Details section of the Assignment Details region of the Manage Employment page.

**Standard Hours Frequency**
Period set for the employee’s working hours, as defined in the **Frequency** field of the Assignment Details region of the Manage Employment page.

**Supervisor ID**
Employee’s supervisor, as defined in the **Name** field of the Manager Details subsection of the Job Details section of the Assignment Details region of the Manage Employment page.

This 11-character value uses the following pattern: AABB3456789

Where:
- AA are the first two characters of the employee’s first name. If the first name is missing, “FF” is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.
For example: “John Smith 123-45-6789” could become “JOSM5398647”.

**Termination Date**
Employee’s termination date, as defined through the Terminate Work Relationship task.

**TRU**
Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

**Extract Delivery Options**
Defines the extract output, such as PDF, XML file, CSV, Excel, and so on. ADP Connection for PayForce requires TXT format.

**US ADP Connection for PayForce Ad-Hoc Recurring**
Name of the ADP Connection for PayForce output file containing recurring ad hoc element data.

**US ADP PayForce Ad-Hoc Nonrecurring**
Name of the ADP Connection for PayForce output file containing nonrecurring ad hoc element data.

**US ADP PayForce XML**
Name of the XML file. For use in cases where you want to use a third-party provider other than ADP.

**US ADP Connection for PayForce Recurring Periodic Output File**
This topic describes the format of the recurring periodic output file for the US ADP Connection for PayForce third-party periodic extract.

The output file consists of the following sections:

**HR Records**
Contains HR-specific information about the employer and employees.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Extract Node Name</th>
<th>Extract Tag Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record Type</td>
<td>Record_Type</td>
</tr>
<tr>
<td>EMPLID</td>
<td>Employee ID</td>
<td>Employee_ID</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>PAYROLL</td>
<td>Payroll</td>
<td>Payroll</td>
</tr>
<tr>
<td>Field Name</td>
<td>Extract Node Name</td>
<td>Extract Tag Name</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>PAY FREQUENCY</td>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
</tr>
<tr>
<td>FIRST_NAME</td>
<td>First Name</td>
<td>First_Name</td>
</tr>
<tr>
<td>MIDDLE_NAME</td>
<td>Middle Name</td>
<td>Middle_Name</td>
</tr>
<tr>
<td>LAST_NAME</td>
<td>Last Name</td>
<td>Last_Name</td>
</tr>
<tr>
<td>NAME_SUFIX</td>
<td>Name Suffix</td>
<td>Name_Suffix</td>
</tr>
<tr>
<td>NAME_PREFIX</td>
<td>Name Prefix</td>
<td>Name_Prefix</td>
</tr>
<tr>
<td>PREFERRED_NAME</td>
<td>Preferred Name</td>
<td>Preferred_Name</td>
</tr>
<tr>
<td>STREET1</td>
<td>Street 1</td>
<td>Street1</td>
</tr>
<tr>
<td>STREET2</td>
<td>Street 2</td>
<td>Street2</td>
</tr>
<tr>
<td>STREET3</td>
<td>Street 3</td>
<td>Street3</td>
</tr>
<tr>
<td>CITY</td>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>STATE</td>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>ZIP</td>
<td>Postal Code</td>
<td>Zip</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>Country</td>
<td>Country</td>
</tr>
<tr>
<td>STREET1_OTHER</td>
<td>Street 1 Other</td>
<td>Street1_Other</td>
</tr>
<tr>
<td>STREET2_OTHER</td>
<td>Street 2 Other</td>
<td>Street2_Other</td>
</tr>
<tr>
<td>STREET3_OTHER</td>
<td>Street 3 Other</td>
<td>Street3_Other</td>
</tr>
<tr>
<td>CITY_OTHER</td>
<td>City Other</td>
<td>City_Other</td>
</tr>
<tr>
<td>STATE_OTHER</td>
<td>State Other</td>
<td>State_Other</td>
</tr>
<tr>
<td>ZIP_OTHER</td>
<td>Postal Code Other</td>
<td>Zip_Other</td>
</tr>
<tr>
<td>COUNTRY_OTHER</td>
<td>Country Other</td>
<td>Country_Other</td>
</tr>
<tr>
<td>SSN</td>
<td>SSN</td>
<td>SSN</td>
</tr>
<tr>
<td>Field Name</td>
<td>Extract Node Name</td>
<td>Extract Tag Name</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>ORIG_HIRE_DT</td>
<td>Original Hire Date</td>
<td>Original_Hire_Date</td>
</tr>
<tr>
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<td>Gender</td>
<td>Sex</td>
</tr>
<tr>
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<td>Marital Status</td>
<td>Marital_Status</td>
</tr>
<tr>
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<td>Birth_Date</td>
</tr>
<tr>
<td>DT_OF_DEATH</td>
<td>Date of Death</td>
<td>Date_of_Death</td>
</tr>
<tr>
<td>CITIZENSHIP</td>
<td>Citizenship</td>
<td>Citizenship</td>
</tr>
<tr>
<td>CITIZENSHIP_STATUS</td>
<td>Citizenship Status</td>
<td>Citizenship_Status</td>
</tr>
<tr>
<td>VISA_NBR</td>
<td>Visa Number</td>
<td>Visa_Number</td>
</tr>
<tr>
<td>VISA_EXPIRE_DT</td>
<td>Visa Expiry Date</td>
<td>Visa_Expiry_Date</td>
</tr>
<tr>
<td>VISA_TYPE</td>
<td>Visa Type</td>
<td>Visa_Type</td>
</tr>
<tr>
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<td>E-Mail Address</td>
<td>Email_Address</td>
</tr>
<tr>
<td>RACE_ETHNICITY</td>
<td>Ethnicity</td>
<td>Race_Ethnicity</td>
</tr>
<tr>
<td>HOME_PHONE</td>
<td>Home Phone</td>
<td>Home_Phone</td>
</tr>
<tr>
<td>WORK_PHONE</td>
<td>Work Phone</td>
<td>Work_Phone</td>
</tr>
</tbody>
</table>

**BIRTHDATE**
Employee’s date of birth, as defined in the Person Information page.

**CITIZENSHIP**
Employee’s national citizenship, as defined in the Documents tab of the Person Information page.

**CITIZENSHIP_STATUS**
Employee’s national citizenship status, as defined in the Documents tab of the Person Information page.

**CITY**
City of the employee’s home address, as defined in the Person Information page.

**CITY_OTHER**
City of the employee's mailing address, as defined in the Person Information page.

**Company**
Tax reporting unit responsible for the employee's tax and regulatory reporting, as defined on their tax card.

**COUNTRY**
Country of the employee's home address, as defined in the Person Information page.

**COUNTRY_OTHER**
Country of the employee's mailing address, as defined in the Person Information page.

**DT_OF_DEATH**
Employee's date of death, as defined in the Person Information page.

**EMAIL_ADDRESS**
Employee's work email address, as defined in the Person Information page.

**EMPLID**
For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:
- AA are the first two characters of the employee's first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee's last name.
- 3456789 are the third through ninth digits of the employee's national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**FIRST_NAME**
Employee's first name, as defined in the Person Information page.

**HOME_PHONE**
Employee's home phone number, as defined in the Person Information page.

**LAST_NAME**
Employee's last name, as defined in the Person Information page.

**MAR_STATUS**
Employee's marital status, as defined in the Person Information page.

**MIDDLE_NAME**
Employee's middle name, as defined in the Person Information page.
NAME_PREFIX
Employee’s name prefix, as defined in the Person Information page.

NAME_SUFFIX
Employee’s name suffix, as defined in the Person Information page.

ORIG_HIRE_DT
Employee’s original date of hire, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

PAY FREQUENCY
Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

PAYROLL
Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

PREFERRED_NAME
Employee’s preferred name, as defined in the Person Information page.

RACE_ETHNICITY
Employee’s ethnicity, as defined in the Person Information page.

Record Type
Identifies this record as delivering HR-specific information about the extract. For use by the third-party provider only.

SEX
Employee’s gender, as defined in the Person Information page.

SSN
Employee’s social security number, as defined in the Person Information page.

STATE
Two-letter postal abbreviation of the employee’s state, based on their home address, as defined in the Person Information page.

STATE_OTHER
Two-letter postal abbreviation of the employee’s state, based on their mailing address, as defined in the Person Information page.

STREET1
Street 1 field of the employee’s home address, as defined in the Person Information page.
STREET1_OTHER
Street 1 field of the employee’s mailing address, as defined in the Person Information page.

STREET2
Street 2 field of the employee’s home address, as defined in the Person Information page.

STREET2_OTHER
Street 2 field of the employee’s mailing address, as defined in the Person Information page.

STREET3
Street 3 field of the employee’s home address, as defined in the Person Information page.

STREET3_OTHER
Street 3 field of the employee’s mailing address, as defined in the Person Information page.

VISA_EXPRIE_DT
Expiration date of the employee’s visa, as defined in the Documents tab of the Person Information page.

VISA_NBR
Employee’s visa number, as defined in the Documents tab of the Person Information page.

VISA_TYPE
Type of employee’s visa, as defined in the Documents tab of the Person Information page.

WORK_PHONE
Employee’s work phone number, as defined in the Person Information page.

ZIP
Postal code of the employee’s home address, as defined in the Person Information page.

ZIP_OTHER
Postal code of the employee’s mailing address, as defined in the Person Information page.

Job Records
Contains job-specific information for the employer and employees.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Extract Node Name</th>
<th>Extract Tag Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record Type</td>
<td>Record_Type</td>
</tr>
<tr>
<td>EMPLID</td>
<td>Employee ID</td>
<td>Employee_ID</td>
</tr>
<tr>
<td>Field Name</td>
<td>Extract Node Name</td>
<td>Extract Tag Name</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>PAYROLL</td>
<td>Payroll</td>
<td>Payroll</td>
</tr>
<tr>
<td>PAY FREQUENCY</td>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
</tr>
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<td>Record_Number</td>
</tr>
<tr>
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<td>Hire Date</td>
<td>Hire_Date</td>
</tr>
<tr>
<td>CMPNY_SENIORITY_DT</td>
<td>Company Seniority Date</td>
<td>Company_Seniority_Date</td>
</tr>
<tr>
<td>TERMINATION_DT</td>
<td>Termination Date</td>
<td>Termination_Date</td>
</tr>
<tr>
<td>SUPERVISOR_ID</td>
<td>Supervisor ID</td>
<td>Supervisor_ID</td>
</tr>
<tr>
<td>RETIRE_DT</td>
<td>Retirement Date</td>
<td>Retirement_Date</td>
</tr>
<tr>
<td>JOBTITLE</td>
<td>Job Title</td>
<td>Job_Title</td>
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<tr>
<td>JOBCODE</td>
<td>Job Code</td>
<td>Job_Code</td>
</tr>
<tr>
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<td>Employment Status</td>
<td>Employment_Status</td>
</tr>
<tr>
<td>LOCATION_NAME</td>
<td>Location Name</td>
<td>Location_Name</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Location Code</td>
<td>Location_Code</td>
</tr>
<tr>
<td>ASSIGN_CATG</td>
<td>Employment Category</td>
<td>Employment_Category</td>
</tr>
<tr>
<td>FLSA_STATUS</td>
<td>FLSA Status</td>
<td>FLSA Status</td>
</tr>
<tr>
<td>EMPL_TYPE</td>
<td>Employee Type</td>
<td>Employee_Type</td>
</tr>
<tr>
<td>STD_HOURS</td>
<td>Standard Hours</td>
<td>Standard_Hours</td>
</tr>
<tr>
<td>STD_HOURS_FREQUENCY</td>
<td>Standard Hours Frequency</td>
<td>Standard_Hours_Frequency</td>
</tr>
<tr>
<td>Salary Basis Frequency</td>
<td>Salary Basis Frequency</td>
<td>Salary_Basis_Amount</td>
</tr>
<tr>
<td>Salary Basis Amount</td>
<td>Salary Basis Amount</td>
<td>Salary_Basis_Frequency</td>
</tr>
<tr>
<td>HOME_DEPARTMENT</td>
<td>Home Department</td>
<td>Home_Department</td>
</tr>
</tbody>
</table>
ASSIGN_CATG

Designates the employee's employment status (full time, part time, regular or temporary, and so on). Defined in the Assignment Category field of the Job Details section of the Assignment Details region of the Manage Employment page.

CMPNY_SENIORITY_DT

Employee’s seniority date, as defined in the Legal Employer section of the Service Dates region of the Manage Work Relationship page.

Company

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

EMPL_RCD_NBR

Identifies the employee’s assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

Note: Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

EMPL_STATUS

Employee’s status, as defined in the Assignment Status field of the Assignment Details region of the Manage Employment page.

EMPL_TYPE

Employee exemption status, as defined in the Hourly Paid or Salaried fields of the Job Details section of the Assignment Details region of the Manage Employment page.

EMPLID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

FLSA_STATUS
Employee’s overtime exemption status, as defined in the **FLSA Status** field of the United States Job Information section of the Manage Jobs task.

**HIRE_DT**
Employee’s hire date, as defined in the Work Relationship section of the Manage Employment task.

**HOME_DEPARTMENT**
Employee’s home department, as defined on the employee’s assignment or term.

**JOBCODE**
Job code assigned to the employee’s job, as defined in the Manage Jobs page.

**JOBTITLE**
Employee’s job title, as defined in the **Job** field of the Job Details section of the Assignment Details region of the Manage Employment page.

**LOCATION**
Code assigned to the employee’s work location, as defined in the Manage Locations page.

**LOCATION_NAME**
Name of the employee’s work location, as defined in the Manage Locations page.

**PAY FREQUENCY**
Frequency of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

**PAYROLL**
Name of the payroll definition assigned to the employee, as defined in the Manage Payroll Definitions page.

**Record Type**
Identifies this record as delivering jobs-specific information about the extract. For use by the third-party provider only.

**RETIRE_DT**
Employee’s date of retirement, as defined in the Retirement section of the Assignment Details region of the Person Information page.

**Salary Basis Amount**
Employee’s salary amount, as defined in the Salary Details section of the Manage Salary page.

**Salary Basis Frequency**
Employee’s salary basis, as defined in the Salary Details section of the Manage Salary page.

**STD_HOURS**
Employee’s standard number of work hours per period, as defined in the Working Hours field of the Job Details section of the Assignment Details region of the Manage Employment page.

**STD_HOURS_FREQUENCY**

Period set for the employee's working hours, as defined in the Frequency field of the Assignment Details region of the Manage Employment page.

**SUPERVISOR_ID**

Employee’s supervisor, as defined in the Name field of the Manager Details subsection of the Job Details section of the Assignment Details region of the Manage Employment page.

This 11-character value uses the following pattern: AABB3456789

Where:
- AA are the first two characters of the employee’s first name. If the first name is missing, “FF” is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**TERMINATION_DT**

Employee’s termination date, as defined through the Terminate Work Relationship task.

**WORKERS_COMP_CD**

Placeholder for future functionality. Intentionally left blank.

**Earnings and Deductions Records**

Contains earnings and deductions-specific information for the employer and employees. This includes recurring earnings.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Extract Node Name</th>
<th>Extract Tag Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record Type</td>
<td>Record_Type</td>
</tr>
<tr>
<td>EMPLID</td>
<td>Employee ID</td>
<td>Employee_ID</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>PAYROLL</td>
<td>Payroll</td>
<td>Payroll</td>
</tr>
<tr>
<td>PAY FREQUENCY</td>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
</tr>
<tr>
<td>EMPL_RCD_NBR</td>
<td>Record Number</td>
<td>Record_Number</td>
</tr>
<tr>
<td>Element Name</td>
<td>Deduction Code</td>
<td>Deduction_Code</td>
</tr>
</tbody>
</table>
Company

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined in the Manage Legal Reporting Unit task.

Element Amount

Represents the earning or deduction amount, as defined by the element’s input value identified with the Primary Input Value special purpose. Either this value or the Element Percentage value is populated in the file, but not both.

Element End Date

End date of the element entry.

Element Name

Name of the element.

Element Percentage

Represents the earning or deduction percentage, as defined by the element’s input value identified with the Primary Input Value special purpose. Either this value or the Element Amount value is populated in the file, but not both.

ELEMENT FREQUENCY

Periodicity of the earning or deduction, as defined by the element’s input value identified with the Periodicity special purpose. ADP does not use this value.

EMPL_RCD_NBR

Identifies the employee’s assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> Note: Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

EMPLID

For new ADP customers, this 11-character value uses the following pattern: AABB3456789
Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**GOAL_AMT**

Defines the maximum amount accrued before the deduction stops. Set as an input value during element entry.

**PAY FREQUENCY**

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

**PAYROLL**

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

**Record Type**

Identifies this record as delivering earnings and deductions-specific information about the extract. For use by the third-party provider only.

**Direct Deposit Records**

Contains direct deposit-specific information for the employer and employees.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Extract Node Name</th>
<th>Extract Tag Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record Type</td>
<td>Record_Type</td>
</tr>
<tr>
<td>EMPLID</td>
<td>Employee ID</td>
<td>Employee_ID</td>
</tr>
<tr>
<td>TRU</td>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>PAYROLL</td>
<td>Payroll</td>
<td>Payroll</td>
</tr>
<tr>
<td>PAY FREQUENCY</td>
<td>Payroll Frequency</td>
<td>Payroll_Frequency</td>
</tr>
<tr>
<td>EMPL_RCD_NBR</td>
<td>Record Number</td>
<td>Record_Number</td>
</tr>
<tr>
<td>FULL_DEPOSIT</td>
<td>derived</td>
<td>derived</td>
</tr>
<tr>
<td>TRANSIT_NBR</td>
<td>Routing Transit Number</td>
<td>Transit_Number</td>
</tr>
<tr>
<td>ACCOUNT_NBR</td>
<td>Account Number</td>
<td>Account_Number</td>
</tr>
<tr>
<td>Field Name</td>
<td>Extract Node Name</td>
<td>Extract Tag Name</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>DEPOSIT_AMT</td>
<td>Deposit Amount</td>
<td>Deposit_Amount</td>
</tr>
<tr>
<td>Payment Method End Date</td>
<td>Deduction End Date</td>
<td>Deduction_End_Date</td>
</tr>
<tr>
<td>ACCOUNT_TYPE</td>
<td>Account Type</td>
<td>Account_Type</td>
</tr>
</tbody>
</table>

**ACCOUNT_NBR**

Employee’s bank account number for direct deposit, as defined in the Bank Accounts table of the Manage Personal Payment Methods task.

**ACCOUNT_TYPE**

Identifies the account as either checking or savings. Defined in the Manage Personal Payment Methods task.

**DEPOSIT_AMT**

Amount of each direct deposit, as defined in the personal payment method.

> **Note:** If this attribute is set to any value greater than zero, the FULL_DEPOSIT attribute cannot be set to Yes. For example, the employee wants 100 USD to be deposited into a savings account and the rest into a checking account. Therefore, for their first direct deposit record, set DEPOSIT_AMT to "100" and FULL DEPOSIT to "N". For the second record, set FULL DEPOSIT to "Y" and pass nothing in DEPOSIT_AMT.

**EMPL_RCD_NBR**

Identifies the employee's assignment, with 0 representing the primary assignment, and increments by 1 for each subsequent assignment.

> **Note:** Third-party providers other than ADP may require different assignment identifiers compliant with their own formatting.

**EMPLID**

For new ADP customers, this 11-character value uses the following pattern: AABB3456789

Where:

- AA are the first two characters of the employee’s first name. If the first name is missing, "FF" is used instead.
- BB are the first two characters of the employee’s last name.
- 3456789 are the third through ninth digits of the employee’s national identifier, rearranged to maintain privacy.

For example: "John Smith 123-45-6789" could become "JOSM5398647".

**FULL_DEPOSIT**

Identifies which direct deposit record is the last one that receives all remaining money.
Note: If this attribute is set to Yes, the DEPOSIT_AMT attribute cannot be greater than zero. For example, the employee wants 100 USD to be deposited into a savings account and the rest into a checking account. Therefore, for their first direct deposit record, set DEPOSIT_AMT to "100" and FULL_DEPOSIT to "N". For the second record, set FULL_DEPOSIT to "Y" and pass nothing in DEPOSIT_AMT.

This value is derived and not set on the extract.

Payment Method End Date

Effective end date of the direct deposit.

PAY FREQUENCY

Frequency of the payroll definition, as defined in the Manage Payroll Definitions task.

PAYROLL

Name of the payroll definition, as defined in the Manage Payroll Definitions task.

Record Type

Identifies this record as delivering information specific to direct deposits on the extract. For use by the third-party provider only.

TRANSIT_NBR

Employee’s personal bank transit number.

TRU

Tax reporting unit responsible for the employee’s tax and regulatory reporting, as defined on their tax card.

US ADP PayForce Nonrecurring Periodic Output File

This topic describes the format of the nonrecurring periodic output file for the US ADP PayForce third-party periodic extract. The output file consists of the following section:

Nonrecurring Records

Contains information for the employees’ nonrecurring earnings and deductions.

Note: The US ADP PayForce third-party periodic extract pulls the following nonrecurring earnings and deductions types only:

- Voluntary deductions Nonrecurring pretax deductions are not included.
- Supplemental earnings Nonrecurring regular and imputed earnings are not included.
- Flat amount earnings Hours * rate earnings elements are not included.
# Payroll Interface for US ADP Solutions

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Extract Node Name</th>
<th>Extract Tag Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoCode</td>
<td>Payroll Reporting Name</td>
<td>Payroll_ Reporting_ Name</td>
</tr>
<tr>
<td>Batch Id</td>
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<td>intentionally left blank</td>
</tr>
<tr>
<td>File #</td>
<td>Third-Party ID</td>
<td>Third_Party_ID</td>
</tr>
<tr>
<td>Earnings 3 Code</td>
<td>Third-Party Earnings Code</td>
<td>RULE_ EARNING_CODE</td>
</tr>
<tr>
<td>Earnings 3 Amount</td>
<td>RUN</td>
<td>RUN</td>
</tr>
<tr>
<td>Earnings 4 Code</td>
<td>Third-Party Earnings Code</td>
<td>RULE_ EARNING_CODE</td>
</tr>
<tr>
<td>Earnings 4 Amount</td>
<td>RUN</td>
<td>RUN</td>
</tr>
<tr>
<td>Earnings 5 Code</td>
<td>Third-Party Earnings Code</td>
<td>RULE_ EARNING_CODE</td>
</tr>
<tr>
<td>Earnings 5 Amount</td>
<td>RUN</td>
<td>RUN</td>
</tr>
<tr>
<td>Adjust Ded Amount</td>
<td>Entry Value</td>
<td>Entry_Value</td>
</tr>
</tbody>
</table>

### Adjust Ded Code
ADP PayForce deductions code for the employee's deduction, as set through the element's Third-Party Deductions Code input value.

### Adjust Ded Amount
Amount of the deduction.

### Batch Id
This field is intentionally left blank and is automatically populated by the ADP for PayForce External Paydata Interface Program process upon receipt.

### CoCode
First three characters of the payroll reporting name as defined in the Manage Payroll Definitions task.

### Earnings 3 Code
ADP PayForce earnings code for the employee's earning, as set through the element's Earnings 3 Code input value.

### Earnings 3 Amount
Amount of this Earnings 3 type earning. The Third-Party Earnings Type determines whether this value is populated.
**Earnings 4 Code**
ADP PayForce earnings code for the employee's earning, as set through the element's Earnings 4 Code input value.

**Earnings 4 Amount**
Amount of this Earnings 4 type earning. The Third-Party Earnings Type determines whether this value is populated.

**Earnings 5 Code**
ADP PayForce earnings code for the employee's earning, as set through the element's Earnings 5 Code input value.

**Earnings 5 Amount**
Amount of this Earnings 5 type earning. The Third-Party Earnings Type determines whether this value is populated.

**File #**
ADP PayForce 6-digit file number. Defined as a different lookup under the national identifier.

---

**FAQs for US ADP Solutions**

**How do I define an employee's ADP PayForce file number?**

Use the Manage Common Lookups task to update the PER_NATIONAL_IDENTIFIER_TYPE lookup type with the following new lookup code: PAYINT_EMPLOYEEID. Set the Meaning as Employee ID for ADP PayForce and the Tag as +US.

Once the lookup type has been configured, for each employee you want to report, use the National IDs region in their Manage Person page to specify their ADP PayForce file number.
Glossary

**assignment**
A set of information, including job, position, pay, compensation, managers, working hours, and work location, that defines a worker’s or nonworker’s role in a legal employer.

**assignment level**
See sourcing assignment level.

**consolidation group**
A grouping of payroll runs within the same period for the same payroll, for which you can run reporting, costing, and post-run processing. You can specify a default consolidation group for each payroll definition.

**database item**
An item of information that has special programming attached, which formulas and HCM extracts use to locate and retrieve the data.

**distribution**
Amount paid to a participant from a plan such as a savings plan or a flexible spending account.

**element**
Component in the calculation of a person’s pay. An element may represent a compensation or benefit type, such as salary, wages, stock purchase plans, pension contributions, and medical insurance.

**element eligibility**
The association of an element to one or more components of a person’s employment record. It establishes a person’s eligibility for that element. Persons are eligible for the element if their assignment components match the components of the element eligibility.

**element entry**
The record controlling an employee’s receipt of an element, including the period of time for which the employee receives the element and its value.

**element group**
Group of one or more elements, which you define for running various payroll processes, reports, or for cost distribution purposes. Use element groups to limit the elements processed by a payroll batch process.

**eligibility profile**
A user-defined set of criteria used to determine whether a person qualifies for a benefits offering, variable rate or coverage, compensation plan, checklist task, or other object for which eligibility must be established.
**eText**
An RTF report layout template that’s used to generate text output for Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI).

**fast formula**
A simple way to write formulas using English words and basic mathematical functions. Formulas are generic expressions of calculations or comparisons that repeat with different input values.

**flexfield**
A flexible data field that you can configure such that it contains one or more segments or stores additional information. Each segment has a value and a meaning.

**flexfield segment**
An extensible data field that represents an attribute and captures a value corresponding to a predefined, single extension column in the database. A segment appears globally or based on a context of other captured information.

**flow**
An occurrence of a flow pattern that you manage from a payroll work area or from the Data Exchange work area using the View Extracts task. The data security for your role determines which flows you can submit and access.

**flow checklist**
A sequence of automatic and manual flow tasks grouped into activities, such as extract reports and processes, or tasks related to payroll processing. Submitting a flow generates a checklist that you use to monitor the flow and manage its tasks.

**flow pattern**
A series of tasks performed in a predefined order, which are grouped into activities, such as extract reports and processes, or tasks that cover a phase of the payroll process. The flow pattern is used to generate a flow, which you can manage from its checklist.

**flow task**
A process or report, or manual task such as verifying results. A flow pattern can include more than one flow task.

**HCM data role**
A job role, such as benefits administrator, associated with instances of HCM data, such as all employees in a department.

**input value**
Field defined for an element that holds information about an element entry that’s needed for calculation. For example, hours worked, an alternate payment rate, or the amount of a bonus or deduction.
legal employer
A legal entity that employs people.

legislation
The base definition that governs certain rules so that Oracle Global Human Resources can perform differently for different countries and territories in order to meet statutory requirements. Can be predefined by Oracle or defined during implementation using the Manage Legislations for Human Resources task.

lookup code
An option available within a lookup type, such as the lookup code BLUE within the lookup type COLORS.

lookup type
The label for a static list that has lookup codes as its values.

object group
User-defined set of elements or people that restrict the items you want to include in various processes and reports.

payment method
Indicates the method of payment, such as check, cash, or credit.

payroll batch loader
An integrated Microsoft Excel workbook loader that helps you enter data more easily into HCM tables. Used for entering balances, balance groups, elements, element entries, payroll definitions, assigned payrolls, bank information for personal payment methods, formula global values, and user-defined tables.

payroll employment group
Group of people that payroll runs use for processing, data entry, and reporting.

payroll interface report
A process to extract and generate a report of payroll-related data sent to a third-party payroll provider.

payroll processing parameters
System-level information that controls settings for flow processes, such as logging, chunk size, and other options that affect process performance.

payroll relationship
Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

payroll relationship type
A predefined value that controls and groups person records into payroll relationships. If a person has more than one payroll relationship type in the same PSU, such as employee and contingent worker, multiple payroll relationships exist for that person.
**payroll statutory unit**
A legal entity registered to report payroll tax and social insurance. A legal employer can also be a payroll statutory unit, but a payroll statutory unit can represent multiple legal employers.

**personal payment method**
Method of payment to a person for a particular payroll. When an administrator assigns a person to a new payroll, payments are made using the default organization payment method for the new payroll until a personal payment method exists.

**profile option level**
The category or layer that defines a profile option. Site, Product, and User are the predefined levels.

**recurring element entry**
An entry that processes regularly at a predefined frequency. The entry exists from the time you create it until you delete it or the employee’s element eligibility ceases.

**retroactive process**
A process that recalculates the amount to pay a person in the current period to account for retrospective changes that occurred in previous payroll periods.

**salary basis**
Defines validation and payroll details for worker base pay. It identifies the currency and period of the quoted base pay and the factor used to annualize base pay. It optionally identifies components or rates used to itemize salary adjustments and the grade rate used to validate salary.

**system person type**
A fixed name that the application uses to identify a group of people.

**user-defined table**
Structure of rows and columns that maintains date effective lists of values. Tables store values as cells for specific row and column combinations.

**work relationship**
An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship.

**work relationship group**
Group of people that you can define for reporting, for example in HCM extracts.